

**Shriman Niranjan Jagadguru Pancham Shri Nijalingeshwar
Mahaswamigal Trust (SJPN TRUST)
NIDASOSHI- 591 236**

SERVICE RULES

**SERVICE RULES FOR THE EMPLOYEES OF
Shriman Niranjan Jagadguru Pancham Shri Nijalingeshwar
Mahaswamigal Trust (SJPN TRUST)
NIDASOSHI- 591 236**

As approved in Advisory Committee meeting
Vide resolution No.10, Dated 10.01.2018, wef. 16.01.2018.

WHEREAS it is necessary to define the terms and conditions of appointment and service of all the employees, i.e. Teaching and Non-Teaching persons employed in various institutions, managed by **Shriman Niranjan Jagadguru Pancham Shri Nijalingeswar Mahaswamigal Trust Nidasoshi(SJPN TRUST)** and to provide for their duties, conduct and remuneration payable to them, the Mahaswamiji of Srimath, the President of SJPN Trust in exercise of the powers conferred by clause 12(2) of the Articles of the Trust has made the following rules and regulations, for administration of the Institutions under his control.

1. TITLE, COMMENCEMENT AND APPLICATION:

- 1.1. These rules shall be called as "SERVICE RULES", SJPN TRUST, NIDASOSHI and shall be applicable to all the employees of SJPN Trust, NIDASOSHI.
- 1.2. These rules shall come in to force from the date of their notification.
- 1.3. The appointment and Service conditions of all the employees shall be governed by these rules.
- 1.4. Every employee shall be supplied with a copy of these rules and an undertaking shall be obtained from the employees to abide by these service rules.
- 1.5. Any addition, deletion or modification to the rule mentioned in this manual can be carried out with the prior approval of the President by Advisory Body of the Trust.

2. DEFINITIONS:

- 2.1. "TRUST" means S.J.P.N. TRUST Nidasoshi.
- 2.2. The term " Affiliated Institutions" means and includes,
 - i. SJPN Trust's Polytechnic Nidasoshi
 - ii. Hirasugar Institute of Technology, Nidasoshi.
 - iii. SJPN Trust's PU Science College Nidasoshi
 - iv. SJPN Trust's BCA College Nidasoshi
 - v. SJPN Trust's CBSE School Nidasoshi

- vi. Any other Institutions that may be established run or managed by SJPN Trust Nidasoshi.
- 2.3. "Employee" means a person employed by SJPN Trust to discharge the duties of the trust and its affiliated organizations for teaching and non-teaching purposes on remuneration basis and includes any person serving in any capacity, whether a full-time, part-time or re-appointed after retirement in the institutions, but shall not include persons serving on daily or weekly wages.
- 2.4. "Management" shall mean the advisory committee nominated by the His holiness Mahaswamiji of Math, Sole Trustee/President of the Trust.
- 2.5. "Governing Body" shall mean the Governing Council duly constituted by President as per AICTE/VTU/DTE/State Government guidelines from time to time to the respective institutions of the Trust.
- 2.6. "He" "Him" and "His" shall mean and include "She" "Her" and "Hers" respectively.
- 2.7. "Salary" except otherwise defined shall mean basic pay plus all other allowances.
- 2.8. "Year" means the academic year unless otherwise stated.
- 2.9. Month shall mean the English calendar month.
- 2.10. "Appointing Authority" shall mean the Sole trustee /President / Chairman of the Trust.
- 2.11. "Earned Leave" means leave earned in respect of periods spent on duty.

3. POWER TO INTERPRET, IMPLEMENT AND TO AMEND THE RULES:

The power to interpret, implement and to amend the rules and regulations vests with the, Mahaswamiji, sole trustee and President who is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules

and regulations. The Mahaswamiji, sole trustee and President shall have absolute right, liberty and powers to withdraw, modify, amend, alter, add to, repeal or to supersede at his sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by him from time to time, provided that the new rules or regulations or alterations or amendments so made shall not be detrimental or adversely affect the interest of the existing employees who are in service on the day new rules or regulations or alterations come into force.

4. PRESIDENT'S POWERS TO DELEGATE:

The PRESIDENT means the MAHASWAMIJI OF MATH, THE SOLE TRUSTEE of SJPN Trust. He may delegate to the Secretary of SJPN Trust or to any officer or officers of the Trust or Institutions under his control any or all the functions wholly or partly, permanently or temporarily and such officers or officer shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the president.

5. TENURE AND CLASSIFICATION OF APPOINTMENTS, EXTENSION OF SERVICE, DEPUTATION, RECRUITMENT AND SELECTION COMMITTEE:

(APPOINTMENTS, PROBATION AND TERMINATION OF SERVICE)

5.1 Classification of Employees:

- a)** The employees of SJPN Trust, will be classified as follows:
- i. Teaching staff
 - ii. Non-Teaching staff includes administrative, technical and non-technical employees.
- b)** The Management shall fix the number of posts in each Institution in all categories from time to time and also prescribe qualifications, mode of recruitment and the scales of pay etc., to each category of posts of SJPN Trust which may be reviewed and revised by the Management from time to time depending upon the exigency. The pay scales of the Teaching Staff are covered under AICTE/University/State, Central Board scales.

Hence, their pay will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure and merit etc., as applicable and as amended from time to time except the staff recruited temporarily on a consolidated pay.

- c) Notwithstanding anything contained in these rules and regulations, the Management may employ persons on a temporary basis to different posts in the organization under their control on a consolidated pay or on daily wages or contract basis whenever and wherever the necessity and circumstances so warrant.

5.2 Certificate of Health and other Certificates:

Every employee shall be required to produce the following certificates on being appointed in the Trust on regular basis:-

- a) Medical certificate of fitness issued by the Medical Officer OF Registered Medical Officer authorized by the Management in the prescribed proforma, as appended to these Rules.
- b) Original Degree/Diploma certificates of the qualifications possessed by them along with attested Photostat copies of the same.
- c) Three copies of recently taken pass-port size photographs.
- d) Two certificates from educationalists or other responsible members of the society not related to the candidate certifying his/her character and conduct to the satisfaction of the Trust.

5.3 Age:

The age of a person at the time of his first appointment in the organizations under the control of Management shall be at the discretion of the Management.

- a) In case of Teaching Staff other than the staff covered under AICTE/University/State, Central Board scales of pay, the Management may take a decision based on the qualifications, experience etc., about the age of the person employed to the posts.

- b) In all other cases, as prescribed by the state government from time to time.

5.4 Commencement of Service:

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these regulations at the place and time intimated to him by the Management provided that if he or she reports before forenoon, otherwise his/her service shall commence from the following day.

5.5 Categories of Appointments:

Employees may be appointed to any one of the following

- a) **"ON PROBATION"** which means the employee, while being appointed to a permanent post or a temporary post is required to fulfill conditions of probation as prescribed in the probation rules before being confirmed in his appointment.
- b) **"PERMANENT"** which means the post is permanent, the term of probation has been satisfactorily completed, and confirmation of the service of the employee in the post has been communicated to him in writing.
- c) **"ON CONTRACT"** which means the tenure of the post is limited to a specified period subject to term and conditions specified in the order of appointment only. This includes a pensioners re-employed.
- d) **"TEMPORARY"** which means the employee is engaged specifically for a fixed period or limited period on term and conditions specified in his letter of appointment.
- e) **"CASUAL"** which means the employee is engaged on day-to-day basis on work casual nature, his wages are fixed on daily basis and he is not entitled to leave or any other benefits of any kind as are available to employees falling under a, b, c and d above.

- 5.6** All the appointment of the staff shall be made on the recommendation of the staff selection committee (pl. ref. 5.11) and subjected to the approval of the Maha Swamiji, the sole trustee.

- 5.7** In case of emergency, the Head of Institute is empowered to make appointment temporarily for not more than 3 months, which has to be ratified in meeting of staff selection committee.
- 5.8** The employees of the Institution shall be appointed by scales of pay prescribed by the AICTE/University/State, Central Board for teaching staff and Karnataka State Government for non-teaching /Instructional staff from time to time.
- 5.9** Only such persons who possess the minimum academic qualification and experience as prescribed by AICTE/University/State, Central Board or the competent authority and University/Board to which the Institution is affiliated should be appointed.
- 5.10** Extension of services and Deputation of Officers- under special circumstances, when suitable qualified person are not available in any department, in spite of advertisement, in such cases, the management may continue the service of such employees for one academic year on contract basis till suitable persons are secured for such posts.
- 5.11** Staff Selection Committee consists of sole trustee/President of the Trust, one member of Advisory Committee, Principal, Two subject experts of which one is HOD concerned and any person nominated by University.

5.12 Probationary Rules:

- 5.12.1 These rules shall apply to all the employees appointed on probation in SJPN Trust.
- 5.12.2 The Trust may make rules modifying, canceling, substituting for or adding to these rules.
- 5.12.3 The duties of a probationer shall pertain to teaching, departmental work, additional duties at the college level and such other duties as may be assigned to him from time to time which have a bearing on his qualifications.
- 5.12.4 All the employees of SJPN TRUST shall be required to be on probation for a period of two years from the date of joining. In the event of unsatisfactory work or conduct during probation period employee's services are liable for termination without assigning any reason, notice or compensation.
- 5.12.5 The period of probation will be extended by 6 months at the discretion of the management, considering the report of Head of the dept./ Head of the

Institution and the employees concerned shall be communicated the reasons for extending the probationary period.

- 5.12.6 At the end of the extended period of probation, if the probationers work is reported to be unsatisfactory his services may be dispensed with
- 5.12.7 On successful completion of probationary period, it will be declared by the management, if the employee is found suitable by completing the probationary period satisfactorily and he shall be confirmed and the same communicated to the employee.
- 5.12.8 Such of the members of the staff who have once been confirmed in a lower post and promoted to a higher post in which they have to put in a period of probation will be eligible for the benefits of leave and provident fund as applicable to confirmed employees.
- 5.12.9 No probationer shall be entitled to claim any privilege in respect of the probationary period undergone or claim any compensation, should the management decide to dispense with his service at any time before the probation is declared.
- 5.12.10 The Institution will give 30 days notice or will pay 30 days salary in lieu thereof when the service of probationer is to be terminated.
- 5.12.11 The probationer in his turn shall give two months notice or surrender two months' salary to the management when he wants to be relieved of his duties in the Institution.
- 5.12.12 If the notice given by the probationer is short of one month, his pay and allowance for the number of days deficient shall be forfeited by the probationer.
- 5.12.13 The members of teaching staff however shall not ordinarily resign from their posts during the course of Semester. The management reserves its right to accept or reject resignation given by the employee.

5.13. Termination of Service:

- a) If an employee at any time after completion of the probation intends to resign, he or she shall give three months' notice in writing or pay three months' salary in lieu thereof. Similarly, the management shall be competent at its discretion to terminate the service of any employee by giving three months' notice or by paying three months' salary in lieu thereof.
- b) The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due

to closure of an Institution or reduction in the number of cadre strength, sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or paying three months' salary in lieu thereof.

- c) The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his official duties or for misconduct in discharging his/her official duties, by giving three months' notice or by paying three months' salary in lieu thereof.

5.14 Retirement:

Every employee shall retire from service on attaining the age of superannuation i.e. 60 years in case of teaching staff and 58 years of age in case of others provided that the management in the interest of the organizations under their Management may extend the period of service of the employee concerned by such period as determined depending on the mental and physical condition of such an Employee.

- a) The employee in all categories of posts shall retire from service after attaining the age of superannuation with effect from the afternoon of the last day of the month in which their date of retirement falls under the operation of the existing rules.
- b) However, the employees whose date of birth is first of a month shall retire on the last working day of previous month after attaining the age of superannuation i.e. 60 years in case of teaching staff and 58 years in case of others.

5.15. Guidelines for Employees Seeking Re-employment after Attaining the Age of Superannuation

- i. If an employee, after attaining the age of superannuation, desires to serve the Institute, he may apply, in writing, to the management to continue him in the service.
- ii. After assessing the mental and physical condition of such an employee and the need to continue him in service and on receipt of the recommendation of the Head of the concerned Institution in which the employee is working, the Management can continue him in service on contract basis duly indicating the:

- (a) tenure of appointment;
 - (b) consolidated salary to be paid per month;
 - (c) annual increment payable in case the appointment is for more than a year; and
 - (d) Eligibility of the employee for benefits like leave other than casual leave.
- iii. After the employee attains the age of 65 years, his case will be reviewed on year to year basis and he may be continued on year to year basis taking into consideration, specially his mental and physical condition, solely at the discretion of the Management.

6. LEAVE:

- 6.1** Leave includes casual leave, earned leave and extraordinary leave but any kind of leave cannot be claimed as a right (*Leave is not a matter of right*).
- 6.2** Casual Leave may be granted to permanent or temporary employee whether he enjoys annual vacation or not, for 15 days in each calendar year, but not more than six days at a time. This limitation is not applicable, if no other leave is at his credit and in special circumstances.
- 6.3** The employee who has not put in service of one year in a post may be granted casual leave in proportion to the period of his service at the rate of one day for every completed service of one month.
- 6.4** Casual leave of half-a-day effective up to or from 2.00pm on any working day may be granted subject to the preserved limit of 15 days.
- 6.5** Head of the Institution who is empowered to grant casual leave may also refuse casual leave. He may also delegate the sanctioning powers to next senior professors.
- 6.6** Casual leave required on any ground, no employee shall keep himself absent from duty unless he has been granted Casual leave (C.L.) by the Head of the Institution.

- 6.7** Casual leave shall not be granted to employee unless
- i. His workload is adjusted.
 - ii. It is not last working day or re-opening which is not applicable in case of non-vacational permanent employees.
- 6.8** Leave without allowance shall not be granted in continuation of casual leave.
- 6.9** Employees selected for participating in sports events, training/coaching camps, special casual leave may be sanctioned for the actual period and period, which they spend in traveling
- 6.10** Any kind of leave maybe granted in combination with or in continuation of any other kind of leave (except casual leave).
- 6.11** An employee may at at any time be granted the whole or any part of the earned leave due to him subject to minimum 03days and maximum limit of 05 days.
- 6.12** Non-vacational employee shall be entitled for earned leave of 24 days in a calendar year. The leave account of every "non-vacational employee" shall be credited with earned leave in advance in two installments of 12 days each on the 1st January and 1st July of every year.
- 6.13** The leave at credit of a non-vacational employee at the close of the previous half-year shall be carried forward to the next half year; subject to the condition that the leave so carried forward from the credit for the half year does not exceed 60 days. He/She may en cash 30days of earned leave by submitting written application to the management/HOI
- 6.14** Earned leave shall be credited to the leave account of non-vacational employee at the rate of two days for each completed calendar month of service in the half of the calendar year in which he is appointed.
- 6.15** Vacational employee shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation
- 6.16** If vacational employee is asked to work during vacation other than examination work shall be entitled for one earned leave for every

three days in continuation of un-availed portion of the vacation to be credited on the reopening day of the Institute.

6.17 EXTRA ORDINARY LEAVE:

- a) An extra ordinary leave on medical grounds can be granted to the confirmed employees without pay to any length of time as the Governing body or board of management decides. It can also be granted on other special grounds.
- b) Leave with /without salary can be granted to any employee who wants to pursue his further studies for improving his qualifications for any length of time as the Governing body or the Board of management decides. The leave period will be considered for purpose of increment and promotion.

6.18 MATERNITY LEAVE:

Maternity leave up to a maximum period of 90 days can be granted by the board of management to a married lady employee.

6.19 Duty Leave:

Duty leave on full salary may be sanction to an employee who is deputed for the work of the University or any work as deemed fit by Heads of Institutions / management.

Traveling allowance and Dearness allowance to the Staff- shall be paid at such rates as the Board of Management decides from time to time.

7. MAINTENANCE OF SERVICE REGISTERS:

- 7.1 A service Register shall be maintained by Head of the Institute for every employee of the SJPN TRUST showing among other details, the date of appointment, the increments given from time to time, leave availed off, promotions, suspensions, dismissals, punishment etc.
- 7.2 The Register shall be opened immediately after an employee is engaged on probation or appointed to any post.

- 7.3 The service Register should be made up-to-date at the end of each month by incorporating all events.
- 7.4 The entries shall be verified by the Head of the Institution on 1st April of the succeeding year and certified that entries are made correctly. The employee is allowed to go through the entries of this Service Register once in the beginning of the financial year and the signatures shall be obtained in the Service Register for having seen the correctness of entries made in the Service Register.

8. DISCIPLINE AND CONDUCT RULES:

- 8.1 General Standard of Work:** Every employee of the Institution shall maintain a high standard of work and conduct. He shall be loyal to the Institution and observe diligently all its rules and regulations, such modifications there of as may be made, and such directions as may be issued by his superior officers from time to time.
- 8.2 Secrecy:** No employee shall make improper use of any information obtained by him in the course of his official duties.
- 8.3 Attendance:** All the employees shall be present at their place of duty at the hours fixed and notified and regularly sign the attendance register of their respective departments twice every day
- i) Once 10 minutes before the commencement of college timings.
 - ii) Second at the end of the college timings.
- 8.4** If any staff member is late by 10 minutes, it shall be marked 'L' with red/green ink against his name and he will loose one casual leave for three markings.
- 8.5 Gratuities:** Employees are not permitted to accept gratuities or gifts of any kind from visitors, relatives of the students businessmen or other parties connected in any manner what-so-ever directly or indirectly with the activities of the Institution.

8.6 Proper use of Materials and Amenities:- No employee shall misuse or use carelessly the material and facilities provided for him by the institution for the discharge of his duties.

8.7 Personal use of Materials and Services: No employee shall without making proper payment, avail himself for private or personal purpose of any materials or service which is the property of or has been paid for by the Institution.

8.8 Private Trade or Employment: No employee shall without previous sanction of the competent authority, undertake any employment while on duty or on leave carry on directly or indirectly any business or trade. Taking private tuition is totally banned. Accepting any remuneration for the outside work unless prior sanction from HOI/ competent authority is prohibited.

8.9 No employees shall leave station except with the prior permission of the proper authority even during the period of leave or vacation. At the time of leaving station an employee shall inform, the Head of the Institution or Head of the department to which he is attached, the address where he would be available during the period of his absence.

8.10 Change of Address: Whenever any change occurs in the residential address of an employee, he must immediately intimate such change to his leave sanctioning authority, in writing, for record in the appropriate sections of the administrative office of the Institution. Further any change in contact number/mobile number and E-mail shall also be immediately informed.

8.11 Misconduct on the Part of the Academic Staff:

The following shall constitute misconduct on the part of the academic staff.

- a) Failure to perform his academic duties such as engaging regular classes, preparation of lessons, field work, supervision, research supervision, demonstration, assessment, guidance, examination work etc.
- b) Gross partiality in assessment of students, valuation work and victimization of the students on any grounds.

- c) Instigating students against other students, colleagues and the administration.
- d) Raising question of caste, creed, religion, language, race or sex in his relationship with his colleagues and trying the use of the above considerations for improvement of his prospectus or for any other purpose.
- e) Refusal to carry out the decisions or orders of appropriate administrative and academic bodies and or functionaries of the Institute
- f) Willful damage to the property of the Institution.
- g) Conviction in a court of law where moral turpitude is involved.
- h) Creating disturbances or nuisance on or in the immediate neighborhood of the premises of the Institution (including its residential sector), by drinking alcohol, gambling, quarreling or otherwise.
- i) Use of abusive or absence language in the premises of the Institution, or towards persons officially connected with it.
- j) In subordination.
- k) Intimidating other employees by threats, pressures or other means with a view to preventing them from attending their duties.
- l) Distributing and sticking notices, hand bills or leaflets of any kind or in the immediate neighborhood of the premises of the Institute without the permission of the Head of the Institution.
- m) Any other act of conduct likely to adversely affect the Institutions in any manner or degree what so ever.

8.12. Representations:

- a) Whenever an employee wishes to put forth any claim or seeks redressal of any grievances or of any wrong done to him he must forward his case through proper channel and shall not forward copies of his application to any higher authority or newspapers for publication.
- b) No employee shall be a signatory to any controversial joint representation addressed to the authorities for redressal of any grievance or may other matter.

8.13. Punishment: The Board of Management can impose the following penalties on its employees after enquiries are made by it.
 (i) Censure (ii) withholding of increments (iii) Reverting to a lower

rank (iv) Dismissal from service (v) Compulsory retirement (vi) Recovery from pay of the whole or part of any pecuniary loss caused to the institution by the negligence of any employee.

8.14. No employee is allowed to leave the premises of the college during the working hours without written permission of the Head of the Institution. A movement Register shall be maintained and the employee shall record his period of absence stating the particular work in the said Register and put his signature. Head of the Institute shall verify the correctness of the entries every day.

8.11. Disciplinary Authorities: All penalties shall be imposed on employees by the Chairman/Trustee /President/Head of the Institution or by such authority to whom the power in this respect has been duly delegated.

9. HANDING OVER CHARGE AND DISCHARGE CERTIFICATE:

9.1 An employee, before leaving service, shall handover the charge of his post to a duly authorized employee and shall return to the Institution all books, furniture etc. issued to him for his personal use. He has to produce the "NO DUES" certificate in the proforma prescribed by the Institution.

9.2 The Principal or the Head of the Institution shall give a discharge (relieving) certificate on an application, to the employee who leaves after due notice or to an employee whose services are terminated.

10. GENERAL:

10.1 No employee of the Institution shall address any communication to the members of the Governing council/Board of management or meet them for official purpose without the prior permission of the Head of the Institution.

10.2 No employee shall seek employment outside the Institution without the prior permission, in writing from the Head of the Institution.

10.3 Unless otherwise specifically mentioned in the order of appointment every employee of the Institution is a whole time employee and may be called upon to perform such duties, as may be assigned to

him/her by the competent authority beyond scheduled working hours, institutional holidays and Sundays. These duties shall, include attendance at the meetings of the committees, selection of teachers and other staff members, admission of students etc. to which he may be appointed by the Institution

- 10.4 An employee may be required to work not only in the Institution, but also in any other Institution affiliated to it.
- 10.5 No employee shall take part in the elections except the elections held for university bodies, academic councils, executive councils of academic associations etc., without prior permission of the Head of the Institution. No employee shall be a member of political body or contest for election or legislative body.
- 10.6 No employee shall either during his employment in the Institution or after his termination disclose or divulge to any person whom so ever any information relating to the Institution which he may become possessed of which in the service of the Institution except when compelled "to do" so by competent court of law.
- 10.7 An employee who is detained in custody on a criminal charge shall be kept under suspension with immediate effect. If he is convicted, his service shall be deemed to have been terminated.
- 10.8 The Head of the Institution or where the appointing authority is higher than the Head of the Institution, such authority may give incentive awards not exceeding three months basic pay to an employee for the following:
 - a) Extraordinary originality, imagination or brilliance, which significantly enhances the efficiency of the Institution.
 - b) Rare devotion to duty deserving recognition in a special ways.
 - c) Suggestions for reduction of expenditure without affecting the efficiency.
 - d) Such awards shall be made on the recommendation of a suitable committee constituted by the appointing authority for the purpose.
- 10.9 "HOLIDAY" means leave from ordinary routine work but urgent work will not be postponed on account of holidays and no employee of the Institution will leave the headquarters without prior permission of the Head of the Institution. The Head of the Institution is empowered to declare holiday if the local circumstances demand so. An employee

should reside in the headquarters during the holidays, vacations or whenever he is on leave. Whenever he goes beyond Municipal limits, however short the period may be, he must take the prior permission of the Head of the Institution.

10.10 An employee is liable to be transferred from one Institution to another Institution of the Trust on the same salary or a higher salary but not a lower salary except it be by way of punishment.

10.11 Any employee or probationer seeking employment elsewhere shall send his application through the Head of the department who will forward the application to the Head of the Institution, in writing, for sending the application directly to the place of employment sought specified time. Such applications will be sent twice in an academic year. If, at any time, it comes to the notice of the management that any employee or probationer has applied for or joined elsewhere, otherwise than as above, the management shall be at liberty to terminate his services at any time there after without giving any notice.

11. PROVIDENT FUND RULES: PENSION SCHEME

Employees of SJPN TRUST are governed by the provident fund act and pension scheme 1994.

12. TEACHER'S ACTIVITY AND ACCOUNTABILITY:

12.1 The teacher shall endeavor his best for efficient and interesting classroom /lab Instructions.

12.2 The teacher shall plan and prepare the lesson thoroughly before coming in contact with students in the class.

12.3 He shall keep the teaching aids, handouts and other resource material ready sufficiently in advance for an efficient and interesting teaching-learning situation.

12.4 The teachers shall refrain from going late to the class and leaving the class early.

12.5 The teachers shall utilize his presence in the classroom for teaching learning process only.

- 12.6 The teachers shall mark student's attendance regularly and in progressive marking only.
- 12.7 The teacher should enter regularly, the portions covered in the prescribed proforma in the students attendance register.
- 12.8 Heads of the department should verify the attendance registers at the end of each week and put his signature.
- 12.9 The teacher shall complete the syllabus at uniform pace convenient to the students, if necessary by taking the extra classes.
- 12.10 The teacher shall set the question paper for I.A. tests in time and offer unreserved co-operation to the coordinator for IA tests and Heads of their respective departments.
- 12.11 The teacher should actively involve in all co-curricular and extracurricular activities undertaken by the Institute and students associations.
- 12.12 The teacher shall extend co-operation and shoulder the responsibilities (if needed) connected with running of hostels and co-operative stores etc.
- 12.13 The attendance Registers shall be handed over to the Heads of the department concerned when staff member leaves the Institution for vacation or applies for long leave.
- 12.14 The teacher will attend any other works assigned / required from time to time for healthy growth of Institution.
- 12.15 The teacher shall encourage the students to use internet, gymnasium and other facilities.
- 12.16 The teacher shall submit his/her annual self appraisal report in the institution proforma through the concerned HOD for assessment.

President
SJPN Trust, Nidasoshi.