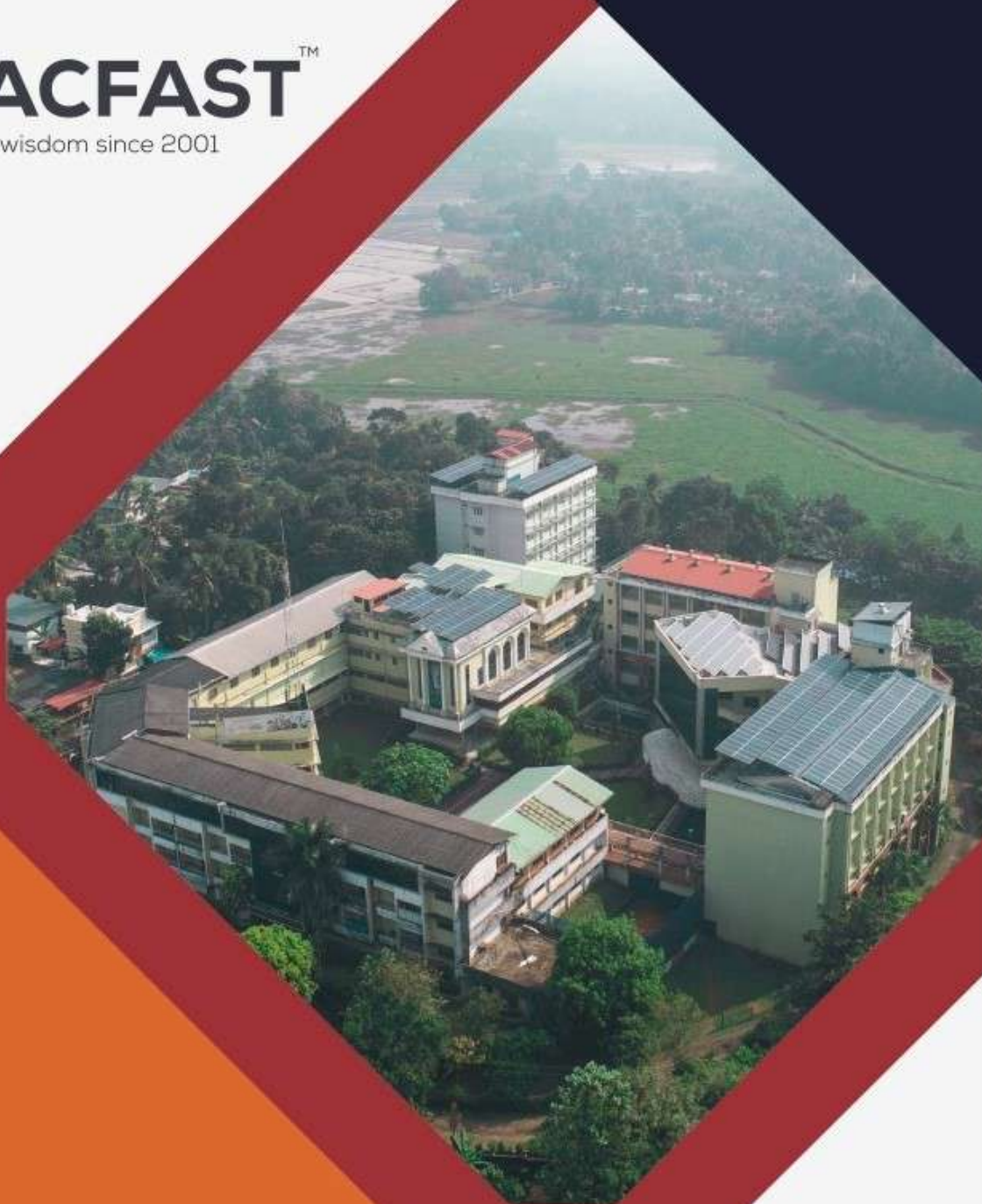




MACFASTTM
Igniting wisdom since 2001



Faculty Handbook 2020-21



Outbound
Experiential
Learning



MACFAST Innovation &
Corporate Synergy



Consistent
Placement
Records



Green
WiFi
Campus



ISO 9001:2015
Certified Institution



Entrepreneurship
Development
Council

Faculty Handbook

Name:

Designation:

Department:

Faculty Id:

Address:

.....PIN.....

Phone:

Email:

Blood group:

IN CASE OF EMERGENCY, CONTACT

Name:

Address:

Phone:

CONTENTS

| | Topic | Page |
|---|---|------|
| 1 | Introduction | 4 |
| | 1.1 About MACFAST | 4 |
| | 1.2 Governance | 6 |
| | 1.2.1 Vision and Mission | 6 |
| 2 | Code of Conduct | 7 |
| | 2.1 General Code of Conduct | 7 |
| | 2.2 Conduct in the Department | 8 |
| | 2.3 Class Room Code of Conduct | 9 |
| | 2.4 Laboratory Code of Conduct | 10 |
| | 2.5 Code of Conduct during Test / Examination | 11 |
| | 2.6 Code of Conduct in Library | 11 |
| | 2.7 Student Faculty Relationship | 12 |
| | 2.8 Grievance Redressal Mechanism | 12 |
| 3 | Duties, Roles and Responsibilities | 14 |
| 4 | Appointments, Selection & Probation | 20 |
| | 4.1 General Procedure of Recruitment | 20 |
| 5 | Promotion Policies for Faculty Members | 24 |
| 6 | Disciplinary Action | 25 |
| 7 | Leave Rules | 26 |
| | 7.1 General Rule | 25 |
| | 7.2 Kinds of Leave | 26 |
| 8 | Exit Policy | 29 |

INTERNAL COMMUNICATION NUMBERS

| | |
|------------------------------|-----|
| Principal | 300 |
| Reception & Admission Office | 301 |
| Security Office | 302 |
| Library | 305 |
| Secretary to Principal | 303 |
| Deputy Director Office | 306 |
| Administrator | 307 |
| Placement Office | 308 |
| College Office | 309 |
| Server Room | 311 |
| MCA Department | 313 |
| Bioscience Department | 321 |
| MBA Department | 323 |
| Hostel (Ladies) | 326 |
| Radio Station | 332 |
| MACFAST Technologies | 341 |

1. INTRODUCTION

1.1 About MACFAST

Mar Athanasios College For Advanced Studies Tiruvalla (MACFAST) is a premier post graduate research institute, established in 2001 with the objective of moulding eminent professionals over the years to confront the challenging demands of the corporate world and the world of science & technology. MACFAST is affiliated to Mahatma Gandhi University, Kottayam and approved by All India Council for Technical Education (AICTE), New Delhi. The college is owned and managed by the Corporate Educational Agency of the Catholic Archdiocese of Tiruvalla, founded by His Grace Dr.Geevarghese Mar Timotheos, (Former Metropolitan Archbishop of the Malankara Catholic Archdiocese of Tiruvalla). As visualized by its founders, the college has grown steadily over the years with nine postgraduate programmes in Management, Computer Science & Biosciences and positioned its identity as a multidisciplinary institution in the higher education segment of the state. Within a very short span of its existence, MACFAST has emerged as a trendsetter in education and has turned into a benchmark for others to emulate with its unparalleled hallmark of academic brilliance and social commitment. The college is located in Tiruvalla, an active commercial township in the Central Travancore region of Kerala. The two adjacent campuses together bring an idyllic character in shape and the atmosphere around pitches an ambience of solitude, inevitable for intellectual pursuance. The acronym of Mar Athanasios College For Advanced Studies Tiruvalla – MACFAST is also interpreted as: “Moulding Attitude with Commitment for Futuristic Action towards Sustainable Transformation”. The best faculty members combined with the state-of-the art infrastructure enable the optimal progression of the students through scientific temper and dedication towards excellence. A research journal titled Journal of Science, Technology and Management (JSTM), has also been initiated in 2008. MACFAST owns an on-campus Community Radio Station. Radio MACFAST 90.4 is a prime oncampus Community Radio in the state and 46th in the country. The college has reached yet another acme by decorating a position of first solar powered campus in Kerala. The continuous zeal for academic excellence and social commitment has led to the ac-

creditation of MACFAST with CGPA of 3.08 on four-point scale at 'A' Grade by the National Assessment and Accreditation Council (NAAC) in 2016. The college is an ISO 9001:2015 certified institution. It has got the fame of the only private self-financing college from Kerala to be listed in the National Institutional Ranking Framework (NIRF) Rankings 2020 (Rank Band 151-200). In the year 2018, the college got recognized by Department of Scientific and Industrial Research (DSIR) Govt. of India for the contributions in the field of research, publications and projects. MACFAST also promotes academic and cultural interchange in the areas of exchange, teaching, research, transfer and other activities with Government, semi-government, national and international institutions. The college has signed MoUs with CSIR-CFTRI Govt. of India, ICAR-CIFT Govt. of India, IIIT Allahabad, Sami Labs Ltd. Mysore, national and international campuses of AMITY university. The college also ensures creditable academic performance, in the form of 100 percentage results. The college offers 9 Post Graduate Programmes.

| Programme | Total |
|--|-------|
| MBA | 1 |
| MCA | 1 |
| M.Sc. Bioinformatics | 7 |
| M.Sc Biochemistry | |
| M.Sc Food Technology & Quality Assurance | |
| M.Sc Plant Biotechnology | |
| M.Sc Biotechnology | |
| M.Sc Phytochemical Science & Technology | |
| M.Sc Bionanotechnology | |
| TOTAL | 9 |

1.2 Governance

1.2.1 Vision and Mission

VISION

To be a global icon in quality education, research, innovation, and entrepreneurship for a sustainable future.

MISSION

To provide a conducive learning environment that nurtures and develops young people as value driven, professionally competent and responsible global citizens

2. CODE OF CONDUCT

2.1 General Code of Conduct:

- All the faculty members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- All the faculty members are expected to attend the Prayer Song at 8.50 AM every day at the College.
- The faculty member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 05 minutes after the end of the last hour. They should be available to the students for clearing doubts after the class hours.
- The work load of all the staff shall be fixed by the HODs per the AICTE/UGC norms.
- Faculty has to be inside the lab 15 min before the start of the lab classes.
- Faculty members are expected to update their knowledge by attending Seminars/Workshops/Conference, FDP after obtaining necessary permission from the Principal/Management.
- Faculty members should attempt to publish text books, research papers in reputed International/National Journals/Conferences.
- Self-development by way of attending FDPs, Conferences, guiding good projects, getting funds for projects, publishing papers are parameters of performance evaluation and Promotion.
- During the probation period of one year, the faculty members are expected to prove their expertise. Support will be extended in all aspects. If the probation period is not satisfactory to the management, it may end in the termination of the incumbent.
- The faculty members must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Faculty members should have a thorough idea about the Learning Management System implemented in the college.
- Every faculty member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular

activities which he/she is interested in or assigned to him/her from time to time.

- Feedback from students, formal and informal, will be collected and appraised to faculty for improvement.
- Follow the dress code: For Men: Formal dress implies Trousers, shirt with shoes. Appropriate matching jackets or a full suit is also permissible. Jeans and T-shirts, with and without collar are strictly prohibited. This would be relaxed only on Wednesdays/Holidays. For Women: - Formal dress shall mean Sarees, SalwarKameez, ChuridarKurta
- The entire faculty members should attend the common programmes of the college at auditorium like Wednesday Gathering, etc.,
- Cell phones are strictly not allowed during the class hours.
- Faculty members are expected to be impartial and cordial to students.
- Never try to control the class by threatening students on internal marks or lab exam.
- Faculty members should not leave the campus during working hours without prior permission of HOD /Principal.
- Leaving the institution in the middle of the semester is not permitted. One-month advance notice is mandatory at the end of the academic year.
- The staff will be relieved only at the end of the semester after completing the entire syllabus, laboratory work and other related academic work.
- Faculty members will be given an official email id for official purposes in the capacity of their designation. This email id should be used for all official communication and unofficial communication should be avoided.

2.2 Conduct in the Department:

- The teaching load will be allotted by the HOD after taking into account of the faculty member's expertise.
- Once the subject is allotted the faculty member, should prepare the lecture with the lesson plan.
- The faculty member should get the lesson plan and course file - approved by HOD /Academic Administrator. The course file consists of preface, time table, lesson plan, previous year university ques-

tion papers, notes, handouts, OHP sheets, test/exam question papers, three model answer scripts for each test/exam, assignments (if any)

- In addition to the teaching, the faculty member should take up additional responsibilities as assigned by HOD/Principal in academic, co-curricular or extra-curricular activities.
- Every faculty member should maintain student's attendance records and the absentees roll number should be noted every day in the Master Attendance Register maintained in the department as soon as the classes/laboratory hours are over.
- Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- The faculty member must update all files pertaining to additional responsibilities assigned to them and be ready to put up the files for inspection by HOD/Principal as the case may be.

2.3 Class Room Code of Conduct:

- Every teacher should always aim for 100% pass in the examination, in her/his subjects and work accordingly.
- Preparation in advance for classes is necessary to achieve the full result.
- The faculty member ideally should recapture for first 5 minutes the lessons of the last lecture, tell the students what they are going to learn in another 2 minutes, then explain the lecture well upto 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
- Use slides/PPT for complex diagrams and lengthy derivations.
- Use practical examples when explaining the concepts.
- Provide details of website addresses related to the topic.
- Teach few topics and advanced concepts, beyond the syllabus. Introduce the current innovative developments on the particular topic.
- The faculty member should refer to more books other than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The faculty member should not dictate the notes in the class. The faculty should provide detailed bibliography

to the students.

- When students ask questions, take positively and answer. If the answer is not known, tell them so and provide the answer in the next class.
- Conduct short tests and ask few questions often to assess the effectiveness of your teaching yourself.
- Analyze the test results, identify slow learners and provide special coaching to improve university result.
- Revision / coaching classes are vital for exam preparation. Hence have to plan the lecture hours accordingly.
- The topics covered in each period should be entered in teacher's diary and get signed by HOD periodically.
- The faculty member should take care of academically backward students and pay special attention to their needs in special classes.
- For problem-oriented subjects, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least one week in advance of actual class.
- The faculty member should motivate the students and bring out the creativity/originality in the students.
- The faculty member should regularly visit library and read the latest Journals/Magazines in his/her specialization and keep oneself abreast of the latest advancements.
- Quick reference material should be circulated for all the units before the model examinations

2.4 Laboratory Code of Conduct:

- The faculty member conducting the practical must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify or enlighten the students must be given.
- The lab observations/records must be corrected then and there or at least by next class.
- The lab manual should be updated by the concerned faculty in accordance with the revised syllabus.
- Sample records should be maintained in every lab.
- Use safety measures while using the lab.

2.5 Code of Conduct during Test / Examination:

- While setting question paper, the faculty member should also have the detailed answer and scheme of valuation.
- During invigilation, the faculty member should continuously move around. He / She should not sit in a place for a prolonged time. He / She should watch closely, so that nobody does any malpractice in the exam/test.
- Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of Internal Test / Model Examination).
- The faculty members should be very fair and impartial in awarding of internal marks.
- Faculty members are expected to be present for university duty/ Internal duty during vacation period.

2.6 Code of Conduct in Library:

- Silence must be observed in and around the library.
- Faculty members on entering should record their details in the visitors register.
- Use of laptops other than for academic purpose is strictly prohibited in the library.
- Any complaints regarding the library services and staff/student library assistant should be first informed to Librarian.
- To borrow books from the library, find out the required book with the help of online catalogue or with the assistance of library staff.
- Those who have borrowed books from the library are not expected to make any markings or underlining in the books and periodicals belonging to the library. Tearing of pages from books/ any damage caused to any library belonging will be viewed as serious matter.
- Members must, on receiving the books, examine them and report to the library staff any damage found therein. If they fail to do so they will be held responsible for any damage detected afterwards. The person will have to pay thrice the amount cost of the material for replacing the same.
- When a borrowed book is lost by a faculty member, he/she must report the matter to the librarian immediately, fill in the necessary form and get back his/her card. Otherwise he/she will have to pay not only the cost of replacing the book but also the fine accumu-

lated until the card is returned.

- Photocopying of the reports, thesis etc will not be allowed on any circumstances.
- Rare books, books of very high cost, art book etc may not be issued for use outside the library.
- The librarian can recall from a borrower any book at any time.
- Any type of misbehavior inside the library towards staff/ students library assistants/ fellow user will be viewed seriously.
- All services of the library may be suspended to any one violating the rules of the library.
- Faculty members are supposed to renew the books issued to them once in a month.
- Faculty members are not allowed to keep in hand more than 10 books at a time.

2.7 Student - Faculty Relationship:

- The faculty member should have a good control on class.
- As soon as the faculty member enters the class; he/she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change, the student must be directed to meet the class coordinator/HOD.
- The faculty member should act with tact and deal with insubordination by students.
- The faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students. Be stern, but calm.

2.8 Grievance Redressal Mechanism:

For redressal of grievances and complaints, the college shall adhere to the following:

- Grievances, if any, may be presented before the officials – Principal / HoD
- There should be a sincere effort from the part of the members of faculty to find solutions for the problem.
- All matters requiring the intervention of higher authorities should be presented in person and in writing.
- The Grievance Committee objectively and with due respect to the

institutional and academic goals, looks into the grievances and takes appropriate action to remedy the situation.

3. DUTIES, ROLES AND RESPONSIBILITIES

Duties and Responsibilities of Head of the Department (HOD)

- Prepare the academic calendar of the department in consultation with Principal, IQAC and faculty members.
- Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
- Interact with students (Batch wise) once in 15 days, identify the problems and find solutions in consultation with the Principal.
- Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification whenever asked by the Principal's office.
- Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Soft copy of the Assignment Exams & Assignment test also to be submitted to the exam branch as per schedule.
- Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.
- Convene departmental staff meeting once in a fortnight on the day allotted and record the minutes of the meeting.
- Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their course) and communicate the feedback to the concerned faculty members in the standard format as decided by Principal. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.

- Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
- Counsel the students who are absent for the mid test or irregular to the class work.
- Form the student batches and allot the project guides as per guidelines given by the principal.
- Route all the correspondence through the office of the Principal.
- Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in-charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
- Allocate the students to the teacher-counselors in the beginning of the academic year.
- Inform the concerned authorities of any important information of events taking place in the Department from time to time
- Arrange special classes if necessary, for the benefit of below average students.
- Ensure academic discipline in the department.
- Follow the guidelines / instructions given by the principal from time to time.
- Maintain and update the files as required for smooth administration
- Make arrangements to lock and seal all the laboratories before leaving the premises.
- Provide necessary inputs to the principal for conducting Academic Council / Governing Board Meeting.

Duties and Responsibilities of a Teaching Faculty

- Report to HOD
- Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to him/her.
- Complete the syllabi in the courses assigned to him/her.
- Prepare Lecture Plan/ Lecture Materials/ Course Material
- Conduct at least three internal Tests during each semester in the

subjects assigned to you

- Encourage students to participate in co-curricular and extra-curricular activities.
- Plan, deliver and evaluate theoretical / practical instructions.
- Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise and assist the students in their project works.
- Participate in professional development activities
- Involve in at least one task for Institutional Development during a semester
- Any other responsibilities that may be assigned by the HOD.
- To produce the best result percentage in the course taught.
- To take all needful steps for Research and Development towards establishing a Centre of Excellence.
- To take up Collaborative programmes with leading organizations by exchange of know-how's and in turn help placement.
- To publish at least one paper in international conference and journals of repute every year.
- To organize an International Conference/ National conference on any thrust area on relevant subject.
- To take all efforts in bringing the name and fame of the institution to the top level in the nation.
- All the Faculty Members are expected to follow the rules and regulations of the institution as prevalent from time to time.
- The work plan of teachers shall ensure, in the most productive manner, the utilisation of stipulated working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she

should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The work load of all the staff shall be fixed by the HoD in consultation with the Principal and Director.
- The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the department as soon as the classes/laboratory hours are over.
- Whenever a Faculty Member intends to take leave, he/she should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

Duties and Responsibilities of Curriculum In-Charge:

- The Curriculum In-charge is responsible for the preparation of Time Tables of each semester and assigning Teachers for every paper and class.
- Make alternative arrangements for classes when a faculty is absent or is engaged for some other activity.
- Organize examinations including semester exams (includes arrangement of Exam Hall, Question Papers, Answer Papers, Bundling, Dispatching etc.)

- Will be in-charge of the Answer Paper Valuation Camps.
- Has to collect the Results of Internal Examinations and arrange to send it to University.
- Will be in-charge of arranging Visiting Professors/Guest Lectures and maintaining good relationship with them.
- The Curriculum In-charge has to prepare the departmental report for MACFAST Development Council Meeting.
- Is responsible to publish the marks of the exams in time.
- The Curriculum In-charge has to keep a Minutes Book of the department meeting.
- The Curriculum In-charge has to provide sufficient faculty to other departments if necessary.

Duties and Responsibilities of Class In-Charge

- The Class In-charge will be responsible for preparation of his/her class internal marks. So he/she has to collect the internal marks from the respective faculty. The Class In-charge has to publish the internal marks of the students before the University Examinations.
- Division for internal marks is as per the following classification:
 - ❖ Internal Examinations
 - ❖ Assignment
 - ❖ Attendance
 - ❖ Class Performance
 - ❖ Presentations/Practical Exercises
- The Class In-charge has to keep a file of the Leave Applications and Medical Certificates of students.
- The Class In-charge has to give a report to the HOD/Principal about the regular absentees.
- The Class In-charge is responsible for total discipline and behaviour of students in his/her class.
- The Class In-charge is responsible to give list of students to the office, who are absent and violating dress code for collecting fine.
- Instruct all the students to attend the classes regularly and to follow the dress code.
- Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- Submit the list of students absent for the internal tests to the HOD.
- Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month)

and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.

- Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
- Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results in the current Semester.
- Motivate the students to attend the seminars without fail.
- Instruct the students to attend the internal / external exams without fail.
- Motivate the students to present papers in Conferences / Seminars at regional / national level.
- Inform the subject staffs of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
- Seek the permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.

4. APPOINTMENTS, SELECTION AND PROBATION

Appointments:

The Principal is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching and non-teaching staff.

4.1 GENERAL PROCEDURE OF RECRUITMENT

Appointment Rules:

All posts at the Institute shall normally and, as far as possible, be filled by advertisement; but, the Governing Body shall have the exclusive power to decide, either on its own or on the recommendations of the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

All appointments to the staff of the College shall be made only by the Governing Body of the College, through its Chairman or authorized by the Governing Body.

The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE/UGC or the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities

The Interview Board comprises:

- In the case of recruitment of Teaching Faculty:
 - i) The Principal
 - ii) Academic Administrator/Vice Principal.
 - iii) Two nominees of VC from the University
 - iv) The Head of the Departments of the college
 - v) A Subject expert
- In the case of recruitment of Lab Assistants:
 - i) The Principal

- ii) Academic Administrator/Vice Principal
- iii) The Head of the Departments of the college

- In the case of recruitment of Non-teaching & General Staff:
 - i) The Principal
 - ii) Academic Administrator/Vice Principal
 - iii) Two nominees of the Management.

Selection Procedures:

The following procedure is followed in the selection of faculty members in various departments:

- HODs report to the Principal regarding the staffing requirements, taking into account any additional work load or workers departing the institution.
- The Principal shall advertise the number of vacancies required from various departments.
- The applications received from the candidates are scrutinized by the Heads of the Departments and HR department. The applicants who fulfil the requirements with regard to qualification and experience are called for interview.
- The selection process consists of two stages (i) Screening test (ii) Personal interview on technical and general aspects by Staff Selection Committee.
- Appointment Orders are issued to the selected candidates after receiving the joining letter from them.

Conditions of Appointment:

- High standards, initiative, efficiency, and economy are expected of staff personnel. He or she will work carefully and faithfully on any task that may be allocated to him or her from time to time and follow any directives provided to him or her by their superiors as per the service rules.
- The staff members are entitled to leave as per the rules and regulations of the institution. He/She will be covered by the rules including conduct, discipline and administrative order and other rules and regulations of MACFAST that may come in force from time to time.
- At the time of reporting for verification, staff members must present their credentials in support of education, professional quali-

cation, experience, date of birth, relieving letter from the immediate previous employer, as well as one set of copies, one passport size photograph, PAN and Adhaar copies.

- The Staff members will be responsible for the safekeeping and return of all the properties of the college in good condition, which may be in their use, custody or charge. For the loss of any property the college will have a right to assess on its own basis and recover the damage of all such materials from them.
- The appointment of staff member is subject to being declared and remaining medically fit by him/her. In case they are not found medically fit to continue with the job, he/she will lose their lien on the job. He/She is expected to serve in the institution for a minimum period of one years. However, if their performance is not satisfactory he/she will be terminated with one month notice.
- In such case the staff members want to leave the institution one month's advance notice, prior to completion of academic year and acceptance of one months' salary in lieu of notice will be at the discretion of the management. However, they are expected not to leave from the service during the middle of the academic year.
- The Staff members should devote their office time to the work assigned to them and will not undertake any work or business, honorarium or remuneration whatsoever. Any contravention shall attract termination.
- Staff Members are expected to take an active role in the college's development process, including seminars, workshops, research and publishing, the cultivation of Institute Industry Interface, and other academic and corresponding activities, in addition to teaching. They should also take up additional obligations that the Principal have allocated to them.
- He/she shall not expose any information about the activities, official matters, or the Institution to anyone unless the management has given him/her express permission.
- If a staff member is caught smoking, use of drugs or under the influence of alcohol on campus, management will have the authority to take appropriate action, which will be binding on the employee, leading to termination.
- As a token of their acceptance, they have to sign in the duplicate copy of appointment letter and return to the Management.

Probation and Confirmation:

- From the date of hire, the staff member will be on probation for one year. If the employee's attendance, conduct, or job progress are not sufficient during the probation period, their employment may be terminated.
- If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give one months notice in writing or one months salary including all allowances unless and otherwise the Management permits relaxation under special circumstances.

5. PROMOTION POLICY

Experience:

The term “experience” refers to teaching in AICTE/UGC approved colleges. In exceptional cases, the Management Committee may consider work experience gained in companies/industries, partially or fully, depending on the quality and relevance of the experience/nature of the job, designation/post held, and the company/industry’s reputation at the national/international level.

Promotion:

- Every employee with eligibility for promotion is being considered for promotion based on the requirement in the department as per the AICTE/UGC norms.
- The Department of Promotion Council (DPC) consisting of the Principal, Academic Administrator, HOD of various departments and subject expert review their profile for the promotion.

6. DISCIPLINARY ACTIONS

- All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.
- As part of the disciplinary action, the following corrective actions for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties.
 - i) Censure
 - ii) Withholding increments / promotion
 - iii) Recovery from his/her salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders / rules.
 - iv) Suspension
 - v) Removal from service
 - vi) Dismissal from service
- If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members - HODs from amongst the senior faculty.
- An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management / Governing Body.

| Nature of Leave | Quantum of Leave/year | Leave with pay /Without Pay | Accumulation | Remarks |
|-----------------|-----------------------|-----------------------------|-----------------|---|
| Casual Leave | 15 days | With pay | Nil | 3 days at a time |
| Medical Leave | 5 days | With pay | No Accumulation | Both fit and unfit Medical certificate is required to be submitted. |
| Maternity Leave | 180 days | With pay | Nil | 12 months completed work is required for it's entitlement |

7.2 Kinds of Leave:

Provision exists for the following kinds of leave:

- Casual Leave (CL)
- Compensatory casual leave (CCL)
- Medical Leave (ML)
- Leave without Pay (LWP)
- Duty Leave / On Duty (OD)
- Maternity Leave (ML)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the Governing Body in its sole discretion. The decision of the Governing Body in this regard shall be final and binding

Casual Leave (CL)

- Casual Leave is not treated as absent from duty.
- Teaching Staff shall be eligible for casual leave for Fifteen days.
- Casual leave may be combined with Sundays and other holidays subject to the maximum absence shall not exceeds fifteen days at a stretch.
- Casual leave cannot ordinarily be taken in combination with any other leave recognised by the rules, with joining time or with vacation. Heads of Departments may, however, sanction such combination in special cases, provided there is no evasion of rules, for instance, when an officer obliged to be absent owing to the prevalence of infectious disease in his residence and placed on special casual leave, himself contracts the illness and has to be granted regular leave in continuation
- Casual Leave will not be carried forward to next academic year and will lapse at the end of the ensuing academic year.
- If any staff is on leave other than official leave on a declared holiday of the institution, no compensatory leave shall be given to him/her.
- Late arrival/early departure for three consecutive occasions

in a month shall lead to the deduction of one day casual leave in his / her credit Medical Leave (ML)

- Medical leave may be granted in case of sickness of the employee.
- Medical certificate from Doctor would be required in case of absence for five days or more.

Leave without Pay (LWP)

- No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he/she may be granted, Leave without pay at the discretion of the Head of the Institution subject to exigencies of service.
- Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- Leave without pay shall also be got sanctioned in advance as any other leave.

Duty Leave / On Duty (OD)

- An activity of an employee which can bring recognition to the College, or which has to be performed for work of the affiliating University may be considered for grant of this leave.
- The Duty leave will normally be restricted to a maximum of ten days during an academic year but may be extended subject to the approval of competent authority.
- Leave is subject to the following conditions:

A written request from the competent authority. The paper has been accepted for presentation and communication to this effect received in writing.

Maternity Leave (ML)

- The Women employees having more than one-year service at the College are eligible to avail maternity leave.
- Maternity leave can be granted for a period of 6 months. One-month salary shall be paid after the employee joins the

duty and she should give an undertaking specifying that she will continue in service of the college for not less than one more academic year.

Compensatory Casual Leave (CCL):

All the employees are entitled for Compensatory Casual Leave in lieu of working on Sundays/Holidays. The CCL can apply after completion of the Casual Leaves.

8. EXIT POLICY

Termination of Service:

- If an employee at any time after confirmation intends to resign, he/she shall give one-month notice in writing or one-month salary including all allowances.
- The Management shall have the power to relax the period of notice or payment of salary in special circumstances.

Retirement:

Every employee of the College is required to retire when they reach the age of superannuation, as defined by regulatory organisations such as the AICTE and as amended from time to time. Extensions or re-employment may also be granted in accordance with such laws, but only on the terms and conditions that the Governing body of the Society thinks appropriate.



MACFAST™

Igniting wisdom since 2001

Affiliated to MG University and Approved by AICTE

For Admission

Call : +91 9400984111 , 9400984222
0469 2730301 www.macfast.org