



Aurora's Technological and Research Institute
Parvathapur, Uppal, Hyderabad.500098

SERVICE RULES

FOR

FACULTY

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RECRUITMENT GUIDELINES

I. MINIMUM QUALIFICATIONS AND EXPERIENCE

PROFESSOR

- a) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- b) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- c) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- d) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS). **OR**
- a) An outstanding professional, with an exceptional accomplishment established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials

(ii) ASSOCIATE PROFESSOR

- a) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- b) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- c) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- d) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students, as evidenced by Ph.D. thesis /co-authored books/publications in peer reviewed journals.
- e) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

(iii) ASSISTANT PROFESSOR

- a) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

- b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR.
- c) Notwithstanding anything contained in (ii) above candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET.
- d) NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.

II .PROCESS OF SELECTION

- a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API).
- b) College may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.

Selection committee shall assess the following dimensions with the weightage given below:

	Assistant Professor	Associate Professor	Professor
Minimum API Score	As stipulated in the API developed by the University	Consolidated API score requirement of 300 points from category III of API's	Consolidated API score requirement of 400 points from Category III of API's
Selection Committee criteria/Weightages (Total Weightages=100)	Academic Record and Research Performance (50%) Assessment of Domain Knowledge and Technical Skills (30%) Interview performance (20%)	Academic Background (20%) Research performance based on API score and quality of publications (40%) Assessment of Domain Knowledge and Technical Skills (20%) Interview performance: (20%)	Academic background (20%) Research performance based on API score and quality publications (40%) Assessment of Domain Knowledge and Teaching Skills (20%) Interview performance: (20%)

SERVICE AGREEMENT

1. At the time of recruitment in Colleges, a service agreement should be executed between the College and the faculty concerned and a copy of the same should be deposited with Registrar/Principal.
2. The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/Record.

WORKLOAD

The workload of the faculty in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the faculty to be available for at least 5 hours daily in college for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours should be as follows:

Assistant Professor	16 hours
Associate Professor and Professor	14 hours

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

PAY AND OTHER ALLOWANCES

The basic compensation at Aurora includes fixed pay, variable and all other pay benefits as per statute. The following are the details:

FIXED PAY

Fixed pay is guaranteed to all the staff members over and above the AICTE pay scale. There are several benefits like children education allowance, transport allowance, membership allowance, seminar / training allowance, book allowance, etc.

VARIABLE PAY

This pay is essentially to pay for every single activity that the faculty takes up apart from the normal teaching. Credits are given to each of the activity taken up with an additional reward along with a letter of appreciation.

PROMISED FOR ALL

- All the faculty members will be covered under EPF, as per norms an amount of Rs.780/- would be provided by the employer and an equal amount by the employee. At individual will he/ she can contribute more towards the same.
- An amount of Rs.740/- is provided towards CCA (City Compensatory Allowance).

DEDUCTIONS

TDS and Professional Tax would be deducted as per norms. If anybody wants exemption, the college will provide free consultancy and all necessary documents for the same.

FIXED PAY- PRINCIPAL

Basic fixed as per Sixth pay commission.

House Rent Allowance -House Rent Allowance of 40 % of the basic.

Dearness Allowance - Dearness Allowance as per Central Governments rules changes from time to time.

Other Allowances

- Principal Allowance of Rs.5,000/-per month.
- Research Allowance of Rs.2,500/-per month.
- Secretarial Allowance of Rs.2,500/-per month.
- Servant maid Allowance of Rs.1,000/- per month.
- Telephone allowance of Rs.1,500/- per month.
- Conveyance Allowance - Based on distance conveyance allowance will be given and no driver/official transport will be provided.
- Medi-claim to the tune of Rs.1,00,000/- for the Principal and his/ her three dependents would be provided.
- Campus-stay allowance or rented free house would be provided based on the discussions with the Management.
- A gift of Rs.500/- on any three occasions to be chosen which can be Birthday of oneself I spouse /children /parents/wedding anniversary of one self.

PAY PACKAGES - ENGINEERING FACULTY

I.PROFESSOR

- Basic fixed as per Sixth pay commission.
- For having Ph.D., M.Tech and B.Tech all from IIT's or from the top ten universities of US, UK, France and Germany, six additional increments amounting Rs. 2,700/-
- For having only Ph.D. and M.Tech from IIT's or from the top ten universities of US, UK, France and Germany, five additional increments amounting to Rs.2,250/-
- For having only Ph.D. from IIT's or from the top ten universities of US, UK, France and Germany, four additional increments amounting to Rs.1,800/-
- For having only M.Tech and B.Tech from IIT's or from the top ten universities of US, UK, France & Germany, four additional increments amounting to Rs.1, 800/-
- For having only M.Tech's from IIT's or from the top ten universities of US, UK, France and Germany, two additional increments amounting to Rs.900
- For having only B.Techs from IIT's or from the top ten universities of US, UK, France and Germany, one additional increments amounting to Rs.450/-

Publications

One increment for every two articles published in referred international journal & one increment for every five articles published in referred national journal.

House Rent Allowance

House Rent Allowance of 40 % of the basic or a two bed Room House with maximum rent paid by the institution being Rs.7,500/- (The maximum HRA paid by the institution will be Rs.7,500/- irrespective of the basic).

Dearness Allowance

Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 59% of the basic.

Other Allowances

- Research Allowance of Rs.2,500/- per month.
- Secretarial Allowance of Rs.2,500/- per month
- Servant maid Allowance of Rs.1,000/-per month.
- Telephone allowance of Rs.750/- per month.
- Conveyance Allowance of Rs.1,000/- or paid travel service by the college.
- An annual grant of Rs.10,000/- towards purchase of books to be given against bills
- An annual grant of Rs.20,000/- towards attending Seminar/workshop /Training programme.
- An annual grant of Rs.10,000/- towards taking professional memberships and subscriptions of journals.
- Medi-claim to the tune ofRs.1,00,000/- for Professors & their three dependents. This would be given to Professors who have completed 6 months of service. In order to avail the medi-claim benefit they need to render the services for a minimum period of one year after the completion of six months. In case they leave the institution medi-claim amount availed by them will be recovered from them.
- Children Education Allowance of Rs.300/- per child for a maximum of two children age between 3 and 15 years. This allowance would be given as lump sum every 6 months in the name of the child.
- Campus-stay allowance of Rs.2,500/- per month if they stay within the campus limits.
- A gift of Rs.500/- on any three occasions to be chosen which can be Birthday of oneself /spouse / children / parents/ wedding anniversary of one self.
- Based on performance, sabbatical of two months to any industry / premier institution after completion of a minimum of two years service at the institution.

II. ASSOCIATE PROFESSOR

- Basic salary is fixed as per sixth pay commission.
- For having PhD, M.Tech and B.Tech all from IIT's or from the top ten universities of US, UK, France and Germany, SIX additional increments amounting Rs.2,520/-.
- For having only M.Tech & B.Tech from IIT's or from the top ten universities of US, UK, France and Germany, five additional increments amounting to Rs.2,100/-
- For having only M.Tech from IIT's or from the top ten universities of US, UK, France and Germany, three additional increments amounting to Rs.1,260/-.
- For having only B.Tech's from IIT's or from the top ten universities of US, UK, France and Germany, two additional increments amounting to Rs.840/-.

Publications

One increment for every article published in referred international journal and one increment for every three articles published in referred national journal.

House Rent Allowance

House Rent Allowance of 40 % of the basic or a two bed Room House with a maximum rent paid by the institution being Rs.6,000/- (The maximum HRA paid by the institution will be Rs.6,000/- irrespective of the basic).

Dearness Allowance Dearness Allowance as per Central Governments rules changes from time to time. Present DA is 59% of the basic.

Other Allowances

- Conveyance Allowance of Rs.1,000/- or paid travel service by the college.
- Telephone allowance of Rs.750/- per month.
- An annual grant of Rs.5,000/- towards purchase of books to be given against bills
- An annual grant of Rs.10,000/-towards attending Seminar/workshop / Training programme
- An annual grant of Rs.5,000/- towards taking professional memberships and subscriptions of journals
- Medi-claim to Rs.75,000/- for readers/Assistant Professor and three dependents. This would be given to those Asst.Professors who have completed 6 months of service. In order to avail the Medi-claim benefit they need to render the services for a minimum period of one year after the completion of six months. In case they leave the institution medi-claim amount availed by them will be recovered from them.
- Children Education Allowance of Rs.300/- per child for a maximum of two children age between 3 and 15 years. This allowance would be given as lump sum every 6 months in the name of the child.
- Campus-stay allowance of Rs.1,500/- per month if they stay within the campus limits.
- A gift of Rs.500/- on any two occasions to be chosen which can be Birthday of oneself /spouse /children/parents/ wedding anniversary of one self.
- Based on performance, sabbatical of two months to any industry/premier institution after completion of a minimum of two years service at the institution.

III. ASSISTANT PROFESSOR

- Basic salary fixed as per sixth pay commission and corresponding increments based on experience and qualification.
- For having only M.Tech&B.Tech from IITs or from the top ten universities of US, UK, France and Germany, five additional increments amounting to Rs. 1,375/-.
- For having only M.Tech from IITs or from the top ten universities of US, UK, France and Germany, three additional increments amounting to Rs.825/-.
- For having only B.Techs from IITs or from the top ten universities of US, UK, France and Germany, two additional increments amounting to Rs.550/-.

Publications

Two increments for every article published in referred international journal and one increment for every two articles published in referred national journal.

House Rent Allowance

House Rent Allowance of 40% of the basic or a two bed Room House with maximum rent paid by the institution being Rs. 4,000/- (The maximum HRA paid by the institution will be Rs. 4,000/- irrespective of the basic).

Dearness Allowance

Dearness Allowance as per Central Government's rules changes from time to time. Present DA is 59% of the basic.

Other Allowances

- An annual grant of Rs.2,500/- towards purchase of books to be given against bills. (Please refer chapter 35 section 35.9.1 for the procedure)
- An annual grant of Rs.5,000/- towards attending Seminar / workshop /Training programme. (Please refer chapter 35 section 35.10.1 for the procedure)
- An annual grant of Rs.2,500- towards taking professional memberships and subscriptions of journals
- Medi-claim to the tune of Rs.50,000/- for each of the Lecturer and their threedependents. This would be given to lecturers who have completed 6 months of service. In order to avail the Medi-claim benefit they need to render the services for a minimum period of one year after the completion of six months. Incase they leave the institution medi-claim amount availed by them will be recovered from them.
- Children Education Allowance of Rs.300/- per child for a maximum of two children age between 3 and 15 years. This allowance would be given as lump sum every 6 months in the name of the child.
- Campus-stay allowance of Rs.1,000/-per month if they stay with in the campus limits.
- A gift of Rs.500/- on anyone occasion to be chosen which can be Birthday of oneself / spouse / children / parents/ wedding anniversary of one self.

VARIABLE PAY-ENGINEERING FACULTY

I. PROFESSOR

Additional Responsibility:

- For being the Head of the Department, an additional monthly allowance of Rs.2,000/-. The HoDs have to fulfill the responsibilities and submit a monthly report to the HR Department in order to become eligible for HoD Allowance.

Research Work

- Monthly allowance of Rs.1,000/- for every student guided for Ph.D from the beginning of the actual research work till the end of research work or for a maximum period of three years. This Ph.D. student shall be a faculty from the same college where the professor is working or from any of the Aurora Group of Colleges.
- A one-time allowance of Rs.2,500/- for every M.Tech being guided. This M.Tech student shall be faculty from the same college where the professor is working or from any of the Aurora Group of Colleges.

Publications

For every publication (article) in international referred journal Rs.5,000/-and for every publication (article) national referred journal Rs.2,500/- will be given. These publications shall be with the staff for being the first author. For being the second author they will get half of the allowance sanctioned and for being the third author one third of the sanctioned amount.

Consultancy

40% of the consultancy earnings will be given to the faculty. In case of group earnings the group or team will agree on the method of sharing the 40% income earned.

Commitment

An annual commitment (for continuing for the next academic year) allowance of Rs.20,000/- towards a "holiday" of the family.

II. ASSOCIATE PROFESSOR

Additional Responsibility:

- For being the Head of the Department, an additional monthly allowance of Rs.2,000/-. The HoDs have to fulfill the responsibilities and submit a monthly report to the HR Department in order to become eligible for HoD Allowance.

Research Work

- A one-time allowance of Rs. 2,500/- of every M.Tech being guided. This M.Tech student shall be faculty from the same college where the professor is working or from any of the Aurora Group of Colleges.
- An annual research grant of Rs. 10,000/- for a maximum of three years, if registers for Ph.D. (the calculation of time begins after actual research work begins or after clearing Pre-Ph.D. examination).

Publications

For every publication (article) in international referred journal Rs.7,500/- and for every publication (article) national referred journal Rs. 4,000/- will be given. These publications shall be with the staff for being the first author. For being the second author they will get half of the allowance sanctioned and for being the third author one third of the sanctioned amount.

Consultancy

40% of the consultancy earnings will be given to the faculty. In case of group earnings the group or team will agree on the method of sharing the 40% income earned.

Commitment

An annual commitment (for continuing for the next academic year) allowance of Rs.10,000/- towards a "holiday" of the family.

ASSISTANT PROFESSOR

Research Work

- An annual research grant of Rs.5,000/- towards taking-up independent research work. The research work should have been approved by the Head of the Department / Principal and shall have local guide.
- An annual research grant of Rs.10,000/- for a maximum of three years, if registers for Ph.D. (the calculation of time begins after actual research work begins or after clearing Pre-Ph.D. examination).

Publications

For every publication (article) in international referred journal Rs.10,000/- and for every publication (article) national referred journal Rs.5,000/- will be given. These publications shall be with the staff for being the first author. For being the second author they will get half of the allowance sanctioned and for being the third author one third of the sanctioned amount.

Consultancy

40% of the consultancy earnings will be given to the faculty. In case of group earnings the group or team will agree on the method of sharing the 40% income earned.

PROMOTION / INCREMENT CRITERIA FOR PROMOTION / INCREMENT

Promoting the Faculty from one level to another level, or giving the increment would be done according to norms prescribed in qualification and experience required for each faculty and on fulfillment of the appraisal. In extraordinary case the management may take decision of promoting/ giving an increment to the person premature, based on strong merit based recommendation.

PERFORMANCE APPRAISAL

Performance analysis forms an important part of faculty development in the organization. The performance of the faculty at various levels is going to be assessed on point system and having six components. Faculty is required to fill a Faculty Performance Appraisal form which summarizes the overall performance of a faculty. The following are the components.

- Self Appraisal
- Review & feedback by the peer
- Review & feedback by the immediate superior (HOD)
- Review & feedback by the Principal
- Review & feedback by the Management.
- Review & feedback by the students

NORMS FOR AVAILING LEAVES

The rules and regulations regarding the number of teaching days and leaves shall be as prescribed by the college from time to time in line with the JNTUH guidelines.

The following norms concerning utilization of leaves apply to all the staff members at Aurora's Group of Institutions, with effect from 1st January 2013.

- The extent of Leave entitlement is calculated on the basis of calendar year.
- Staff members are not entitled for any Leave of absence with pay (LWP) during the initial period of six months from the date of their appointment. They can avail sick leave as per the norms. However

a faculty who is in his first year of service can utilize one leave with pay (LWP) for every two months of completed service, in exigencies. Whereas in case of faculty who have completed one year of service with Aurora, the entire leave is available to them at the beginning of the calendar year. But in case an employee leaves the services in the middle of the calendar year, the salary for such utilized leave period shall be deducted from the last pay drawn by such employees.

- The staff member cannot avail more than three leaves at a time. In case any staff member wants to take more than three leaves at a time, consequently, prior special permission from the Director – HR is required to be obtained.
- Leave may either be suffixed or prefixed to the holidays. If the leave is prefixed and suffixed to holidays, all such intervening holidays which fall between the leave, shall be treated as leave.
- Leave is subject to prior discretionary sanction of Principal, which depends on the demands of work situation, more so during the peak period, except in case of sick leave.
- Sick leaves cannot be accumulated and carried over to the next year.
- The accumulated un-utilized leaves of absence with pay (LWP) can either be carried over to the next calendar year or can be encashed, which will be equivalent to basic salary for such period of unutilized leave.
- The Principal is the sanctioning authority for approving the leaves in case of all the staff members.
- The staff shall use a prescribed application form, which shall consist of information about the transfer of duties during leave, including the arrangement of lecture and laboratory sessions to be handled. The person taking up such responsibility shall also sign the leave application. This application shall be submitted at least one day in advance.

CATEGORIES OF LEAVES

The faculty members working at Aurora group of institutions are entitled to the following categories of leave, to the extent provided there under.

LEAVE WITH PAY (LWP)

Each faculty (all categories) is eligible for Six Leaves off with pay (LWP) in one calendar year. In the first year of service the faculty can use one leave of LWP after two months of service whereas in case of faculty who have completed one year service with Aurora the six leaves of LWP can be used from the beginning of the calendar year, but if an employee leaves in the middle of the calendar year, the salary for the leaves utilized is deducted from the Last Drawn Pay (LDP).

- **Reprisal**

Leaves availed against the normal procedure is considered as leaves in absence and necessary disciplinary measures will be initiated.

MEDICAL / SICK LEAVES

All categories of faculty members are entitled for a maximum of four days of sick leaves. Sickness includes the sickness of the self and the dependents.

- **Procedure of applying for sick leave**

The staff shall use a prescribed application form and inform the sickness either in advance or immediately after the sickness along with a medical certificate.

- **Reprisal**

Leaves taken / availed against the normal procedure prescribed above are considered leaves in absence and necessary disciplinary measures will be initiated.

ABSENCE FROM WORKPLACE ON DUTY

When a staff is away from workplace due to any work assigned by the institution, which is approved by the Principal, will be treated as Absence – on duty. The staff who is proceeding on such assignment shall duly follow the procedure as applicable for leave of absence with pay.

MATERNITY LEAVE

All the Lady staff members who have completed the probation period (one year service) with the institution are entitled for a three-month maternity leave with pay. Lady faculty members

are eligible to avail the maternity leave for a maximum of two times or for a maximum of two children, which ever is Higher. After availing the maternity leave the lady faculty has to serve the institution for minimum one year else 3 months salary will be forfeited.

- **Procedure of applying for Maternity Leave**

The staff shall use a prescribed application form, at least three months in advance before the maternity leave is to be taken and shall give alternative measures to be taken to adjust the duties and responsibilities. The maternity leave under no circumstances shall be extended (even as Leave in Absence without Pay).

LEAVE IN ABSENTIA

Any absence from the duty without prior permission from the Principal will be considered as leave in absence. A maximum of two such leaves can be availed by the employee during a calendar year.

- **Procedure of using Leave in Absentia**

The staff who at any point of time is unable to attend duties due to emergency work shall inform the Principal at least 3 Hours before the college opening timings and discuss alternative arrangements made if any.

LEAVE IN EXCEPTIONAL CASES – LONG STUDY OR SICK LEAVE

The Organisation would discourage any of the faculty to take long leave but in the exceptional cases where it is imperative for the faculty to go on leave for higher studies or if a faculty has fallen sick and requires a long leave to be granted, in such cases the organisation may give special consideration abased on long term commitment (in written) given by the faculty that after availing the leave he/she would continue with organisation for minimum period of one year. For the grant of this leave the faculty should have served the organisation for a minimum at 2 years.

- **Procedure**

Faculty intending to utilize the long leave needs to give a written application, to the head of the institution much in advance.

- **Reprisal**

Leaves taken / availed against the normal procedure prescribed is considered against the norms agreed and necessary disciplinary measures will be initiated.

STUDY LEAVE

The faculty members are eligible for a study leave with pay for a maximum period of fifteen days during calendar year either after completion of one yearservice or with a commitment that they would continue for a minimum of one year after utilizing the study leave. The pay here is to be read is the basic pay along with DA with no other allowances.

- **Procedure of using study leave**

The staff intending to utilize the study leave is required to inform the Head of the Department / Head of the Institution regarding the alternative arrangements made during their absence along with a signed note from the faculty who agreed to take the sessions during that period and a letter of commitment.

SABBATICAL LEAVES

All the faculty members who have completed a minimum service of two years are eligible for sabbaticals leave. A maximum of two months sabbatical leave will be sanctioned based on the commitment given by the faculty. The faculty during this period will get the salary for the period of sabbaticals leave including all allowances.

- **Procedure of using Sabbatical Leave**

The staff intending to utilize the Sabbaticals leave (2 months) shall discuss with the Principal along with an application in prescribed format at least six months before planning to utilize the sabbatical leave. The faculty requires to give a written commitment as per norms that they would continue for a minimum period of two years after utilizing the sabbaticals leave.

FAMILY RELOCATION LEAVE

When a faculty member joins the college and his / her earlier location is more than 300 KM from Hyderabad, a maximum of three days leave with pay will be given towards family relocation.

MARRIAGE LEAVE

If there is marriage of the staff, a maximum of three days leave with pay will be given.

LEAVE DUE TO DEATH IN FAMILY

If there is a death in the employee's immediate family, three (3) days time off will-be allowed with pay. Immediate family is defined to mean: spouse, child, parents, stepparents, grandparents, brother, sister, or in-laws of same.

MONTHLY LEAVE REPORT

The college is required to send a monthly leave statement mentoring all the leaves utilized by different faculty members duly signed by the Principal and Administrative Officer / Registrar before 25th of every month to the Director – HR which then will be forwarded to the accounts department for processing of salaries.

CODE OF PROFESSIONAL ETHICS

PROFESSIONAL CODE OF CONDUCT

Every faculty member shall abide by the Code of Conduct framed by the college and the following lapses would constitute misconduct .

- Any lapses in performing his / her duties as assigned by the college from time to time.
- Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the college.
- Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the college.
- Refusal to carry out the decisions by appropriate administrative and academic bodies or functionaries of the college without giving reason.
- Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

FACULTY AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large; therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Faculty should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organization and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation; and

- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

I. FACULTY AND THE STUDENTS

Faculty should:

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

II. FACULTY AND COLLEAGUES

Faculty should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. FACULTY AND AUTHORITIES:

Faculty should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods composing with their profession in initiating steps through their own Institutional bodies and/or professional organization for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutional and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;

- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. FACULTY AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every education institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. FACULTY AND GUARDIANS/PARENTS

Faculty should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. FACULTY AND SOCIETY

Faculty should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

BASIC DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

The following are some of the basic responsibilities that every faculty member at Aurora Group of colleges shall follow.

- To comply with college policies.
- To spend the workday effectively by performing the proper tasks and demonstrating an awareness of priorities.
- To spend every workday productively, performing each task efficiently and effectively by planning and prioritizing the activities.
- To follow college and departmental policies and procedures.
- To be courteous towards fellow faculty members, other staff, students and visitors; disruptive and/or insubordinate conduct will not be tolerated.
- To maintain appropriate workplace behavior that fosters collegiality and teamwork without which, the college cannot achieve its goals in an effective and efficient manner.
- To be at work when you are scheduled to be working (for example, to attend work regularly, not to arrive late, not to abuse sick leaves or other category of leaves or lunch periods, and not to leave early without appropriate approval).
- Notify to your senior member in accordance with departmental procedures, whenever you are not able to report to work (for example, due to illness).
- To work when you are supposed to be working (for example, keeping personal phone calls to a minimum and not attending to personal matters during your work hours).
- To cooperate with reasonable requests from colleagues.
- To perform reasonable job duties, even if they are not part of your job description, as assigned by your supervisor.
- To respect the confidentiality of sensitive information. Such information should not be repeated, discussed or removed from your work area except for legitimate work reasons.
- To give proper notice before resigning from the service. Please refer to resignation procedures in chapter 45.
- To respect the rights of others (for example, not to threaten or to endanger any person's life or health, either deliberately or through carelessness).
- To behave in a manner that does not disrupt or interfere with the work place or the work of others. Conduct that causes or threatens to harm others or that constitutes persistent, unwanted behavior would not be tolerated.
- To safeguard your personal property. (The college maintains a security service for your protection but cannot guarantee the safety of your personal property).
- To respect the property of others and of the college and to use college property only for legitimate work purposes (e-mail, fax, computer, copier and other college equipment).
- To cooperate with processes available to resolve employment problems.

All the faculty members (Professors, Assoc. Professor & Asst. Professors) at ATRI have to complete various tasks well before the stipulated time and according to the norms prescribed by the institution. The faculty can come forward to take-up more responsibilities than those mentioned below. To be as guiding factor, we are also giving the ideal functions/tasks to be completed by a faculty member.

TEACHING AND INSTRUCTION RELATED ACTIVITIES

- Minimum number of teaching/ lab guidance with an excellent student evaluation rating.
- Development of new courses /programmes
- Giving Presentations at educational or teaching conferences and meetings
- Giving extension lectures/ invited for lectures out side the college especially in reputed educational and technical institutions.
- Writing Text Books with reputed national and international publications.
- Receiving grants for teaching innovations, undergraduate lab equipment, and development of laboratory experiments and design projects.
- Writing original supplementary notes / reading material, manuals, protocols, etc.
- Acting as friend, philosopher and guide to the undergraduate students w.r.t. their career and future plans.
- Publishing articles in recognized educational journals or proceedings of conferences on class room teaching and lab instruction.

RESEARCH RELATED ACTIVITIES

- Publishing articles in recognized technical journals or proceedings of conferences on national and international technical conferences.
- Publishing/distributing Non technical articles.
- Authoring or editing technical books and monographs issued by reputed national and international publishers.
- Contributing to technical books and monographs published by reputed national and international publishers.
- Getting grants from competitive research grants from external organizations.
- Getting patents awarded.
- Supervising Ph.D. degrees.
- Supervising M.Tech / M.E: Degrees.
- Research grants sanctioned from state and national level government organizations.
- Making presentations at national and international meetings and seminars.
- Examining M.Tech and Ph.D. thesis.
- Summer / sabbaticals spent in national or international companies/ institutions.
- Consulting / advising companies /institutions.

ORGANIZATION RELATED ACTIVITIES

- Taking up responsibilities such as Head of the Department, Coordinator, member of various committees, etc.
- Advising and guiding professional / student organizations.
- Performing any additional and special functions given by Principal/Head of the Department.
- Providing maintenance of instructional and laboratory facilities.
- Making arrangements for seminars /guest lectures and hosting seminar/
- Guest lecture speakers.
- Processing correspondence and applications of various programmes run by the college.
- Participating in the recruitment of new faculty.
- Fostering cordial relations with prospective students, alumni, and industrial clients.
- Any other documental service to the college.

SERVICE TO THE PROFESSIONAL / GENERAL SOCIETY

- Raising the technical awareness of the lay-public through direct interaction or through print and electronic media.
- Holding office or committee positions in professional/ honorary societies.
- Serving on committees of international, national, and regional technical /academic / general purposes.
- Editing professional journals, technical monographs and proceedings of conferences.
- Serving as reviewer for journals, publishers of professional literature, and funding agencies.
- Any other documental service to the profession or public.
