

HALDIA INSTITUTE OF TECHNOLOGY

(An Institution of ICARE)

Administrative Department

No. HIT/(OR)/ 770 /2016

Dated : 15-07-2016

OFFICE ORDER

As recommended by the Regulatory Committee and duly approved and directed by the competent authority, the following decision(s) are hereby implemented in the Institute with effect from the new academic session 2016-2017 :-

- **Overall Discipline of all Academic Processes** (including day-to-day Class monitoring, Student Mentoring Process, Faculty Performance & Involvement in various academic activities, etc.) would strictly be monitored by the Director / Principal / Deans / Registrar / HODs, as the case may be.
- For continuous improvement of academic activity, the Annual Performance Based Appraisal Indicators of Faculty members and Feedback Systems (**Student Feedback** for Teaching Assessment, **Student Satisfaction**, etc.) would be strictly executed by the Deans/HODs/TICs, and to be monitored by the Director / Principal / Deans and Registrar, as the case may be.
- For **improvement of Research Capability of Senior Faculty Members**, Conditional Research Assistance in terms of basic needs (i.e., chemicals, consumables, repair / maintenance of research equipments, etc.) would be provided/purchased by the Institute on specific requirements, amounting to a maximum of Rs. 10,000/- per annum. Such financial assistance would be provided to Professors & Associate Professors on condition that at least 01 research paper must have to be published in reputed National / International Journals, failing which the allotted research seed-fund would be withdrawn. Besides, Faculty members have to **publish at least 01 research paper per annum** involving UG/PG student.
- All Academic Departments must have to arrange at least **01 Departmental Meeting /month** involving Director / Principal / Concerned Dean / Registrar.
- Faculty member (after confirmation) will be granted maximum of Rs. 10,000/- only for presenting research paper (first author only) in International level Seminar/Conference in India, **OR**, maximum of Rs. 5,000/- will be granted only for presenting research paper (first author only) in national level seminar/conference in India, **once in every academic year**.

In such case, maximum of **05 days On Duty Leave** (with pay) including two days for to-and-fro journey would be granted as per existing norms. Maximum two faculty members from a department would be permitted to attend such programme, at a time, provided that normal academic activities in the Institute are not hampered under any circumstances, and subject to prior approval.

- **Institute will recognize properly** for securing Research Project Grants / Invited Speaker in Seminars / Book Publication / Research Paper publication / Journal or Book Reviewer / Patents, etc.. The expenditure (e.g., travel / accommodation / transportation, etc.) regarding defending Research Project Presentation to Funding Authority and any other matters related to MOU/ emergency meeting / liason with UGC/ AICTE/NBA, etc. by faculty members / other Officers would be borne by the Institute.

- Faculty members would be granted **only Outstation Duty** (with pay) of **maximum 05 days per year** for attending the Faculty Development Programme / MOOCS Course/ Workshop/ Summer School/ Winter School etc. recognized by AICTE/ UGC/ University/ DTE/ Govt. etc, once in each academic year. Maximum two faculty members from a department would be permitted to attend such programme, at a time, provided that normal academic activities in the Institute are not hampered under any circumstances.
- Performance appraisal of teaching & non-teaching employees would be implemented & evaluated by the Director / Principal and Registrar, as the case may be. After necessary evaluation, report would be sent to the Higher Authority for taking necessary action.
- **Caution letter would be issued** to the employee(s) for indiscipline or poor performance, and in extreme cases **Annual Grade Increment** of Poor or Non-Performing employees would be stopped for one year. **Outstanding / exceptional achievements** of employees (Teaching and Non-teaching) would be honoured properly by the Institute, subject to approval of the competent authority.

All the Deans/HODs/TICs/Section Incharge(s) are requested for wider circulation of the facts mentioned above, amongst the staff members working under them, accordingly.

All concerned are informed to note and act accordingly.

Sd/- Registrar
Haldia Institute of Technology

Copy forwarded for information & necessary action to :

- 1) The Hon'ble Chairman – for his kind information, please.
- 2) The Vice Chairman
- 3) The Secretary
- 4) The Director
- 5) The Principal
- 6) All Deans _____
- 7) All HODs/TICs _____
- 8) The Controller of Examinations
- 9) The Finance Manager
- 10) The Assoc.Professor (IT) & Incharge-T&P
- 11) The Assoc.Professor (AEIE) & Incharge-IIPC
- 12) The Librarian
- 13) The Sr. Admn. Officer
- 14) The Asst. Professor & Dy. Controller of Examinations
- 15) The In-charge, Electrical Maint. Section
- 16) The Estate Officer
- 17) The System Manager
- 18) The Sports Officer
- 19) The Students Welfare Officer
- 20) The Students Counselors
- 21) The Administrative Officer
- 22) The Asst. Administrative Officer
- 23) The Asst. Store Officer
- 24) The PS to Principal
- 25) The PS to Director
- 26) The Provost (Hostels)/ The Warden (Hostels)/Supervisor(Hostels)/Asst. Supervisors (Hostels)
- 27) Medical Unit
- 28) Registrar Section
- 29) Office file


Registrar
Haldia Institute of Technology