



**RAJADHANI**  
INSTITUTE OF ENGINEERING  
AND TECHNOLOGY

**SERVICE  
RULES  
&  
STAFF  
POLICY**



# **SERVICE RULES & STAFF POLICY**



**RAJADHANI**  
INSTITUTE OF ENGINEERING  
AND TECHNOLOGY



# OUR VISION

Groom the Youth as Innovative, Creative and Empathetic Technologists, Hospitality Professionals, Managers and Entrepreneurs for Social Transformation.

# OUR MISSION

- M1: To encourage holistic development of students with well balanced curricular, co-curricular and extra-curricular activities.
- M2: To promote ethical and value-oriented teaching, research and consultancy among faculty and students for social transformation.
- M3: To interact with industrial organizations, governmental agencies, and engineering, hospitality and business enterprises for collaborative learning



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Preamble:

1. The service rules shall be called as "Rajadhani Institute of Engineering and Technology, Nagaroor, Service Rules".
2. They shall be deemed to have come into effect and shall apply to all the employees of the Institute as per their date of joining.

Definitions:

1. "Institute" mean "Rajadhani Institute of Engineering and Technology, Nagaroor, Attingal, Trivandrum".
2. "Management" means "The Indira Charitable Trust",
3. "Governing Body" means "The Governing Body of the Institute" constituted as per A.I.C.T.E. Norms.
4. "Chairman" means The Chairman of the Managing Committee of the Institute.
5. "University" means "APJ Abdul Kalam Technological University, Trivandrum, Kerala" or "University of Kerala"
6. "Principal" means "The Principal of the Institute or any other person authorized by the Management to discharge the duties and responsibilities of the Principal whatever may be his/her designation, otherwise".
7. "Director" means "Nominee of Management to look after the overall development of the Institute".
8. "Employee" means a person who is employed by the Institute including Principal and excluding those who are engaged on part time basis or daily wages.
9. "Vacation" means any recess in an academic year, which is for a minimum period of Fifteen days.
10. "Vacation Staff" means employees who are allowed to avail vacation. All other employees are deemed to be "Non-Vacation staff".
11. "Teaching Staff" comprises the following categories:
  - a. Principal
  - b. Vice Principal
  - c. Deans
  - d. Professors
  - e. Associate Professors
  - f. Assistant Professors
  - g. Ad-hoc/Guest/Expert faculty
  - h. Any other category of post declared so by the Management.

12. "Technical Staff" comprises the following categories:

- a. Workshop Superintendent/Foreman
- b. Programmers, Asst. Programmers, Computer Operators
- c. Technicians and Lab Assistants:
  - Grade - I
  - Grade - II
  - Grade - III

13. "Non - Teaching staff" means that staffs that are categorized as follows:

Office:

- a) Administrative Officer
- b) Accounts Officer
- c) Superintendent
- d) Estate Manager
- e) Public Relations Officer
- f) Senior Assistant
- g) Junior Assistant
- h) P.S. to Principal
- i) Record Assistant
- j) Attender
- k) Vehicle Supervisor
- l) Construction/Maintenance Supervisor

Contingent staff

- a. Security Officer/Security staff
- b. Canteen Manager and staff
- b. Matrons of Hostels
- c. Gardener
- d. House Keeping Staff.

14. "Competent Authority" - Chairman in the case of Principal/Vice Principal/General Manager (Administration) and Chairman/Principal/Vice Principal/General Manager (Administration) in the case of all other employees.

15. "Duty" - an employee is said to be on duty for the purpose of service benefits

- a. When the employee is discharging the duties of the post to which he /she is appointed.
- b. When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
- c. When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation Courses, Winter schools, quality improvement programmes, etc., duty permitted by competent authority, and
- d. When the employee is attending to the work assigned by the competent authority in the interest of Institute/Management.

16. "Leave" means leave granted by competent authority to an employee to which he/she is eligible.

17. "Pay" means basic pay with admissible dearness allowance as per Institute rules as the case may be.

18. "Year" means calendar year/financial year/academic year as the case may be

# 1. SERVICE RULES – GENERAL

## 1.1 STAFF PATTERN

The staff pattern, the cadre structure and the students – staff ratio will be followed according to the norms given by AICTE/APJ Abdul Kalam Technological University (KTU), Kerala.

## 1.2 QUALIFICATION

The prescribed minimum qualifications and experience requirements for the various teaching posts will be on the norms of AICTE and KTU. For non-teaching post, requirements will be based on the Directorate of Technical Education, Kerala.

## 1.3 RECRUITMENT

The recruitment of staff members to all cadres shall be strictly on merit and by open selection. The selection is made by a Competent Selection Committee duly constituted by the management, consisting of representatives from the Management, Administration, Department and External Experts.

The recommendations of the Committee are to be approved by the Chairman of the trust after which appointment orders will be issued. However, temporary vacancies may be filled on contract basis subject to the condition that the applicant may not be allowed to continue beyond a period of one semester / one year. This selection is again by a committee. Internal candidates will also be permitted to apply for higher posts, provided they have required qualification and experience.

The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis year after year up to a maximum of Five years or up to maximum age of seventy years.

The decision of the management is final in all appointments.

## 1.4 JOINING REPORT

The staff member at the time of joining duty in this Institution must submit the following to the Institute office / corporate office:

- Joining Report
- Originals of his / her educational certificates and experience certificates etc.
- Xerox copies of the certificates.
- One passport size photo

(Note: Xerox copies of all credentials to be retained)

The staff shall furnish both his/her temporary / permanent address along with contact phone number/e-mail ID (if any) to the administrative office. As and when there is any change in the above address / contact phone number / e-mail ID / the same must be intimated to the administrative office immediately.

## 1.5 REGULARISATION OF SERVICE:

All the appointments are purely temporary until regularization and terminable without assigning any reasons therefore. The services of employees recruited against \*substantive posts will be regularized after one year/two years from the date of joining.

### 1.5.1 Probation:

The employees whose services are regularized will be placed under probation for two years within a period of three years of continuous service. The probation period may be extended for valid reasons. The employees under probation are called as probationer.

At the end of successful completion of probation, the employees become 'Approved Probationers' and their services will be confirmed in the substantive post.

The Management/Governing body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary or terminate his/her services after due notice. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed. After confirmation, the appointee shall hold the office till the age of superannuating which

shall be ordinarily sixty five years in the case of teaching staff and sixty years in respect of non-teaching staff unless otherwise found unsuitable to discharge his regular duties.

If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post. The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis. The services of any candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.

### **1.6. TEACHING DAYS AND WORKLOAD**

As per the University norms, the institution will fulfil minimum number of teaching days required for a semester. Work load of a teacher will be as per the AICTE norms.

### **1.7. WORKING DAYS AND TIMINGS**

Every week, the Institute normally functions from Monday to Friday for students, i.e., five working days per week. Every day, the Institute works from 8.30 A.M. to 3.30 P.M. For the benefit of slow learners, who need extra coaching, special classes may be conducted.

### **1.8. MAINTENANCE OF ATTENDANCE REGISTER:**

a. All teaching and non-teaching staff members shall register attendance in the computer (biometric) before the reporting time (8.30 a.m.) and at the end of the Institute (3.30 p.m.) on all working days. They also sign the attendance register kept in department both in forenoon and afternoon sessions.

b. The Head of Departments will close the attendance register at 9.00 a.m. in the morning.

c. Non-marking of attendance shall be treated as absence unless permitted by the Principal.

d. Staff members can avail two permissions in a month (8.30A.M to 9.30 AM. or 3.00 P.M. to 4.00 P.M.). Late attendance (After 9.45 A.M.) will be treated as half a day casual leave.

### **1.9 SALARY**

a. Based on the qualification and experience, monthly salary

including dearness allowance (DA) will be fixed for every staff member according to the norms of the Management.

b. The revision of D.A. is left to the discretion of the Management.

c. Staff members who acquire Ph.D. degree after entering into service in the institution will be sanctioned with three additional increments/incentives as per Institute norms.

d. Salary of each staff member will be directly credited into the savings bank account of the individual in ICICI bank's branch on or before 5th of every month.

e. Income tax, if any, will be deducted from the salary and paid to the government. If any additional amounts need to be deducted towards income tax, or external payments which come under tax benefits, the matter should be intimated as a written request to the Principal.

f. It is the bounden duty of all staff to pay the income tax. Non remittance of tax will result in legal action.

### **1.10. BENEFIT EXTENDED TO THE STAFF MEMBERS**

i) Pay Revision and Annual increment:

Pay Revision is based on the Performance Appraisal report of the individual and will be taken up at the beginning of every academic year on case to case basis.

Performance and other credentials of the staff members shall be the integral part of the pay revision. For Annual increments also, the same procedure shall be followed.

ii) Employees Provident Fund (EPF):

a. For the employees whose total pay is less than Rs.15000/- per month, the management will deduct 12% from their salary and contribute equally every month.

iii) Accident Insurance Scheme:

a. All staff members and students are covered by the group insurance scheme.

b. In the event of any disability or death of any member, his / her family gets a part or full amount of the sum insured.

c. A part of the sum insured will be paid for hospitalization expenses and the balance amount will be paid to the affected family.

iv) Opportunities for Higher Studies:

The staff members who have already served in this institution at least for three academic years are permitted to pursue higher studies in any one of the following categories. The maximum number of faculty deputed is restricted to one member per department per year. The other conditions are as follows:

The period of study leave should be for a period of two years for M. Tech./M.E./M.Phil. programmes and three years for Ph.D.

**Fully Financed:**

a. Under this category, the individual who wants to go for Ph.D. in full time shall be entitled to receive 100% of the emoluments for a period of one complete year. In such cases the faculty member is entitled to receive half of his salary during his period of study for the first two years.

b. To avail this facility, the individual has to execute a bond with the management. A bond on the required non-judicial stamp to the effect that he/ she shall serve the institution for five years

c. One must complete 3 (three) years of service in this institution and priority will be based on seniority

d. During this period, he / she will be treated as a full time faculty and the period will be treated as 'ON DUTY'

e. As soon as the duration of Ph.D. is over, he / she has to serve in this institution for a period of 5 years as per the bond.

f. In case, if the individual is unable to serve the entire period of 5 years, he / she has to repay to the Institution twice the amount received by the individual.

g. Permitting leave and sanctioning of full salary for the period of study is left to the discretion of the management.

h. It cannot be claimed as a matter of right.

**Extraordinary Leave on Loss of Pay for Study:**

a. Under this category, the individual has to serve the institution on expiry of the leave period for an equivalent period.

b. The period of study will not be considered for the

sanction of increment

**1.11. FACULTY DEVELOPMENT PROGRAMME (FDP), CONFERENCES, SEMINARS & WORKSHOPS**

Selected staff members will be sponsored by the Management for faculty development programmes, conferences, seminars and workshops. Any faculty member will be allowed for a maximum of two such programmes in a semester if the programme period is within 5 days. If any such programme is more than 5 days, they will be allowed to attend only during their vacation period.

Allowances for Presenting Papers in Seminar / Conferences etc.

The regular Teaching staff that are sponsored for presenting papers in seminars/ conferences are eligible to travel by II AC or equivalent by rail in addition to reimbursement of registration fee. No D.A. is admissible. This facility is limited to once in an academic year i.e. July – June.

Allowances for Attending Seminars, Q.I.P. Courses, Refresher Courses Etc.

The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo Q.I.P. Courses, Refresher Courses etc., are eligible to travel by sleeper class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.

**1.12. RESIGNATION**

If any staff member wants to resign the job, the concerned staff member shall give a minimum of two months / 60 days advance notice or as per the conditions specified in the appointment order / promotion order about his/her intention of leaving job, only at the end of the academic year to the Chairman through the Principal in writing.

In case, where the end of notice period falls during the course of a semester he/she may be relieved only at the end of the semester.

a. In case, if the staff member does not give notice in advance, then the staff member owes to the institution his / her earning for the preceding 3 months or period as

stipulated already in the appointment / promotion order before he / she is relieved.

b. The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.

c. In case if, he/she takes leave for a day and if there is no casual leave available, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period

d. While getting relieved, files, materials and documents, etc., entrusted to him/her shall be handed over to the person nominated by the HOD or Principal under proper acknowledgement.

e. The staff member can apply for his/her the relieving order from the Institution only after the submission of "No Dues Certificate" in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in-charge of the laboratory.

f. Any staff member may be relieved immediately if he/she gets a Government Job or the concerned individual's spouse is transferred or he/she is getting married. But, this is subject to the discretion of the management after assessing the merit of the request.

### **1.13 DISCIPLINARY ACTION**

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

i) Censure

ii) Withholding increments/promotion

iii) Recovery from his salary whole or part of any pecuniary loss caused to the Institute due to negligence of duty or breach of orders/rules.

iv) Suspension

v) Dismissal from service

vi) If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consists of three members – HOD and senior faculty members.

vii) An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/governing body as the case may be.



## 2. CONDUCT RULES

### STAFF DISCIPLINE

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

#### 2.1 General Conditions:

1. All the employees of the Institute shall be subject to the general disciplinary and conduct rules of the Institute, and are liable for all consequences in the event of any breach of rules by him/her.
2. Every employee shall at all times maintain integrity of Character, be devoted to his/her duty and be honest and impartial in his / her official dealing. An employee shall, at all times be courteous and polite in his/her dealings with the management, principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall always act in the best interest of the Institute.
3. An employee of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question papers setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal/Management. No employee shall be absent from duty without prior permission. Whenever leaving the station, an employee shall inform the principal in writing through the respective H.O.D. or the principal directly if he/she happens to be a H.O.D the address at which he/she would be available during the period of his/her absence from the headquarters.
4. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The principal is empowered to suspend any employee if it is in the interest of the Institute and report his action to the Management, and the University as the case may be.
5. The services of an employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/her official duties satisfactorily etc., giving 3 months notice or 3 months' salary in lieu thereof for regular employee and one month notice or one month salary in lieu thereof for probationer. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination. There is no necessity to issue such notice to the probationers.
6. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the Institute or detrimental to the interests of the Institute.
7. An employee against whom insolvency proceedings commenced in a Court of law shall forthwith report full facts thereof to the Institute.
8. An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the Institute regarding the details thereof.
9. No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the Institute, which has been the subject matter of criticism or attach defamatory character.
10. Whenever an employee wishes to put forth any claim or seeks redress of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.
11. An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the Institute is subject to an enquiry and punishment

- by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the management and the decision of the management thereon, is final and binding on the employee.
12. No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.
  13. Institute working hours are, normally from 8.30 a.m. to 4.00 p.m. However, those who have academic, administrative, examination or any other such work shall follow the 8.30 a.m to 5.00 p.m or any other as directed by HOD/Principal.
  14. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
  15. Anyone coming late / leaving early for more than 15 minutes on 3 occasions in a month shall lose half-day Casual Leave. Repeated late comers shall be liable for disciplinary action.
  16. Anyone needing to go out of the Institute premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal/Vice Principal and register his/her absence (i.e. OUT and IN timing).
  17. Staff members shall compulsorily wear Institute ID while in the Institute premises. They shall also ensure that the students wear their Ids.
  18. Staff members shall compulsorily submit their investment details to the Account Section before 7th February each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
  19. Faculty shall ensure that discipline is maintained in the classroom, labs and Institute premises. In case of serious matters of indiscipline, the same shall be reported to the HOD.
  20. Faculty members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
  21. As per the Govt. rules, use of mobile phone in the Institute premises by the students is prohibited. However, taking into consideration the necessity of use of mobile phones today, the Institute strictly prohibits its use in places, such as Exam Hall, Classrooms, Labs, Library, Reading Room and corridors of Institute building. If a student found violating this norm, the faculty/staff shall report the matter to the HOD. The HOD shall initiate action by impounding the mobile and keep in the safe custody of Office. Return of the mobile will be considered at the end of the semester by Institute council and the decision of the council should not be taken as precedence.
  22. All faculty members are advised to wear decent clothes. Clothes like sleeveless tops, T-shirts, jeans, caps, etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
  23. Internal guides of projects are required to pay surprise visits to sites for out-house projects (without the knowledge of students) to ensure students' attendance. Regular contacts with Industry Guides shall be maintained. Internal project guides shall obtain a confidential report of the student/group along with evaluation of the project report from the Industry/External project guide.
  24. Faculty members are requested not to leave a lab session unattended, when students are present. In case of emergency, a faculty member shall make alternate arrangements either with other faculty or lab assistants to monitor the lab session during their absence.
  25. Before the instructional day starts, faculty/technical staff shall collect their respective lab/ staff room keys from the key board which is in the central office and they shall be deposited back when they leave the Institute premises.
  26. Faculty shall communicate to each other and students only in English. However, to explain a point better,

other languages may be used occasionally.

27. As a security measure, members of the staff who come in four wheelers and require to park them inside the Institute campus, shall give their names and the registration number of the vehicle to the Security Officer/Security at the entrance.
28. Faculty members may photocopy up to 20 pages for academic purposes. Course file material may be photocopied with the permission of the concerned HOD. Details of the photocopying shall be entered in the register book kept in the Documentation Room. Library books and text books shall not be photocopied.
29. The staff members shall not involve themselves in activities not conducive to their work during working hours.
30. Staff members are encouraged to take up Consultancy/ Research projects through the Institute.
31. Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the Institute.
32. The perks received if any, for the good work from the management by the individual shall be treated as confidential.
33. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
34. Any breach /violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.



# 3. LEAVE RULES

The staff members are entitled to enjoy the following leave benefits:

## A. GENERAL:

- Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- A Leave account shall be maintained for each employee in an appropriate form.
- For casual leaves, the sanctioning authority is the Head of the Department for vacation staff. For Heads of Departments/Vice Principal, Principal is the sanctioning authority. The principal shall be the competent authority to grant all other kinds of leaves on the recommendation of HOD as the case may be. In the case of the Principal, the Chairman shall be the authority to sanction leave.
- Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.
- Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.
- Employees when deputed on official duty or on Institute work, the period of their absence shall be treated as 'On Duty'.

## 3.1 CASUAL LEAVE (C.L)

Causal leave is a concession given to the members of the teaching and non-teaching staff to enable them in special circumstances to be absent from duty. However, this cannot be claimed as a matter of right. All employees of the Institute shall be entitled to twelve days of casual leave. A teacher availing the C.L. must arrange for the class work with substitutes form with concurrence of HOD.

1. The teacher has to get the sanction of his/her leave from the Principal through the HOD at least one day prior to the date of leave applied.
2. In case of emergency i.e., for death of his/her relative

and other extraordinary circumstances alone the C.L. can be availed after passing on the information telephonically to the office. An alternative arrangement for class work has to be informed to the HOD.

3. Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.
4. C.L. may be combined with CCL, Sundays or any other notified holidays.
5. Total no. of days of C.L. to be availed at a spell should not exceed 6 days including the holidays and Sundays.
6. C.L. is sanctioned at the rate of one day per month
7. C.L. shall be availed to the maximum of 6 days in a block of 6 months. Calendar year shall be followed for availing C.L.
8. Unutilized C.L. lapses at the end of the December every year.
9. A minimum of half a day C.L. can be availed.
10. The above rules are applicable to non-teaching staff also.

## 3.2. COMPENSATION CASUAL LEAVE (C.C.L)

It is a leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Chairman, Principal, Vice Principal and H.O.D concerned of the Institute.

- C.C.L. can also be combined with C.L.
- This leave must be availed within three months from the day of the duty carried out.
- C.C.L. can be availed as full day only.
- Clause from (i) to (viii) of 3.1 are applicable for C.C.L.

## 3.3. MEDICAL LEAVES (M.L.) (APPLICABLE TO STAFF MEMBERS UNDER REGULAR SCALE OF PAY ONLY)

- The staff members suffered while handling dangerous machinery or performing hazardous task with chemicals are eligible for hospital leave for a period required for recovery.

- During this period full pay with allowances will be paid to the staff members concerned.
- The Management has a right to refer the affected staff member for medical advice to the hospital or medical practitioner of its choice.
- M.L. will be sanctioned only on production of a medical certificate from a registered medical practitioner.
- Intervening holidays will also be treated as ML
- If the holidays are prefixed and/or suffixed with M.L. they will not be counted along with M.L.
- Special medical leave of 15 days with half salary and 10 days without salary over and above the normal medical leave will be sanctioned to a staff member who meets with an accident / has any other severe health problem and he/she should have been hospitalized.
- M.L. intimation must be given to the Principal as soon as possible and application in writing should be submitted within 7 days from the date of availing M.L.
- The sanction of the medical leave is subject to the discretion of the Management.

### **3.4. MATERNITY LEAVE (M.A.L.)**

- The leave is applicable to all the Women members of staff who have completed Three year of service with the regular scale of pay only and can be availed only once in service.
- This leave is admissible for 120 days only and may be taken before or after delivery as advised by the doctor for the first or second child only. Extension of leave after availing maternity leave is not allowed.

### **3.5. ON OTHER DUTY (O.O.D)**

This is permitted to a Faculty member who is assigned a duty officially. The nature of duties and the number of days of O.D. permitted are as follows.

- For the conduct of University Practical Examination for APJ KTU and paper Valuation, Faculty members will be permitted.
- Total OD of 6 days per semester will be granted for the following:

- Participation and /or Presentation of paper in National / International Seminars / Conference / Symposium / Workshops
- Viva voce, Synopsis submission, DC meeting and any other Professional Activities.
- The teacher availing O.D. is permitted to enjoy the remuneration given by the University or any other academic/research bodies.
- Staff members are permitted to go on 'On Duty' for academic works of the Institute, such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other Institutes and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D.
- In all the cases, prior written permission has to be obtained from the Principal.

### **3.6 VACATION**

1. The vacation period for teaching staff members and non-teaching staff members for one academic year shall be decided by the management from time to time.
2. The vacation is for a specific period after even semester. It is decided by the management. No staff member can take the vacation after the vacation period.
3. The Principal has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
4. When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable compensatory additional leave after the end of the academic year.
5. Staff members who have completed one year of service as on date of commencement of vacation period are entitled for vacation as detailed above.

6. However the staff member with a service of less than one year will be given vacation proportionally to the length of period of service rendered by him/her.
7. No other leave can be combined with vacation.
8. All the staff members must be present in the Institution on the last working day prior to the vacation and also on reopening day after the vacation to become eligible to draw their vacation salary.

Note: Any type of leave mentioned above cannot be claimed as a matter of right and the decision of the Management/Principal in all the cases is final.

# 4. Formation of Committees

## 4.1 ROLES AND RESPONSIBILITIES OF COMMITTEES

Various committees are formed in the Institute for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extra-curricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HoDs for one academic year or until new committees are constituted. The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /in- charges in the presence of the Principal or a representative appointed by them.

## 4.2 BOARD OF GOVERNORS

The Board of Governors is composed of a Chairman, three management representatives, a representative from AICTE, a representative from APJ Abdul Kalam Technological University, a representative from the Directorate of Technical Education representing Government of Kerala, Kerala, & Educationist/ Industrialist members nominated by the management. Additionally, the Principal serves as the ex-officio secretary.

By providing visionary leadership and sound governance, the Board ensures the institution's sustained progress and excellence. In addition to serving as the supreme administrative authority of the college, the Board of Governors at Rajadhani Institute of Engineering and Technology (RIET) is entrusted with a range of critical responsibilities aimed at ensuring the institution's sustained growth, academic excellence, and administrative efficiency. As the apex decision-making body, the Governing Body plays a pivotal role in guiding the strategic direction of the institute, shaping policies, overseeing implementation, and ensuring alignment with the institution's vision, mission, and regulatory standards. Its functions encompass academic governance, faculty appointments, financial oversight, and the continuous evaluation of institutional performance, all of which contribute to fostering a culture of innovation, accountability, and quality in higher education. Its key functions and responsibilities include:

### Strategic Oversight

- Ensuring that the vision, mission, and objectives of RIET are effectively achieved.
- Taking strategic decisions related to both academic and non-academic matters for the overall growth and development of the institution.
- Reviewing the performance of the institution on a regular basis to ensure continuous improvement.

### Policy Formulation and Review

- Making all policy decisions related to the introduction of new courses, recruitment and service conditions of faculty and staff, and the conduct of students and staff.
- Ensuring that institutional policies are periodically reviewed and updated in alignment with evolving educational standards and regulatory guidelines.

### Academic and Institutional Governance

- Overseeing academic and institutional activities to maintain high standards in teaching, learning, and administration.
- Supervising faculty and student development initiatives to foster a culture of learning, innovation, and professional growth.
- Faculty Appointments and Human Resources
- Reviewing and acting upon the recommendations of the Staff Selection Committee with regard to the appointment and promotion of faculty members and other staff.

### Regulatory Compliance and Communication

- Evaluating and responding to critical communications and policy directives issued by the University, Government agencies, AICTE, and other regulatory bodies to ensure institutional compliance.

### Implementation of Management Decisions

- Facilitating the implementation of decisions and proposals recommended by the Management

Committee to ensure alignment with the institution's strategic goals.

### **Financial Oversight**

- Approving and reviewing the college's annual budget to ensure financial sustainability.
- Overseeing strategic allocation of resources to support institutional priorities and long-term planning.

Through these responsibilities, the Board of Governors plays a crucial role in fostering academic excellence, administrative efficiency, and institutional growth.

### **4.3 COLLEGE ACADEMIC COUNCIL COMMITTEE**

The College Council Committee serves as the apex academic and administrative advisory body of the institution. It plays a pivotal role in ensuring effective governance, smooth functioning of academic processes, and alignment of institutional practices with regulatory and accreditation requirements.

The committee facilitates participative decision-making by bringing together representatives from academic departments, administration, and student support units. It reviews and recommends policies related to curriculum implementation, academic planning, student welfare, infrastructure needs, and quality enhancement initiatives.

#### **Objectives**

- To provide leadership in academic and administrative planning for the effective functioning of the institution.
- To ensure transparency, accountability, and participative decision-making in all major institutional activities.
- To review and monitor academic performance, student support systems, and quality assurance processes.
- To align institutional practices with regulatory bodies, accreditation requirements, and strategic development plans.
- To promote a conducive environment for teaching, learning, research, and holistic student development.

### **Roles and Responsibilities**

- Reviewing academic calendars, timetables, examination schedules, and teaching-learning processes.
- Recommending improvements in curriculum delivery, laboratory facilities, learning resources, and student support services.
- Monitoring student performance, attendance, discipline, and overall welfare.
- Facilitating inter-departmental coordination and resolving issues affecting institutional functioning.
- Ensuring compliance with norms of AICTE, University, DTE, and Accreditation bodies (NAAC/NBA).
- Approving major academic and administrative decisions before they are forwarded to the Governing Body.
- Supporting IQAC in quality initiatives, audits, documentation, and continuous improvement activities.
- Reviewing feedback from students, faculty, alumni, and industry and recommending corrective measures.
- Planning faculty development programs, training initiatives, and institutional development activities.

### **4.4 Committee for Faculty Selection**

The Committee for Faculty Selection is constituted to ensure a transparent, systematic, and merit-based recruitment process for appointing qualified faculty members in the institution. The committee plays a crucial role in identifying competent candidates who fulfill the academic, professional, and regulatory requirements laid down by AICTE/UGC, the affiliating University, and the institution.

It oversees the entire recruitment cycle, including notification of vacancies, screening of applications, conducting interviews, evaluating subject expertise, teaching ability, and research potential of applicants. The committee ensures fairness, equal opportunity, and adherence to institutional and statutory norms throughout

the selection process.

By maintaining rigorous evaluation standards and proper documentation, the Committee for Faculty Selection supports the institution's commitment to academic excellence, quality enhancement, and compliance with accreditation and audit requirements. It ensures that only capable and committed faculty are appointed to contribute to the academic growth, student development, and long-term vision of the institution.

### **Objectives**

- To ensure a transparent, merit-based, and accountable process for recruiting qualified faculty members.
- To identify and select competent candidates who meet institutional, regulatory, & accreditation requirements.
- To uphold fairness and objectivity in evaluating candidates' academic qualifications, teaching ability, subject expertise, and research potential.
- To maintain faculty quality in alignment with AICTE, University, and institutional standards.

### **Roles and Responsibilities**

- Preparing and publishing faculty vacancy notifications as per institutional and regulatory norms.
- Screening applications and shortlisting eligible candidates based on qualifications, experience, and merit.
- Conducting written tests, classroom demonstrations, technical interviews, and HR interviews as applicable.
- Assessing candidates on teaching skills, domain knowledge, communication, research ability, and overall suitability.
- Ensuring compliance with AICTE/UGC/University recruitment guidelines.
- Preparing selection reports, merit lists, and recommendations for appointment.
- Maintaining documentation of the entire recruitment process for transparency and audit purposes.

Coordinating with the administration for appointment orders, orientation, and joining formalities.

## **4.5 INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The Internal Quality Assurance Cell (IQAC) plays a crucial role in upholding and advancing the quality of education and overall institutional performance at RIET. Serving as an advisory body to the Principal, the IQAC implements systematic monitoring, evaluation, and feedback mechanisms to drive academic and administrative excellence. By fostering a culture of continuous improvement, innovation, and accountability, the IQAC ensures that the institution remains aligned with its vision of delivering high-quality, outcome-based education.

### **Objectives**

- To develop a structured system for continuous quality improvement in academic and administrative processes.
- To ensure effective implementation of quality assurance measures in teaching, learning, research, and evaluation.
- To promote a culture of excellence, innovation, and best practices across the institution.
- To coordinate and support accreditation, audits, and compliance with regulatory bodies.
- To collect, analyze, and utilize feedback and performance data for strategic decision-making.

### **Strategies**

IQAC shall evolve mechanisms and procedures to:

- Plan, monitor, and evaluate quality initiatives and internal academic audits in all departments.
- Organize training programs, workshops, and faculty development activities on quality-related themes.
- Facilitate learner-centric teaching practices and support faculty for improving academic delivery.
- Prepare and maintain documentation including AQAR, feedback reports, and quality records for NAAC/NBA.
- Promote stakeholder participation and ensure continuous improvement through periodic review meetings.

### **Functions of IQAC:**

- Formulate and implement quality benchmarks and parameters for academic and administrative activities to ensure consistent improvement.
  - Promote a learner-centric environment that encourages active participation, innovation, and student engagement.
  - Establish and manage structured feedback mechanisms involving students, parents, faculty, and other stakeholders to assess and enhance institutional quality processes.
  - Disseminate relevant information on quality standards and best practices across the institution.
  - Organize workshops, seminars, and training programs focused on quality enhancement and capacity building.
  - Maintain comprehensive documentation of all quality-related initiatives, programs, and activities to support institutional development.
  - Conduct internal academic audits and provide actionable recommendations for continuous improvement.
  - Prepare and submit the Annual Quality Assurance Report (AQAR) in accordance with prescribed guidelines and timelines.
  - Development of Quality Culture in the institution.
- Manage internal examinations efficiently with timely scheduling and communication.
  - Maintain confidentiality, academic integrity, and compliance with KTU directives.
  - Provide support for timely submission of internal marks and exam documentation.
  - Maintain systematic records for audit and accreditation purposes.

### **Roles & Responsibilities**

- Receive and circulate KTU notifications, schedules, and guidelines.
- Prepare timetables, seating arrangements, hall tickets, and exam materials.
- Assign invigilation duties and monitor adherence to exam discipline.
- Securely collect and distribute KTU question papers and answer booklets.
- Collect and pack answer scripts for dispatch to KTU valuation camps.
- Maintain documentation including attendance, malpractice records, and exam reports.
- Provide student support regarding results, revaluation, and related queries.
- Conduct and manage series exams, model exams, and internal assessments.

### **4.6 EXAM CELL COMMITTEE**

The Exam Cell Committee under KTU at Rajadhani Institute of Engineering and Technology (RIET) is responsible for coordinating and supervising the examination-related activities of the institution as per APJ Abdul Kalam Technological University (KTU) regulations. The committee ensures smooth, transparent, and disciplined conduct of all examinations in compliance with University norms while also supporting the autonomous examination processes of the institution.

#### **Objectives**

- Ensure smooth and malpractice-free conduct of KTU external exams.

The KTU Exam Cell Committee plays a crucial role in maintaining the quality and integrity of examinations at RIET. Through disciplined coordination, transparent processes, and adherence to university policies, the committee ensures fair academic evaluation

### **4.7 STUDENTS AFFAIRS WELFARE COMMITTEE (SAC)**

The Students Affairs Welfare Committee (SAC) is responsible for promoting the overall well-being, development, and active engagement of students within the institution. The committee functions as a bridge between the student community and the administration, ensuring that student needs, concerns, and aspirations are appropriately addressed. It supports initiatives related to

welfare, extracurricular activities, campus environment, and grievance redressal, contributing to a supportive and holistic learning atmosphere.

### **Objectives**

- To ensure the welfare, safety, and well-being of all students on campus.
- To promote meaningful student engagement through cultural, academic, and extracurricular activities.
- To identify student needs and recommend measures for their physical, emotional, and academic support.
- To facilitate smooth communication between students, faculty, and the administration.
- To uphold a positive and inclusive campus environment that supports student growth and discipline.

### **Roles and Responsibilities**

**Student Welfare Monitoring:** Identify and address welfare issues such as safety, mental well-being, campus facilities, and support services.

- **Engagement Activities:** Plan and monitor student participation in cultural events, clubs, outreach programs, and other student-centric initiatives.
- **Grievance Redressal Support:** Assist in collecting and forwarding student concerns to appropriate bodies for prompt action.
- **Policy Implementation:** Ensure the implementation of institutional policies related to discipline, code of conduct, and campus behaviour.
- **Coordination with Departments:** Work with faculty advisors and department coordinators to support student development activities.
- **Documentation & Reporting:** Maintain records of meetings, activities, action-taken reports, and welfare initiatives for audit and NAAC purposes.

The Students Affairs Welfare Committee conducts monthly meetings, with Minutes of Meeting (MoM) recorded and circulated within 48 hours. Additional meetings may be convened whenever urgent student-

related issues arise or during major institutional events.

### **4.8 Student Grievance Redressal Committee (SGRC) / Ombudsman**

The Student Grievance Redressal Committee (SGRC) / Ombudsman at Rajadhani Institute of Engineering and Technology (RIET) is established as per the guidelines of AICTE and UGC (Redressal of Grievances of Students Regulations). The committee ensures a fair, transparent, and time-bound mechanism to resolve grievances related to academics, examinations, infrastructure, harassment, discrimination, or any other student concerns. The SGRC aims to maintain a supportive and student-centric environment by promoting justice, trust, and accountability.

#### **Objectives**

- To provide a structured platform for students to express concerns and complaints.
- To ensure timely, fair, and impartial investigation and resolution of grievances.
- To uphold student rights and foster a safe and respectful campus environment.
- To maintain confidentiality, transparency, and zero retaliation throughout the process.
- To strengthen institutional governance and quality enhancement through feedback-based improvements.

#### **Roles & Responsibilities**

- Receive, acknowledge, and record student grievances submitted through online / offline mode.
- Examine issues carefully through hearings, discussions, and evidence verification.
- Recommend corrective actions and submit resolutions to the Principal / Management.
- Maintain grievance records, reports, and closure documentation for audit purposes.
- Create awareness regarding grievance procedures and available support mechanisms.
- Forward unresolved / major complaints to the

University Ombudsman as per guidelines.

- Ensure non-discrimination and protection of complainants from retaliation

### **Scope of Grievances**

Academic matters: marks, exam issues, evaluation concerns, results, attendance records.

- Administrative issues: infrastructure, campus facilities, safety, transport, hostel services.
- Financial matters: fee payments, scholarships, refunds, delays.
- Behavioural issues: discipline, harassment, or misconduct (except sexual harassment cases handled by ICC).
- Any matter affecting student welfare and rights.
- Meetings will be conducted as and when grievances are raised or proactively once every month, depending on requirement.

The Student Grievance Redressal Committee (SGRC) serves as an essential support mechanism ensuring student voice, justice, fairness, and well-being at RIET. Through responsible governance and timely resolutions, the committee promotes a positive educational experience and contributes significantly to institutional excellence.

### **4.9 INTERNAL COMPLAINT COMMITTEE (ICC)**

The Internal Complaint Committee (ICC) at Rajadhani Institute of Engineering and Technology (RIET) is constituted in accordance with Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and AICTE regulations. The committee is established to create a safe, supportive, and discrimination-free workplace environment for all students, faculty, and staff of the institution. The ICC ensures prompt action, confidentiality, and fair procedures in addressing complaints related to sexual harassment or gender-based discrimination.

### **Objectives**

To prevent and prohibit sexual harassment and ensure a safe academic and working environment.

- To spread awareness regarding gender sensitivity, equality, and respectful conduct.
- To receive and address complaints in a confidential, impartial, and time-bound manner.
- To conduct inquiry procedures and recommend appropriate actions based on findings.
- To conduct sensitization programs, workshops, and awareness campaigns.

### **Roles & responsibilities**

- To respond to complaints of sexual harassment promptly and confidentially.
- To investigate complaints as per due procedure ensuring fairness and non-bias.
- To recommend disciplinary actions and provide support to the complainant.
- To organize orientation & awareness programs on gender sensitivity and legal provisions.
- To maintain records, reports, and documentation as required under statutory norms.
- To submit annual reports to regulatory authorities.
- To ensure zero tolerance towards harassment, discrimination, or victimization.

### **Functions**

- Conduct inquiry within the specified time frame (as per the Act).
- Provide counseling and support to aggrieved individuals.
- Facilitate mediation when appropriate and permissible by law.
- Ensure protection of complainant during and after the process
- Maintain confidentiality of information and proceedings.

The Internal Complaint Committee plays an essential role in safeguarding the rights and dignity of the campus community. By establishing transparent mechanisms, proactive awareness initiatives, and strict adherence to

legal guidelines, the ICC reinforces a safe and inclusive learning environment at RIET, contributing to the holistic well-being and professional development of all stakeholders.

#### **4.10 INSTITUTION INNOVATION COUNCIL (IIC)**

Rajadhani Institute of Engineering and Technology has established the Institution Innovation Council (IIC) in line with the guidelines of the Ministry of Education's Innovation Cell (MIC) to promote a culture of innovation and entrepreneurship within the campus. The council is committed to nurturing creative thinking, supporting idea development, and encouraging students and faculty to engage in innovative projects and start-up activities. It facilitates exposure to emerging technologies, industry interactions, and national innovation initiatives while ensuring effective implementation of IIC calendar activities. The council also strives to strengthen the institutional ecosystem by providing mentorship, pre-incubation support, and opportunities for prototype development, thereby fostering a dynamic and innovation-driven academic environment.

##### **Roles and Responsibilities of the IIC**

- Create awareness and cultivate interest in innovation, design thinking, and start-up activities. Organize innovation-centric programs such as workshops, ideation sessions, hackathons, and expert talks.
- Guide students in identifying problems, generating ideas, and building prototypes.
- Support pre-incubation and incubation activities by connecting students to incubation centers & mentors.
- Facilitate collaboration between departments to encourage multidisciplinary innovation.

Promote team building across domains for innovation projects and competitions.

- Implement all activities prescribed by the MoE Innovation Cell (MIC) such as innovation challenges, leadership talks, entrepreneurship awareness programs, and IP awareness sessions. Maintain proper documentation and timely compliance with MIC deadlines.

- Establish links with industry experts, entrepreneurs, and start-up founders for mentoring and knowledge sharing. Organize industrial visits, expert interactions, and innovation exposure program
- Conduct sessions on patents, copyrights, and other IP rights. Encourage students and faculty to protect their innovations by guiding them through the IP filing process.
- Evaluate innovative projects and recommend deserving ideas for funding or incubation.
- Facilitate access to labs, tools, and technical support required for prototype development.
- Track participation in internal and external innovation events, competitions, and start-up activities. Motivate students to participate at institutional, regional, and national levels.
- Document all activities, maintain records, and regularly update the IIC portal. Review progress, analyze outcomes, and submit reports to MIC as per guidelines.
- Encourage socially relevant and sustainable innovations. Align institutional innovation activities with national missions and societal needs.

#### **4.11 COMMITTEE FOR SC/ST**

The SC/ST Committee at Rajadhani Institute of Engineering and Technology is constituted in accordance with AICTE and Government of India regulations to safeguard the rights, dignity, and equal opportunities of Scheduled Caste and Scheduled Tribe students. The committee works to prevent discrimination, address grievances, create awareness on welfare schemes, and promote a safe and inclusive campus environment.

##### **Objectives**

- To ensure equal opportunity and a discrimination-free academic environment for SC/ST students.
- To address grievances related to academic concerns, harassment, or discrimination.
- To facilitate access to scholarships, financial aid, and government welfare schemes.

- To organize orientation, awareness & empowerment programs for SC/ST students.
- To create sensitivity among faculty, staff, and students toward social inclusivity and equity.

### **Roles and Responsibilities**

- Monitor and ensure compliance with government policies for SC/ST welfare.
- Address complaints and grievances promptly through a confidential and fair process.
- Maintain a record of reported cases and resolutions for audit and compliance.
- Liaise with authorities to disseminate information regarding scholarships, financial support, and skill development initiatives.
- Conduct meetings, awareness sessions, and orientation programs for SC/ST members.
- Ensure representation of SC/ST students in institutional activities and committees where applicable.

### **Scope**

The committee operates across academic, administrative, and student-support domains to ensure welfare, accessibility, and fairness for SC/ST students. It plays a key role in grievance redressal, sensitization programs, compliance monitoring, mentorship support, and promoting an inclusive institutional culture aligned with national equity and empowerment guidelines.

### **4.12 Industry Institute Interaction Cell (IIIC)**

The Industry–Institute Interaction Cell (IIIC) is established to strengthen the collaboration between the institution and industries to bridge the gap between academia and the evolving needs of the engineering and technology sectors. The cell ensures experiential learning, skill enhancement, research collaboration, and placement opportunities through strong industry partnerships.

### **Objectives**

- To enhance collaboration between the institution and industry for knowledge sharing, research, internships,

and placements.

- To organize industrial visits, technical talks, expert lectures, and hands-on training programs.
- To identify industry needs and integrate relevant skill-based elements into the curriculum. To promote collaborative research, consultancy, and technology transfer initiatives.
- To facilitate MoUs, internships, apprenticeships, and workforce development programs.

### **Roles and Responsibilities**

- Establish and maintain partnerships with industries, government bodies, and professional organizations.
- Organize industrial visits, workshops, seminars, and knowledge-exchange sessions.
- Facilitate internship and apprenticeship opportunities for students in relevant sectors.
- Identify industry requirements and recommend training programs to enhance employability skills.
- Coordinate joint research programs, consultancy services, and product development collaborations.
- Maintain updated records of industry contacts, collaborations, and partnership outcomes.

### **Scope**

The cell's scope includes industry-linked education, internships, placements, training programs, industrial problem-solving, collaborative research, curriculum development support, and academic-industry alignment. It acts as a bridge connecting students, faculty, industry professionals, and research organizations to strengthen employability and innovation readiness.

### **4.13 ANTI - RAGGING COMMITTEE**

#### **Role and Responsibility of the Anti-Ragging Committee**

The Anti-Ragging Committee of Rajadhani Institute of Engineering and Technology (RIET) is the apex body constituted to implement, monitor, and enforce the Anti-Ragging Regulations of the UGC, AICTE, Government of India, and any other statutory authority in force. The committee ensures a zero-tolerance environment by:

- Ensuring full compliance with all clauses of the UGC/AICTE anti-ragging regulations.
- Creating a safe, respectful, and learner-friendly campus environment.
- Monitoring the functioning of the Anti-Ragging Squad.
- Reviewing preventive measures, awareness programmes, and disciplinary procedures.
- Acting promptly on complaints received through the complaint box, helpline, e-mail, or QR-based system.
- Coordinating with hostel authorities, class advisors, and student counsellors for continuous vigilance.
- Recommending disciplinary actions to the Principal based on the severity of the incident.
- The committee meets periodically or whenever required to assess preparedness, review reports, and strengthen anti-ragging mechanisms across the institution.

### **Objectives of the Anti-Ragging Committee**

- To eliminate ragging in all forms through preventive measures, awareness activities & strict enforcement.
- To sensitize students about the psychological and emotional harm caused by ragging and highlight its criminal implications.
- To ensure continuous monitoring in classrooms, hostels, canteens, sports facilities & common areas.
- To respond swiftly to complaints and take immediate action in accordance with regulatory bodies.
- To create an atmosphere of discipline by establishing clear procedures, punishments, and reporting mechanisms.
- To maintain a campus culture that encourages dignity, respect, inclusiveness, and professional ethics among students.
- To promote student support systems, including counselling, mentoring, and grievance redressal channels.

### **Functions of the Anti-Ragging Committee**

In line with the directives of the Supreme Court, UGC, and AICTE, the Anti-Ragging Committee carries out the following functions:

1. Preventive Functions
2. Issue notices before the commencement of each academic year.
3. Conduct orientation programmes for freshers and parents.
4. Promote awareness through posters, banners, digital displays, QR complaint codes, and leaflets.
5. Coordinate with the IQAC for campus-wide safety audits.
6. Assign vigilance duty to squad members in vulnerable zones.

### **Monitoring Functions**

- Monitor student movement in hostels, corridors, cafeterias, buses, and open areas.
- Collect weekly feedback from Class Advisors and Counsellors.
- Maintain registers for hostel rounds conducted by wardens.
- Review the functioning of the Anti-Ragging Squad.

### **Complaint Handling & Action**

Receive complaints through:

- QR code system
- E-mail helpline
- Complaint boxes
- Direct reporting
- Record, investigate, and document incidents as per due procedure.
- Recommend appropriate disciplinary action to the Principal.
- Ensure confidentiality and student safety during the inquiry process.

## Restoration & Support Measures

- Provide counselling and support to affected students.
- Ensure reintegration of students after disciplinary action if appropriate.
- Organize frequent mentoring sessions to maintain harmony.

## Definition of Ragging (As per UGC Regulations)

Ragging includes one or more of the following acts:

1. Any conduct that has the effect of teasing, abusing, or embarrassing a student.
2. Behavior that causes psychological fear, stress, intimidation, or shame.
3. Interrupting academic activities or compelling a student to perform unwanted acts.
4. Any form of physical abuse or threat, including assault or harm.
5. Forcing the student into financial extortion or unnatural acts.
6. Verbal abuse, cyber harassment, public insult, or humiliation.
7. Infringement of personal liberty and basic human dignity.
8. Wrongful confinement, kidnapping, molestation, or criminal intimidation.
9. Any assembly or conspiracy directly or indirectly supporting ragging.

## Punishments for Ragging

Depending on the severity of the offence, the following disciplinary actions may be imposed:

### Institutional Level Punishments

- Written warning / apology
- Suspension from classes
- Suspension from hostel
- Withholding scholarships, stipends, or benefits
- Debarring from internal tests / examinations

- Temporary or permanent dismissal from the institution
- Cancellation of admission
- Withholding of results

## Criminal & Legal Consequences

As per the Kerala Prohibition of Ragging Act, 1998 and UGC guidelines:

- Imprisonment up to 2 years.
- Criminal record affecting future career & employment.
- Police case filed against the involved students.

## Collective Punishments

If individual offenders are not identified, the institution may impose suitable collective punishment as per UGC rules.

## Preventive Strategies at RIET

- Strict entry and exit monitoring in hostels.
- 24x7 CCTV surveillance in campus and transportation areas.
- Freshers' induction programmes with anti-ragging pledge.
- Class mentoring and buddy system.
- Special monitoring in evenings and weekends.
- Regular meetings with parents of first-year students.

## 4.14 MENTORING/COUNSELLING CELL

The Student Mentoring & Counselling Cell at RIET is established with the objective of supporting students in realizing their academic, personal, and career goals. The system aims to provide timely guidance, emotional support, and academic monitoring through a structured mentoring framework. The long-term goal of the Cell is to empower students to make informed decisions about their future, while the immediate focus is to help them overcome challenges related to academics, discipline, and personal wellbeing.

To ensure effective support, the college follows a dual mentoring structure:

- Faculty Mentors with a maximum ratio of 1:25
- Student Mentors selected from academically outstanding and responsible senior students.

Mentoring begins from the first year and continues throughout the student's course of study. Faculty Mentors also track the mentees' progress even after graduation, offering career and life guidance whenever needed.

### **Role of Faculty Mentors**

Faculty Mentors act as teacher-guardians and play a crucial role in monitoring and guiding mentees under their care.

Their responsibilities include:

- Helping students adapt to the college environment.
- Acting as the first point of contact for all academic and personal concerns.
- Monitoring attendance, academic performance, discipline, and overall growth.
- Ensuring mentees complete academic requirements such as assignments, tests, and exam applications.
- Selecting suitable Student Mentors from among senior students.
- Protecting students from ragging, bullying, or intimidation.
- Communicating regularly with parents regarding the progress of their wards.
- Providing counselling on academic challenges, career planning, and personal development.
- Guiding students to develop clear career goals.
- Maintaining proper records of mentoring activities.
- Offering continuous support and maintaining rapport with students even after graduation.

### **Role of Student Mentors**

Student Mentors are chosen from senior or final-year students based on academic excellence, leadership qualities, communication skills, and responsible behaviour. They serve as peer supporters and help junior students integrate smoothly into campus life.

Their responsibilities include:

- Establishing a positive and supportive relationship with mentees.
- Assisting mentees in academic matters and sharing study strategies.
- Helping mentees cope with campus challenges and transitions.
- Providing information on learning resources, college facilities, and academic processes.
- Encouraging mentees to participate in curricular and extracurricular activities.
- Serving as a role model in behaviour and discipline.
- Offering peer-level counselling and moral support whenever needed.

### **Mentoring Activities**

- Monthly monitoring of attendance & communication with parents in case of irregularity.
- Ensuring submission of academic tasks and completion of all course requirements.
- Conducting periodic mentor-mentee interaction sessions.
- Assisting students in accessing academic support, learning resources, and personal guidance.
- Maintaining a detailed mentor handbook/record for each mentee.
- Providing timely counselling & motivation to students.
- Being available for mentees throughout the semester for academic and personal support.

### **Responsibilities of the Mentee**

Mentees (students) are expected to:

- Meet their faculty and student mentors at least once every week.
- Discuss academic or personal difficulties openly with the mentor.
- Inform mentors about leave, absence, or participation in activities.

- Submit leave letters only after the faculty mentor has countersigned them.
- Follow mentor instructions & guidelines responsibly.
- Report any incidents of ragging, harassment, or intimidation immediately.
- Seek guidance proactively in areas that require improvement.
- Keep mentors updated on extracurricular involvement and achievements.

### **Counselling Services**

The Counselling Centre at RIET complements the mentoring system by providing professional guidance related to emotional, psychological, academic, and career issues.

- The Student Counsellor's Office functions from 8:30 AM to 3:30 PM on all working days.
- Counselling activities are coordinated by the Dean of Students' Affairs.

### **Roles of the Counsellor**

- Conducting special counselling sessions for selected classes or groups.
- Organizing programmes that build confidence, emotional balance, and self-reliance among students.
- Providing one-to-one counselling for students seeking appointments.
- Maintaining all counselling records as confidential documents.
- Respecting student privacy and adhering to professional ethics.
- Furnishing necessary data to IQAC as required.

### **4.15 Research, Consultancy**

Rajadhani Institute of Engineering and Technology (RIET) firmly believes that high-quality teaching and impactful research are inseparable pillars of academic excellence. The Institution promotes innovation, applied research, and technology development through a well-established Central Research & Development Cell (R&D Cell).

RIET aims to foster strong academic and industrial collaborations with national and international universities, research organizations, and industries to address contemporary societal and technological challenges. The institution remains committed to building a sustainable research ecosystem that drives long-term growth and global recognition.

### **Objectives of the Research Policy**

Strengthen research culture among faculty through expert lectures, national/international conferences, seminars, FDPs, and workshops on research methodology, IPR, patenting, and emerging technologies.

- Encourage faculty to pursue doctoral and post-doctoral research at reputed national & international institutions.
- Motivate departments to undertake funded research projects in emerging thrust areas.
- Promote creation of new knowledge and its practical application through interdisciplinary and collaborative research.
- Provide state-of-the-art research infrastructure to faculty and students.
- Establish Centers of Excellence in identified domains.
- Develop incubation centres to promote innovation, entrepreneurship, and start-ups.
- Facilitate collaborative research with IITs, NITs, universities, national laboratories, and industries.
- Mentor academic, industrial, and interdisciplinary research projects.
- Promote publication of high-quality research in reputed journals.
- Encourage students to participate in hackathons, innovation challenges, and global competitions.
- Support development of products, patents, and IPR filing.

### **Central Research & Development (R&D) Cell**

The Central R&D Cell consists of representatives from all departments and coordinates all research and consultancy

initiatives of the Institution.

### Functions

- Evaluate, promote, and monitor all research and consultancy activities at institutional level.
- Conduct review meetings to assess progress and plan future targets.
- Track achievements and recommend eligible faculty for research awards and incentives.

### Constitution of the Cell

Chairman	:	Principal
Convener	:	R&D Coordinator/Senior Faculty
Members	:	Department R&D Coordinators

### Responsibilities of the R&D Cell

- Encourage faculty to apply for externally funded research projects.
- Promote interdisciplinary research and product development.
- Facilitate collaborations with premier institutions, research organizations, and industries.
- Initiate MoUs for consultancy, joint research, & training.
- Organize seminars, workshops, conferences, and training programmes.
- Promote faculty involvement as resource persons.
- Maintain communication with major funding agencies (DST, AICTE, UGC, DRDO, ISRO, CSIR, ICMR, etc.).
- Encourage student research presentations, project exhibitions, and competition participation.
- Recommend faculty for FDPs, workshops, and conferences to enhance research competency.
- Suggest reputed journals for library procurement.
- Facilitate visits to R&D organizations for understanding best practices.

### 4.16 Hostel Advisory Committee

The Hostel Advisory Committee is constituted to ensure the effective management of hostel facilities and to

promote a safe, supportive, and student-friendly residential environment on the campus. The committee plays a vital role in overseeing hostel administration, monitoring student welfare, and ensuring that hostel operations align with institutional policies & quality standards.

By providing timely guidance and supervision, the Hostel Advisory Committee contributes significantly to maintaining discipline, improving infrastructure, and enhancing the overall residential experience of students.

### Key Functions and Responsibilities

#### 1. Monitoring Hostel Facilities

- Regularly inspect and review the condition of hostel buildings, rooms, washrooms, dining halls, and recreational areas.
- Ensure cleanliness, safety, and adequate maintenance of all hostel amenities.

#### 2. Student Welfare and Support

- Address student concerns related to lodging, food quality, safety, and general well-being.
- Ensure a conducive living environment that supports academic productivity and personal growth.

#### 3. Coordination with Wardens and Staff

- Review the performance and responsibilities of wardens, residential tutors, and supporting staff.
- Recommend improvements for better functioning of hostel operations.

#### 4. Policy Implementation and Review

- Formulate, supervise, and periodically update hostel rules and regulations.
- Ensure adherence to disciplinary norms and campus safety policies.

#### 5. Grievance Redressal

- Provide a structured mechanism for students to report issues.
- Resolve complaints promptly to maintain a harmonious residential atmosphere.

## 6. Infrastructure Development

- Recommend upgrades, repairs, and modernization of hostel facilities based on periodic assessments and student feedback.

### 4.17 Admission Committee

The Admission Committee at RIET is responsible for ensuring a transparent, fair, and merit-based admission process in accordance with AICTE norms, State Government guidelines, and University regulations. The committee oversees all admission-related activities, guides prospective applicants, and ensures that all eligibility, reservation, and documentation requirements are strictly followed. It plays a key role in institutional outreach, counselling, and maintaining accurate admission records to support statutory audits and accreditation processes.

#### Objectives

- To ensure transparent and merit-based admissions as per AICTE, State Government, and University rules.
- To provide accurate information and guidance to aspiring students and parents regarding programmes, eligibility, fees, scholarships, and facilities.
- To facilitate the smooth conduct of the admission process from enquiry to enrolment, ensuring timely completion of all procedures.
- To verify and maintain complete and correct documentation required for institutional and regulatory compliance.
- To support institutional branding and outreach by participating in admission promotions, counselling sessions, and awareness campaigns.
- To maintain accurate admission data for audits, NAAC/NBA, and statutory reporting.

#### Roles and Responsibilities

##### 1. Compliance with AICTE, State & University Regulations

Ensure complete adherence to AICTE norms, Government reservation policies, and University eligibility criteria.

- Publish admission procedures, eligibility conditions,

and seats available on the website and official platforms.

- Ensure transparency in seat allocation (merit, NRI, management, and other categories as applicable).

##### 2. Admission Process Management

Oversee the entire admission workflow including:

- Enquiries and initial counselling
- Application verification
- Eligibility check
- Fee collection guidance
- Confirmation of admission
- Ensure timely communication of selection lists and joining instructions.

##### 3. Student Counselling & Guidance

Provide pre-admission counselling to students and parents regarding:

- Programmes offered
- Career prospects
- Course curriculum
- Fee structure and scholarships
- Address queries professionally and maintain a positive institutional image.

##### 4. Document Verification & Record-Keeping

- Verify original certificates, TC, migration, identity proofs, and category certificates.
- Maintain accurate admission records, registers, and digital archives.
- Ensure data is available for audits, NAAC/NBA, and statutory reporting.

##### 5. Outreach & Promotion Support

- Participate in educational fairs, school visits, career counselling camps, and admission events.
- Coordinate with the media, website committee, and social media team for admission announcements.

- Assist in preparing brochures, posters, and information material.

#### 6. Coordination with Other Committees and Departments

- Work with the Academic Section for class allotment and induction schedule.
- Coordinate with the Scholarship Cell for fee concessions and government schemes.
- Liaise with Finance, Examination Cell, and Hostel Office during student enrolment.

#### 7. Monitoring & Reporting

- Prepare periodic admission status reports for the Principal and Management.
- Analyze trends in applications, enrolments, and withdrawals.
- Submit data to AICTE, University, and statutory bodies when required.

#### 8. Grievance Handling

- Address admission-related grievances promptly.
- Ensure fair solutions and maintain transparency in handling complaints.

#### 4.18 College Sports Council Committee

The College Sports Council Committee is constituted to promote sports culture on the campus and to ensure effective planning, coordination, and execution of all sports-related activities. The committee plays a pivotal role in identifying student talents, organizing inter- and intra-college tournaments, improving sports infrastructure, and encouraging students to participate in a variety of athletic and recreational events.

By providing leadership, guidance, and administrative support, the Sports Council Committee enhances the physical well-being of students and fosters teamwork, discipline, and sportsmanship within the institution.

#### **Functions and Responsibilities**

##### 1. Planning and Organizing Sports Events

- Develop an annual plan for sports activities, including intramural competitions, inter-collegiate events, and

sports days.

- Coordinate logistics such as venue preparation, equipment arrangement, and event scheduling.

##### 2. Talent Identification and Student Participation

- Encourage and motivate students to participate actively in various sports disciplines.
- Identify promising athletes and provide necessary support, coaching, and opportunities.

##### 3. Sports Infrastructure and Equipment

- Review sports facilities such as playgrounds, courts, gymnasiums, and fitness equipment.
- Recommend purchases, upgrades, and maintenance of sports gear and infrastructure.

##### 4. Coordination with Physical Education Staff

- Work closely with the Physical Education Director and coaches to ensure smooth execution of sports programs.
- Monitor training schedules and recommend improvements to enhance student performance.

##### 5. Event Supervision and Discipline

- Ensure fair play, discipline, and adherence to sports rules and safety standards during competitions.
- Facilitate smooth event management and resolve any issues that arise.

##### 6. Budgeting and Resource Allocation

- Assist in preparing the annual sports budget.
- Ensure optimal utilization of funds for equipment, coaching, and event organization.

#### **4.19 Career Guidance and Placement Unit (CGPU)**

The Career Guidance and Placement Unit (CGPU) is established to enhance the employability of students by providing comprehensive career support, skill development, and placement opportunities. The unit works to bridge the gap between academia and industry by engaging employers, conducting training programs, and offering career-related services that prepare students for successful professional careers.

With a focus on holistic growth, the CGPU ensures that students receive guidance on career planning, competitive examinations, entrepreneurship, internships, and industry expectations. It serves as a central point of contact for companies, recruiters, alumni, and students.

## Functions and Responsibilities

### 1. Placement Preparation & Training

- Conduct training sessions on aptitude, reasoning, communication skills, group discussions, and interviews.
- Organize workshops on resume writing, personality development, and soft skills.

### 2. Industry Collaboration

- Establish strong partnerships with industries, companies, and organizations to enhance recruitment opportunities.
- Coordinate campus interviews, job fairs, industry visits, and internship drives.

### 3. Career Guidance & Counselling

- Provide one-on-one and group counselling on career choices, higher studies, government exams, and entrepreneurship.
- Invite experts, alumni, and professionals for career talks and mentoring sessions.

### 4. Internship Support

- Facilitate summer and semester-long internship opportunities.
- Maintain an updated database of internship opportunities across sectors.

### 5. Recruitment & Placement Activities

- Organize on-campus & off-campus recruitment drives.
- Guide students in placement registration, application procedures, and corporate interactions.

### 6. Alumni Engagement

- Build networks with alumni for mentoring, guest lectures, and placement referrals.

- Conduct alumni–industry interaction programs.

### 7. Data Management & Reporting

- Maintain records of student placements, training programs, and industry collaborations.
- Prepare annual placement reports for institutional review.

## 4.20 Grievance Redressal Cell (GRC) for Faculty/Staff

The Grievance Redressal Cell (GRC) for Faculty and Staff is constituted to provide a fair, transparent, and time-bound mechanism for addressing grievances of teaching and non-teaching staff related to service, academic, administrative, and workplace matters.

The Cell ensures that concerns raised by faculty and staff are resolved efficiently while maintaining confidentiality, impartiality, and adherence to institutional policies and regulatory guidelines. The GRC functions to promote a harmonious, professional, and supportive working environment within the institution.

### Objective

- To provide a structured mechanism for redressal of grievances of faculty and staff.
- To ensure fair and unbiased handling of complaints.
- To promote a healthy and professional work culture.
- To address concerns in a timely & confidential manner.

### Functions and Responsibilities

#### Receiving and Reviewing Grievances

- Accept complaints related to service conditions, workload, promotions, leave matters, workplace harassment, discrimination, administrative decisions, or other employment-related concerns.
- Maintain proper records of grievances received and actions taken.

#### Providing Fair and Transparent Resolution

- Examine grievances carefully and conduct necessary inquiries.
- Seek clarification from concerned departments or authorities when required.

- Recommend appropriate corrective measures within a reasonable time frame.

### **Ensuring Confidentiality and Professional Conduct**

- Protect the identity and privacy of complainants.
- Ensure that no victimization or retaliation occurs against the aggrieved staff member.
- Maintain professionalism and neutrality during proceedings.

### **Coordination with Management and Departments**

- Communicate with concerned authorities to gather relevant information.
- Facilitate discussions or mediation where appropriate.
- Suggest policy improvements to prevent recurrence of similar issues.

### **Compliance with Institutional and Regulatory Norms**

- Function in accordance with AICTE/University/service rules and institutional policies applicable to faculty and staff.
- Submit periodic reports on grievances received, resolved, and pending cases to the competent authority.

### **Awareness and Accessibility**

- Inform faculty and staff about grievance submission procedures (online/offline).
- Ensure transparency and accountability in grievance handling mechanisms.

## **4.21 COMMITTEE FOR AMENITIES**

The Amenities Committee (often referred to as the Campus Facilities Committee or Maintenance Committee) is a crucial non-academic body in a college responsible for the overall physical infrastructure, comfort, and general quality of life for students and staff on campus. Its primary function is to ensure that all essential facilities are functional, well-maintained, and conducive to a healthy learning environment.

### **Objectives**

- To ensure safe, clean, and well-maintained campus

amenities for students, faculty, and staff.

- To provide an enabling campus environment that supports academic and non-academic activities.
- To continuously improve the quality of basic facilities such as drinking water, washrooms, seating, lighting, and cleanliness.
- To identify gaps in amenities & propose enhancements aligned with institutional growth.
- To address complaints and feedback promptly to improve user satisfaction.
- To monitor service quality of vendors associated with amenities (canteen, transportation, housekeeping, etc.).
- To promote a healthy, accessible, and student-friendly campus atmosphere.

### **Rules / Policy**

- The Committee for Amenities shall monitor, maintain, and improve all student and staff amenities across the campus.
- The committee will ensure that amenities comply with institutional standards, safety norms, and statutory requirements.
- Meetings must be convened at least once every semester or whenever a critical issue arises
- All requests/complaints regarding amenities must be logged and resolved within a reasonable timeframe defined by the committee.
- Vendors, service contracts, and maintenance works must be approved through proper documentation and transparent procedures.
- The committee will coordinate with administrative, housekeeping, maintenance, & security departments for smooth functioning of facilities.
- Any changes or new installations related to amenities must be recommended by the committee before approval by the Principal/Management.
- The committee shall conduct periodic inspections to ensure hygiene, safety, and usability of all facilities.

- The committee must maintain proper records of actions taken, inspection reports, and maintenance schedules.
- Emergency issues (e.g., water shortage, sanitation breakdown) must be addressed on priority.
- Submit semester-wise reports to the Principal on the status of amenities and actions taken.
- Suggest policies for long-term upgrading of campus infrastructure and user amenities.

#### **4.22 EXECUTIVE COMMITTEE OF ALUMNI ASSOCIATION**

#### **Functions**

Conduct routine inspections of campus amenities including:

1. Classrooms & common areas
2. Washrooms
3. Drinking water facilities
4. Canteen services
5. Transport facilities
6. Parking areas
7. Hostel amenities (if applicable)

#### **Recreational areas**

- Prepare action plans for improvement and timely maintenance.
- Review and act upon feedback/complaints submitted by students, staff, and parents.
- Recommend upgrades or additions to amenities based on need analysis.
- Ensure availability of essential amenities such as seating, lighting, sanitation, and waste disposal systems.
- Coordinate with maintenance staff to rectify issues related to electrical, plumbing, or structural facilities.
- Verify cleanliness standards and housekeeping effectiveness across campus.
- Monitor canteen hygiene, menu quality, pricing, and compliance with food safety norms.
- Ensure availability of adequate drinking water and periodic water quality testing.
- Oversee transportation facilities, bus punctuality, safety measures, and student convenience.

The Executive Committee of the Alumni Association serves as the governing body responsible for fostering strong and sustained relationships between the institution and its alumni. The committee works to create a vibrant alumni network that contributes to institutional development, student support, and community-building. It coordinates alumni engagement initiatives, supports alumni chapters, and facilitates regular interactions between alumni and the current student community.

#### **Objectives**

- To establish and maintain a productive relationship between the institution and alumni.
- To create opportunities for alumni interaction with current students for career guidance, mentorship, training, internships, and placements
- To organize alumni meets, expert talks, workshops, and webinars led by prominent alumni.
- To maintain and update the alumni database and promote communication through websites, newsletters, and social media.
- To involve alumni in the development of academic, research, and infrastructural initiatives.

#### **Roles and Responsibilities**

- Maintain an updated alumni directory and contact information.
- Plan, coordinate, and execute annual and departmental alumni meet programs.
- Collect feedback from alumni regarding curriculum, training needs, and industry expectations for continuous improvement.
- Facilitate alumni participation in seminars, recruitment drives, and skill development activities.

- Support alumni networking platforms through digital forums, website updates, and publications.
- Encourage alumni financial and non-financial contributions towards departmental improvements, scholarships, and institutional activities.
- Promote success stories and achievements of alumni for motivation and institutional branding.
- Prepare reports and documentation related to alumni contributions and engagement.
- Communicate academic policies, curriculum updates, and institutional expectations.
- Support for Institutional Development
- Assist in improving facilities such as classrooms, labs, libraries, and student amenities.
- Encourage parental involvement in institutional activities and development programs.

#### **4.23 PTA EXECUTIVE COMMITTEE**

A Parent-Teacher Association (PTA) is a formal organization composed of parents/guardians, teachers, and administrative staff that works collaboratively to support the educational and general welfare of students. Its primary function is to build a strong, cooperative partnership between the home and the college.

##### **Objective of the PTA Executive Committee**

- To strengthen the partnership between parents, teachers, and the institution for the holistic development of students.
- To improve communication between parents and the department regarding academic progress, discipline, and welfare.
- To support institutional initiatives that enhance academic quality, infrastructure, and student learning outcomes.
- To participate in decision-making related to student support, co-curricular activities, and campus amenities.

##### **Roles & Responsibilities**

###### **Academic Monitoring**

- Review student performance, attendance, and discipline.
- Suggest measures to improve academic outcomes, including remedial classes and mentoring.

###### **Parent-Teacher Communication**

- Facilitate periodic meetings with parents.

##### **Student Welfare**

- Recommend actions for improving safety, mental well-being, and discipline.
- Support co-curricular and extracurricular activities.

##### **Feedback & Quality Assurance**

- Collect and review parent feedback.
- Provide suggestions for continuous improvement aligned with NBA criteria.

##### **Policy of the PTA Executive Committee**

- The PTA Committee will meet at least twice every academic year.
- Membership will include HOD, senior faculty, and elected parent representatives.
- Minutes of Meeting (MoM) will be documented and stored for NBA audits.
- Decisions will be made through mutual discussion and recorded resolutions.
- Confidentiality will be maintained regarding student-specific information.
- Actions based on feedback will be implemented and reviewed in subsequent meetings.

#### **4.24 WEBSITE COMMITTEE**

The Website Committee of Rajadhani Institute of Engineering and Technology is constituted to ensure the effective management, development, and continuous improvement of the institution's official website. The committee ensures timely updates, accuracy of information, user-friendly design, and alignment with the institution's branding and communication standards.

It serves as an important digital gateway for stakeholders such as students, parents, faculty, alumni, and industry partners.

### **Objectives**

To maintain an updated, accurate, and informative institutional website.

- To ensure timely publication of academic, administrative, and student-related announcements.
- To improve the website's accessibility, design, and navigation for a seamless user experience.
- To uphold institutional branding standards and ensure regulatory compliance with AICTE, UGC, and NAAC requirements.
- To support digital governance and enhance institutional transparency.

### **Roles and Responsibilities**

- Collect and verify content from various departments and upload approved information on the website.
- Regularly review and update key sections such as academic calendar, faculty details, notices, events, achievements, and mandatory disclosures. Ensure the website meets security, accessibility, and data privacy standards.
- Collaborate with IT support for troubleshooting, design enhancement, and feature upgrades.
- Maintain an archive of website updates and digital publications for compliance and audit purposes.
- Support online visibility, digital engagement, and institutional communication strategies.

### **Scope**

The committee's scope includes management of all publicly visible website content, digital forms, compliance-related information, event highlights, media uploads, and continuous improvement efforts. It covers periodic review, technical support coordination, and alignment with accreditation and regulatory frameworks governing higher education websites.

### **4.25 Time Table Committee**

**Objective: Efficient and smooth management of academic programme.**

1. To prepare the class time table at the beginning of each semester (shall be done by respective department's Time Table Committee)
2. To collect the following information from the Ho.
  - a. Teaching load distribution (Individual faculty's teaching load in the Department)
  - b. Lab-wise subject allotment.
  - c. Assigning of class rooms and tutorial rooms.
3. If modification is required, prepare the desired templates for time tables/Academic Calendar and get them approved by the HoD and Principal.
4. To prepare the Academic Calendar and get it approved from the Principal.
5. With the information gathered, prepare a draft of the class timetables.
6. Referring to the class time tables, prepare the time tables of individual faculty and labs. Mail all the time tables of individual faculty and labs to all the staff, giving them three days to correct any discrepancies.
7. Prepare the final class, individual and laboratory time tables & get them approved from the HoD & Principal.
8. Display the class time tables on the staff and student notice boards.
9. With regard to the individual faculty members and lab timetables, submit one signed copy each to HoD, Vice Principal and the concerned faculty member/lab in charge. The original set shall be retained with the Timetable Committee.
10. Any other duties the Associate Director/ Principal/ Vice Principal may assign.

### **4.26 DISCIPLINARY COMMITTEE:**

It consists of HoDs of all the Departments. The following are the functions of the Disciplinary Committee.

- To maintain & enforce strict discipline in the Institute campus.
- To enforce strict dress code among students.
- To enforce total prohibition of Mobile Phone usage by the students inside the Institute Campus. Please note that Mobile phone is totally prohibited in the Institute Campus and if a student is found carrying Mobile Phone, the Mobile phone needs to be confiscated & returned to the Principal.
- To Monitor the movement of the students in the Institute and prevent students loitering around in the corridors during the Institute working hours.
- To ensure that all the students attend classes without bunking & prevent the Students from leaving the Institute early. Please note that no student can leave the Institute early without prior permission of the higher authorities (Gate pass issued needs to be produced).
- To ensure that students maintain utmost silence in the Library.
- To maintain proper discipline in the Institute Canteen, Student Waiting Room, Corridors and the Student

Mess during the Institute Working hours.

- To assist the Institute anti-ragging committee in preventing ragging in the Institute and to spread anti-ragging campaign throughout the student-community.
- To recommend suitable disciplinary action against that student indulging in acts of indiscipline, beyond doubt.

#### 4.27 WOMEN'S REDRESSAL CELL

It consists of Senior Women Professor and 5 Women Associate Professor / Asst Professor, as its members. The following are the functions of the Women's Redressal Cell.

1. To receive complaints, if any, from the lady staff and lady students who have been subject to sexual harassment.
2. To keep all records intact and in proper order of the complaints received.
3. To enquire into such complaints and establish the facts.
4. To keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.

#### 4.28 COURSE FILE

The course file is an official document, a compilation of the planning and execution of teaching/learning activities, carried out through a semester in an academic year for a particular subject. It also includes a continuous report of the evaluation of student's progress. The teaching faculty is expected to complete their course file and submit the same to the concerned HoD within 10 days of the last instruction day of the concerned semester. The details required for the completion of the course file, along with the deadline and the source of the data as follows

CONTENTS	TIME TO COMPLETE	SOURCE/ACTION
Contents of course file		
List of registered students	One week prior to the first day of instruction	Attendance Committee
Individual timetable copy	One week prior to the first day of instruction or 3 days after display of final time table	Time table committee
Lecture session plan display	3 days before the first day of instruction	Verify by HoD

Lecture session plan execution	Immediately after every lecture throughout the semester	Verify by HoD
Lecture plan or brief lecture assignment/tutorial sheets	At least one day before the lecture	Verify by HoD
Attendance sheet of Lecture/Practical Class Test 1 Class Test 2	One week prior to the first day of instruction	Verify by HoD
Assignment submission record	Immediately after the submissions	Verify by HoD
Progressive term work evaluation sheet	Regularly updated after each expt/tut/assign/class test	Verify by HoD
Faculty report		

# 5. ADMINISTRATION OF THE INSTITUTE

## 5.1 GENERAL GUIDELINES

The Principal of the Institute is the Administrative Head of Rajadhani Institute of Engineering and Technology and Rajadhani Business School and he exercises control and supervision over all aspects of admission and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative and other staff under his control. There are:

1. Vice Principal
  2. Deans
  3. Head of the Departments
  3. Professors
  5. Associate Professors
  6. Assistant Professors
  7. Librarian
  8. Administrative Officer
  9. Estate Manager
  10. Office Superintendent
  11. Assistant Librarian
  12. Office Assistants
  13. Laboratory Technician
  14. Office/Laboratory Attendants
  15. Hostel Wardens
  16. Canteen Manager
- c) To conduct Governing Body and Academic Council Meetings.
  - d) The admission of the students and maintenance of discipline of the Institute.
  - e) The management of Computer and network facilities in the Institute
  - f) The assisting in planning and implementation of academic programmes such as seminars etc. for enhancing the academic competence of the Faculty Members.
  - g) The correspondence relating to the administration of the Institute.
  - h) To conduct HOD's meeting at regular intervals to know the state of affairs - both academic and non-academic.
  - i) The administration and supervision of curricular, co-curricular/extra-curricular activities.
  - j) The observance of the KTU Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the Universities concerned from time to time.
  - k) To plan for campus placements through training and placement officer.
  - l) To review results
  - m) To instruct the Hostel Authorities about the rules to be followed while permitting the students to go outside, including their native places.
  - n) To observe the functioning and discipline of hostels
  - o) The Supervision of Institute and University examinations, assessment of answer papers and such other work pertaining to the examinations as assigned.
  - p) The Assessing of reports of teachers and maintenance of service books and of other records of the Institute.
  - q) Any other work relating to the Institute as may be assigned to him by the competent Authority from time to time.

## 5.2. POWERS AND RESPONSIBILITIES OF PRINCIPAL

Subject to the supervision and general control of the APJ Abdul Kalam Technological University and the Indira Charitable Trust, Trivandrum, the Principal as an Administrative Head of the Institute and shall be responsible for:

- a) To promote the brand building of the Institution by adopting new technologies
- b) To promote the comprehensive development of the institution as the Head of the Institution.

- r) To take disciplinary action against any staff in the Administration, Faculty, Technical Staff and Non-technical Staff.
- s) To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per NBA/NAAC guidelines.
- t) To instruct the teaching staff through a schedule to conduct annual stock verification of lab equipment.

### **5.3 DUTIES AND RESPONSIBILITIES OF VICE PRINCIPAL**

Subject to the supervision and general control of the APJ Abdul Kalam Technological University and the Indira Charitable Trust, Trivandrum, the Vice Principal is the Academic Head of the Institute and shall be responsible for:

- The Academic growth of the Institute.
- The teaching, research, consultancy and extension programmes of the Institute.
- The management of the Institute library.
- To coordinate the interdepartmental academic activities
- To coordinate the activities of HoDs, faculty and technical staff.
- Attesting the academic registers and dairies maintained by teaching staff.

### **5.4 DUTIES AND RESPONSIBILITIES OF DEANS**

Academic Deans occupy a unique place in the continuum of academic administrators, as the facilitating link among Department Heads, faculty members, staff, and students. All activities and roles of the Deans are undertaken in light of furthering the best interests of the students of RIET. The Deans' responsibilities include, but are not limited to:

- Coordinating the development of and implementing the Institute's Vision and Mission Statement;
- Developing Institute budget;
- Supervising, evaluating, & supporting Departments/ Schools in a manner that promotes excellence in

instruction, scholarly and creative productivity. and service at RIET.

- Evaluating overall Departmental/School productivity in instruction, research, and service responsibilities;

### **5.5 DUTIES AND RESPONSIBILITIES OF HODS**

1. Responsible for all the academic and administrative affairs of the Department.
2. Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
3. Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipments, books & journals, maintenance etc.
4. Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, During weekly/fortnightly meetings
5. Looks after the matter related to R & D, Consultancy and Research Publications.
6. Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
7. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
8. Send staff attendance register after making necessary entries to the principal office by 9.30 A.M every day.
9. Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the Principal.
10. Verify the student attendance registers maintained by the staff members once a week and submit to the Principal for verification once in a fortnight.
11. Instruct the faculty members to set the question papers as per instructions from the Vice Principal and to maintain the confidentiality and also to evaluate the

scripts promptly to meet the dead line given by the Principal.

12. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
13. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
14. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by Principal. Communicate a copy to the Principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester. (Minimum two evaluations per semester).
15. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
16. Counsel the students who are absent for the mid test or irregular to the class work.
17. Form the student batches and allot the project guides as per guidelines given by the principal.
18. Route all the correspondence through the office of the Principal.
19. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from head quarters.
20. Allocate the students to the teacher-counsellors in the beginning of the academic year.
21. Inform the concerned authorities of any important information of events taking place in the Department from time to time.

22. Arrange special classes if necessary for the benefit of below average students.

23. Ensure academic discipline in the department.
24. Follow the guidelines / instructions given by the Principal/Vice Principal from time to time.
25. Provide necessary inputs to the principal for conducting Academic Council / GB Meeting
26. Arranging with faculty for academic counselling.
27. Responding to student grievances and requests.
28. A successful head must be able to handle the administrative details which make the office function efficiently, professionally, and effectively
29. Maintaining faculty files.

## **5.6 ADMINISTRATION OF THE DEPARTMENT:**

### **5.6.1 REQUIREMENTS OF A DEPARTMENT:**

The requirements of a Department are classified into

- A. Consumables
- B. Non Consumables
- C. Stationery

Procedures for procuring lab consumables, non-consumables and stationery:

#### **A. CONSUMABLES:**

Soon after the last day of the classes of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semesters. The HOD of the department concerned has to give a list of consumables required for the next academic year to the management.

#### **B. NON-CONSUMABLES**

- i) The HOD as soon as realizing the need for the equipment (including furniture) for the next year/semester has to initiate a proposal to the Management for the procurement of the same, through the Principal.
- ii) After the approval, the Management will call for quotations.

- iii) On receipt of quotations the HOD has to prepare a comparative statement.
- iv) If required, vendors may be called for negotiations by the Management.
- v) The purchase order will then be issued to the selected vendor by the Management.
- vi) A copy of the purchase order will be sent to the Principal/HOD of the concerned department by the Management.
- vii) After purchases are over and after the items are received by the Department, HOD has to certify that the items have been received in good / working condition.
- viii) The details should be entered into the consumables / non- consumable stock register as the case may be and HOD may pass the bill for payment within a week of the receipt of the consumable /non-consumables. Bill may be sent to the Chairman through the Principal.

### **C. STATIONERY**

- i) Soon after the last day of classes of an academic year, HoDs' should assess the requirements of stationery needed for the administration of their Department (including ISO related works)
- ii) After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
- iii) After procurement, the stationery required for each Department will be distributed by the office.

#### **5.6.2 SPECIAL REQUIREMENT OF THE STATIONERY:**

- i) Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date.)
- ii) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.
- iii) As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be

returned to the office by the HOD concerned. (The stationery obtained for a specific purpose shall not be used for normal work of the Department)

#### **5.6.3 MAINTENANCE OF STOCK**

- (i) In case of laboratory, the following stock registers have to be maintained by the Technical Staff in the laboratory.
  - A. Consumables stock register
  - B. Non-consumables stock register
  - C. Other register(s) based on the requirement of the Department concerned.
- (ii) The staff in charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in-charge of the laboratory, Staff in charge of verification and the HOD concerned.
- (iii) The staff in charge is nominated among the members of the Department. He/she will be in charge of the concerned laboratory of the department.
- (iv) Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately through the HOD to the Principal.
- (v) If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.
- (vi) Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items,

the breakage fee should be collected after the practical classes are over for the concerned semester.

(vii) Similarly, loss of any item should also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.

(viii) After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.

(ix) If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.

(x) No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.

(xi) If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest possible.

(xii) Periodic service and maintenance of the equipment / machineries is a must.

#### **5.6.4 STOCK VERIFICATIONS**

i) Surprise checks on stocks have to be carried out by the HOD in his/her department at least once in a year. Principal or any member of the Management may also conduct surprise checks.

ii) Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments before the end of the academic year.

iii) Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

# 6. DUTIES & RESPONSIBILITIES OF FACULTY

## 6.1 DUTIES OF A TEACHER

Work load of faculty will be as per AICTE norms. In addition to stipulated teaching hours, other duties for the overall development of the Department and Institute as a whole has also be taken up. The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows as per AICTE norms:

- |                           |    |                 |
|---------------------------|----|-----------------|
| 1. Principal              | >> | 4 hours / week  |
| 2. Dean / Professor / HOD | >> | 8 hours / week  |
| 3. Associate Professor    | >> | 14 hours / week |
| 4. Assistant Professor    | >> | 16 hours / week |

### 6.1.1. TEACHERS AND THEIR RESPONSIBILITIES -

Teachers are expected to:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Make continuous professional growth through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge
- Maintain active membership of professional organizations and strive to improve education and their profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the University such as; assisting in appraising application for admission, advising and counselling students as well as assisting the conduct

of University and Institute examinations, including supervision, invigilation and evaluation

- Participate in extension, co-curricular and extra-curricular activities including community service

**6.1.2 TEACHERS AND THE STUDENTS** – Teachers are expected to:

- Respect the right and dignity of the student in expressing his / her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainments of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop and understand our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

**6.1.3. TEACHERS AND COLLEAGUES** – Teachers are expected to:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.

2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities;
4. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

**6.1.4 TEACHERS AND AUTHORITIES** - Teachers are expected to:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- Give and expect due notice before a change of position is made.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

**6.1.5. TEACHERS AND NON - TEACHING STAFF:**

- Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

**6.1.6. TEACHERS AND GUARDIANS:**

- Try to maintain contact with the guardians of their

students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

**6.1.7. TEACHERS AND SOCIETY**

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.
- The duties of the staff members (teaching) are as follows:
  - A. for conducting theory classes, the teacher has
    - i) To go to class well prepared.
    - ii) To go to class at least 5 minutes earlier before the period starts.
    - iii) To take charge of the class as soon as the staff member of the previous hours goes out.
    - iv) To give lecture till the period ends.
    - v) To clear the doubts of the students then and there in the class.
    - vi) To give notes only if necessary or hand over the notes to the students and asking them to take Xerox copies.
    - vii) To use LCD projector wherever necessary.
    - viii) To take attendance in the beginning of the first hour in the forenoon and immediately after entering the class room for all the remaining hours.
    - ix) To take steps to maintain perfect discipline inside the class.

- x) To make use of NPTEL programmes.
- xi) To keep abreast in the subject by referring to journals and periodicals regularly.

**B. For conducting practical classes, teacher has**

- i) To allow the students inside the lab only on submission of the record note books written up to date. For KTU, the work book in detail including calculation steps.
- ii) To give crystal clear instructions.
- iii) To be demonstrative if needed to know how to do the experiment.
- iv) To attest the readings of the experiment.
- v) To let the students know the percentage of error he/she commits for every experiment.
- vi) To give marks based on the percentage of error.
- vii) To sign the manual at the end of each practical class.
- viii) To sign the record note books and return them before the end of every practical class.

**C. In general, the teacher has**

- i) To give at least two assignments to the students for every semester.
- ii) To correct them and give marks to them.
- iii) To retain the best and the worst assignment of every class for ISO inspection / documentation.
- iv) To correct the answer scripts of the internal tests and model examination within three days.
- v) To enter the marks of the assignments, monthly tests and model examination in the log book (to arrive at internal assessment marks at the end of every semester)
- vi) Conducting the tutorial classes at regular interval

**D. Apart from duties given in (A), (B), (C) The teacher has**

- i) To give counselling to the students if needed.
- ii) To bring the students misbehaviour in the class to the knowledge of the Vice Principal through concerned HoDs.
- iii) To give names of the students to the Vice Principal

who are long absentees.

- iv) To carry out the administrative works of the department given by the HoD concerned.

**6.2. Librarian:**

The Librarian's post is a teaching post. The Job responsibilities of a Librarian are as follows:

1. Planning new services for the Library.
2. Making rules for the Library
3. Acquisitions and Gift books selection
4. Catalogue entries – checking & keywords
5. Software for Library
6. Signatory for all bills, correspondence notices.
7. Maintaining Discipline in Library
8. Replacement of Library books lost
9. Assigning work to the Library Staff
10. Reference to teachers, students, visitors
11. Reports to be submitted to Auditors, UGC/AICTE/KTU, and Vice Principal
12. 12. Library Annual Report
13. Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry

**6.3. Assistant Librarian:**

The Job responsibilities of an Assistant Librarian are as follows:

- a. Gift Book Processing
- b. Catalogue – Data entry
- c. Library Notices – Drafting, putting up notices on the Library Notice board
- d. Displays
- e. Binding of Books & Journals
- f. Journals – General supervision
- g. Discipline in the Library
- h. Library Clearance

- i. Correspondence – Print & Dispatch
- j. Library Maintenance – Liaison with Administrator
- k. Hardware & Network – Liaison with Knowledge Centre
- l. Library Statistics
- m. Library Membership
- n. Reference
- o. Printing of Spine / Book/ Barcode Labels
- p. Any other work assigned by the Librarian from time to time.

#### **6.4 Duties of Technical Assistants, Skilled assistants and Office Assistants:**

They have to perform the duties assigned by the HOD or staff in charge of the laboratory concerned for the smooth functioning of the department. They have to carry out the works assigned by the office of the Management and the Principal every now and then.

##### **6.4.1 Duties and responsibilities of the Laboratory In-charge (Technical Staff)**

- To maintain the Dead Stock Register and Consumable Registers.
- 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 Institutes, by contacting teachers who are teaching or have taught similar subjects in our Institute or other Institutes, etc.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- To organize the laboratory for oral and practical examinations.
- To hold those responsible for any breakage / loss etc. and recover costs.
- To ensure the cleanliness of the lab and switch off all

equipment after use.

- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- Any other duty as may be assigned by the HOD/Principal/Vice Principal from time to time.
- In order to prevent theft/damage, the Lab In-charge shall take the following action:
  - i. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab through the faculty in charge of 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.
  - ii. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
  - iv. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item 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.

##### **6.4.2 Duties and Responsibilities of Lab Assistants**

1. The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
2. Lab Assistants shall be available for maintenance and care of resources/services of the institute.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
4. Lab Assistants in coordination with Lab In-charge should display
  - (i) List of Equipment/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.
- (v) Any other assignments as given by HOD/ Principal/ Vice Principal

#### **6.4.3 Duties and Responsibilities of Faculty in respect of Labs.**

1. Faculty conducting practicals / projects shall be responsible for the respective labs during their practical hours.
2. 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.
3. In order to prevent theft, faculty members are advised to take the following action.
  4. Before starting the practicals/projects, students shall be asked to check the PCs/equipment 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.
  5. In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

# 7. EXAMINATION

**Objective:** To help the smooth conduct of exams in the Institute

## 7.1 RESPONSIBILITY OF THE PRINCIPAL

1. The Principal is the in-house Chief Conductor of University Examination.
2. To appoint Examination In-Charge (EI) in consultation with the Associate Director (Academics).
3. To appoint Examination Committee in coordination with HODs and EI.
4. To appoint internal Flying Squad, Supervisors and other human resources for smooth conducting of examination in the Institute in coordination with EI.
5. To interact with University for exam related works.
6. To head Academic and Ethics Committee during examination.
7. To appoint internal and external examiners/moderators for paper assessment in coordination with HODs and EI

## 7.2 RESPONSIBILITY OF HOD

1. To appoint coordinators with examination body for smooth conducting of examination.
2. To appoint internal, external examiners & moderators for practical/oral/written examination.
3. To monitor University practical/orals and other examination.
4. Member of Internal Flying Squad.
5. Any other duties the Associate Director (Academics) / Principal may assign.

## 7.3 EXAMINATION COMMITTEE

The Examination committee is an apex body of the Institute which is headed by Examinations In-Charge (EI) and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations.

Keeping the record of each and every issue related to the examination.

1. The Examination In charge (EI) is a faculty member of the Institute & is appointed for a period of three years.
2. The Examination Committee shall function under the guidance of the Examination In-charge (EI).
3. The Committee shall comprise 5-6 members & for carrying out Class Tests and University Exams.
4. The Committee shall meet at least thrice in a semester and record minutes of the same and submit a copy to the Principal.
5. The EI shall follow the class test schedule as per the Academic Calendar.

## 7.4. ROLES AND RESPONSIBILITIES OF THE CONVENER, EXAMINATION

1. Responsible for the due custody of the records pertaining to his/her work.
2. Shall have administrative control over the members working under him/her.
3. Shall conduct the Examinations (Institute and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
4. To ensure that final year mark sheets are issued only to such students who produce a clearance certificate from the concerned authorities.
5. Any other duty/responsibility assigned by the Principal / Associate Director (Academics)

## 7.5 CLASS TEST

Class test as per University norms will be conducted as per semester schedule.

## 7.6 UNIVERSITY EXAMS:

University exams will be conducted by the Examination Cell of the Institute supervised by EI. HoD's has to allot the

name of faculty members for the respective days of exams in advance.

### **7.7 RESPONSIBILITY OF INTERNAL FLYING SQUAD**

1. Making surprise visits to examination halls of RIET to ensure smooth and fair conduction of examinations.
2. Reporting irregularities/ anomalies, if any, to the Principal.
3. Any other assignments as given by HoD/Principal/ Associate Director (Academics)

# 8. ADMINISTRATIVE WING

## 8.1 ADMINISTRATIVE OFFICER (AO)

1. The Administrative Officer shall regulate the work and conduct of the administrative staff. It shall be the duty of the Administrative Officer to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the Institute Administration.
2. The AO shall have the power to issue warnings, reprimands, and memos to the Non-teaching Employees subject to the approval of the Principal.
3. The AO shall be the custodian of the records, the common seal and such other property of the Institute as the Principal may commit to his charge.
4. The AO shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
5. The AO shall coordinate the matters in the Institute office for the teaching and nonteaching staff with office staff.
6. The AO shall bring to the notice of the Principal any of the acts of the staff or the students in office matters, if prejudicial to the Institute and/or are not in the interest of the Institution/Institute.
7. The AO shall maintain an enquiry service for students, staff and also for visitors to the Institute, regarding courses being conducted, examination and admission rules and such other allied matters of importance.
8. The AO shall sign letters issued from the Institute office of a routine nature.
  - i. The AO shall watch over the work of the Institute affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the Institute.
  - j. The AO shall look after the Examination work

(Institute/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection for office staff.

k. The AO shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal and Management.

## 8.2. SUPERINTENDENT:

1. The Superintendent shall be in-charge of the Institute office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the AO.
2. He/ She shall convene regular meetings of the office staff and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any.
3. He/ She shall issue Memos and reprimands of erring employees. He/ She shall inspect the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the AO/Principal to take disciplinary action, in case the same employee shows no improvement.
4. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the AO/Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the Institute.
5. He/ She shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and

willingly and shall pay personal attention to their welfare.

6. He/ She shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He/ She shall be responsible for preserving of the documents, etc. concerning his section.
7. The Superintendent shall personally look into the court cases concerning the Institute and obtain orders/instructions from the Chairman/Principal wherever necessary.
8. The Superintendent shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the Institute. He/ She shall exercise a check on and follow up of letters received from the Government, University, Management etc.
9. He/ She shall draft notes & deal independently the cases which are of a routine nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. AO or the Principal and give interim replies.
10. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
11. The Superintendent shall be responsible of examination work pertaining to the Degree Institute in the overall supervision of the AA or the Principal.
12. Any other work assigned to the Superintendent by the Principal or Director from time to time.

### **8.3. ACCOUNTANT:**

- The accountant shall inform periodically on the financial position of the Institute to the Principal of the Institute and examine and ensure that the code and financial norms are followed by the section or department as per the sanctioned budget. He/ She shall prepare and present budget estimates, with the help of Heads of Departments in the Institute. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.

- He/ She shall attend to all the Government scrutiny, inspections and audit.
- He/ She shall be responsible for the proper implementation of the financial transactions as per rules, and monitor the finances of the Institute as per directions of the AO and place before the Trust the financial position of the Institute such as its receipts, payments and balance from time to time.
- He/ She shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books. He shall watch over the progress of the expenditure and receipt of fees in time.
- If there is no post of Superintendent in the Institute or if the Superintendent proceeds on leave the accountant shall carry out the duties of the Superintendent in addition to his/her own duties.
- The accountant shall carry out any other work entrusted to him/her by the Principal/AO from time to time.

### **8.4. OFFICE ASSISTANTS:**

1. Office Assistants shall perform the duties as may be assigned to him from time to time, by the Principal, the AO or the Superintendent.
2. He/ She shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He/ She shall assist the Superintendent in the disposal of his/her duties and shall look after the day to day work in the office of which he/she is in charge as per the instructions received from the higher authorities from time to time.
3. He/ She shall ensure and maintain proper co-ordination and follow up with the other departments or section of the Institute.
4. He/ She shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He/ She shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.

5. He/ She shall train the members of his/her department and provide guidance to all.
6. He/ She shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent or the AO with clear and specific comments.
7. He/ She shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
8. He/ She shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the Institute, regular and orderly behaviour of the staff under him.
9. He/ She shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
10. He /She shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed off.
11. He/ She shall submit notes or drafts for approval of the authorities through the Superintendent.
12. He/ She shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
13. He/ She shall attend to any other work assigned to him from time to time by the Higher Authorities.

### **8.5 ESTATE MANAGER**

- Must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the Principal.
- Supervises, executes the works in all civil, electrical, gardening and cleaning according to the norms and standards.
- Acts as the office in-charge of the security/sanitation/ public health units of the institute and exercise control over the contract workers; he must ensure compliance of the all provisions of the labour laws and/or

guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.

- Inspects the buildings structures, roads, etc. under his charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
- Prepares progress reports on on-going work and report the same to the authorities of the institute on a monthly basis.
- Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators & ensuring proper use of the same.
- Suggests the Principal in all technical matters and ensure that all works executed by him are as per the guidelines prescribed and that these works are carried out with the authorization/approval of the works committee or building committee etc. as per the prescribed procedure.
- Overall management of transport division of the Institute in consultation with Principal.
- Supervising the management of Canteen and Hostel as per the direction of Principal.
- Executes any other works assigned from time to time by Principal/Vice Principal.

### **8.6 SYSTEM MANAGER**

- Manages all the activities relating to the computer systems and networking.
- Looks after the repair and maintenance of Computer system and its networking.
- Prepares a schedule for providing computer service to all concerned.
- Arrange for availability of Internet connection wherever required.
- Arranges computer training /refresher courses for the staff to update their knowledge.

- Develops e-learning and user-friendly e-institution concept with guardian and Faculty Member.
- Maintains and updates the Institute website in consultation with the faculty in charge.

### **8.7 PHYSICAL EDUCATION DIRECTOR**

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- Coordinates Intra Institute and Inter Institute, Inter University and Inter State competition for different sports.

### **8.8 VEHICLE SUPERVISOR**

1. Responsible for arrangement of transport for students and staff from Institute to City & vice versa.
2. Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal/Estate Manager immediately.
3. Responsible for a periodical check of the log books maintained by the drivers.
4. Arranges for an agreement with Transport Company for additional buses if required.
5. Arranges for the transport for the students and staff for any educational tour, visit for sports competitions, etc.
6. The Drivers will be responsible for the proper maintenance/safety and timely renewal of the insurance policy of the vehicle/s.
7. Responsible for time management of buses.

#### **8.8.1 TRANSPORTATION POLICY AND RULES**

1. Bus facility is offered to eligible students at the discretion of the Institute management and cannot be claimed as a right by any student or parent.
2. All students who wish to avail the Institute bus facility

should register their names with the account office on the date announced in the beginning of each academic year.

3. Bus pass will be issued to the eligible students only on recommendation of " Bus mangers' in the prescribed format and after paying the full bus fees.
4. Transport fee for full year will be charged even if a student leaves the transport facility in between the session.
5. Staffs who wish to avail the Institute bus facility should register themselves with the account office.
6. No person shall be allowed to travel in the bus without express permission of the Institute authorities concerned in writing. Bus mangers are authorized to disallow travel by any person without proper authority.
7. Hostellers and day scholars without bus pass are strictly not permitted to travel in Institute bus.
8. Two staffs' members from each bus are designated as 'Bus Managers'. They are responsible for overall discipline and conduct of students in the Bus.
9. Bus managers are expected to maintain the contact data of all passengers of their bus and that of the management authorities.
10. In case of emergency and unexpected events Bus managers to inform management representative and or take any prudent action as the situation demands.
11. The Bus mangers have the authority to assign seats to students and other passengers.
12. Bus manager may report to the management if any trip is made without a minimum of 33% regular passengers.
13. Intimation regarding cancellation of a trip will be notified to the concerned 'Bus managers' and passengers to the extent possible.
14. Staffs are requested to sit in the seats allotted to them and to take care of the students.
15. Institute bus charge will revised periodically based on the various operating expenses.

16. Normally Institute 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.
17. During the university examinations transportation facility will be available irrespective of the strength of passengers.
18. Passengers will be picked up and let off at designated stops only.
19. The time schedule and the stages of trip can't be altered in any situation unless prior permission is secured.
20. Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
21. Getting bus pass doesn't ensure the passengers any reserved seat.
22. Girl and boy students are expected to occupy separate seats in the bus. Mixed seating by students is strictly prohibited.
23. Passengers must be possession of valid bus pass and is required to produce it as & when asked by any staff.
24. Institute doesn't encourage any form of celebrations in the bus or during the travel (birthday, send-off etc.,)
25. Students are expected to wait in orderly lines and allow faculty to board the bus first. In similar manner students are expected to wait for staff members to disembark first.
26. Students must board and leave the bus carefully and courteously without shoving and pushing.
27. Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.
28. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
29. Students shall not write upon, disfigure or cause damage to any part of the inside or outside of the bus. Students are to take care of the bus; if not, damage will

be charged to the offender, and as a minimum with loss of bus riding privileges until damage is paid.

30. Students shall behave in such a manner as not to jeopardize the safe operation of the bus.
31. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
32. Eating or drinking on the bus and littering are strictly prohibited.
33. Any other misconduct which may distract the driver from safe operation of the bus will not be tolerated.

### **8.9 HOSTEL MATRON**

1. Responsible for allotment of rooms to the students.
2. Responsible for maintenance of Hostel.
3. Looks after the quality of food served in the hostels.
4. Keeps strict discipline in incoming and outgoing of students from the hostels.
5. Reports to the Principal/Estate Manager in case of any indiscipline or misbehaviour by the students.
6. Looks into the grievances/complaints of the students if found genuine.
7. Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

### **8.10 SECURITY OFFICER**

The Security Officer shall discharge the duties under directions of the Estate Manager and the Principal. The Security Officer (Sergeant) is responsible for the Security Guards and should be available on all days of the week throughout the year.

- He is to check the specified numbers of guards are on duty in all the three shifts and note down the same in the Duty Register at the commencement of every shift.
- At the end of each day the Security Officer (Sergeant) is to prepare a statement of daily duty and maintain a register for the same. At the end of every week Security Officer (Sergeant) has to get the statement countersigned by the Estate Manager.

- In case of any emergency, the Security Officer (Sergeant) is to appear personally on the spot promptly and tackle the situation, seeking the aid of his higher officials when and where necessary.
- In case of any theft/accident in the campus he is to report the same promptly to the Estate Manager.
- In case of any irregularity in the movement of vehicles/goods through the campus the Security Officer (Sergeant) is to immediately stop the movement and report to the Estate Officer.
- The Security Officer should retain a record of any robbery, burglary or larceny committed or attempted against the institution.
- The Security Officer should establish and maintaining satisfactory liaison with law enforcement officers at all levels.
- The Security Officer should control access to all buildings and properties of the institute.
- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- In charge for monitoring the persons inside the campus; verifying the ID Cards.
- Issues the Visitor ID and collects the required data from the visitor.
- Ensures the Contract labourers wear Contract badge during working hours within the campus
- Regulating the parking of vehicles of staff and students.

### **8.11 CANTEEN MANAGER**

1. To supervise the canteen staff and getting quality food
2. Timely delivery of food stuff
3. Supplying food to hostels in time
4. Cleanliness of premises
5. Supply of boiled drinking water

### **8.12 DRIVER**

The Driver shall discharge the duties under directions of the Principal, Vice Principal, Estate Manager and Vehicle Supervisor. He/she shall broadly perform the following duties:

1. Driving of the vehicles; to keep the record of the fuel and record of mileage; to carry out minor repairs' maintenance of the vehicles. To drive the light and heavy vehicles of the institute as per the duties allotted by the Vehicle supervisor from time to time.
2. Driving of light and heavy vehicles.
3. Dusting/cleaning the seats and the vehicles as a whole and washing the vehicles periodically.
4. Carrying the bags and other items of officers and guests travelling in the vehicle.
5. He will also be required to perform duties before and after the office hours, shift duty in the night, Sunday and other holidays, as and when assigned by the competent authority keeping in view the exigency of the work.
6. He will be required to perform the following duties, i.e. the movement of official dak like letters, office orders, notifications etc. within the Institute and outside the Institute, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/baggage of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of despatch work; to lock and open rooms etc. as and when assigned by the competent authority keeping in view the administrative requirements. While performing other duties, he should also come to the work place half-an-hour before the commencement of office hours and should leave the office after half-an-hour of the closure of the office or after all the officials leave the office.
7. Any other works assigned from time to time

**8.5. ALL OTHER NON-TEACHING STAFF:**

The Principal shall assign duties as per the needs or requirements of the Institute from time to time in respect of any other non-teaching staff.

# 9. LIBRARY

Objective: To collect, organize and disseminate print and electronic information to the academic community of the Institution, to enhance and support the research activity of the Institution and to act as Learning Resource Centre.

## 9.1 TIMINGS

Session	Section	Days	Timings
Academic	Main Room	Monday to Friday	8.00 am to 4.00 pm
		Saturday	9.00 am to 4.00 pm
	Reference and Periodicals Room	Monday to Friday	9.00 am to 4.00 pm
	Digital Library	Monday to Friday	9.00 am to 4.00 pm
		Saturday	9.00 am to 4.00 pm
Holidays	2 <sup>nd</sup> and 4 <sup>th</sup> Saturdays, Sundays All Public Holidays		

## 9.2 LOAN PERIOD:

Category	Issue Limit (of Documents)	Period of loan
Faculty	5	90 days
Faculty pursuing higher education	10	One Semester
Visiting Faculty	05	One Semester
Non -teaching Staff	02	14 days
Non – teaching staff pursuing higher Education	10	One Semester

## 9.3 SERVICES OFFERED:

Besides the basic borrowing facilities, libraries offer services such as:

Online	Reservation / Renewals of documents
Reference & Information	
Information Alert	Internet Access Database search (DELNET)
Newspaper Clippings	Reprography (Xerox Facility for Staff and Students as copyright norms)
Article Indexing	

## **9.4 RULES AND REGULATIONS**

- Members shall keep their personal belongings such as bags, files, folders, notebooks, text books, CDs, pen drives etc. on the shelves outside before entering the library.
- Silence shall be observed in all areas of the library and therefore it shall not be used for group discussions.
- Mobile phones shall be switched off or kept on silent/vibrator mode before entering the library.
- Library books are not meant to be written in, either with pen or pencil nor should students fold any page or part of a page. During the rainy season, users shall take extra care to protect them from rain and mildew.

### **9.4.1 BORROWING:**

1. Books, periodicals, CDs, old question papers, project reports, syllabus copies etc. can be borrowed and duly returned at the issue counter.
2. Reference Books are arranged in the Reference Section, which are not allowed for home issue.
3. Users are requested to check books for quality before issuing getting them.

### **9.4.2 LOST BOOKS / LIBRARY CARDS:**

1. If a book is mutilated or lost, the user shall replace it with a new book or pay thrice the amount of the original price of the book along with the overdue charges if any.
2. If a reader's ticket is lost, the library shall be informed immediately. In genuine cases, a duplicate card may be issued on payment of Rs. 50/-.

### **9.4.3 RESERVATIONS:**

- Books and other Library material can be reserved by logging. Reservations may be placed on issued item only.

### **9.4.4 RENEWALS:**

Books and other Library material can be renewed for the original loan period provided there is no demand or reservation on the same. No books shall be reissued without presenting them physically.

## PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION

### PART 1: PRE-OBSERVATION MEETING

The faculty being observed should complete this form in preparation for a short meeting with their peer observation group / observer prior to the session to be observed.

***Peer Observation Group:***

1. Name & Department.....

2. Name & Department .....

***Details of Teaching / Learning Session to be observed:***

Observed:

.....

.....

.....

.....

.....

.....

.....

.....

Observer:

.....

Day/ Date / Time:

.....

Group / Location:.....

Type of Session / Duration: .....

Topic / Title of Session:

.....

***What are the objectives for the session (both for you and for the students)?***

***What would you like feedback on? (e.g. use of visual aids / the white board, your voice, interaction with the students, pace, use of examples, use of new techniques etc.)***

***Are there any factors which the observer needs to be aware of? (e.g. problems relating to the group or individual students, you are trying out something new etc.)***

## **PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION**

### PART 2: OBSERVER'S COMMENTS

The observer should complete this form during / following the observation (in preparation for meeting with the lecturer and giving feedback).

- Observed positive things about the lecture:
- Things that can be improved in future:
- Any other Comments / suggestions:

## PEER SUPPORT FOR LEARNING & TEACHING THROUGH OBSERVATION

### PART 3: POST OBSERVATION MEETING - REFLECTION & DISCUSSION

This form should be completed and signed by both the observed and the observer following discussion of Part 2.

Date / Time / Location of meeting: .....

The following have been discussed:

- The comments noted in Part 2 (Observer's comments).
- Feedback or good practice that could be shared with others.
- Possible ways that things could be developed & improved.
- The peer observation process.
- Proposals for future staff development.

*Agreed points (if any) to be forwarded to HoD:*

Signature – Observer: .....

Signature – Observed .....

Note: Copies of Part 1 and Part 3 should be passed to the HoD. Part 2 is confidential and can be retained by the faculty

# FACULTY PERFORMANCE APPRAISAL POLICY

(Please have hard copy proof of all items mentioned below)

(Effective from Academic Year 2022)

## 1. Purpose

The purpose of this policy is to:

- Ensure systematic evaluation of faculty performance.
- Encourage excellence in teaching, research, and institutional development.
- Promote accountability, transparency, and professional growth.
- Support career advancement, promotion, and recognition.

## 2. Scope

This policy applies to:

- All teaching faculty members (Assistant Professor, Associate Professor, Professor).
- All departments of the institute.
- Performance evaluation for each academic year (June to April).

## 3. Appraisal System Overview

The Faculty Performance Appraisal follows a 360-degree evaluation system based on the following parameters:

Sl. No	Parameter	Maximum Points
1	Teaching Process	20
2	Students' Feedback	20
3	Departmental Activities	20
4	Institute Activities	10
5	Annual Confidential Report (ACR)	10
6	Research & Development	10
7	Contribution to Society	10
	Total	100

Final score will also be converted into a **10-point scale**.

## **4. Performance Parameters & Calculation**

### **4.1 Teaching Process (Max 20 Points)**

Based on number of classes conducted.

Formula:  $\text{Score} = (\text{Total Classes Held} / \text{Total Scheduled Classes}) \times 20$  Score

Faculty must submit:

- Course details
- Attendance records
- Supporting documents

### **4.2 Students' Feedback (Max 20 Points)**

- Average feedback for each course.
- Converted to a 20-point scale.
- Final score = Average of all courses handled.

### **4.3 Departmental Activities (Max 20 Points)**

Includes responsibilities assigned by the Head of Department such as:

- Lab In-Charge
- Time Table In-Charge
- NBA/NAAC Work
- Class Advisor
- Linways Coordinator
- Website Coordinator
- Academic Audit
- Sponsored Projects
- Seminar/Workshop Organization
- Consultancy, Mentoring, etc.

#### **Points:**

- 3 points per semester per activity
- Maximum 20 points per academic year
- Must be supported by office order

#### 4.4 Institute Activities (Max 10 Points)

Includes responsibilities assigned by Principal such as:

- Controller of Exams
- IQAC Coordinator
- HOD/DeanNSS/NCC Coordinator
- Placement Officer
- Admission Duty
- KIRF/NIRF Coordinator
- Event Coordinator

#### Points:

- 5 points per semester per activity
- Maximum 10 points
- Must have official appointment order

#### 4.5 Annual Confidential Report (ACR) (Max 10 Points)

ACR is evaluated by HOD/Principal based on:

- Result performance
- Contribution to student development
- Self-development
- Project work
- Admission support

#### Grading System:

Grade	Marks
Extra Ordinary (90 - 100%)	10
Excellent (80 - 90%)	9
Very Good (70 - 80%)	8
Good (60 - 70%)	7
Satisfactory (50 - 60%)	5
Poor (<50%)	0

Final ACR Score = (Average / 2)

#### 4.6 Research & Development (Max 10 Points)

Includes:

- International/National Conference Papers
- Scopus/UGC/WoS Journal Publications
- Patent Filing/Publication
- Book/Book Chapter Publication

Average marks from all achievements will be considered (Maximum 10).

Supporting proof is mandatory.

#### **4.7 Contribution to Society (Max 10 Points)**

Includes activities such as:

- AICTE Initiatives
- Induction Programs
- Blood Donation Camps
- Unnat Bharat Abhiyan
- Yoga Programs
- Community Service

Points:

- 5 points per semester per activity
- Maximum 10 points
- Must be supported by official communication

#### **5. Submission Procedure**

Faculty must submit:

- Completed appraisal form
- Calculation sheet
- Summary sheet (10-point scale)
- Supporting documents (hard copy)

#### **Submission Deadline:**

Within 15 days after completion of academic year.

#### **6. Review Process**

- **Self-Assessment** by Faculty
- **Verification** by HOD
- **Review and Approval** by Principal
- Final remarks recorded
- Faculty signature required

## 7. Performance Grading (Overall)

Total Score (Out of 100)	Grade
90 - 100	Outstanding
80 - 89	Excellent
70 - 79	Very Good
60 - 69	Good
50 - 59	Satisfactory
Below 50	Needs Improvement

### . Use of Appraisal Results

Appraisal results may be used for:

- Annual increment
- Promotion
- Confirmation of service
- Awards & recognition
- Training recommendations
- Performance improvement plans

### 9. Transparency & Appeals

- Faculty may request clarification on scoring.
- Any grievance must be submitted in writing within 7 days of result declaration.
- Principal's decision shall be final.

### 10. Policy Review

This policy shall be reviewed every 3 years or as per regulatory requirements (AICTE/University norms).



**C. Departmental Activities (Max Points 20)**

Sl. No	Seme ster	Activity	Points Claimed (Faculty)	Supporting Document Yes/ No	Points Assessed (HOD)	Points Reviewed (Principal)
<b>Total</b>						

**D. Institute Activities (Max Points 10)**

Sl. No	Seme ster	Activity	Points Claimed (Faculty)	Supporting Document Yes/ No	Points Assessed (HOD)	Points Reviewed (Principal)
<b>Total</b>						

**E. Annual Confidential Report Summary (Max Points 10)- Annexure I**

Category	Points Earned
a. Results (20)	
b. Contribution to Student Development (20)	
c. Self-Development (20)	
d. Project Work (20)	
e. Admission support by Faculty (20)	
<b>Average</b>	

Total Points (Max. 10) = (Average)/2 = \_\_\_\_\_

**F. Research and Development (Max Points 10)**

Sl. No	Achievements	Total number of Publications	Marks
1	International/ National Conference publications (10)		
2	Scopus/UGC Publications (10)		
3	WOS publications (10)		
4	Patent (10)		
5	Book publication (10)		
<b>Average</b>			

**G. Contribution to Society (Max Points 10)**

Sl. No	Semester	Activity	Points Claimed (Faculty)	Supporting Document Yes/ No	Points Assessed (HOD)	Points Reviewed (Principal)
<b>Total</b>						

**Summary**

Summary	Academic Year	
	Maximum points	Points earned
A. Teaching Process	20	
B. Students' Feedback	20	
C. Departmental Activities	20	
D. Institute Activities	10	
E. ACR	10	
F. Research and Development	10	
G. Contribution to Society	10	
Total	100	
Total on 10 Point Scale	10	

Date: .....

Signature of the faculty member

**Signature and Remarks of the authorities:**

Sr. No.	Authority	Remarks	Signature with Date
1	HOD		
2	Principal		

## **CALCULATION OF 360° FEEDBACK SCORE**

The 360 Degree Score shall be determined based on the following parameters.

1. Teaching Process (Maximum Point 20)
2. Students' Feedback (Maximum Point 20)
3. Departmental Activities (Maximum Point 20)
4. Institute Activity (Maximum Point 10)
5. ACR (Maximum Point 10)
6. Research and Development (Maximum Point 10)
7. Contribution to Society (Maximum 10)

The candidate shall submit a calculation sheet for each academic year to be considered and a summary sheet exhibiting their score on a 10-point scale

### **Teaching - Process (Maximum Points 20)**

The calculation shall be presented in a table, as in this Annexure. The table will include details of courses taught in the academic year, such as Semester, course Code / Name, number of scheduled classes, and actually held classes. The total shall be reduced on 25 25-point scale.

### **Students' Feedback (Maximum Points 20)**

The candidate shall submit the average score for each course taught during the academic year under consideration on a scale of 25. The average of the total of all such scores shall be used.

### **Departmental Activities (Maximum Points 20)**

This section summarizes all the responsibilities assigned by the Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, NAAC related works, sponsored projects, departmental newsletter, class advisor, association activities, consultancy, counselling/ mentoring, ERP Coordinator, website Co-Ordinator, seminar/workshop organized, event co ordinators, Academic audit, BoS Secretary etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20:

### **Institute Activity (Maximum Points 10)**

This section summarizes all the responsibilities assigned by the Head of the institute to the candidate during the academic year under consideration through a proper office order. This may include responsibilities like Controller of Exams, IQAC Co-Ordinator, Head of Department, Coordinator of various events, Professional Society coordinators, NSS, NCC, Various College clubs and associations coordinators, resident tutor/Warden, Training and Placement officer, Coordinators of KIRF, NIRF, admission Duty, Sports Coordinator etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

**Annual Confidential Report (ACR) (Maximum points 10)**

ACR maintained at the institute level shall have 10 points based on grading. Marks are awarded by the HOD/Principal based on the performance of the faculty. May include the pass percentage of subjects handled, research, and consultancy works etc.

**Research and Development R & D (Maximum points 10)**

R & D involves Publications in National/International conferences, paper publications in Scopus/UGc/ WOS journals, Patent filing/ publications, Book chapter publications etc.

**Contribution to Society (Maximum Points 10)**

The candidate is involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from the Head of the institute. The grand total of points for all academic years shall be converted to a 10-point scale.

Calculation of Credit Points

**Teaching Process(20)**

SL No	Semester	Course code	Course Name	No.of Scheduled classes	No.of actually held classes	Points earned	Enclosure no
1	S4	xxxx	xxxxxx	42	42		
2	S6	xxxxx	xxxxxxx	42	40		
3	S2	xxxx	xxxxxx	36	36		
4	S8	xxxxx	xxxxxx	36	34		
			Total	156	152	$(152/156)*20=19.48$	

**Student's feedback (20)**

Si No	Course code	Course Name	Average student Feedback	Enclosure no
1	xxxxx	xxxxxxx	The value obtained is converted to a 20-point scale	
2	xxxxxx	xxxxxxx	The value obtained is converted to a 20-point scale	
3	xxxxxx	xxxxxxx	The value obtained is converted to a 20-point scale	
4	xxxxxx	xxxxxxx	The value obtained is converted to a 20-point scale	
		Total	Average of all	

**Departmental Activities (Max credit 20)**

Sl No	Semester	Activity	Credit point	Criteria	Enclosure no
		Lab in charge	3 points/semester		
		Time table I/C	3 points/semester		
		NBA Work	3 points/semester		

**Institute Activity (Maximum Points 10)**

Sl No	Semester	Activity	Credit point	Criteria	Enclosure No
		CoE/HoD/Dean	4		
		Co Ordinator appointed by Principal	2		
		FDP/ Conference	2	1 point per event	

**Annual Confidential Report (ACR) (Maximum points 10)**

Extra ordinary	Excellent	Very good	Good	Satisfactory	Poor
100-90	90-80	80-70	70-60	60-50	Below 50
10	9	8	7	5	0

Sl No	Year	Activity	Credit point	Criteria	Enclosure No
	xxxxx	ACR	10	Extra ordinary	
		ACR	8	Very good	
		ACR	9	Excellent	
		ACR	10	Extra ordinary	
		Total	37/4=9.25		

**Contribution to Society (Max Credit 10)**

Sl No	Semester	Activity	Credit points	Criteria	Enclosure no
		Induction program	5		
		Blood donation	5		
		Unnat Bharat Abhiyan	5		
		Yoga classes	5		

## ANNUAL CONFIDENTIAL REPORT (20)

### a.Result (20)

SL.No	Sem	Course code & Name	No. of Students Registered	No. of Students Passed	Pass %	Points

### Result Summary

Extra Ordinary	Excellent	Very Good	Good	Satisfactory	Fair	Unsatisfactory
20	18	16	14	12	10	0
100 ->95%	95 ->90%	90 ->80%	80 ->70%	70 ->60%	60 ->30%	<30%

### a.Contribution to student development (20)

Category	Maximum Marks	Activity	Marks Earned
Student Coaching	5		
Additional Classes	5		
Motivation of students for paper presentation	5		
Additional courses other than curriculum	5		

**c. Self-development (20)**

<b>Category</b>	<b>Maximum Mark</b>	<b>Mark Earned</b>
Professional knowledge	5	
FDP/Seminar/ Workshops	5	
Attitude & Ownership towards work	5	
External Interaction	5	

**d. Project work (20)**

<b>Category</b>	<b>Maximum Mark</b>	<b>Mark Earned</b>
Status of Project Work	5	
Industrial Project/Innovation	5	
Patent Applied/Publication/Conference	10	

**e. Admission support by Faculty (20)**

<b>3</b>	<b>2</b>	<b>1</b>	<b>Nil</b>
20 Marks	15 Marks	10 Marks	0











**CONTACT FOR ADMISSION**

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  - **MBA: 70250 77773, 70253 77773**
- **POLYTECHNIC: 75106 77773 RIHM: 75609 77773**



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