

# MANGALMAY HR DEPARTMENT DOCUMENTS

## RULES AND REGULATIONS OF HR POLICIES IMPLEMENTED IN MIMT

The service rules are classified as under:

### 1.0. General:

Mangalmay considers it expedient to define with sufficient accuracy and comprehensiveness the conditions of employment under the Group and made the said conditions known to the members of its staff.

### 2.0 Definitions:

Unless there is something repugnant to the context, the terms used in these rules shall have the meaning as defined here under:

1. 'Age of Superannuation' means the age on which a member of staff is required to retire from the service of the Group or as per the norms laid down by Governing Body.
2. 'Appointing Authority' in relation to a post means an authority to which the power to make appointment to the said post has been delegated by the Chairman of the Group.
3. 'Board' means the Board of Governors of the Institute duly constituted in accordance with the Bye Laws of the Institute.
4. 'Chairman' means the Chairman of the Institute.
5. 'Competent Authority' in relation to the exercise of a power means an authority to which the said power has been delegated by the Chairman.
6. 'Director/ Principal' means the Head of the constituent Institute/ College of MangalmayInstitute.
7. 'Member' means a member of staff holding a regular post substantively, on officiating basis or on probation.
8. 'Salary' means the monthly emoluments paid by the Institute and includes the basic pay in the scale, dearness allowance, house rent allowance and any other allowance payable to the member, if any. Provided that in case of staff members who have been appointed on contract, the salary shall be equal to the monthly emoluments calculated in accordance with the terms of and conditions specified in the contract.
9. 'Probationer' means a member of staff employed on probation in a regular post.
10. 'Regular Post' means a post on regular basis sanctioned by the Board and carrying a defined scale of pay and allowances.
11. 'Substantive Position' means the holding of a regular post on appointment or promotion through regular selection process.
12. 'Temporary Position' means a post filled up without going through the regular selection process.
13. 'Traveling Allowance' means an allowance, if fixed, granted to the member to defray the expenses on out station official visits/ duties.
14. 'Vacation Staff' means all academic staff as per the classification in Section 3 of these rules.
15. 'Appellate Authority' means authority appointed by Board of Governors which cases of appeals can be referred to.
16. 'Arbitration Board' means Board of Arbitration to which cases of arbitration can be referred to.

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## 3.0. Classification of Post:

Members of the staff shall be classified as:

### Academic Staff

Designation	Level
(i) Director, Professors, Associate Professors, Assistant Professors, Lecturers, Training and Placement Officer, Sports Officer, Librarian	A
(ii) Associate Lecturer, Research Associate, Dy. Librarian	B

### Administrative Staff

Registrar, Accounts Officer, Administrative Officer, HR Executive, Medical Officer	A
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### Technical Staff

(i) Computer System Manager	A
(ii) Computer Programmer	B
(iii) Technical Assistant, Laboratory Technician, Compounder	C

### Support Staff

(i) Private Secretary	B
(ii) Lab Assistant, Office Assistant, Driver, Horticulture, Supervisor, Store Keeper	C
(iii) Peon, Mali, Helper	D

## 4.0 Appointments:

All appointments to posts in the Group shall be made:

- (i) By the Chairman and vice chairman at all levels.

Provided that such appointments are recommended by a duly constituted Selection Committee as per the provision of Section 5.

## 5.0 Selection Committee:

### 5.1 Selection Committee for all posts at Level A shall be constituted as follows:

(i) Chairman or his Nominee	Chairman
(ii) Director/ Principal of the Institute/ College	Member Secretary
(iii) Directors/ Principals of other sister Institutions (if any) nominated by the Chairman	Members
(iv) Nominee of the affiliating University	Members

### 5.2 Selection Committee for all other posts

(i) Chairman or his Nominee	Chairman
(ii) Director or his Nominee	Member
(iii) Head of the Department	Member
(iv) Registrar of the Institute	Member Secretary

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## 5.3 General

- (i) No Selection Committee shall be deemed to have been duly constituted unless a notice has been given to all the members.
- (ii) The Quorum for the Selection Committee meeting shall be 1/3 of the full strength of the Selection Committee.
- (iii) The Selection Committee shall consider all the candidates called for interview on the recommendation of the screening committee constituted as per the norms laid down for the purpose.
- (iv) The Selection Committee shall recommend candidate(s) identified as suitable for appointment in the order of merit; provided that not more than three candidates are recommended for a post.
- (v) The scales of pay and job specification for various posts shall be as laid down by the Competent Authority from time to time.

## 6.0. Appointment through Promotion:

The constitution of the Selection Committees and associated processes laid down in Section 5.0 shall also apply for promotion from within the Group:

Provided that eligibility criterion and criterion for determination of merit shall be in accordance with the promotion policy laid down by the Group.

## 7.0 General Conditions of Service:

Without prejudice to any special condition that may be incorporated in the appointment order, all members of staff of the Group shall be governed by the following terms and conditions:

### 7.1 Medical Fitness

All appointments are subject to the condition that the appointee is found medically fit by the medical authority nominated by the Institute/Group.

Provided that the appointing authority, for good and sufficient reasons in writing, may waive off the requirements of medical fitness subject to such conditions as the said authority may deem fit to impose.

### 7.2 Probation

- (a) Appointments are initially made on probation for a period of one year.
- (b) The appointing authority shall have the discretion of extending the period of probation for such period as may be considered necessary.
- (c) If a member on probation is not confirmed in writing on completion of the probation period, he would be deemed to have continued on probation for a further period of one year.

### 7.3 Termination of Service

- (a) The appointing authority shall have powers to terminate the services of a member with proper reason, without giving any notice during the original or extended period of probation.
- (b) The appointing authority shall have powers to terminate the services of a confirmed member of staff by giving him one month's notice or by paying him one month's pay in lieu thereof.
- (c) The Group shall have powers to retrench a member of the staff on grounds of economy or on any other suitable ground with sufficient notice/or pay in lieu of thereof.

Provided that the appointing authority may, for good and sufficient reasons to be recorded in writing, waive off or reduce such notice period, only in exceptional cases.

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## 7.4 Compensation Package

### 7.4.1 Pay Scale and Allowances

- a) A member holding a regular post substantively shall be placed in the appropriate scale of pay prescribed by the Group from time to time.
- b) On first substantive appointment to regular post, the initial basic pay in the scale shall be fixed at the minimum of the scale;
- c) On appointment to a post involving assumption of duties and responsibilities of greater importance, the basic pay in the higher scale may, at the discretion of the Management and exigency of the situation, shall be fixed at a stage next above the notional pay arrived at after adding one increment to the basic pay in the lower scale.
- d) If a member is asked to officiate in a post of higher responsibility, he may be allowed to draw a suitable officiating allowance so long as the officiating arrangement lasts.
- e) This provision shall not be applicable to appointment to functional posts covered under sub clause 2.4 of Section I.
- f) Annual increment in the scale of pay shall be allowed unless it is withheld by the appointing authority for good and sufficient reasons to be recorded in writing.

In addition, to the basic pay in the scale, a member shall be allowed to draw the following allowances:

1. Dearness Allowance at the rates and subject to such conditions as the Group may prescribe from time to time.
2. House Rent Allowance at the rates as may be prescribed by the Group from time to time
3. Conveyance Allowance may be prescribed by the Group or wherever especially provided for in the Appointment Letter.

### 7.4.2 Pay for Performance

The members of faculty may be allowed, purely on the discretion of the Group management, a separate component of pay based on performance as may be laid down by the Group from time to time.

### 7.4.3 Participation in Professional Conferences/ Seminars

- a) For participation in National Conference/ Seminar, faculty members are allowed Duty Leave(s), TA, DA and reimbursement of registration charges.
- b) Provided that no faculty member will participate in more than one conference/ seminar in a semester and two conferences/ seminars in one academic session, out of which one will be during the vacation. In case of joint paper, only one faculty member will be allowed to participate and read the paper.
- c) For participation in International Conference/ Seminar, financial assistance to the extent of fifty percent of air fare to the venue of the international conference/ seminar subject to a maximum of Rs. 25,000/ will be allowed to the faculty member who has been permitted to participate in the event.
- d) Provided that such participation shall be allowed only once in a year.
- e) Provided further that in case external financial assistance is available for such participation, the financial assistance by the institute/ college will be further limited to the extent such assistance falls short of actual expenses incurred.

## 8.0. Provident Fund:

A member who has been issued letter of confirmed service after the probation period shall be required to contribute to Provident Fund as per the scheme laid down under the EPF Act as applicable to the Group.

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## 9.0 Gratuity :

A member who leaves the service of the Group on completion of at least 15 years of continuous service shall be eligible to the payment of gratuity at the rate of one fourth of monthly pay last drawn for every completed year.

If a member dies while in service after completion of ten year of service, his nominee shall be eligible to the payment of gratuity subject to a minimum of 12 months' pay.

Notwithstanding anything contained in these rules, no employee who is removed or dismissed shall be eligible to the payment of gratuity.

## 10.0 Incentives :

A member publishing a paper in an international refereed journal may be incentivized by the Management and this incentive may be in the form of some one-time incentive.

A member acquiring a degree of extra outstanding qualification may also be compensated as referred to above in the month following the month in which such degree is awarded.

A member acquiring a degree of Ph. D. in his field of specialization any time during his service with the Group shall be eligible to suitable increments effective *from the next* month following the month in which the degree is awarded.

## 11.0 Holidays and Leaves:

### 11.1 Festival Holidays

A member of staff shall be entitled to avail festival holidays as per the list drawn for the purpose by the constituent college.

### 11.2 Type of Leave

- Casual Leave
- Earned Leave
- Maternity Leave
- Study Leave
- Special Disability Leave

### 11.3 Right To Avail of Leave

Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the exigencies of work so require.

### 11.4 Casual Leave

- (i) Casual leave is the leave on full pay which a member can avail of on account of urgent private affairs or emergency.
- (ii) Casual leave can be availed up to a maximum of 12 days in a calendar year.
- (iii) Casual leave should be applied for and sanctioned in advance, except in case of emergency.

### 11.5 Earned Leave

Earned Leave can be earned only while on duty at the rate of one day for every completed month of service;

Provided that in respect of the vacation, half day earned leave will be debited to the `Earned

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Leave Account' of the member for every one (1) day of vacation availed during the year.

## 11.6 Maternity Leave

- (i) Maternity leave may be granted to a female member of staff on full pay for a maximum of two children.
- (ii) Such leave may be granted up to one month before and for not more than two months from the date of confinement (total three months in one instance of maternity).
- (iii) A member availing the maternity leave shall be required to sign a bond to serve the Institute for a required period, which will be two times (years) the period of maternity leave (months) or pay back to the Institute 1.5 times the amount of monthly pay availed during such maternity leave.

## 11.7 Study Leave

- (i) Study leave may be granted to a member, solely on discretion of the Competent Authority to enable him undergo a course of higher studies in his field of specialization or a technical training having a direct and close connection with his sphere of duties; Provided that study leave shall not be granted unless the member has completed at least three years of satisfactory employment/performance in the regular cadre.
- (ii) The maximum amount of study leave, which may be granted at a time, shall not exceed two years; Provided further that the total study leave granted during the entire career with the Institute does not exceed three years.
- (iii) A member availing study leave shall be required to sign a bond to serve the Group for a period, which shall be 1.5 times to the period of study leave availed by him.
- (iv) Study leave may, for deserving candidates, count as duty for the purpose of promotion, increments and leave.

## 11.8 Special Disability Leave

- (i) Special disability leave may be granted to a member for a maximum of 180 days at the discretion of the competent authority. Provided that there is no other leave due and the disability is such that it is not reasonably possible for the member to attend to the duties of his post.
- (ii) While sanctioning special disability leave, competent authority may, absolutely at its discretion, specify a token pay that the member shall be entitled to draw during the period of special disability leave only under special circumstances.

## 11.9 Accumulation of leave

- (i) 10 % of Earned leave lying to the credit of the member at the end of the year can be carried forward to the next year, Provided that the maximum amount of accumulated leave does not exceed 20 days in total.
- (ii) A member is entitled to draw a cash equivalent of leave salary lying to his credit at the time of his retirement from the services of the Group, after a complete verification of the records.
- (iii) Where a member dies in service, the cash equivalent of leave salary for the accumulated leave lying to his credit shall be paid to his nominee.

## 11.10 General

- (i) If a member remains absent for ten days beyond the period of leave originally sanctioned or subsequently extended, it will be treated as a gross misconduct and he/ she shall be deemed to have left the service of his own accord and his name shall be struck

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from the roll of the Institute without any further reference to him but in lieu of the requirement of a 30 days' notice the amounts due to such member shall be withheld by the Group management. If such member has executed any Bond of continuity then action shall be initiated against such defaulting member.

- (ii) The sanction of any type of leave shall be subject to the procedure as may be evolved and notified from time to time.

## 12.0 Discipline and Related Matters:

### 12.1 Suspension

The appointing authority may place a member under suspension:

- 12.1(a) Where disciplinary proceedings against him/her are contemplated or are in progress.
- 12.1(b) Where criminal case against him is either under investigation or is in progress in the trial court.

Provided a subsistence allowance of not less than one eighth and not more than one fourth of his pay is allowed to him during the period of suspension.

### 12.2 Penalties

An authority not below the appointing authority may, for good and sufficient reasons to be recorded in writing, impose on a member of the staff any of the following penalties.

- 12.2(a) Censure
- 12.2(b) Withholding of promotion or annual increment with or without cumulative effect.
- 12.2(c) Demotion to a lower rank or reduction to a lower stage in the time scale of Pay.
- 12.2(d) Compulsory retirement
- 12.2(e) Removal from service without disqualification for future employment.
- 12.2(f) Dismissal from service with disqualification for future employment in the Group.

Provided that no order imposing penalties under sub clauses 12.2 (c) to 12.2 (f) shall be passed unless:-

- (i) An independent inquiry conforming to the principles of natural justice has been conducted and the member has been found guilty.
- (ii) A show cause notice has been given asking the member to explain as to why the proposed penalty should not be imposed upon him.

Provided further that the procedure given in the above provision shall not be necessary under the following circumstances:-

- a. Where the dismissal, removal or reduction in rank follows the conviction of the staff member on a criminal charge except where the conviction is for a minor offence like violation of traffic rules.
- b. Where the authority competent to impose the aforesaid penalty is satisfied that for reasons to be recorded in writing, it is not reasonably possible to hold an inquiry against the staff member.

### 12.3 Appeals

A member aggrieved by the order of penalty imposed upon him, shall be entitled to prefer an appeal against the order within a period of one month with the Appellate Authority. The order of the Appellate Authority shall be final and binding on the Member.

### 12.4 Reinstatement in service

- (i) When a member of the staff is reinstated in service on consideration of his appeal or his suspension order is revoked after the conclusion of the inquiry, the authority competent to do so shall pass specific order regarding the pay and allowances to be paid to him for the period of absence from duty and whether the period of absence be treated as duty.

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- (ii) Where the authority passing the order under sub clause (i) is satisfied that the staff member is innocent or that the suspension was not justified, the said authority may order that the period of absence from duty be treated as on duty with full pay and allowances.

Provided that the payment of allowances would be subject to the satisfaction of all other eligibility conditions.

- (iii) In all other cases where the staff member is found guilty of misconduct, the authority passing order under sub clause (i) may order forfeiture of the difference between the full pay and allowances and the subsistence allowance to the Group.

## 13.0 Code of Conduct:

- (i) Every member shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealing.
- (ii) Unless otherwise specifically provided in the appointment order, every member of the staff is a whole-time employee and shall not engage himself / herself directly or indirectly in any trade, business or side-work of whatever nature.
- (iii) A member shall be required to be present at the place of work during the scheduled working hours, except in cases where he is allowed leave of absence by the competent authority for good and sufficient reasons.
- (iv) A member shall perform all duties assigned to him by a competent authority even beyond the scheduled working hours and on closed holidays and Sundays if the exigencies of work so demand.
- (v) No member shall leave the station of posting without prior approval of the competent authority even during leave or holidays.
- (vi) Subject to the general laws on the subject, no member shall:
- (a) Be under the influence of Liquor, Tobacco, Pan Masala or Drugs to an extent that renders him/ her incapable of discharging his duty properly and efficiently.
- (b) Appear in public in a state of intoxication; or
- (c) Habitually use such drugs or liquor.
- (vii) No member shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.
- (viii) No member shall engage himself/ herself or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security of the State, public order, decency or which involves contempt of court or impinges adversely on the dignity of the Institute or Group as a whole.
- (ix) No member shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical.
- (x) No member of the staff shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the Group.  
Provided that nothing in the rule shall apply to any statement made or view expressed in the bonafide discharge of the duties assigned to him.
- (xi) No member shall communicate without authorization, any information or documents save in cases where such communication is in the discharge of duties assigned to him.
- (xii) No member shall, except with the prior approval of the competent authority engage himself/ herself directly or indirectly in any trade or business or undertake any employment including private coaching.



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Provided that a member may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect duties.

Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.

- (xiii) No member shall, except with the permission of the competent authority, participate in the registration, promotion of a company.
- (xiv) No member shall lend or borrow money to or from any person having or likely to have official dealing with him.
- (xv) A member is expected to manage his/ her personal affairs in a manner that it does not lead to insolvency or habitual indebtedness.
- (xvi) No member shall misuse or carelessly use the facilities provided by the Group to facilitate the discharge of his official duties.

The list is not exhaustive and acts of commission or omission, which are understood as misconduct with in the general meaning of law and usage will constitute 'misconduct' under this section.

## **14.0. Power to interpret rules:**

The decision of the Chairman of the Group on all questions relating to interpretation of these rules shall be final.

## **15.0. Settlement of Dispute:**

If a dispute arises between the Group and a member of the staff on matters of interpretation or the manner in which the rules are interpreted or applied, the Chairman at the request of the members shall refer the dispute to a "Board of Arbitration" consisting of one member nominated by the Institute/ college, one member nominated by the aggrieved member and an umpire nominated by the Chairman. The decision of the board shall be final and no suit shall lie in any court in respect of any matter decided by the Arbitration Board.

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## Policies

### 1.0. Human Resource Philosophy:

We believe that human resources of the Group constitute social assets and not costs to be expensed against revenue.

We believe that investment in human assets leads to creation of competence, commitment and flexibility, one of the necessary conditions for effectiveness of organized effort.

We value and respect each person as an individual and encourage diversity of thought and behavior circumscribed only by the code of ethics of the Group.

### 2.0 Human Resource Policies:

We view faculty as the core of our being; repository of our core competence and values. We look to young, talented and vibrant individuals with values and commitment of a preceptor. We expect commitment to learn continuously with aptitude towards research and application of knowledge to improve the quality of human existence. We seek those who are passionate about teaching and promote overall development of students as good citizens.

In pursuance of our HR policy, we lay down, hereunder, our recruitment, development and promotion policies.

#### 2.1 Recruitment Policy:

- (i) We select the best among the available candidates through a selection process formally laid down under the service rules of the Group.
- (ii) Our job specifications and compensation package conform to the norms laid down by different councils in respect of various levels of the faculty. We keep leverage to exceed such norms in exceptional and deserving cases.
- (iii) We assign appropriate weight to the industry experience while selecting faculty positions.
- (iv) Aptitude and passion for teaching are preferred attributes besides other competencies as a teacher.

#### 2.2 Faculty Development Policy:

Pursuant to our belief that learning is a continuous and life-long process, we undertake training and development of faculty members as a formally mandated requirement in the process of management of the group institutions.

We have accordingly laid down the following requirements:

- (i) Faculty members recruited at the induction level without any teaching experience will undergo an induction programme for period as may be desired, keeping in view their performance. Their absorption in the regular cadre of faculty will be contingent on successful qualitative completion of training.
- (ii) We work hard to sponsor every faculty member to one national or international conference per year to enable the faculty present paper on the subject of his/ her interest and proficiency.
- (iii) Every faculty member shall be encouraged to publish at least one paper in one of the journals of repute and the time spent on the effort will be given credit at the time of finalization of the teaching Schedule.

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- (iv) Study leave will be available to those who are proficient and wish to pursue higher education in the areas of their interest and a provision to this effect has been made in the service rules of the Group.
- (v) Faculty members will be encouraged to undertake sponsored research and consulting assignments as part of their work assignment.
- (vi) Faculty members will be required to participate in and also organize Quality Improvement Programs under the auspice of various councils.
- (vii) Faculty members will be encouraged to act as guide to research scholars as a part of their academic work.
- (viii) Faculty members will be expected to develop effective interfaces with “industry” and “business” with a view to initiate on-hand case-writing and formulating theories from the best practices from the real world of business.

## 2.3 Promotion Policy:

The primary objective of promotion policy of the Group is to identify and promote faculty members on the basis of inter merit assessment through a rational and fair criterion of merit.

### (i) Promotion against a vacancy

Promotion will ordinarily be considered against a vacancy arising out of retirement, resignation or promotion of a member or because of expansion of the regular courses/ number of students/ establishment.

### (ii) Eligibility Criteria

- a. Minimum eligibility period for Assistant Professor to move into the grade of Associate professor courses will be:  
Ph. D. in related course.  
NET in related course.  
5years experience in related field.
- b. The minimum eligibility period for the post of Professor will be ten years experience in teaching/ industry/ research out of which five years must be at the level of Associate Professor and or equivalent post.

(Note: The above specifications are subject to the norms prescribed by Council from time to time both in respect of qualifications and experience).

### (iii) Selection Committee

Assessment of relative merit shall be made by a Selection Committee duly constituted in accordance with the relevant provisions of the service rules of the Group and regulatory competent authority.

### (iv) Criterion for determination of inter assessment merit

A member of the faculty may be considered for appointment on regular scale of pay through promotion. The process for assessing the suitability for appointments comprises assessment by a duly constituted Selection Committee which, in addition to interviewing the members, takes in to account his/ her educational qualifications, performance on the job and the potential for growth. The weights assigned to these factors shall be as under:

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1. Educational Qualification	0.20
2. Performance (APAR Rating)	0.50
3. Interview	0.30

The degree of proficiency on these factors will be determined in the following manner:

## 1. Educational Qualifications

Ph. D.	20 Marks
PG Degree	15 Marks

## 2. Performance

Performance will be assessed on the basis of Annual Performance Appraisal Rating (APAR).

	(APAR Rating)	
Outstanding	(4.51 – 5.00)	50 Marks
Very Good	(4.01 – 4.50)	40 Marks
Good	(3.51 – 4.00)	30 Marks
Satisfactory	(3.01 – 3.50)	20 Marks

## 3. Assessment of potential through interview

Outstanding	30 Marks
Very Good	25 Marks
Good	20 Marks
Satisfactory	15 Marks

Each member of the Selection Committee will allot marks for interview independently and the aggregate will be taken into consideration for deciding the competence level of the candidate. However, the marks for the factors will be assigned collectively on the basis of facts on record or on the basis of the feedback given by the Heads of the Institutions. The minimum marks required for appointment will be 60.

### (v) Merit List

Subject to acquiring the minimum level of competency as per the criterion laid down under sub clause (iv), the Selection Committee will draw a list in terms of inter se merit. The orders will be issued in order of merit after the approval of the minutes of the Selection Committee by the competent authority.

## 2.4 Appointment to Functional Post:

Appointments to functional posts shall be made on rotation basis for a period of two years with the consent of the faculty member. The positions covered under the provision will be:

- Dean
- Co- coordinators
- Heads of various committees

All such appointments will be made by Chairman and vice chairman in consultation with Director/ Principal.

## 2.5. Awards:

A faculty member, who is adjudged as the best teacher in terms of the criteria laid down for the purpose, shall be given appropriate award, comprising a citation and certificate