

ACHARYA INSTITUTES

HUMAN RESOURCES MANUAL

A Group of
Educational Institutions under

J.M.J. Education Society

89/90 Soldevanahalli,
Chikkabanawara – P.O., Hesaraghatta Main Road,
Bangalore –560107

I N D E X

Sl. No.	Contents	Page
1	J.M.J. EDUCATION SOCIETY	<u>1</u>
2	VISION& MISSION	<u>2</u>
3	RECRUITMENT OF FACULTY	2
4	RECRUITMENT OF NON-TEACHING STAFF	<u>4</u>
5	SERVICE CONDITIONS INCLUDING PROMOTION POLICY	6
6	WORK LOAD	14
7	LEAVE RULES	15
8	CAREER ADVANCEMENT	18
9	FACULTY DEVELOPMENT	19
10	WELFARE SCHEMES FOR FACULTY & SUPPORTING STAFF	20

Acharya Institutes

Bangalore - 560107

Human Resources Policy

Acharya Institutes, a group of Educational Institutions, was established in 1991. The Institutions are sponsored by J.M.J. Education Society, a non-profit organization dedicated to the cause of imparting quality Education.

1 J.M.J. EDUCATION SOCIETY

Sl.No.	Name	Designation
1	Sri B.M. Reddy	President
2	Sri B. Premnath Reddy	Secretary
3	Smt. Kiran Reddy	Treasurer

The Governing Councils for different institutes under J.M.J. Education Society viz. Acharya Institute of Technology, Acharya College of Education, Acharya Institute Graduate Sciences, Acharya School of Management, Acharya School of Architecture Acharya School of Design, Acharya School of Law, Acharya & BM Reddy College of Pharmacy, Acharya Polytechnic, Smt. Nagarathnamma College of Nursing and Acharya Institute of Health Sciences, and Acharya Pre University College are constituted separately and incorporated in the respective documents.

2 VISION & MISSION

2 (a) VISION:



To be a Premier academic institute of global repute striving for excellence in the arena of technical and non-technical education, and commitment to the Nation thereby creating eminent and ethical leaders through quality professional education with emphasis on holistic excellence.

2 (b) MISSION:

Be a premier institute of academic excellence of global standards by imparting quality education for meeting the diverse needs of the industry, society, the nation and the world at large

3 RECRUITMENT OF FACULTY

(a) Cadre Structure for Teachers:

LEVEL	CADRE
1	Lecturer
2	Senior Lecturer
3	Selection Grade Lecturer
4	Assistant Professor
5	Associate Professor
6	Professor
7	Librarian

(b) Qualifications: - Faculty Members are recruited based on the qualifications prescribed by AICTE/UGC for various cadres. At present the following criteria are followed.

MBA / Humanities & Sciences

Sl. No	Cadre	Qualification	Experience
1	Lecturer	Good Academic record with at least 60% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an Indian University or an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	No minimum requirement
2	Senior Lecturer	Good Academic record with at least 60% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an Indian University or an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	6 years experience in teaching
3	Assistant Professor/ *Selection Grade Lecturer/ Reader	Good Academic record with at least 60% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an Indian University or an equivalent to equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should	11 years experience in teaching Position is Assistant Professor. However, Doctoral degree is a must for the

		have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	designation. (*For SGL, Ph.D is not essential)
4	Associate Professor	First Class Degree AT Bachelor's or Master's level in the appropriate branch + Ph.D	15/14/13 years experience in teaching in case of M.Sc,(M.A)/ M.Phil/Ph.D./MBA/MCA.
5	Dean/ Professor	Ph.D with First Class Degree at Bachelor's or Master's level in the appropriate branch.	19/18/17 years experience in teaching in case of M.Sc, (M.A)/ M.Phil/Ph.D./MBA/MCA.
6	Librarian	Master's degree in Library Science/ Information Science/Documentation or an equivalent professional degree with at least 60% marks or its equivalent CGPA and consistently good academic record.	Experience in computerization of library.

Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.

For posts of Assistant Professor, Associate Professor and Professor, candidates from Industry/Profession with first class Master's Degree in appropriate branch and Professional work which is significant and can be recognized as equivalent to Ph.D. and with 5 years / 10 years experience also would be eligible.

(c) Mode of Selection of Faculty Members

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

- 1 Advertisement in leading Newspapers, Internet
- 2 Scrutiny of applications received till the last date mentioned in the advertisement.
- 3 Constitution of the Selection Committee.
- 4 Intimation to candidates about the date and time of Interview
- 5 Based on the recommendations made by the Selection committee the candidates are informed of their selection.
- 6 Offer of employment will be released
- 7 Incumbent will join the Acharya Institutes

Occasionally, senior positions at Professor and Assistant Professor levels are filled up [by inviting retired persons or those taking Voluntary Retirement from other educational institutions and/or industry] on contract basis for a specified period.

- (d) Composition of Selection Committee to recruit faculty members.
A selection committee is constituted with the following members.
- i) Chairman / ED
 - ii) Campus Director
 - iii) Principal of the college
 - iv) Head of the Dept
 - v) Director (HR)

Besides the above, experts may be invited to be a part of the Selection Committee.

4 RECRUITMENT OF NON-TEACHING STAFF:

- i) Cadre Structure of Support Staff

Category ADMINISTRATIVE STAFF

The recruitment process remain unaltered to hire Non-Technical category of staff also.

N. B: *In deserving cases relaxation like qualification and age may be given by the Management subject to ratification by the Governing Body.*

Mode of Selection of Non-Teaching Staff:

All the positions are advertised in the press/internet. After scrutiny of applications received and short listing by a committee consisting of;

- a) Director (HR)
- b) Principal
- c) Administrative Officer

Intimations are sent to the suitable candidates for a trade test, if necessary, and subsequent personal interview.

SAVING CLAUSE:

Nothing in these rules shall adversely affect the interests of any person who was appointed to the service of the Institute before the commencement of these rules, subject, however, to the condition that such person shall not be eligible hereafter for appointment to any other post in this Institute without possessing or acquiring such qualifications as are prescribed for that post.

All the appointments (Faculty and Staff) made after selection are forwarded to the Institute Governing council for ratification.

5 SERVICE CONDITIONS INCLUDING PROMOTION POLICY

- i) A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing norms of Acharya Institute but it shall not include staff appointed as Consultants / Visiting faculty

The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the Acharya Institute norms.

The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the Acharya Institutes norms

- ii) The seniority of an Employee in any Grade shall, unless he/she has been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation.
- iii) The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by the Selection Committee at the time of appointment, irrespective of date of joining.
- iv) All appointments in the academic services shall be made by open competition by an advertisement and selection, where in all the in-service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make adhoc appointments in Specific cases or recruit by deputation.
- v) Save as otherwise provided every employee of the Institute shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with the Chairman and a copy thereof shall be furnished to the employee concerned.

PROBATION:

- i) Initially the selected candidate will be appointed on probation for a period of one year from the date of reporting to duty. After which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the Institute issued from time to time.
- ii) If any candidate is appointed on purely temporary basis in a vacancy, the candidate has no right to claim permanency. However, such candidates may also apply for permanent post following the regular procedure adopted to the candidates of open competition
- iii) If a person, having been appointed temporarily to a post, is subsequently appointed on regular establishment, he/she shall commence probation from the date fixed for appointment on probation.
- iv) Any candidate appointed on temporary/ad hoc basis, his/her services can be terminated without any notice and without assigning any reason.

INCREMENTS:

- i) Increments will be sanctioned to such of those employees whose performance has been found satisfactory in terms of the achievement of objectives set out. on satisfactory report of performance of the Employee.

A committee consisting of Campus Director, Director HR, Head of the Institution shall review the performance indicators such as Students Feedback, Results achieved with respect to the subjects taught, effectiveness of proctorship, publication of papers in journals of repute, contribution to research, efforts on institution-industry interaction, placements, project funding and support to the Head of the Institution in various administrative matters etc and recommend appropriately to the Chairman.

The annual increment shall not be applicable to such of those employees who performance is not up-to-the mark and reasons thereof will be communicated to the concerned employee.

In case of Non-teaching employee, the appraisal is made only by

- a) Head of Institution / Functional Heads
- b) Director (HR)
- c) Campus Director

PROMOTION POLICY:

- i) A Committee consisting of Campus Director, Principal / Head of the Function, Director HR will review the process of Promotion based on the parameters viz availability of vacancy and the suitability of the candidate. The committee will submit recommendation to the Chairman /Executive Director for their review and decision which is final and binding.

RETIREMENT:

- i) The age of retirement for the Faculty members is 60 . However, deserving cases will be considered for extension of service till 65 years. All non-teaching, administrative and teaching staff shall retire on attaining the age of 58 years.

RESIGNATION:

- ⇒ Any member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority receives the resignation from the employee concerned. Relieving prior to notice period of three months in the middle of the semester is not recommended.
- ii) Any member of the Support Staff in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority receives the resignation

- iii) However, the appointing authority reserves the right to waive off the notice period or payment of notice pay in lieu thereof.

TERMINATION OF SERVICES OF AN EMPLOYEE:

- i) The Services of a temporary employee are liable to be terminated at any time without notice or payment in lieu thereof and assigning any reasons whatsoever.
- ii) The Management reserves the right to terminate the service of an employee whether probationer or regular is incapacitated to perform duties on medical grounds, as declared by the Acharya Institutes Medical Officer, giving one month notice or payment in lieu thereof
- iii) The Management may terminate an Employee whether temporary, probationer or permanent if he/she is involved in a criminal case or in the event, it is proved by a competent Committee appointed for this purpose that the Employee has failed to do his duty leading to moral turpitude or negligence of duties.
- iv) A service file shall be maintained in respect of each employee of the Institute where all his/her service particulars shall be recorded under the signature of appointing authority.
- v) In case of doubt or interpretation of a rule of JMJ Education Society, the decision of the Secretary / Chairman will be final and binding.
- vi) Notwithstanding said anything anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vii) The Management, subject to the ratification of the Governing Council, is the Authority for introducing, repealing or amending any service rule it deems necessary for day-to-day administration of the Institute.

(b) CODE OF CONDUCT:

- i) An employee of the Institute shall devote his whole time to the service of the Institute and shall not engage directly or indirectly in any trade or service or in another institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the- Executive Director.
- ii) Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and decorum of the Institute, particularly in his relationship with the Head of Institution, Staff, Students and Visitors to the Institute.

- iii) No employee shall, without obtaining the prior approval of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the Institute.
- iv) No Staff-member of the Institute shall engage himself/herself in coaching privately, students for any remuneration.
- v) No employee shall, except with the prior written approval of the Chairman, accept any remunerative or honorary work not connected with the Institute.
- vi) No employee shall, except with the prior written approval of the Chairman, own, wholly or in part, conduct or participate in editing or management of any news papers or other periodical publications.
- vii) No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or contesting in election to the State Legislature or the Parliament or local body elections
- viii) No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring disrepute to the Institute, nor shall he/she resort to media with his/her grievances.
- ix) The Governing Body pursuant to the provisions of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- x) No employee shall remain absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before resuming.
- xi) Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her Head of Institution / Function.

However, the above rules do not apply to Employees appointed on deputation, contract basis and for persons appointed temporarily for a specific period.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- No outsider shall be allowed to get inside the premises of the Institute without prior permission.

- Any act involving moral turpitude punishable under the provisions of the IPC
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an Employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

(c) DISCIPLINARY PROCEEDINGS (As detailed below)

No order imposing any punishment on a Member shall be imposed except after:

- i) The member will be informed in writing by the Director (HR) / Head of Institute in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii) Such representation, if any, is taken into consideration by the Authority competent to impose penalty.

(d) DISCIPLINARY PUNISHMENTS AND APPEALS:

These rules shall apply to all Employees of the Institute.

The following penalties may, for sufficient reasons be imposed upon the Employees of the Institute namely;

- a) Censure
- b) Fine
- c) With-holding of increments / promotion.
- d) Reduction to a lower post or a lower stage in the time scale.
- e) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders
- f) Suspension
- g) Compulsory Retirement
- h) Dismissal from the college service

Authorities who impose penalties and the Appellate Authority is tabulated below

SI No	Penalties/ Punishment	Authorities who impose F/P				
		Teaching	Non-teaching	Others	Appellate	Executive rank (Principal & above)
1	Censure	Principal	Principal	Principal	Principal	President/ Secretary

2	Fine	Principal	Principal	Principal	Principal	President / Secretary
3	Withholding increment	Principal	Principal	Principal	Secretary / Director (HR)	President / Secretary
4	Withholding promotion	Secretary/ Director(HR)	Secretary/ Director (HR)	Secretary/ Director (HR)	Secretary/ Director (HR)	President / Secretary
5	Recovery from pay of the whole or part of the pecuniary loss to the institute	Secretary	Secretary	Secretary	Secretary	Secretary
6	Suspension	Secretary	Secretary	Secretary	Secretary	Governing Council
7	Dismissal / Termination	Secretary	Secretary	Secretary	Secretary	Governing Council

Where it is proposed to impose, on an employee, any of the penalties specified, he/she shall be given an opportunity for making any representation that he/she may desire to make, and such representations, if any, shall be taken into consideration before the order, imposing the penalty is passed.

No employee of the Institute shall be dismissed or removed or demoted except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him / her any such penalty, until he/she has been given a reasonable opportunity of defending herself / himself, of, but only on the basis of the evidence adduced during such enquiry.

The enquiry under sub-rule (a) shall be made by a Board of Enquiry Constituted for the purpose. The Executive Director of the Institute shall constitute the Board.

Every Employee of the Institute shall be entitled to one appeal from an order imposing on him any of the penalties specified in Rule (b), to the Appellate authority.

In case of appeal, the decision of Appellate authority is final.

Teaching Faculty's Job Responsibilities – AICTE guidelines

The job responsibilities as a faculty consist of 4 components viz. Academic, Research & Consultancy, Administration and Extension Services. A brief description of these 4 components as described by the AICTE pay commission (1997) is given below. Your normal annual increment is subject to your satisfactory performance in the above components.

JOB RESPONSIBILITIES OF FACULTY

As per AICTE Pay Commission [1997] Recommendations, the Job Responsibilities of Faculty consists of 4 components viz;

- 1 Academic
- 2 Research & Consultancy
- 3 Administration
- 4 Extension Services

Each of them is described below:

ACADEMIC

- Class Room Instruction
- Laboratory Instructions
- Curriculum Development
- Development Learning Resource Material & Laboratory Development
- Students Assessment & Evaluation including examination work of University
- Participation in the Co-curricular & Extra-curricular Activities
- Students guidance & Counseling & helping their personal, ethical, moral, and overall character development
- Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books publication, seminars, etc.
- Continuing Education Activities
- Self development through upgrading qualification, experience & professional activities

RESEARCH & CONSULTANCY

- Research & Development Activities and Research Guidance.
- Industry sponsored Projects.
- Providing Consultancy and Testing Service.
- Promotion of industry institution interaction and R&D.

ADMINISTRATION

- Academic and Administrative management of the Department / Institution.
- Policy Planning, Monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
- Design and development of new programs.
- Preparing project proposals for funding in areas of R&D Work, Laboratory Development, Modernization, Expansion, etc.
- Monitoring and Evaluation of academic and research activities.
- Participation in policy planning at the Regional / National level for development of technical education.
- Helping mobilization of resources for the institution.
- Develop, update and maintain MIS.
- Plan and implement Staff Development activities.
- Conduct Performance Appraisal.
- Maintain accountability.

EXTENSION SERVICES

- Interaction with Industry and Society.
- Participation in Community Services.
- Providing R&D support and consultancy services to industry and other User agencies.
- Providing non-formal modes of education for the benefit of the community.

- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Providing technical support in areas of social relevance.

Any other relevant work assigned by the Head of the Institution.

WORKING HOURS

The institute's working week consists of 40 working hours per person. This excludes lunch break.

TEACHING DAYS

The institute shall have at least 180 full teaching days per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/tours/sports etc.

6 WORK LOAD

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

- | | | | |
|----|------------------------------|---|------------------|
| a) | Principal | : | 4 hrs/week |
| b) | Professor | : | 8 hrs/week |
| c) | Assistant Professor | : | 12 hrs/week |
| d) | Lecturers & Senior Lecturers | : | 16 / 18 hrs/week |

Performance Appraisal of Employees

Annual Staff and Faculty Performance Appraisal Systems have been introduced. The system consists of:

- Appraisal by Peer Group
- Head of Department
- Appraisal by Students
- Appraisal by Management (Principal)

Weightages given to the Appraisals

In case of Faculty and support staff (who have interaction with students)

- | | |
|--|-----|
| ▪ Appraisal by Students | 40% |
| ▪ Appraisal by Head of Department | 20% |
| ▪ Appraisal by Peer group | 10% |
| ▪ Appraisal by Management (Principal/HR) | 30% |

In case of other Staff

- | | |
|--|-----|
| ▪ Appraisal by Head of Department/
Immediate supervisor | 50% |
| ▪ Appraisal by Chairman | 50% |

Transparency

The Principal / Head of Department will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for:

- Internal promotions
- Selection to HoDs / Chairpersons of Committees
- Selection Grade promotions
- Eligibility for Study Leave and other benefits

Results of the appraisal will find a place in the Personal file. Non-performance will be suitably dealt with.

7 LEAVE RULES

These rules shall be called Acharya Institutes, Soldevanahalli Leave Rules and are applicable from 1st January , 2018.

a) Casual/Sick leave : CL/SL

- i. All Faculty and staff are eligible for 12 days Casual/Sick leaves in a calendar year and unused casual leave cannot be carried over to the next year.
- ii. Casual/Sick Leave can be availed at a time not exceeding three days. General holidays and Sundays, prefixed, suffixed or occurring in between if combined with casual Leave shall be limited to seven days a1l inclusive.
- iii. All Faculty and Staff who are on probation can avail casual/Sick leave only on a pro-rata basis of 1 day of casual leave in a month. CL shall be credited on 20th of every month. Confirmed staff will be credited with 6 leaves in advance once in six months during January and July.
- iv. Sundays and Holidays availed during the period of casual leave are not counted as part of Casual/Sick leave and compensatory leave.
- v. Vacation, On Duty (OD) or Absent Leave or any other leave cannot be prefixed or suffixed to and / or cannot be combined with casual/sick leave.
- vi. The recognition of the presence of the individual for work is done only based on the Bio-Metric Data as recorded.
- vii. Sundays / Public holidays /weekly offs can be prefixed or suffixed to casual leave.
- viii. Casual/Sick leave is to be availed by individuals only on prior sanction of at least 24 hours. However, on emergency, the individual can be absent from duty after informing at least by telephone/email/fax to the competent authority and administration office. This is permitted only on emergency.

- ix. It is the responsibility of the faculty/staff to make alternative arrangement for the Lecture class/work responsibilities as the case may be, the faculty has missed because of availing the casual leave. The HOD will monitor and take suitable steps to see that no Lecture class/work is unattended. The same should be intimated to the Principal.
- x. The rules and regulations given above may be followed while working out the pay bill for that month.
- xi. The Sanctioning authority will be the Principal / * For Acharya Polytechnic – Principal (Academic)

b) PERMISSION

The faculty and staff can avail one permission of one-hour in a month. The Sanctioning authority will be the Principal

c) MARRIAGE LEAVE

Confirmed and unmarried Staff members both Teaching & Non-Teaching who are getting married are eligible for Marriage Leave of Ten (10) days only. They should submit the Leave application enclosing the Marriage Invitation Card for sanction' The faculty should make alternative arrangement for entrusting his /

her teaching subject to any other faculty and he / she has to make up that subject before the last working day. The Sanctioning authority will be principal.

This facility is provided once only in an employee's service in Acharya Institutes.

d) MATERNITY LEAVE

All married women employees irrespective of cadre appointed on regular basis and have completed at least 2 years of service, with the Institute are eligible for a max of 6 months of maternity leave only full pay only once during the entire service period. This leave is not debited to leave account.

Maternity leave salary for such employees shall be released in three installments of one month salary after each completed month of service on rejoining after returning from Maternity leave. The sanctioning authority will be the Principal.

e) PATERNITY LEAVE

All married men employees, irrespective of the cadre appointed on regular basis are eligible for five days of paternity leave with full pay once during the entire service period. The sanctioning authority will be Principal.

f) EARNED LEAVES /VACATTON LEAVES

For the purpose of eligibility to avail Earned Leave (EL) / Vacation leave (VL) all employees of Acharya Institutes are classified as Non-vacation and Vacation staff.

Non-vacation Staff:

All Admin employees who are classified as Non teaching and Teaching Admin are eligible to avail Earned Leaves.

Vacation Staff [Faculty]:

All employees who are classified as Teaching faculty are eligible to avail Vacation leaves in lieu of Earned leaves.

Confirmed employees classified under Non vacation staff, will earn Earned leaves at the rate of 20 (18+2) days for every 12 months of completed and continuous service after successfully completing their probationary period.

- Employees during their probationary period are not eligible for Earned Leaves.
- Earned Leave shall be credited to the account of an employee every month at the rate of one and a half days per month after completion of one year of service' {i'e', a total of 18 (eighteen) Earned leaves per year} and shall be credited on 20th of every month. An employee can avail such leaves during any part of the year.
- Additional 2 days (Two days) of earned leaves can be availed only during the Restricted Leaves days declared at the beginning of the year.
- Employees classified under A.6.1 can accumulate to their credit up to a Maximum of 30 days EL accrued from Jan 2018. Accumulation cannot be done from additional restricted leaves permitted
- Earned leave can be availed for one day or half day with prior approval of 24 hours from the respective Head of the Institute.
- Earned Leave in excess of 20 days at a stretch can be availed with the approval of the Chairman.
- For staff with accumulated Earned leaves until 31-12-17(herein called AEL for reference), the same can be availed every year subject to the extent

of maximum 12 per year' If not utilized, a minimum Twelve AEL (12) shall be deducted from his/her old accumulated Earned leaves (AEL) and shall not be eligible to be carried forward further. These leaves need to be applied well in advance with a notice of 48 hours and can be availed only on approval from the sanctioning authority.

The sanctioning authority will be the Head of the Institution / Head of particular function (in which the concerned employee is engaged.)

Confirmed employees classified (vacation staff) can avail vacation leaves at the rate of 20 (18+2) days Vacation leave in lieu of EL for every 12 months of completed and continuous service after successfully completing their probationary period.

- Employees during their probationary period are not eligible to avail VL.
- Vacation Leaves shall be credited to the account of an employee only during the vacation window declared by the Principal of the respective Institution and can be availed only during such vacation window. Wherever semester scheme is in place, the faculty / staff can avail 9 days of VL in a semester. The total number of VL shall not exceed 18 days per year and there shall be no carryover of such leaves.
- An additional two days of vacation Leaves can be availed during any of the Restricted leaves day's list prescribed at the beginning of the year. There shall be no carryover of such leaves.
- The sanctioning authority will be the Head of Institution.
- Extension/Addition of vacation leave for research in pursuit of PhD programmes.
- Provision is made here under for Faculty (only those Vacation staff) to extend their vacation leaves for research related purposes. Acharya such facilities to avail extended vacation Leaves to encourage to enroll them for PhD Programmes while working at the Acharya Institutes. Under this provision Faculty Members who are desirous of pursuing PhD Programmes under recognized Guides and universities shall be considered as eligible for such extended vacation leaves. Such extended vacation leaves can be availed to a maximum of six (6) days per semester but subject to maximum of Twelve (12) days per year and can be availed only during the vacation window declared by the Head of the concerned Institute. There shall be no carry forward of such leaves. However' Heads of Departments shall make such nominations for employees desirous of availing the extended on the suitability of the specialization field and of Research for the Departmental Development, while ensuring that the Department doesn't have too many specialists in one area atone.
- Employees who are deputed/designated on Statutory OOD (on Official duty by statutory bodies) by the statutory bodies for the purpose of evaluation duty, examination duty etc may also avail the extended vacation window for such duties.

- In case such statutory OOD (on official duty by statutory bodies) duties mentioned above when needed to be undertaken during NON Vacation period/window declared by the Head of the Institute, prior permission needs to be taken from the Head of the Institute for the same. It is the responsibility of the faculty/staff to make alternative arrangement for the Lecture class/work responsibilities as the case may be, the faculty would have missed on account of such statutory OOD (on official duty by statutory bodies). The HOD/Principal shall monitor all such cases and take suitable steps to see that no Lecture class/work is left unattended. The Principal is authorized to sanction leave. Such OODs attended during NON vacation period shall be in lieu of/deducted from the extended vacation leave of 12 days which the employee would have been otherwise entitled to pursue Research Programmes and the employee shall not be eligible to avail the twelve (12) extended vacation leaves mentioned above
The HOD/Principal shall monitor all such cases and take suitable steps to see that no Lecture class/work is left unattended.

GENERAL RULES

All employees of MJM Education Society may note the following default criteria for all types of leave of absence:

- a. Approval of application is not a matter of right and until sanctioned, employees shall not absent themselves unless an emergency dictates such actions.
- b. Employees are expected to avail leave without affecting regular working and where important pending work or Class work will be affected; they shall make arrangements for alternate / substitutes to handle the work.
- c. In case of long leave exceeding 15 days, the employees shall hand over charge to another authority as designated by the Principal.
- d. Employees proceeding on leave and travelling out of Bangalore Metropolitan area shall also obtain station-Leaving permission along with Leave.
- e. In such cases they shall mention their Leave Address and contact Numbers in their application for leaving Station.
- f. Service of all employees who go on Leave (LWP/AL) i.e., without pay for period in excess of 30 days, shall be treated as discontinuity in service and does not count for promotions, accumulations of leave and so on.
- g. Employees are advised to take prior permission to avoid discontinuity of service, if they are absent without permission for more than 30 days. Approval authority is from a Team consisting of Principal, HR Director, Campus Director and Chairman.

8 FACULTY DEVELOPMENT

Higher Studies

Preference will be given for the doctoral programmes, followed by Master Degree and Second Masters Degree Programmes on execution of a bond to the effect that he/she shall serve the institution for a period of 5 years in respect of Doctoral programmes and 3 years in respect of Master's Programmes and that in case he/she fails to successfully complete the said programme, he/she would refund the assured amount as per bond executed: and further that he/she would refund the assured amount on pro-rata basis in case he/she does not serve the Institute for the full period as per the bond on return after successful completion of studies.

Seminars / Workshops / Conferences

Selected staff members are sponsored by the management for seminars, workshops and conferences while meeting the expenses towards delegation fee and also treating the period of absence as "ON DUTY".

As an encouragement to the faculty to present papers in Seminars/Workshops of their interest, the management of Acharya Institutes is pleased to provide a partial reimbursement of expenses to the faculty, presenting papers in Seminars / Workshops. The reimbursement will be as under:

- i) For Acharya Institute of Technology, Acharya Polytechnic and Acharya & BM Reddy College of Pharmacy:
 - For faculties with 1-3 years of experience : Rs. 3,000/- p.a.
 - For faculties > 3 years : Rs. 5,000/- p.a.
 - For faculties who undergo NPTEL/Online course : Max of Rs.2000 p.a

- ii) For Acharya Institute of Journalism & Communication, Acharya's NR Institute of Nursing,, Acharya College of Education and Acharya Pre-University College:
 - For faculties with 1-2 years of experience : Rs. 2,500/- p.a.
 - For faculties with 3 years and above : Rs. 4,000/- p.a.

Promotion of Research

The institute aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D work or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations.

Staff Development & Training: Support Staff (Administrative)

Arranging in-house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the Department of English.

Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

Staff Development & Training: Support Staff (Technical)

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Program Managers and functional heads.

9 WELFARE SCHEMES FOR FACULTY & SUPPORTING STAFF

WELFARE MEASURES

The following are the service benefits and welfare measures extended to the staff of the Institute:

- Provision of canteen in the campus,
- In the event of death of an employee while in service, an exgratia of Rs.10,000/- is granted to the dependants of the deceased employee, towards funeral expenses.
- Educational loan for higher studies in deserving cases.
- Grant of Rs.5,000/- for marriage for the Administrative Staff, Maintenance, House keeping staff and drivers
- Interest Free advances during emergency.
- In the event of death of an employee, while in service his/her dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.
- All the members of staff are covered under Employees Provident Fund Scheme as per the act, according to which persons. The employee and the management contributes 12% of the pay of such employees towards the fund.

Grievances Redressal Cell

To redress the genuine grievances of staff and students, so as to ensure a congenial atmosphere for studies and smooth working of administration, the Institute has constituted the grievances redressal cell headed by Director - HR

- There is a women's cell which looks after the interests of women employees in the work place is headed by Mrs. Rajeshwari, Associate Prof. and Head of the Department (E&C).



JMJ EDUCATION SOCIETY
ACHARYA INSTITUTES
Soldevanahalli, Hesaraghatta Road, Bangalore 560 090, Karnataka. India.
www.acharya.ac.in
Ph: +91 80 237 222 22, Fax: +91 80 283 702 90, Email: admissions@acharya.ac.in



Office of the Director (HR & IA)

AJ/HR/13-17

Date: 17/01/2013

MEMO

**IN PARTIAL MODIFICATION OF HR MANUAL, THE LEAVE RULES HAVE BEEN
REVISED W.E.F 1.1.2013**

LEAVE RULES

These rules shall be called JMJ Education Society, Soldevanahalli [revised-2012] Leave Rules and shall be applicable from January 01, 2013

General Principle:

1. Leave cannot be claimed as a matter of RIGHT.

A CASUAL LEAVE

1. All Faculty and staff are eligible for 12 days casual leave in a calendar year and unused casual leave cannot be carried over to the next year.
2. Casual Leave can be availed at a time not exceeding three days. General holidays and Sundays, prefixed, suffixed or occurring in between if combined with Casual Leave shall be limited to seven days all inclusive.
3. * Faculty and Staff until One year of service can avail casual leave only on a pro-rata basis of 1 day of casual leave in a month.
4. Sundays and Holidays availed during the period of casual leave are not counted as part of casual leave and compensatory leave.
5. Vacation or On Duty (OOD) absence or any other leave cannot be prefixed or suffixed to and / or cannot be combined with casual leave.
6. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose / or based on the Bio-Metric Data as recorded.
7. Regularization of Biometric non-conformance shall be accommodated only in genuine cases of malfunction of equipment / late arrival of official Acharya Institutes transport and not other-wise.
8. Sundays/ public holidays / restricted holidays / weekly offs can be prefixed or suffixed to casual leave.
9. Casual leave is availed by individuals only on prior sanction of at least one day. However, on emergency, the individual can be absent from duty after informing at least by telephone/email/fax to the competent authority and administration office. This is permitted only on emergency. The number of absences will be governed as per the casual leave rules so far mentioned. The competent authority for all employees will be the concerned Principal*. For the Principal, the competent authority is the Chairman. Office of the Director (HR) may be informed about the leave.

* Corrected item A 3 as per HR circular Dated (email): Wed, Jan 30, 2013.

10. It is the responsibility of the faculty to make alternative arrangement for the classes the faculty missed because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal.
11. The rules and regulations given above may be followed while working out the pay bill for that month.
12. As an incentive for Faculty and Staff who do not compulsively avail Casual Leave, provision is made for conversion of 6 days of Casual Leave at the end of the Calendar Year into 3 Days of Special Leave to be credited to their Account in the next year. Having a Less than 6 days of casual leave at the end of the calendar year does not qualify for conversion to Special Leave.
The Sanctioning authority will be Principal / * For Acharya Polytechnic - Principal (Administration)

B RESTRICTED HOLIDAY (RH)

All staff members both Teaching & Non-Teaching are eligible for two days RH as per the identified festival list of RH Which will be issued every calendar year. The Sanctioning authority will be Principal.

C PERMISSIONS

Only one permission of one hour duration can be availed of by the faculty and staff in a month. The Sanctioning authority will be Principal.

D VACATION LEAVE

Faculties who have completed one year of service are eligible for a vacation leave of 30 days per academic year. Wherever semester scheme is in place; the faculty / staff shall avail 15 days of vacation in a semester. The Sanctioning authority will be Principal.
The following categories of employees Acharya Institutes are classified as Vacation and Non-Vacation staff.

D.1 Vacation Staff [Faculty]

- i. Professor
- ii. Associate Professor.
- iii. Assistant Professor
- iv. Lecturers
- v. Assistant Lecturers

D.2 Non-vacation Staff:

All employees not mentioned above are considered as Non-Vacation Staff including HODs/ Deans and Controller of Examination of the college.

D.3 Procedure of Sanction

The Principal is authorized to sanction leave to the individual staff on written request subject to the following conditions:

- i) The faculty shall be available for examination work such as Practical examination, Invigilation and valuation work.
- ii) The faculty should be available for any urgent work, if called by the Principal.

E MARRIAGE LEAVE

Staff members both Teaching & Non-Teaching who are getting married are eligible for Marriage Leave of Ten (10) days only. They should submit the Leave application enclosing the Marriage Invitation Card for sanction. The faculty should make alternative arrangement for entrusting his / her teaching subject to any other faculty and he / she has to make up that subject before the last working day. The Sanctioning authority will be Principal.

F EARNED LEAVE [EL]

- a. Full time employees (except vacation staff) will earn Earned Leave at the rate of 18 days for every 12 months of completed and continuous service after successfully completing their probationary period.
- b. Employees during their probationary period are not eligible to accrue or accumulate or avail Earned Leave.
- c. Earned Leave shall be credited to the account of an employee once in six months at the end of June and December every year
- d. Employees can accumulate up to a maximum of 90 days earned leave to their credit.
- e. Earned leave cannot be availed for less than 3 (three) days and such applications shall not be entertained.
- f. Earned Leave in excess of 20 days at a stretch can be availed with the approval of the Chairman.
- g. Application for earned leave shall be made at least one week in advance and can only be availed after approval.

The Sanctioning authority will be Head of Institution / Head of Function

F.1 ENCASHMENT OF EARNED LEAVE

As an incentive to outstanding and long-serving employees of Acharya Institutes, provision for encashment of Earned Leave is made subject to conditions as laid down below :

- a. Employees who are due to retire shall be eligible for encashment of Earned Leave after completing a minimum period of Ten Years as on date of retirement provided
 - i. they have an accumulated Earned leave of 90 days.
 - ii. Eligibility for encashment is three months Basic pay plus Grade Pay if any and shall not include allowances etc.
 - iii. They have not en-cashed their Earned Leave more than once in their service at Acharya Institutes.
- b. Employees who undergo hospitalization for serious surgeries can be considered on humanitarian grounds for encashment of 45 days Earned Leave if they take 45 days of the accumulated Earned Leave for Treatment in a Hospital. Employees who have completed a minimum period of Five Years shall be eligible for such consideration which shall be at the discretion of the Chairman on due recommendation by Principal.
- c. *In either case of encashment as detailed above the eligibility of the employee shall be a score of at least 75% during their previous Performance based Appraisal.

* Corrected item F.1c as per HR circular Dated (email): Wed, Jan 30, 2013.

G MEDICAL LEAVE [For Hospitalization cases only]- The Sanctioning authority will be Principal.

- i) All employees of JM Educational Society, after completing their probationary period, are eligible for a maximum of 10 (ten) days Medical Leave in a calendar year.
- ii) Employees who are hospitalized in cases of emergency shall report the same to the Principal or Sanctioning authority soon after falling sick. Their absence shall be regularized as Medical Leave only after they submit Discharge Summary from the Hospital and Hospital Bills.
- iii) The Campus Medical Officer, before approval by the Principal, shall duly certify them.
- iv) Any absence on such grounds not accompanied by such documents shall be treated as Leave without pay.

H MATERNITY LEAVE

All married women employees irrespective of cadre appointed on regular basis and have completed at least 2 years of service with the institute are eligible for 3 months of Maternity leave on full pay only once during the entire service period. This leave is not debited to leave account. Leave is eligible only if they do not have more than two children.

Leave salary for such employees shall be released in three installments of One Month Salary after each completed month of service on rejoining after returning from Medical Leave.

The Sanctioning authority will be Principal.

L PATERNITY LEAVE

All married men employees, irrespective of the cadre appointed on regular basis, are eligible for five days paternity leave with full pay only once during the entire service period.

The Sanctioning authority will be Principal.

K SPECIAL LEAVE FOR PURSUIT OF Ph.D PROGRAMMES

Provision is made here under for Faculty to avail Special Leave to encourage them to Register for PhD Programmes while working at the Acharya Institutes. Under this provision Faculty Members who are desirous of pursuing PhD Programmes under recognized Guides and Universities shall be considered for support through special leave. However Heads of Departments shall make such nominations on the suitability of the specialization and field of Research for the Departmental Development, while ensuring that the Department doesn't have too many specialists in one area alone.

Faculty intending to register for PhD shall be supported through the following:

- a. Special leave shall be granted for a maximum of two days in a month to meet the research guide / refer the library outside/ consult other research laboratory, etc after registration for a maximum period to be specified by the Principal.
- b. They can be granted special leave for the day of the viva-voce or examination for related course work.
- c. They can be considered as on special leave for the contact program as required by the registration norms not exceeding 10 days in a year.
- d. They can be given special leave based on the documentary evidence during off term under discretion of Dean R&D. ** [Research Work / Lab Support / Sponsored with Grants]
- e. Such provision for Special leave as above shall not be approved for a faculty/staff for more than 4 years.

While Management of JMJ Education Society encourages and supports the faculty/staff for such pursuits, faculty/staff too should realize that the PhD programme is also for their own benefit. As such in a year out of the total absence as stipulated as above shall be shared by Faculty/staff through their Earned Leave / Vacation, which shall be accordingly be adjusted. Example: If the total period of absence in a year for PhD programmes is 45 days, 30 days shall be Special leave and 15 days shall be deducted from the Vacation / Earned Leave accrued by faculty / Staff.

All such cases of Special Leave shall be scrutinized yearly for conformance of purpose for which leave was availed by the Acharya Research and Consultancy Committee.

*K1 SPECIAL LEAVE for Higher Education other than Ph.D.

The faculty / staff who have completed the PROBATIONARY period and have taken up higher studies, are permitted Special Leave for appearing for their examination to the extent of dates of examination, subject to production of proof (the hall tickets and examination dates.) This leave facility is NOT extended for attending course work or contact programmes of Studies.

L SABBATICAL VACATION LEAVE FOR RESFARCH:

Acharya Institutes shall support sabbatical leave for periods up to 15 days in a year for such Professors who have a PhD and have sponsored Research Grants-in-aid Projects, where Acharya faculty is a part of the Project Team. The team members shall be permitted to avail a sabbatical for 15 days in a year for any out-station visits to conduct research particularly when networking with well-known Laboratories or Institutions is a part of the Project plan.

Such requests shall be scrutinized by the Acharya Research and Consultancy Committee consisting of

Chairman	Director (Technical Campus)
Members	Head (QUICAI)
	Concerned Principal (s), Dean (Research)/
	Concerned Head of Department
Member Secretary	Member Secretary, CoP

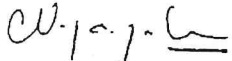
M GENERAL RULES

All employees of JMJ Education Society may note the following default criteria for all types of leaves of absence.

- Approval of application is not a matter of right and until sanctioned, employees shall not absent themselves unless an emergency dictates such actions.
- Employees are requested to avail leave without affecting regular working and where important pending work will be effected, they shall make arrangements for alternate / substitutes to handle the work.
- In case of long leave exceeding 15 days, the employees shall hand over charge to another authority so designated by the Principals.
- Employees procceding on leave and travelling out of Bangalore Metropolitan area shall also obtain Station-Leaving Permission along with Leave.
- In such cases they shall mention their leave Address and contact Numbers in their applications for leaving station.

* Inserted item K1 as per HR circular Dated (email): Wed, Jan 30, 2013.

- f. Service of all employees who go on Leave: without Prior approval even on Loss of Pay shall be treated as discontinuity in service and shall not count for promotions, accumulations of leave and so on.
- g. Employees are advised to take prior permission to avoid discontinuity of service, if they are absent without permission.


(Dr. C. Vijaya Kumar)
Director - HR & IA

To:

1. Principal - Acharya Institute of Technology
2. Principal- Acharya B M Reddy College of Pharmacy
3. Director - PGDM, Acharya School of Management
4. Dean - Acharya's NRV School of Architecture
5. Principal - Acharya Institute of Graduate Studies
6. Principal -- Acharya Polytechnic (Academics)
7. Principal -- Acharya Polytechnic (Administration)
8. Principal - Acharya's N.R. Institute of Nursing
9. Principal - Acharya Pre-University College
10. Principal - Acharya College of Education
11. Deputy Director - Acharya Institute of Foreign & English Languages
12. CPRD
13. House Keeping Department
14. Transport Department
15. Maintenance Department
16. Sports Department
17. ES to Chairman
18. CFO/Accounts Department

Copy to:

1. Chairman
2. Director - Admissions



Acharya Institute of Technology

Affiliated to VTU, Recognized by GOK and Approved by AICTE, New Delhi (Accredited by NAAC and NBA)
Acharya Dr. Sarvepalli Radhakrishnan Road, Acharya P.O., Soladevanahalli, Bangalore-560107, INDIA
www.acharya.ac.in, Ph. No. - 080-22555555, Email: principalait@acharya.ac.in

Evaluation Criteria & Guidelines for Faculty Assessment- 2024

At Acharya Institute of Technology (AIT), faculty excellence is a mainstay of institutional growth and academic distinction. To ensure a structured and transparent faculty evaluation process, the Faculty Assessment Form 2024 has been designed in alignment with AIT's benchmarks, faculty targets, and the AIT Quality Enhancement Handbook 2024. This assessment framework is intended to recognize faculty contributions, enhance professional growth, and foster a culture of continuous improvement.

Objectives of the Faculty Assessment:

- **Enhance Teaching Effectiveness:** Ensure faculty deliver quality education through effective teaching-learning methodologies, student engagement, and fair evaluation practices.
- **Promote Research & Innovation:** Encourage faculty to contribute to cutting-edge research, secure funded projects, and foster innovation through patents and publications.
- **Strengthen Professional Development & Institutional Service:** Recognize faculty contributions to professional societies, industry collaborations, and institutional committees.
- **Ensure Administrative Excellence:** Evaluate faculty participation in governance, quality initiatives, and policy implementation for institutional development.

Assessment Categories & Weightage

Faculty are assessed across four core areas, each contributing to their holistic professional appraisal:

1. **Teaching, Learning, and Evaluation (40%)**
 - Course design, delivery, and pedagogy
 - Student feedback and engagement
 - Result Analysis
2. **Research and Development (30%)**
 - Publications, patents, and funded projects
 - Participation in conferences, workshops/FDP/Online certification courses, and research collaborations

3. Professional Services (10%)

- Involvement in professional bodies, industry linkages, and outreach programs
- Mentoring students beyond academics

4. Administrative Activities (20%)

- Participation in committees, accreditation work
- Leadership roles in academic and extracurricular activities
- Support in institutional policy execution and governance

Sl. No.	Assessment Categories	Weightage	Maximum Score
PART A	Teaching, Learning, and Evaluation	40%	80
PART B	Research and Faculty Development	30%	60
PART C	Professional Services	10%	20
PART D	Administrative Activities	20%	40
Total		100%	200

Cadre wise weightage allocation

Cadre	PART A	PART B	PART C	PART D
Dean/Heads	20%	25%	10%	45%
Professor	35%	35%	15%	15%
Associate Professor	35%	30%	20%	15%
Assistant Professor	50%	20%	20%	10%

Guidelines for Completing the Faculty Assessment Form 2024

Part A- Teaching, Learning and Evaluation (TLE)

A.1 Courses handled (10 Max. Score)

- Points shall be assigned on a scale 1-10 points based on
 - Preparedness
 - Regularity in taking classes as per Timetable
 - Maintenance of student's attendance and course files
 - Content delivery and communication

A.2 Student Feedback (10 Max. Score)

- % of student feedback on a scale of 0-10. For example, if the overall average feedback is 96%, the score would be 9.6; if it is 89%, the score would be 8.9.

A.3 Result Analysis (20 Max. Score) consider only theory courses

- % of Pass on a scale of 0-20. For example, if the average result is 94% , the score would be $9.4 * 2 = 18.8$ score, if it is 87% , the score would be $8.7 * 2 = 17.4$ score

A.4 Innovative Teaching (10 Max. Score)

1. Use of ICT in Teaching – Based on number of Classes with ICT (5 Max. Score)

≥ 60% - 5 score, ≥ 50% to < 60% - 4 score, ≥ 40% to < 50% - 3 score, ≥ 30% to < 40% - 2 score

2. Participatory Learning (5 Max. Score) - Flip Classes, Quiz, Project based, Role play, Simulation, case study etc.

A.5 UG/PG Project Work Guidance (10 Max. Score)

- Paper publication in Scopus indexed journals/International Conferences (Scopus Indexed)/Patent/Hackathon/KSCST/E-Yuva funding – 10 score
- Paper publication in UGC care Journals/Book chapter – 5 Score
- Total score will be calculated as the summation of the above criteria, with a maximum of 10 points.

A.6 Content Beyond Syllabus (5 Max score)

Based on augmented contents/ additional experiments give score in range of 0-5 scale

- Augmented Content in each course
- New Experiments (Additional Experiments)

Part B-Research and Faculty Development (RFD)

(Window considered for assessment April 2024-March 2025)

B.1 Ph.D. Guidance and awarded/Pursued and awarded - (Max. score-5)

- Research Guide: - Ph.D. Awarded -5 Points
Colloquium Completed/Thesis Submitted 3 Points
Research Scholar registered and pursuing -2 Points
- Research Scholar: - Ongoing Ph. D:2 Points
Colloquium Completed/Thesis Submitted :4 Points
Ph. D awarded: 5 Points
- NET/SLET Qualified: - 5 Points

B.2 Research publication in Journals (Max. score-8)

- **1 paper Q1:** 8 Points
- **1 Paper Q2/Q3:** 5 Points ~~→~~
- **1 paper Q4:** 3 Points
- **1 paper UGC indexed Journal:** 2 Points

B.3 Research Publication in Conferences (Max. score-4)

- IEEE/Springer Conference/Elsevier: 4 points
- Other SCOPUS Indexed Conferences/Book chapter :3 Points
- Book Chapter Published in International Editions (Non-Scopus indexed):1 point

B.4 Funded Projects/ongoing sponsored research projects (Max. score-10)

Sanctioned amount of ₹10-30 lakhs: 10 points

Sanctioned amount of ₹5-10 lakhs: 8 points

Sanctioned amount of ₹1-5 lakhs: 6 points

Sanctioned amount of ₹1 lakh or less: 4 points

Proposal submitted (excluding student projects): 2 points

B.5 Consultancy (Max. score-8)

Sanctioned amount of ₹30,000 or more: 8 points

Sanctioned amount of ₹10,000 or more: 6 points

Sanctioned amount of ₹5,000 or less: 3 points

B.6 Patents/Copyrights (Max. score-8)

- **Patents:**
 - Awarded: 8 points
 - Published: 5 points
 - Filed: 3 points
- **Copyrights:** 4 points
- **Design Patents:** 5 points

B.8 Workshop /International conference/VAP/FDP organized as Convener/Coordinator (Max. score-4)

- Govt. sponsored Programme/AICTE/ATAL: 4 points
- Self-sustained programmes: 3 points

B.9 FDPs/STTPs attended (Max. score-5)

- ≥5 Days: 5 points
- ≥3 : 2 Points
- ≤2 days :1 Points

B.10 Online Course (Max. score-4)

- ≥40 hrs:- 4 points
- ≥30 hrs:- 3 points
- ≥ 20 hrs: - 2 points

PART C: Professional Services (PSV)

C.1 Mentor Effectiveness: Score shall be assigned considering the inputs from department mentor coordinator and chief mentor (institute level)

C.2 BoE/University BOS (Max. score-2)

- VTU BOS Member/BOE Member: 2
- Other university BOS Member : 1

C.3 University work/Evaluation/QP Setting/Ph.D thesis evaluation (Max. score-3)

- External DCS+ Evaluation + University QP setting/Examination duties: 3
- 1 point for each and give the points accordingly

C.4 Awards/recognitions for service contributions/Employee of Month/Member/reviewer in editorial Boards of referred Journals (Max. score-2)

- Awards International/National/State: 2 Points
- Member/Reviewer in editorial Boards of journals/ Best employee Award: 2 points

C.5 Resource persons in international conferences/FDP/workshop of repute- organised (Max. score-2)

- Resource person in FDP/workshop/session chair in Conferences (outside Campus): 2
- Resource person in FDP/workshop/session chair in Conferences (In house): 1

C.6 University Invigilation duties and discipline (Max. score-2)

- Score to be assigned based on Inputs from Examination section (Dean-Examination) on punctuality and adherence to guidelines during examination duties


PART D: Administrative Activities (ADM)

D.1 Administrative Assignments: Mention initiatives and achievements as the coordinator during assessment period in 5 to 10 bullet points **(Max. score 20)**

D.2 Central committee Member/Coordinators: Mention initiatives and achievements as the coordinator during assessment period in 5 to 10 bullet points **(Max. score 12)**

D.3 Department committee Member/Coordinators: Mention initiatives and achievements as the coordinator during assessment period in 5 to 10 bullet points. **(Max. score 8)**

Note: For any doubts or clarifications, please contact the Head of IQAC.


Principal
Acharya Institute of Technology
Soladevanahalli, Bangalore-560 107

IMP: Leave Process and Guidelines

3 messages

Principalait Acharya <principalait@acharya.ac.in>

Fri, Aug 11, 2023 at 11:22 AM

To: <ait-hods@acharya.ac.in>, coordinator 1yr <coordinator-1yr@acharya.ac.in>, renuka devi <renukadevi@acharya.ac.in>

Cc: Rajath Hegde M M AI002313 <rajath2313@acharya.ac.in>, Academic AIT <acmait@acharya.ac.in>, Exam AIT <examait@acharya.ac.in>, Dean Examination <dean_examination@acharya.ac.in>, dean academics <dean_academics@acharya.ac.in>, MUTHUKUMAR CHOCKALINGAM <muthu@acharya.ac.in>, AIT IQAC <ait-iqac@acharya.ac.in>

Dear Prof,

In an effort to streamline and enhance the leave process for our Staff and Faculty members. Please cascade the information for a seamless experience.

Casual Leave:

Faculty members are required to arrange for alternatives for both academic and examination activities before availing the leave.

Casual leave applications should be submitted on the ERP at least one day prior to the intended leave date.

In case of unforeseen emergencies preventing timely ERP submission, faculty must immediately notify their respective Head of Department (HOD) about the situation and the alternate arrangements. The department will initiate the leave request on ERP.

Research Leave:

Eligible faculty members may avail Research Leave (RL) as per the HR policy.

To apply for RL, faculty members must complete a hard copy of the RL form, obtain signatures from their HOD and Dean of Research, and submit it to the principal's office at least two days prior to the intended leave period.

Vacation Leave:

Once faculty members are eligible (upon completion of the probationary period), they may apply for Vacation Leave (VL) through the ERP.

VL applications should include provisions for alternate arrangements for academic and examination responsibilities. Additionally, the submission of IQAC files is required.

In the event of an urgent need, faculty members may request to visit the campus

OOD:

VTU Examination Duties: Faculty members can directly apply for OOD related to VTU examination duties or any VTU work on the ERP. By providing details about the examination and alternate arrangements are to be specified. The HOD should also be informed before availing the OOD.

Other OODs: Faculty members seeking OOD for activities other than VTU work should email the HOD and CC to Principal with the corresponding supporting documents. Upon the approval of the principal with the recommendation of the HOD. A copy of the approval email must be attached to the ERP at the time of applying OOD on the ERP. OOD has to be initiated at least a day prior.

Note: Upon completion of OOD, faculty members must promptly upload the attendance certificate on ERP for the approval of the Principal.

Important Notes:

1. Faculty members must ensure the timely submission of attendance certificates on ERP immediately after returning from OOD.
2. HODs and Deans are requested to inform the Principal's office, with the designated in-charge person through email before availing the leave, to ensure smooth workflow continuation.
3. Faculty and staff are advised to route request/benefit-related inquiries through the HOD with a CC to the Principal's office and avoid direct interactions with the HR department to enhance convenience.
4. Please inform the faculty to check the attendance on the APP once a day to report any discrepancies in advance to avoid last-minute inconvenience.

Thank you for your kind attention to these guidelines.

With warm regards



Principal

Acharya Institute of Technology
Acharya Dr. Sarvepalli Radhakrishnan Road
Bengaluru, India
P: +91 080 22 555 555 Extn:2101
www.acharya.ac.in

Dr. Ajith HoD-CSE <hod-cse@acharya.ac.in>

Fri, Aug 11, 2023 at 11:28 AM

To: Principalait Acharya <principalait@acharya.ac.in>

Cc: <ait-hods@acharya.ac.in>, coordinator 1yr <coordinator-1yr@acharya.ac.in>, renuka devi <renukadevi@acharya.ac.in>, Rajath Hegde M M AI002313 <rajath2313@acharya.ac.in>, Academic AIT <acmait@acharya.ac.in>, Exam AIT <examait@acharya.ac.in>, Dean Examination <dean_examination@acharya.ac.in>, dean academics <dean_academics@acharya.ac.in>, MUTHUKUMAR CHOCKALINGAM <muthu@acharya.ac.in>, AIT IQAC <ait-iqac@acharya.ac.in>

Dear Sir,

Thank you for the clarification and the directions! I will cascade the information to our faculty team!

with regards,

Ajith

[Quoted text hidden]

--

With loving regards,



Dr. Ajith Padyana
Professor and Head,
Department of Computer Science & Engineering
Acharya Institute of Technology
Acharya Dr.Sarvepalli Radhakrishnan Road
Soldevanahalli, Bangalore-560107
INDIA
official e-mail id: hod-cse@acharya.ac.in
Alternate e-mail id: ajithpadyana@acharya.ac.in
Mobile: 9731015499
www.acharya.ac.in

HOD MBA <hod-mba@acharya.ac.in>
To: aitmbafaculty@acharya.ac.in

Fri, Aug 11, 2023 at 12:17 PM

Best Regards
Dr. Juin Choudhury
HOD - Department of MBA
Ph: 080-22555555, Extn:2182

[Quoted text hidden]

--

You received this message because you are subscribed to the Google Groups "AIT MBA FACULTY" group.

To unsubscribe from this group and stop receiving emails from it, send an email to aitmbafaculty+unsubscribe@acharya.ac.in.

To view this discussion on the web visit <https://groups.google.com/a/acharya.ac.in/d/msgid/aitmbafaculty/CABrdVZH%2BRQA-fGZ0Pnp1FVxvDALtRtwVUZQUM6dPGdbqVYFyCg%40mail.gmail.com>.

IMP: Guideline-Examination Duty and Valuation Leave

Principalait Acharya <principalait@acharya.ac.in>

Sun, Feb 1, 2026 at 1:47 PM

To: <ait-hods@acharya.ac.in>

Cc: ACHARYA INSTITUTES PA <ait.pa@acharya.ac.in>, renuka devi <renukadevi@acharya.ac.in>

Dear Prof,

Faculty members are hereby informed that **Exam Duty Leave and Valuation Duty Leave are applicable only for examination work of affiliated institutions when officially allocated by the Board of Examiners (BOE) of VTU.**

Faculty members are **not permitted to take up examination or valuation duties of autonomous institutions or private universities**, as managing such duties within a **five-day working week** makes it difficult to effectively complete academic, administrative, and other institutional responsibilities. This may **dilute the expected academic and institutional outcomes.**

However, **faculty members serving as BOS members of autonomous institutions or private universities may avail On-Official Duty (OOD)**, as such engagements contribute positively by demonstrating academic interaction and collaboration outside the institution and add value to the department.

Please communicate the guidelines to **all faculty members** and ensure strict compliance.

Thank you

With warm regards



Dr. C K Marigowda
Principal

Acharya Institute of Technology
Acharya Dr. Sarvepalli Radhakrishnan Road
Bengaluru, India
P: +91 080 22 555 555 Extn:1234/2101
M: +91 63645 22980
www.acharya.ac.in

" Nurturing Aspirations Supporting Growth "



ACHARYA INSTITUTE OF TECHNOLOGY

Dr Sarvepalli Radhakrishnan Road, Acharya P.O. Bangalore –560107

Performance Appraisal of Support Staff by HoD / Principal (Reporting Officer)

(Administration/ Lab Instructors/ Sports/ Library Staff)

Period from 01st Jan 2024 to 31st Dec 2024

Name		Emp No.		
Dept.		Institute		Acharya Institute of Technology
Designation Current		DoJ		
Designation (Joining)		FTE joining (if any)		
Date of Birth		Location (Office)		
Qualification at Joining		Current Qualification		

S No	Parameters (Max scale of 1-5, 1 being lowest and 5 highest)	Points awarded (tick in box)					Remarks
		1	2	3	4	5	
1	Productivity – Quantity of work (Makes specific contribution to total team effort, takes assignments in stride and completes them, consistent output, alert to needs, Resourceful – requires minimum follow up)						
2	Job knowledge – Quality of work (Knows established practices and procedures related to job, compiles records and reports accurately, completes assignment on time, Creates confidence, Strives to enhance knowledge)						
3	Planning & Organizing (Plans ahead and organizes work, analyses accomplishments, establishes realistic goals, Practices safe work habits)						
4	Attitude – Application to job (Accepts responsibility willingly, receives work assignments in a cooperative manner, displays enthusiasm towards job, team worker, helps others, keen and industrious)						
5	Relationship with others (courteous and friendly – creates a receptive atmosphere, renders assistance, possesses poise, self-assurance, self-expression – communicates clearly, listens with open mind to counsel of others, Fosters good image of institute through high standards of personal appearance)						
TOTAL SCORE							

Unique contribution of the Staff _____

Signature of the HoD

Recommendations of Principal _____

Date: / / 2025

Signature of the Principal

POLICY ON EMPLOYEE OF THE MONTH

Policy N°: AI/AC/031	Version N°: 001	Owner: Directors	Page 1 of 7
Date of issue: 01 June 2023	Review date: 01 June 2024	Applicability: All AI Staff	

1. Purpose:


The purpose of this policy is to recognize and reward outstanding employees in the institution who consistently demonstrate exceptional performance, dedication, and contribute to the overall success of the institution.

2. Eligibility:

- a. All full-time Faculty Members are eligible for the Award of “Employee of the Month”, excluding Principal, Vice-Principal and the HoDs.
- b. Employees must have completed a minimum of six months of continuous service to be eligible for nomination.
- c. Previous awardee/s of the “Employee of the Month” must wait for a minimum of six months before becoming eligible for nomination again.

3. Selection Process:

- a. **Submission of Nominations:** HoD or colleagues may submit nominations for the Employee of the Month. Self-nominations are also accepted. Filled in nominations are to be submitted to Principal through HoD (if applicable) by 5th of every month.
- b. **Nomination Criteria:** Nominations should be based on the criteria outlined in the “Employee of the Month” policy.

Prepared by and Reviewed by	Approved by	Cleared for issue
-Sd-	-Sd-	
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

POLICY ON EMPLOYEE OF THE MONTH

Policy N°: AI/AC/031	Version N°: 001	Owner: Directors	Page 2 of 7
Date of issue: 01 June 2023	Review date: 01 June 2024	Applicability: All AI Staff	

c. Review: Principal shall form a Review Committee, consisting of representatives from different departments to evaluate the nominations and recommend the “Employee of the Month”.

d. Selection: The Principal, post review, shall recommend and communicate it to the Head, HR before 10th of every month along with duly filling the recommendations in the Nomination form and signed.

e. Confidentiality: The nomination process and discussions within the Review Committee should remain confidential until award.


4. Award Presentation:

a. Announcement: The Employee of the Month adjudged will be announced through Acharya-wide communications, such as email, notice boards, or newsletters by 11th of Every Month.

b. Recognition: The awardee will receive a certificate of recognition and a token of appreciation from the Management.

c. Records: A record of awardees and their accomplishments will be maintained by the HR Department.

5. With regard to selection of Award Management’s decision is final and binding

Prepared by and Reviewed by	Approved by	Cleared for issue
-Sd-	-Sd-	
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

POLICY ON EMPLOYEE OF THE MONTH

Policy N°: AI/AC/031	Version N°: 001	Owner: Directors	Page 3 of 7
Date of issue: 01 June 2023	Review date: 01 June 2024	Applicability: All AI Staff	

6. Frequency and Review: The Employee of the Month award will be given monthly. This policy will be reviewed periodically by the HR Department to ensure its effectiveness and make any alterations, modifications, changes as deemed necessary.

7. Criterion for Nomination as Employee of the Month:

1. Performance Excellence:


- Consistently achieves outstanding results in their assigned responsibilities.
- Demonstrates exceptional skills, knowledge, and expertise in their field.
- Exceeds performance expectations and sets a high standard for quality.

2. Leadership and Initiative:

- Takes the initiative to go above and beyond assigned objectives.
- Exhibits leadership qualities, motivates others, and inspires teamwork.
- Contributes innovative ideas and solutions to improve processes and outcomes.

3. Collaboration and Teamwork:

- Actively promotes a collaborative and cohesive work environment.
- Demonstrates effective teamwork and cooperation with colleagues.
- Supports and helps others to achieve collective goals.

Prepared by and Reviewed by	Approved by	Cleared for issue
-Sd-	-Sd-	
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

POLICY ON EMPLOYEE OF THE MONTH

Policy N°: AI/AC/031	Version N°: 001	Owner: Directors	Page 4 of 7
Date of issue: 01 June 2023	Review date: 01 June 2024	Applicability: All AI Staff	

4. Student Engagement and Support:

- Shows a genuine commitment towards students’ success, development and growth.
- Provides excellent service to students, addressing their needs and concerns promptly and effectively.
- Makes tireless efforts to create a positive student experience.

5. Commitment to Quality:


- Strives for excellence and consistently delivers high-quality work.
- Pays attention to detail and takes pride in their work.
- Actively seeks opportunities for professional growth and development.

6. Positive Attitude and Work Ethic:

- Demonstrates a positive attitude, enthusiasm, and a strong work ethic.
- Maintains professionalism, integrity, and a positive demeanor.
- Shows adaptability, resilience, and a willingness to take on challenges.

7. Contribution to the Institute:

- Actively contributes to the overall well-being and success of the institution.

Prepared by and Reviewed by	Approved by	Cleared for issue
-Sd-	-Sd-	
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

POLICY ON EMPLOYEE OF THE MONTH

Policy N°: AI/AC/031	Version N°: 001	Owner: Directors	Page 5 of 7
Date of issue: 01 June 2023	Review date: 01 June 2024	Applicability: All AI Staff	

- Participates in extracurricular activities, committees, or events.
- Supports initiatives that promote a positive and inclusive environment.

8. Attendance and Punctuality:


- Maintains a high level of attendance and punctuality.
- Adheres to the Institutes’ policies regarding attendance and timekeeping.

9. Positive Influence and Proctorship:

- Acts as a positive role model for colleagues and students.
- Provides mentorship, guidance, and support to others.
- Fosters a culture of continuous learning and development.

10. Overall Impact and Recommendation:

- Demonstrates an overall positive impact on the Institute.
- Receives strong recommendations and feedback from colleagues, students, and supervisors.
- Exhibits qualities that align with the Institute’s mission, values, and goals.

Prepared by and Reviewed by	Approved by	Cleared for issue
-Sd-	-Sd-	
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

ACHARYA INSTITUTES

Acharya Dr. Sarvepalli Radhakrishnan Road, Soladevanahalli, Bengaluru -560 107, India

**POLICY ON EMPLOYEE OF THE MONTH**

Policy N°: AI/AC/031	Version N°: 001	Owner: Directors	Page 6 of 7
Date of issue: 01 June 2023	Review date: 01 June 2024	Applicability: All AI Staff	

ANNEXTURE**Nomination Form for Employee for the month of _____ 2023**

Name of the Faculty:

Emp No: AI00

Institute:

Dept:

Designation Years of Service in Acharya:

Qualifications:

Self-Nomination / Nominated By:

SI No	Parameter	Points (On scale of 5)	Describe the milestone briefly
1	Performance Excellence		
2	Leadership and Initiative		
3	Collaboration and Teamwork		
4	Student Engagement and Support		
5	Commitment to Quality		
6	Positive Attitude and Work Ethic		
7	Contribution to the Institute		
8	Attendance and Punctuality		
9	Positive Influence and Proctorship		

*Add a separate sheet for any performance/achievement worth mentioning & milestone requires any proof

Prepared by and Reviewed by	Approved by	Cleared for issue
-Sd-	-Sd-	CONTROLLED COPY
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

ACHARYA INSTITUTES

Acharya Dr. Sarvepalli Radhakrishnan Road, Soladevanahalli, Bengaluru -560 107, India

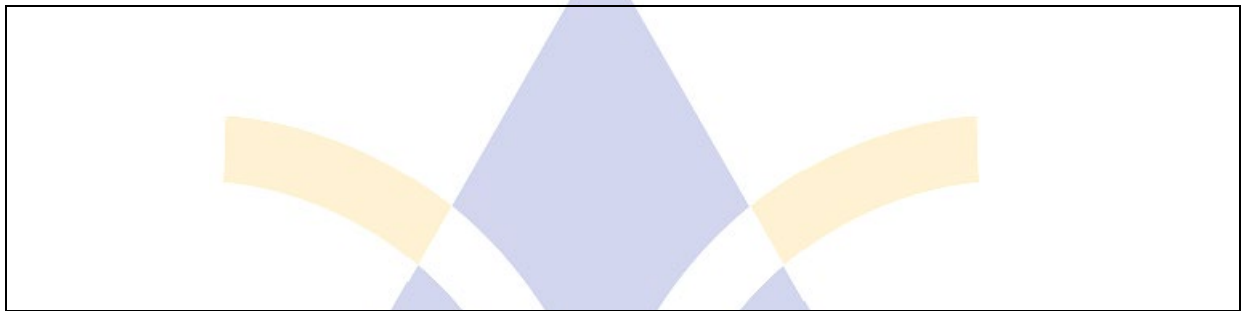


POLICY ON EMPLOYEE OF THE MONTH

Policy N°: AI/AC/031	Version N°: 001	Owner: Directors	Page 7 of 7
Date of issue: 01 June 2023	Review date: 01 June 2024	Applicability: All AI Staff	

Signature of employee / Proposer

Principal's Recommendation:



Principal

ACHARYA

Prepared by and Reviewed by	Approved by	Cleared for issue
-Sd-	-Sd-	CONTROLLED COPY
Policy Drafting & Review Committee	Campus Director Acharya Institutes	Head, Quality Assurance Acharya Institutes