

4.2 Discipline

Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her.

- i) In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Management has the discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Director/Designated Authority.
- ii) The Director/Competent Authority shall have the right to place any staff under suspension on charges of misconduct.
- iii) It will be obligatory on the part of every staff member to maintain secrecy regarding the affairs of the Institute.

CHAPTER 5: INCENTIVE TO FACULTY MEMBERS

The Institute gives the following incentives to faculty members:

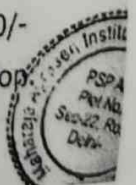
i) Certificate of Appreciation:

A Certificate of Appreciation is awarded to a faculty member annually on the basis of the following parameters:

- a) Research and Academic achievements during the year.
- b) Contribution towards Administrative activities at department as well as Institute level.
- c) Feedback of the faculty given by the students.

ii) Incentive for Academic accomplishments :

- a) **Ph.D:** A faculty member will get suitable incentive on award of Ph.D. degree. It will be given with effect from the date of declaration of result.
- b) **Publications:** Every faculty member is expected to Publish Research Papers in Reported Journal for annual appraisal. For every additional Research Paper reputed Journal/ patent suitable incentive will be given as may be decided by competent authority.
- c) **Book Writing :** A faculty member is awarded cash prize of Rs 5000/- for writing a book on technical subject of his/her area of specialization.



d) **Consultancy and Research Projects:** Faculty is expected to bring Consultancy/Research Projects.
For consultancy work 90% of the amount received will be given as incentive to the concerned faculty.
For Research Projects, 75% of the overhead charges (payable to the Institute) shall be given to the concerned faculty to be used by him/her for professional growth.

e) **Financial assistance for attending Faculty Development Programs/Conferences/Seminars:**
To encourage the Faculty to write Research Papers and attend Seminars / Conferences / Faculty Development Programs, Financial assistance of 50% of the Registration amount and travel cost limited to 3 Tier AC train fare shall be provided by the Institute.

One Faculty can avail financial assistance only once in one semester.

iii) **Incentive for non-academic activities:**

An award of Rs.3000/- is given to the faculty for extra ordinary performance in fields like sports, co- curricular activities, extra-curricular activities etc. on the express approval of the competent authority.

iv) **Incentive for Conducting Add on courses:**

The coordinators & faculty members taking at least 20% of the classes are given a Certificate.

v) **Following facilities are available to all faculty and staff members**

- a) Employee Benevolent Fund
- b) Group Insurance of Rs. 10.00 Lakhs on accidental death
- c) Paid maternity leave
- d) Long term meritorious service (15yrs) award
- e) Subsidized Laptops
- f) Rs. 5,100/- Is given as Gift on the occasion of the wedding of the staff members and their Children.
- g) Reimbursement of 50% of the amount spent on mediclaim subject to a maximum of Rs.7000/- per annum.

