

HANDBOOK FOR FACULTY



BALAJI INSTITUTE OF TECHNOLOGY AND SCIENCE

(Affiliated to JNTU Hyderabad and approved by AICTE)

Laknepally, Narsampet, Warangal, Telangana-506331

STAFF CODE OF CONDUCT

Conduct rules for teaching and non-teaching Staff:

1. The staff members are expected to be at their work place during the prescribed working hours.
2. If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal through their HOD.
3. The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in other concern, etc.
4. The staff members shall not involve themselves in activities, not conducive to their work during the working hours.
5. The staff members shall not engage in offering private tuitions. However, in exceptional cases, with prior permission of the Principal, tuitions can be undertaken.
6. Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.
7. Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.
8. The perks received if any, for the good work from the management by the individual shall be treated as confidential.
9. The staff members shall not involve in political activities.
10. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
11. Any breach /violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.

Duties and Responsibilities of the Principal and other Staff:

Each and every staff in the college has some responsibilities and should carry all the tasks assigned to him/her in good spirit.

1. Principal:

He is the key person with a good vision, who works for the overall development of the college day and night.

1. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Heads of Departments.
2. To take institute and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of college results and academics.
4. To promote industry institution interaction and research & development activity.
5. To conduct the periodical meetings with the HODs and faculties for effective administration of the college.
6. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
7. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by the AICTE.
8. To maintain good rapport with the public.
9. To give more attention to the grievances of students and staff.
10. To monitor campus drives to help the meritorious students in their job search

2. Head of Department:

The responsibilities of the HOD are as follows:

1. To monitor and conduct academic activities of the department under the guidance of the Principal.

2. To take department and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of department results and academic performance.
4. To coordinate term work assessment and conduction of practical/oral examinations as laid down by the JNTU.
5. To maintain discipline and enforce rules as laid down by the institute, in the department.
6. To maintain necessary academic records.
7. To monitor the day to day activities of the department.
8. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc., for the benefit of the student and faculty.
9. To conduct regular meetings with teaching , non teaching staff and students.
10. To prepare the department requirements and budget needed.
11. To oversee the purchase and deployment of any resource allotted for the department.
12. To execute any other work assigned by the management / Principal.

3. Teacher:

Teacher includes all cadre categories as Professor, Associate Professor, and Assistant Professor. He / She is having the following responsibilities:

1. To follow all rules and regulations as laid down by the college which includes working time in the institute, signing of the muster, updating leaves, submission of tax documents, etc.
2. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical's, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.

3. To use innovative teaching aids and adopt innovative teaching – learning methodologies.
4. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
5. To organize/co-ordinate/attend various seminars/workshops/conferences/faculty development programmes /training programs.
6. To participate proactively in any research and development activities conducted in the department.
7. To complete the work assigned to him in time
8. To perform other academic/administrative duties assigned by Head of the Department / Principal / Management.

4. Non-teaching - Technical staff:

Non-teaching Technical staff includes lab technicians, programmers, lab assistants, and workshop instructors. They have to perform the following duties:

1. To update and maintain institute website with institute data.
2. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
3. To initiate purchase of equipments.
4. To provide support for various software servers.
5. To ensure continuous internet during assigned hours.
6. To give support to On-line exam, Seminar, Workshop, technical training program.
7. To prepare the laboratories for smooth conduction of laboratory session.
8. To assist faculty and students during laboratory sessions.
9. To maintain stock register, Instrument Issue register and maintenance register.
10. To conduct installation of new equipments and maintenance of existing equipments.

11.To maintain and update the approved supplier list for equipments.

5. Non-teaching – Non Technical staff:

Non teaching – non technical staff includes, Librarian / In-charge librarians, TPO, Manager, Office superintendent, office staff and supporting staff. They have to perform the following duties:

a. In charge-Library / Librarian:

1. To implement all library rules as defined by the management.
2. To ensure that documented Quality Management System is followed at various stages of library processes.
3. To be responsible for overall functioning of the library.
4. To be responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines.
5. To display all technical articles, literature and new arrivals.
6. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
7. To execute any other work given by the Principal/management.

b. Training and Placement Officer:

1. To maintain complete information regarding student appearing for placement activities.
2. To conduct placement activities smoothly
3. To decide and arrange for personal development programs for student.
4. To update and maintain the contact details of companies interested in recruitment activities.
5. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
6. To take feedback from industry about the students recruited.

7. To execute any other work given by the Principal/management.

c. Manager/Office Superintendent /Office Assistants / Supporting Staff:

1. To provide secretarial support to the College Management and Principal.
2. To maintain general discipline, safety, cleanliness of premises, hostels, etc.
3. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities.
4. To ensure that documented Quality Management System is followed at various stages of administrative processes.
5. To execute the admission process and University Examination process of students.
6. To handle student grievance and taking remedial actions.
7. To execute attendance monitoring, salary payments to faculty & staff.
8. To handle of customer complaints and ensuring corrective actions.
9. To execute any other assignments given by Management and Principal

d. Duties and Responsibilities of College Committees:

The Management and Principal constitute different committees like (Disciplinary, Anti-Ragging, Transport, Editorial, Women Grievance, Web committee, NBA committee, etc.,) for smooth running of the institution. The committee consists of a coordinator and members from each department. Their duty and responsibilities are:

1. To support the Principal in the smooth maintenance of the committees.
2. To conduct periodical meetings and pass resolutions which help for the development of the college.
3. They should send the resolution copies of every meeting to the Principal/ Director /Secretary.
4. They should always be in touch with the principal for having his valuable advice.

