

PREFACE

Gandhi Institute of Engineering and Technology was established in the year 1997 at Gunupur with only two hundred odd students and now has flourished into one of the best technical institutions of India with more than 4000 students offering courses to students in various disciplines such as B Tech, M Tech, MBA, MCA & M.Sc. under the banner of Gandhi Group of Institutions (GGI).

We have got a band of highly qualified and dedicated teachers imparting quality education to our students. More and more teachers from all over India are showing interest to become a faculty member of this reputed group.

It has now been felt that there is a need for a concise 'Teacher's Handbook' in order to make the teachers acquainted with the important rules and regulations of the Institute so that they can discharge their duties efficiently.

Besides the rules and regulations, the handbook also contains duties, responsibilities, leave rules, do's and don'ts and entitlements like TA/ DA etc a teacher can avail himself / herself and other important matters for his/her ready reference.

GGI, Gunupur

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TEACHER'S HANDBOOK
GGI, GUNUPUR

GUIDELINES FOR TEACHERS

A teacher should be a friend, guide and philosopher to the students. He/she should maintain a good rapport with the students in such a way that they should feel that the teacher is the loveliest person around and they should not transgress the limits.

The teacher should know that he is being watched by the students, parents, colleagues, management and the society at large.

1.0 JOINING PROCEDURES:

- 1.1. All appointments are made subject to the approval of the Chairman/Secretary of the Institute.
- 1.2. All the vacant posts are to be filled up through the advertisement in the state and national daily leading newspapers and/or posted in different job portals from time to time, as and when required by the management.
- 1.3. On receipt of bio-data / C V of the candidate, he/she is called for an interview. He/she has to appear for a demonstration (demo) before the selection committee followed by technical and personal interviews.
- 1.4. The appointment letter specifies a 7-day period within which the candidate has to join the institute, failing which the institute reserves all rights to cancel its offer of appointment.
- 1.5. A teacher must submit a joining report to the Chairman / Secretary through the Registrar. This must accompany two recent passport-sized colour photographs, photocopies of certificates / testimonials and an up-to-date resume.
- 1.6. All new faculty members remain under probation for a period of one year from the date of joining as specified in the appointment letter.
- 1.7. All the faculty members should have their ID cards provided by the institute

2.0 PROFESSIONAL RESPONSIBILITIES:

- 2.1 A faculty member of GGI has many roles to play, viz. that of a teacher vis-à-vis his / her students, that of an academician for carrying out research, attending to examination or other duties as assigned to him / her from time to time.
- 2.2 Apart from the above, he/she must have good interpersonal relations with his/her peers, which will be directly linked with salary increment, promotion, etc. Good interpersonal relations are a must in an age where teamwork matters a lot.
- 2.2 A teacher's performance in those activities will also be considered at the time of his / her Annual Performance Assessment before finalizing increment, promotion, etc.
- 2.3 A teacher has to perform in many areas apart from class room teaching (Refer to all the points of self assessment form; **Annexure – I**).

3.0 GENERAL CODE OF CONDUCT:

- 3.1 Being a faculty member, which is seen by the outside world as a responsible member of the Institute, it is desired that a teacher should exercise necessary caution / restraint, while talking about the matters related to the Institute.
- 3.2 People at large are observing a faculty member as a distinguished teacher of GGI and a teacher's general conduct and behaviour in public should be in keeping with the expectations.
- 3.3 It is expected that a teacher will maintain cordial and professional relation with other faculty & staff members of the Institute.
- 3.4 Teaching is a noble profession and GGI is an equal opportunity employer. Hence a teacher should not make any distinction among teachers, students and colleagues on account of their caste, creed, religion, language or sex.

4.0 CLASSES:

- 4.1. Conducting regular classes is the primary work of the Institute. The classes should not be cancelled for any reason. If timing of some other duty conflicts with that of a class, then the latter takes higher priority.

- 4.2. The teacher should dress himself/herself properly and always use English; his/her body language and conduct in public should be such that he/she is a decent person from whom a lot of things have to be learnt.
- 4.3. Teachers must be punctual in his / her academic duties, such as lecture classes, laboratories, examinations, answer script evaluation, sessional work etc.
- 4.4. No class should remain unattended by a faculty, when the attendance of the students in the class is poor. A teacher must continue for the full period even when there is only one student present in the class.
- 4.5. It has been observed that many a time classes are not being attended by the student because the subject taught by the concerned teacher doesn't arouse any interest among the students

In order to make the class interesting, it is essential that all faculty members must ensure the lesson plan for the whole semester is uploaded in the intranet prior to the commencement of the class. This will enable individual student to come prepared for the class, fully aware of the subject to be taught in the class.

- 4.6. Teachers are to take class tests, give assignments to the students and be transparent regarding their performances so that the results at the end semester do not come as a shock. A teacher must discuss with the HOD and the Librarian regarding availability of sufficient copies of text and reference books.
- 4.7. Teachers must structure their lectures in such a manner that it is completed within the stipulated time. It needs to be ensured that the teacher who is to take the next period is not inconvenienced.
- 4.8. Appropriate assignments must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.
- 4.9. It is always encouraged to use the teaching aids such as maps, charts, LCD, OHP or models whenever required for smooth functioning to help a teacher to design a teaching course effectively.
- 4.10. The classes must not be rescheduled without the prior consent of the HOD.
- 4.11. Teachers have to perform a variety of tasks which include formal instruction in the class room, tutorial classes, laboratories and preparation for instruction, assessment and evaluation of assignment, counseling and guidance of students and development activities. Lesson plan and lesson progress register should be kept up-to-date all the time. The faculty member must also get the lesson progress register verified by the respective HOD.

- 4.12. Apart from the above, a teacher should encourage students to think creatively, give information regarding the latest developments in the field, advise to read in the library, use Internet, etc.
- 4.13. It may be noted that students respect only those teachers who have real depth of knowledge.
- 4.14. At the end of the class, the teacher should encourage the students to come forward to clarify their doubts beyond the class. In case, he/she is not able to answer the questions put by the students, he/she should not feel disturbed and should tell the students that he/she will clarify the doubts in the next class (he/she may consult a book, .a senior faculty member, browse Internet, etc for the purpose.)
- 4.15. A teacher should always call/refer to a student by his/her name only, not by the roll number.
- 4.16. The teacher should not write too many things on the chalkboard and should clean it before leaving the classroom.
- 4.17. The staff members should submit “Monthly Self appraisal form” on 21st of every month, in which the individuals furnish all their activities during the last month through their respective department heads, in hard copy and the same is to be sent to the Principals mail id also.

4.18 **Average Workload Distribution of Teachers:**

Sl.No.	Activity	Hours per week	
		HOD	Other Faculty average
1	Contact Hours (instruction)	10	12
2	Preparation, Assessment, Evaluation	6	12
3	Administration, Research Guidance and Counselling, Developmental Activities etc.	20-24	12-16

4.19. **Average Teaching Load Distribution:**

The average teaching load distribution among various categories of faculty is as follows:

Faculty	Average Teaching Load / Week (Hours)
Professor	8
Asst. Professor / Senior Lecturer	12
Lecturer	16

5.0 ATTENDANCE:

- 5.1. Attendance is a statutory requirement prescribed by the University. A student has to secure a minimum of 75% of attendance for each subject, failing which he / she can be barred from appearing for the examination. A teacher must caution the students whose attendance is inadequate.
- 5.2. The attendance must be maintained with signature and date by the teacher concerned as a record of authentication.
- 5.3. If a student is under suspension on disciplinary grounds, he/she must be not allowed to enter the class under any circumstances.
- 5.4. A monthly consolidated attendance report has to be sent to the respective HOD.
- 5.5. If a student is absent for more than 5 days, the matter should be brought to the notice of HOD concerned / Principal by the teacher.

6.0 STUDENT FEEDBACK:

- 6.1. In between the semester classes, a student feedback is collected about the teacher (**Annexure - II**). The feedback received from the students is tabulated and a summary report is made in order to help the teacher for future improvement.
- 6.2. It is also used as one of the criteria for judging the overall performance of a teacher.
- 6.3. No attempts should be made to discuss the results of this feed back with the students.

7.0. LABORATORIES:

- 7.1 If a teacher is assigned with the responsibility of setting up of a laboratory, then he / she is responsible for all the groundwork in this regard.
- 7.2 A teacher must ensure that the laboratory is being maintained properly and should check the stock register to see that it is up-to-date. He / she must ensure that all machines in the laboratory are in working condition.
- 7.3 If any chemicals and /or spare parts are required, it is the teacher's duty to plan the acquisition of the same in consultation with the HOD in a timely manner to ensure the smooth conduct of the laboratory. He / she must ensure that students submit Lab Reports/Records in the proper format for all experiments in time.
- 7.4 The Laboratory I/C has to maintain and update the following documents:
 - i) Stock register
 - ii) Preventive maintenance file/register
 - iii) Student attendance register
 - iv) Student performance register
 - v) Issue register (if any)

8.0 INTERNAL EXAMINATIONS:

- 8.1 For all matters regarding the conduct of an internal exam, the Prof. I/C examination is the final authority. However, before assigning any faculty this duty, the respective HOD has to be kept informed. Everybody is expected to cooperate with the Prof. I/C, examination to ensure the smooth conduct of the examinations.
- 8.2 A teacher must follow the instruction & invigilation duty assigned to him / her by the Examination Section. The examination section must finalize the examination duty of teachers in consultation with the respective HODs & Prof. I/C Examination
- 8.3 The marks of the internal exams must reach the examination section by the stipulated date. If a teacher needs more time, he / she must take a written permission from the Principal or Prof. I/C, Examination.
- 8.4 The teacher may refer to the previous years' university question papers for setting question papers for the mid-semester examinations. Such question papers are available with the Examination Section / Central Library.
- 8.5 The paper-setter of a subject must be present on the day of the examination to help clarify any issue arising out of the question paper.

9.0 DUTIES OF CONVENOR OF EXAMINATIONS:

- 9.1 A senior teacher / HOD is appointed as Convener of Examinations.
- 9.2 The Convenor is responsible for conduct of smooth & fair examinations.
- 9.3 He / she should send a notice to the various examiners (faculty members) asking them to submit their question papers by a certain date.
- 9.4 Sufficient photocopies of these papers can be done taking into account the strength of students appearing for a paper. For each question paper, five (5) extra copies should be made.
- 9.5 If office photocopier is not working, he / she can arrange for it to be done in the library, under his / her supervision. In case of any paper leakage, the ultimate responsibility lies on Prof. I/C Exam.
- 9.6 The Convenor is to ensure that the Exam Section has the requisite number of answer scripts & additional sheets. If not available, arrangements can be immediately made in consultation with Principal / Dean (Admn) / competent authority.

- 9.7 In fixing the timing of examination, Transport Supervisor and / or Dean (Adm) must be consulted. The result should be published as per the schedule and circulated to the appropriate authorities.
- 9.8 Appropriate seating arrangement has to be made in consultation with the Dean (Admn)
- 9.9 He / she is required to assign adequate no. of invigilators to each room for smooth & fair conduct of examinations. It must be done in consultation with the HODs to ensure that it is not conflicting with the class- timing of the teacher who is assigned the invigilation duty.
- 9.10 The Convenor must supervise handing over of the question papers & answer scripts to invigilators (teachers) along with blank attendance *pro forma* at least 15 minutes before the commencement of examination. The invigilators must be informed that the answer scripts must be returned to him / her sequenced according to the Roll No. They should return unused papers to the Examination Section.
- 9.11 The Convenor should find out the number of students who are absent and report it to the Principal.
- 9.12 The answer scripts should to be handed over to the evaluators concerned against a proper receipt.

10.0. UNIVERSITY EXAMINATIONS:

- 10.1 For University Examination, a teacher may be appointed as an invigilator by the Centre Superintendent. A teacher will be informed through his / her HOD.
- 10.2 A teacher must report any malpractice to the Convenor or Centre Superintendent for immediate action.
- 10.3 An invigilator should not provide any clarification to the students with regard to the question papers as they are set by the university.

11.0. LEAVE RULES:

- 11.1 The present 15 days CL will be divided into two slots, viz., January to June- 08 days and July to December – 07 days for those who have completed one year at GGI. Anyone taking more than these allotted days, he/She has to bear loss of pay for extra days during that slot. However the existing rules, i.e., 4-days in first three quarter and 3- days in last quarter of the year shall be applicable to those who have not completed one year at GGI.

- 11.2 LTC is permissible for staff members once in three years up to 4000 kms.
- 11.3 For self marriage, 08-days special leave may be given to the staff members
- 11.4 In case of death of parents (Father and Mother), Wife/Husband, Son/ Daughter, 12 days obsequies leave may be given to the staff members
- 11.5 An additional leave of 7 days may be given during semester-break to those staff members who have completed 3 years of uninterrupted services at Gandhi Group of Institutions, Gunupur. However this additional leave would be granted only when it is recommended by the HOD / Director that s/he has no class work.
- 11.6 In case of on-duty accident, the institute may bear the medical expenditure and appropriate leave to that effect will also be sanctioned.
- 11.7 (a) Maternity leave of 75 days with 50% of salary may be granted.
(b) Fraternity leave is also granted.
- 11.8 Special medical leave may be granted in case of the incumbent suffering from the following diseases, which has to be certified by a specialist doctor. The genuineness of medical certificate and other supporting documents shall be verified by the administration before grant of such leave.
- Chicken Pox
 - Typhoid/Jaundice
 - Cerebral Malaria
 - Any other serious disease which deserves consideration
- 11.9 The academic leave rules for those who are pursuing Ph D programme and M Tech in a branch which is not available at GGI shall be:
- The Principal/Director can grant leave up to a maximum of 3 days per month;
 - The management can grant leave for more than 3 days only in specific cases;
 - Leave up to a maximum of 2 months during semester-break can be granted by the management only when it is recommended by the HOD/ Director that s/he has no class work.
- N.B.:** Except C Ls, all other types of leaves shall be granted by the management only.
- 11.10 A teacher can be granted on-duty (OD) leave either on college/university work or for attending seminars/conferences/workshops
- 11.11 Special leave for attending one international and two national seminars held in India. Sabbatical leave for rating as examiner for award of Ph.D up to 7 days in year.

Following procedure must be followed:

- I. The application for OD should be routed through the HOD & Principal / Vice- Principal.
- II. The Registrar after getting the OD application will put up the file for approval of the Chairman / Secretary. However, in emergencies, the Chairman / Secretary may sanction the OD leave directly.
- III. The joining report should be submitted by the teacher through the HOD to Principal / Vice-Principal on resumption of duties after availing himself/herself of the OD leave.

12.0 TRAVELLING ALLOWANCE RULES FOR TEACHERS:

- I. These rules may be called the Gandhi Institute travelling allowance rules. It is effective from 1.3.2009.
- II. These rules apply to all GGI employees under the administrative control of Gandhi Group of Institutions.
- III. Actual travelling allowance means the actual cost of bus fare and DA for the journey made by the employees. No other allowance except DA is admissible to the employees on Journey on tour. Bus fare / train fare should be supported with the tickets along with the reservation charges. The tour performed by the employees shall be shortest and cheapest.
- IV. A daily allowance is a uniform allowance for each day of absence on duty from headquarters, which is intended to cover the ordinary daily expenses by employee in consequence of such absences.
- V. Daily allowance may not be drawn for any day on which a GGI employee does not reach a point more than 8 K.M. from his headquarters or return to headquarters from such point.
- VI. Daily allowance may not be drawn for continuous halt of more than 10 days at any one place, provided that the competent authority may grant generally or in individual exemption from the operation of this rule, on such condition as it thinks fit, if it is satisfied that the prolonged halt is necessary in the interest of the GGI work.

VII. For the purpose of calculating the travelling allowance, the GGI employees are divided into 4 grades.

- A. Grade I: Principal, Vice Principal, Director, Dean, HODs, Professors, Dean (Administration), Registrar, Dean (Electrical Sc.).
- B. Grade II: Assistant Professors, Lecturers, T & P Officers, Librarian.
- C. Grade III: Teaching Assistants, Laboratory Assistants, Office Assistants, Steno, P.E.T., All Clerks, S.W.O.
- D. Grade IV: All Peons, Attendants, All Drivers, etc.

VIII. For journeys inside and outside state, daily allowance are admissible on the following categories as follows:

<u>Grade</u>	<u>Inside State (Rs)</u>	<u>outside State (Rs)</u>
Grade I	210	280
Grade II	180	230
Grade III	150	180
Grade IV	130	150

Four wheeler drivers:

Night halt allowance : Rs. 100

Driver beta : Rs. 100

IX. When no official accommodation is made available to the employees of GGI, they will be entitled to reimbursement of accommodation charges of a single room accommodation in lodging suitable to his status besides the daily allowance as per the following:

(Note: Accommodation charges under this rule shouldn't be sanctioned unless the authorities are satisfied with reference to the voucher (Lodging Bill) produced by the employees.)

<u>Grade</u>	<u>Inside State</u>	<u>Outside State</u>
Grade I	800	1000
Grade II & III	600	700
Grade IV	350	450

Those lecturers, who proceed to B.U. for evaluation of answer scripts, will be entitled to Rs. 100/- per day. No other TA, DA is admissible to them

Rickshaw, auto charge along with DA is not admissible; However, the management may approve such conveyance, i e rickshaw, auto charge in exceptional cases.

The staff on OD are required to submit the tour diary along with TA bills for pass and payment.

- X) Graduated Rates: - Daily allowance shall be allowed at the graduated rates according to the period of absence from headquarters as stated below.

<u>Absence from the headquarters allowed</u>	<u>Daily allowance</u>
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A. Less than 6 hours.	30%
B. Less than 12 hours but exceeding 6 hours	60%
C. More than 12 hours, but less than 24 hours.	Full DA

Day means a calendar day beginning and ending at midnight. As per the above rules if the total period of absence exceeds 24 hours, it will be treated as absence within one day and the total entitlement of DA will be calculated on the basis of graduated rates according to the period of absence from the headquarters as state above.

- XI) A GGI employee of Grade I and II shall be entitled to the reimbursement of actual expenses in hiring conveyance at any place of halt outside the state. Maximum limit is Rs. 50/- per day subject to production of voucher. However, the management may approve any expense relating to conveyance in exceptional cases.

- XII) Mileage allowance by road (other then by public motor services)

a) By own Car	Rs. 4.50/- per K.M
b) By own Motor Cycle / Scooter	Rs. 2.50/- per K.M.
c) By own moped	Rs. 1.50/- per K.M.

- XIII) For journey by train, entitlement of class for the following categories is as follows:

Grade	Travelling in Train
Grade I	3 tier A.C (with Res. Charge) + DA at graduated rates.
Grade II & III	Sleeper Coach (with Reservation charge) + DA at graduate Rates
Grade IV	Ordinary class + DA at graduated rates not more than 500 km

BENEFITS:

13.0 TEACHER MOTIVATION:

13.1. Participation in Seminar /Conference /Workshop:

In order to motivate faculty in attending seminars / conferences / workshops organized by reputed institutions of India, the following facilities are being provided

Sl.No.	Subject	Prof. / Asso. Prof.	Asst. Prof.	Lecturer
A	Registration fee to participate in seminars / conferences / workshops (Amount beyond this limit shall be borne by the faculty member concerned.)	Upto Rs. 3,000/-	Upto Rs. 2,000/-	Upto Rs. 1,000/-
B	Only one seminar / conference / workshop per calendar year allowed for Lecturers / Asst. Professors / Asso. Prof.			
C	Two seminars / conferences / workshops either National or International held in India are allowed to Professors. / Asso. Prof.			
D	TA & DA as per existing rules shall continue to be paid, if not paid by the invitee organization.			

to the faculty members by the college to actively participate in seminars / conferences / workshops, organized by approved organizations:

13.1.1 Post-Visit Presentation in Department

Immediately on return of a faculty member to GGI Campus after participating in Seminar / Conference / workshop, the department concerned must arrange a presentation of the said teacher to the departmental faculty members.

Other departmental faculty members who are interested may be invited to attend the same.

13.2. Incentive to Teachers for Publication of Papers (in journals) / books.

In order to encourage teachers for undertaking and promoting research work at GGI, Gunupur, the Management has decided to award some incentive for their good research work. Papers published by the faculties are categorized in the following manner:

Category A—Journals with impact factor more than or equal to 2

Category B—Journals with impact factor less than 2.

If the publication is made by faculties in the journal of the ranking of category A, they will be eligible to receive an award of Rs. 5000/-. Award of teachers will be Rs. 2000 if the impact factor of journals falls in category B.

However, papers published from Ph D/M Tech thesis after the award of the degree will not be considered for any financial award by the institute, since one time incentive is given after obtaining Ph D degree.

13.3. A teacher can freely avail himself/herself of the staff buses provided for conveyance of the teaching staff. If a faculty member wishes to have his own conveyance (for which no allowance is admissible), then he/she should follow the following instructions:

- Wear ISI certified crash helmet for two wheelers (both rider and pillion rider)
- Use seatbelt for four wheelers
- Always keep DL, Insurance, and other documents related to your vehicle.

13.4 A teacher can avail himself/herself of free bachelor accommodation provided by the institute.

13.5 A teacher can consult the institute doctors free of cost.

13.6 There is a faculty club meant for all members of the faculty. A get-together is arranged on the last day of every month where all the members should actively participate. Each faculty member has to make a nominal monthly financial contribution to the club.

13.7 The institute has a health club which can be availed of by the faculty members between 6 to 7 PM every day.

13.8 The national standard swimming pool can be used only on holidays by the faculty members as per the following schedule:

- 6:30 AM to 8:00 AM—Ladies
- 8:30 AM to 10:30 AM—Gents

14.0 LIBRARY FACILITY TO TEACHERS:

- I The maximum number of books issued to a teacher is 10(Ten). It can be extended with due permission from the Principal
- II The Faculty reading room is in the Reference Section of the Library and is open round-the-clock.
- III A teacher can be issued a book on fiction, non- fiction and other literature from different fields for a maximum of 3 (three) days.
- IV The library provides reprographic, spiral and lamination facilities to the faculty at an affordable price.
- V Through the digital library, the faculty members can have access to different online magazines, journals and books.
- VI The library subscribes to a substantial number of national and international journals pertaining to different branches. It helps the faculty members towards paper publication and carrying out research and development activities.
- VII Every teacher should spend a minimum of 5 hours a week in the library. He/ she should sign and date the register maintained for the purpose.

15.0 INTERNET FACILITY TO TEACHERS:

- I. 15 systems of **INTERNET LAB** are reserved for teachers.
- II. Faculty members can use these systems everyday from 8.30 AM To 9 PM.
- III. All department systems are connected to network. As such all teachers can avail themselves of 24 hours Internet facility.
- IV. 24 hours Wi-fi Internet facilities are available to teachers residing in staff quarters on campus and hostels.
- V. Teachers possessing a laptop can avail themselves of Internet 24 hours through wi-fi facilities on GGI campus.

16.0 PROMOTION POLICY FOR TEACHERS:

A. Degree Engineering.

- I. Candidates with B.Tech qualification can be appointed as Lecturers with a pay scale of Rs12,000/-, with a condition that he/she will complete the M.Tech degree within three years. Yearly Increment shall be applicable as per norms.
- II. A lecturer with two years of experience and with M.Tech qualification will be promoted to Asst. Professor in the scale of pay of Rs. 15,600/- (Pay band 15600/- to 39,100/-)with AGP Rs. 5,000/- where the Basic will be Rs.20,600/ - and DA is applicable as per norms from time to time. Yearly Increment shall be applicable as per norms.

- III. A candidate with M.Tech degree can be appointed as Asst. Professor in the in the scale of pay of Rs. 15600 (Pay band 15,600/- to 39,100/-) with AGP Rs. 5,000/- where the Basic will be Rs.20,600/- and DA is applicable as per norms from time to time. Yearly Increment shall be applicable as per norms.
- IV. An Asst. Professor with M.Tech Degree and Seven years experience as Asst. Professor shall be promoted to the rank of Associate Professor in the scale of pay of Rs. 37,400/ (Pay band 37,400/- to 67000/-) and DA is applicable as per norms from time to time. Yearly Increment shall be applicable as per norms.
- V. An Asst. Professor with Ph.D Degree and Four Years experience as Asst. Professor shall be promoted to the rank of Associate Professor in the scale of pay of Rs. 44,400/- (Pay band 37,400/- to 67,000/-) and DA is applicable as per norms from time to time. Yearly Increment shall be applicable as per norms.
- VI. An Associate. Professor with Ph.D Degree and Twelve Years experience shall be promoted to the rank of Professor in the scale of pay of Rs. 51,000/ - (Pay band 37,400/- to 67,000/-) and DA is applicable as per norms from time to time. Yearly Increment shall be applicable as per norms.

B. Basic Science and Humanities:

- I. Candidates with M.Sc or MA qualification can be appointed as Lecturers with a pay scale of Rs.12,360/-. DA is applicable as per norms from time to time. Yearly Increment shall be applicable as per norms.
- II. A lecturer with MA. Or M.Sc. degree and 6 years of experience as lecturer in an Engineering College / M.Phil degree with 6 years of experience as lecturer in an Engineering College shall be promoted to Asst. Professor in the scale of pay of Rs. 15,600/- (Pay band 15,600/- to 39,100-) with AGP Rs. 5,000/- where the Basic will be Rs.20,600/- and DA is applicable as per norms from time to time. Yearly Increment shall be applicable as per norms.
- III. Those who have attained the basic pay of Rs. 23,237/-((Pay band 15,600/- to 39,100/-) irrespective of experience shall be promoted to Asst. Professor in the same scale of pay and DA is applicable as per norms from time to time. Yearly Increment shall be applicable as per norms.
- IV. An Asst. Professor with Ph.D and ten years experience in an engineering college shall be promoted to the rank of Associate Professor in the scale of pay of Rs. 37,400/ (Pay band 37,400/- to 67,000/-) and DA is applicable as per norms from time to time. Yearly Increment shall be applicable as per norms.
- V. An Associate. Professor with Ph.D Degree and Fifteen Years experience shall be promoted to the rank of Professor in the scale of pay of Rs. 51,000/ - (Pay band 37,400/- to 67,000/-) and DA is applicable as per norms from time to time. Yearly Increment shall be applicable as per norms.

(* The above pay fixations & promotions are subject to eligibility and performance review)

DO'S AND DON'TS FOR TEACHERS

DO'S

1. Remember that as a faculty member you have many roles to play, viz that of a teacher vis-à-vis your students, that of an academician for carrying out other functions like research, examination or other duties as assigned to you from time to time.
2. Remember that people at large are observing you as a distinguished teacher of GGI and your general conduct and behaviour in public should be in keeping with the expectations.
3. Remember that taking classes is your primary responsibility and you should be regular, punctual and diligent in discharging this duty. Under no circumstances should you absent yourself from classes/institute without prior permission of the competent authorities. Attendance is a statutory requirement and that students may be debarred from appearing at the university examinations if it falls short of the minimum requirement of 75%. Attendance Record must be maintained in the proper format with date and signature of the teacher concerned.
4. Remember that English is the official language of GGI. Hence English should be used as the only medium of instruction and communication.
5. Please prepare well in advance for a class so that you can deliver a quality lecture. You may use teaching aids for elucidation and circulate soft copies of your class-notes.
6. Take class tests, give home assignments to the students and be transparent regarding their performances so that the results at the end of the term do not come as a shock.
7. Please discuss with the HOD and the Librarian regarding availability or otherwise of sufficient copies of text and reference books.
8. Remember to return books issued to you from the library in time so as to set a good example for others to follow.
9. Remember that the students are entitled to submit a feedback about you in the prescribed format and exerting any influence in this regard is a disqualification.

10. Remember that if you are entrusted with laboratory work, you must ensure that the equipment is in good running condition at all times and the students conduct experiments as per the stipulations of the syllabus.
11. Please discuss with your HOD if you require any assistance regarding procurement of spare parts, consumables, chemicals or other resources required for smooth functioning of that part of the laboratory you are responsible for.
12. Remember that you may be assigned examination duty from time to time by the Examination Section in consultation with your HOD. Please find out your exact role from the Examination Section and carry out the same to the letter and spirit.
13. Remember that some of you may be assigned other duties like that of external examination duty, representing the institute in seminars /conferences, or other events in consultation with your HOD. These must also be carried out in a proper manner.

DON'TS

1. Don't take part in any activity on or off the campus that might tarnish the image of the institute in any way.
2. Don't fail in time management which may lead to inability in your part to discharge all your roles equally well and prevent you from being recognized as a successful teacher.
3. Don't make any statement to the Press or other outside agencies about any incidence or development at GGI without being authorized to do so by the competent authorities.
4. Don't make any distinction among your students and colleagues on grounds of caste, creed, religion or sex.

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ANNEXURE -I

Department of _____, GGI, Gunupur

Self Assessment of faculty for a month from 20th _____ 20 to 19th _____ 20

01. Name : _____.
02. Designation (✓) : Prof./Asst.Prof./Sr.Lecturer/Lecturer/Teaching Asst.
03. Special responsibility, if any : - _____.
(HOD / Asst. HOD / Prof. I/C of 1st Yr./
Prof. I/C of 2nd Yr./Prof. I/C of 3rd Yr. etc.)
04. Years of experience in : Teaching _____, Industry _____, Others _____.
Total _____.
05. Number of periods for the review month

Sl. No.	Semester	Name of the Subject / Paper	No. of Classes allotted per week	No. of classes allocated during the month	No. of Classes actually taken	Shortfall if any	Causes for the shortfall
1.							
2.							
3.							
4.							

06. Number of leaves taken : CL AL OD Others
07. Number of Proctor Classes taken :
08. Number of Assignments given & corrected. :
09. Number of remedial classes/doubt clear classes taken :
10. Number of extra practical classes taken :
11. Innovative methods of teaching : :
- a. Use of Printing Modules
 - b. Use of CD modules
 - c. Use of OHP/LCD
 - d. Others

12. Number of Publications: International National Books
13. Details of Seminars/Workshops/Conferences arranged at department / institution level. :
14. Number of Papers presented in International / National seminars Workshops / conferences, etc. :
15. Number of project proposals sent for grants / sanctions etc.:
16. Number of Project/research grants obtained :
17. Number of motivational classes arranged for the students: (to speak in English / regularly attending classes / for participation in seminars, conferences etc.)
18. Any award / recognition obtained from any reputed organization / Industry :
19. Number of Industry linkages made :
20. Number of guest lectures invited (for students / faculty):
21. Number of Training classes taken for students : (on technical questions / group discussion / PD etc.)
22. Any consultancy work / extension activity undertaken :
23. Detail of self career development / higher studies : (M-Tech./ Ph.D / Others.)
24. Contribution in administration at department / Institution level :
 - A. Meetings attended as member of committees :
 - B. Other activities :
 - C. Co-curricular activities
 - (i) Conducting seminars
 - (ii) Group discussions
 - (iii) Quiz
 - (iv) Others
 - D. Extra Curricular activities
 - (i) Cultural
 - (ii) Sports
 - (iii) Indoor Games
 - (iv) Music Club
 - (v) Faculty Club
 - (vi) Others
 - E. Participation in disciplinary committee, squads and anti ragging activities.

25. Examination related activities undertaken :
- a. College Level
 - b. university Level
26. Activity as member of any Professional Body :
27. Participation in proper evaluation of Mid semester tests :
28. Any other matter, relevant :
29. Other Administrative / Ambassador activities :
30. No. of hours spent in the library for :
- a. Class preparation
 - b. Research & projects
 - c. Journal reference
 - d. E-journal browsing

Signature of Prof. In-charge

Signature of HOD

Signature of Faculty

Gandhi Group of Institutions

Best Teacher Award : Marking Pattern out of 100.

Sl. No	Particulars	Full Marks
1.	Student Feed Back	30
2.	Self Assessment	25
3.	HOD parameters	15
4.	Prof. I/C Parameters	05
5.	Assessment by Peers of the Dept.	05
6.	Assessment by Principal	05
7.	Result of last 2 (Odd, Even) semesters before award depending upon % of students cleared 10 marks and number of students in E&O grade.	15
	Total	100

Department of _____

Mark allotment based on Self Assessment of Faculty**01. Name of the Faculty :** _____**02. Designation :** _____**03. Total Years of Experience :** _____

Sl.No.	Particulars (considering the parameters as 100 %)	Full Marks	Marks Obtained
1.	Special responsibility, if any	1.	
2.	% of periods taken against actual for the review month (as per work load)	1.	
3.	% of Leaves taken (no leaves)	1.	
4.	% of Proctor Classes taken (as per schedule)	1.	
5.	Number of Assignments given & corrected. (2 to 3 times in a month)	1.	
6.	If remedial classes/doubt clear classes were taken (More than 08 - record is to be kept)	1.	
7.	If extra practical classes taken (more than 4)	1.	
8.	Innovative methods of teaching :(introducing any new idea)	1.	
9.	Publications :Intl.: 02, National : 01, Book Publications : 02 (More than special marks can be awarded)	1.	
10.	If Seminars/Workshops/Conferences arranged	1.	
11.	Papers presented in International / National seminars Workshops / conferences etc.	1.	
12.	Project proposals sent for grants / sanctions etc.	1.	
13.	Project/research grants obtained	1.	
14.	Number of motivational classes arranged for the students:	1.	
15.	Any award / recognition obtained from any reputed concern.	1.	
16.	Number of Industry linkages made	1.	
17.	Number of guest lectures invited (for students / faculty)	1.	
18.	PPT / Trainings classes taken for students (Minimum 10 classes - record to be kept)	1.	
19.	Any consultancy work / extension activity undertaken	1.	
20.	If enclosed Details of progress in self career development	1.	
21.	Contribution in administration at department / Institution level	1.	
22.	Examination related activities undertaken	1.	
23.	Activity as member of any Professional Body	1.	
24.	Participation in proper evaluation of Mid semester tests (record to be kept)	1.	
25.	Any other matter, relevant	1.	
26.	Other Administrative / Ambassador activities	1.	
27.	No. of hours spent in the library	1.	
	Total Marks obtained out of 100	1.	

Marks obtained out of 25 = (A x 25) / 100.

HOD Observation Parameters

(From questions 01 – 20 carry 1 mark each & Qn. 21 carries 10 marks)

(A member of the department is to be evaluated out of 30 which shall be reduced to half i.e; 15 for the purpose of “ **BEST TEACHER AWARD** “)

Sl.No.	Parameters for Observation	Always (1.0)	At times (0.5)	Never (0.0)
	A			
1.	Turns up in Time			
2.	Leaves the Department in Time (i.e; stays for a minimum of 7 hours)			
3.	Stays in the department before & after the scheduled time for academic work			
4.	Sincerity in Invigilation duty			
5.	Prompt in evaluation of answer scripts & submission of marks			
6.	Assignments : Gives it and corrects in time			
7.	Willing to take additional responsibility			
8.	Active Proctor			
9.	Takes remedial classes			
10.	Solves student problems			
11.	Gives time to individual students who need him / her			
12.	Participates in co-curricular activities			
13.	Participates in extra-curricular activities			
14.	Analyses University/Internal results & readjusts strategies			
15.	Prepares the students as per the University model questions			
16.	Talks only in English in class			
17.	Talks only in English in Campus			
18.	Uses Department Library			
19.	Uses Central Library			
20.	Fills up the Lesson Progress register Promptly			
	(B)			
21.	Prepares handouts/solved papers and posts it in Intranet (10 marks for the full course. % of marks thereof can be awarded depending upon the quantum of course posted in intranet)			

Total Marks Obtained = A + B (out of 30) = X.

So marks awarded out of 15 is = X / 2.

Prof. I/C Observation Parameters

Of the faculty members taking classes for the _____ Semester.

Branch : _____ / 20

Sl.No	Name of the Faculty	Punctuality (0 - 1)	Discussion on Academic improvement (0 - 1)	Details of Assignment etc. (0 - 1)	Promptness in Examination Evaluation etc. (0 - 1)	LP & LPR maintenance (0 - 1)	Total out of 05 marks
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							

Peer Opinion Format : Department of _____.

Evaluate all including yourself (Use Blue ball point pen to maintain anonymity)

(The faculty names are to be printed out by the department before supplying the same to the faculty members)

Sl. No.	Name of the Faculty	Cooperative / Helpful			Sharing Knowledge			Attitude/Tendency			Lively			Willing to Work		
		Fully (01)	Partially (0.5)	Never (0)	Always (01)	Sometimes (0.5)	Never (0)	Positive (01)	Manageable (0.5)	Negative (0)	Always (01)	At times (0.5)	Never (0)	Always (01)	Sometimes (0.5)	Never (0)
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
10.																

✓ Mark the answer you think as correct: He / She is:

**ANNEXURE - II
GANDHI GROUP OF INSTITUTIONS, GUNUPUR**

DEPARTMENT OF

STUDENT FEEDBACK FORM

The objective of this form is to obtain feedback from the students in order to assist the faculty to improve upon the strength and identify the weak areas so as to make the process of Teaching-Learning more effective.

SEMESTER

SECTION

SUBJECT

DATE

NAME OF THE SUBJECT TEACHER:

Please give your independent views by putting (√) in the column you feel applicable to the faculty

Sl No	QUESTIONS FOR RESPONSE	Excellent	V. Good	Good	Fair	Poor
		(5)	(4)	(3)	(2)	(1)
1.	Teacher is punctual and regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Teacher's level of preparation in the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Teacher speaks clearly and audibly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Teacher writes / draws legibly on the chalk board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Teacher provides examples of concept/ principle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Teacher answers your questions and clarifies doubts on the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Teacher makes the class interesting, interactive and stimulates interest on the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Teacher maintains discipline in the class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Teacher offers assistance and counseling as and when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Teacher is impartial to all the students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Offer suggestions, if any, beyond the point

List of Subscribed E-Resources

<u>No</u>	<u>Name of E Journal</u>	<u>URL/Web address</u>
01	Science Direct	www.sciencedirect.com
02	IEEE	http://ieeexplore.ieee.org/Xplore/home.jsp
03	ASME	http://asmedigitalcollection.asme.org/journals.aspx
04	ASCE	http://ascelibrary.org/journals
05	Springer	http://link.springer.com/
06	Web OPAC	http://172.24.20.253:8080/jopacv11/html/searchForm
07	NPTEL & Question Papers	ftp://espace
08	DELNET	www.delnet.nic.in

IMPORTANT PHONE NOS

<u>DEPARTMENT</u>	<u>STD CODE</u>	<u>PHONE NO</u>
RECEPTION	06857	250172
PRINCIPAL	06857	251156
DIRECTOR	06857	250234
DEAN - ADMINISTRATION	06857	250170
TRAINING & PLACEMENT	06857	251157
FAX	06857	250232
SBI, GIET BRANCH	06857	250525
GIMS (MBA)	06857	250359
TOWN CONTROL ROOM	06857	251395
CAMPUS CONTROL ROOM	06857	250794

INTER COM NOS OF G I E T, GUNUPUR

<u>DEPT. NAME</u>	<u>PHONE NO.</u>	<u>DEPT. NAME</u>	<u>PHONE NO.</u>
RECEPTION	20/9	CENTRAL LIBRARY	42
CHAIRMAN	21	1ST YEAR LIBRARY	43
SECRETARY	22	COMP.LAB.GF	44
PRINCIPAL	23	COMP.LAB.1ST FLOOR	45
DEAN ADMIN.	24	SERVER ROOM	46
T&P	25	PRINTING SECTION	47
REGISTRAR	26	DISPENSARY	48
DIRECTOR T&F	27	CANTEEN	49
DEAN R&D	28	DEAN. (CS)	51
HOD E&I	29	1ST YEAR COMP. LAB	53
HOD ECE	30	CONTROL ROOM	54
HOD CSE	31	NEW GUEST HOUSE	55
HOD MECH	32	AUDIT OFFICER	56
HOD CHEM	33	HOD METALURGY	57
HOD BIOTECH	34	MECH. STAFF ROOM	58
G I B S DIRECTOR	35	STORE ROOM	59
HOD BSH	36	HOD IT	70
CHAIRMAN'S STENO	37	Mr. Subhrajit Pradhan	71
DIRECTOR GIMS (M B A)	38	Prof. AJIT SENAPATI	72
EXAM SEC.	39	Prof C.R. Mishra	73
ACCOUNT SECTION	40	ADMISSION SECTION	74
CONFERENCE	41	MR.ANEESH MENON	75
MAIN GATE (SECURITY)	6	HOD EE	77
T & P CO-ORDINATOR	12	HOD EEE	78
CHEMICAL STAFF ROOM	80	H R OFFICE	79
G P S CAMPUS	81	HOD-Civil	83
DEAN (ACADEMICS)	82	DEAN. (ELECT. SC.)	85

NOTE

A large, empty rectangular box with a thin black border, occupying most of the page below the 'NOTE' header. It is intended for the user to write their note.