



ACHARYA INSTITUTE OF TECHNOLOGY

Soladevanahalli, Bengaluru – 560107

Acharya Institute of Technology, Soladevanahalli, has established the platform with respect to psychological counselling related to Mental Health for Students, faculty, and non-teaching,

faculty with the following aims:

- To reduce psychological distress and to promote the well-being of individuals, groups, and families.
- To help individuals become self-confident, self-dependent, self-directed and to adjust

themselves efficiently to the environment.

The Institute has a counsellor, (Copy of the appointment enclosed) well established proctorial system is in practice, where the issues if any with respect to the students are solved at first level with the proctor proctee interaction. Further, if counselling is required, will be sent to the counsellor.

For the teaching and non-teaching employees, The Institute organizes personality and conflict management programs and training.

K. S. S.
PRINCIPAL 03/5/23
ACHARYA INSTITUTE OF TECHNOLOGY
SOLDEVANAHALLI, BENGALURU 560107

HR/AIT/22-23/T/AI002585

09-01-2023

APPOINTMENT ORDER

To
Ms Atheera,
152, 6th cross, Paschim county Apts,
Keregudadahalli, Chikkabanavara,
Bangalore- 560090

Dear Ms Atheera,

In pursuance of the decision of the staff selection committee meeting held, you are hereby appointed as **STUDENT COUNSELLOR** under the JMJ Education Society and posted at **Acharya Institute of Technology**. Some of the more significant terms and conditions that govern your employment, subject to modifications from the time to time are detailed below:

1. Place of Employment:

- 1.1. You shall be reporting to the **Principal, Acharya Institute of Technology**.
- 1.2. You will be on probation for a period of one year from the date of reporting to duty.
- 1.3. During your employment with the Institute, you will be liable to be transferred or deputed to any of the departments in the Institute.
- 1.4. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Society policies prevalent at that time.

2. Salary and Benefits:

- 2.1. You will be paid a Gross Salary of INR 28,200/- per month and plus EPF.
- 2.2. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount on your salary entitlement for the succeeding year, depending upon your performance in job and commitment to the ethics of the profession.
- 2.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Society policy. The Society shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.


SECRETARY

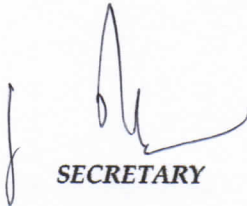
-1-

...Contd2

Appointment Order Atheera

3. Resignation / Termination:

- 3.1. You can terminate your employment with the institute by giving one month's prior notice during the probation period.
- 3.2. You can terminate your employment with the institute by giving three months prior notice after the probation period
- 3.3. The Society shall have the right to terminate your employment during probation period without payment of any compensation or notice.
- 3.4. The Society shall have the right to terminate your employment after the probation period by giving one month's notice, if you are unable to perform any of your duties or comply with Society's policies and code of conduct.
- 3.5. The Institute reserves the right to, at its sole discretion, waive off the notice period by paying you salary in lieu of the notice period.
- 3.6. *It is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with Institute*, and that your resignation will be accepted by the Society only on your satisfying the required notice period as stated in Appointment Order. Further, till such time as the Society accepts your resignation letter, you will be deemed to be an employee of the Institute and the terms and conditions of your employment will still continue to bind you.
- 3.7. In case you want to be relieved immediately, you may do so only by paying back notice period month salary to the society in lieu of notice, subject to the following:
 - 3.7.1. You can resign only at the end of the semester.
 - 3.7.2. Your resignation will not be accepted if you resign in the middle of the semester.
 - 3.7.3. Your resignation will be accepted only with effect from the last date of working of the Semester.
- 3.8. You have to handover library books, keys and any other material received by you from the Department/Institution and gets a NO DUE clearance certificate before receiving relieving orders.
- 3.9. If you are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an un discharged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Society is likely to bring the Institute any disrepute whether or not such act is directly related to the affairs of the Society, you will be terminated.
- 4.0. If there is any discrepancy in the copies of the documents / certificate given by you as a proof in support of the information provided by you, you will be terminated.
If your termination is due to clause 3.9 or 4.0, then there is no compensation applicable.



SECRETARY

Appointment Order Atheera

4. Mode of Communication:

- 4.1. For any service of notice or communications of any kind, you will be informed by written communication/ email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

5. Warranty:

- 5.1. You warrant that your joining the Institute will not violate any agreement to which you are or have been a party to.
- 5.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Institute.
- 5.3. You warrant that you will comply with all JMJ Education Society's applicable policies and standards and shall perform your services in a manner consistent with ethical and professional standards of the society.
- 5.4. You warrant that you possess all the requisite certificates, to be able to lawfully perform the services.

6. Indemnification:

- 6.1. You agree to indemnify the Society for any losses or damages sustained by the organization caused by or related to your breach of any of the provisions contained in this Terms of Employment.

7. General:

- 7.1. You will have to produce the original certificates along with the attested Xerox copies at the time of reporting duty.
- 7.2. This terms & conditions contain the entire agreement between the Faculty and Society and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of employment with Society.
- 7.3. This agreement is made under and shall be constructed according to the laws of India and Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).



SECRETARY



Proctorial Policy

The Proctorial System has been introduced with the main objective of providing supportive care and counsel to students in their academic process and personal growth so as to complete their studies successfully. The Proctorial system is used to regularly monitor the academic progress of the students and to rectify their problems. The college encourages parents to be in regular contact with the Proctor/Chief Proctor/HOD/Principal.

On the day of opening of the college for First year students, a proctor is allotted to the student and proctor details are shared with parents as single point of contact for four years of study.

Every teaching department implements the proctor process through its faculty and all the faculty members are designated as proctors. Dean Student Welfare acts as a Chief Proctor for the Institute.

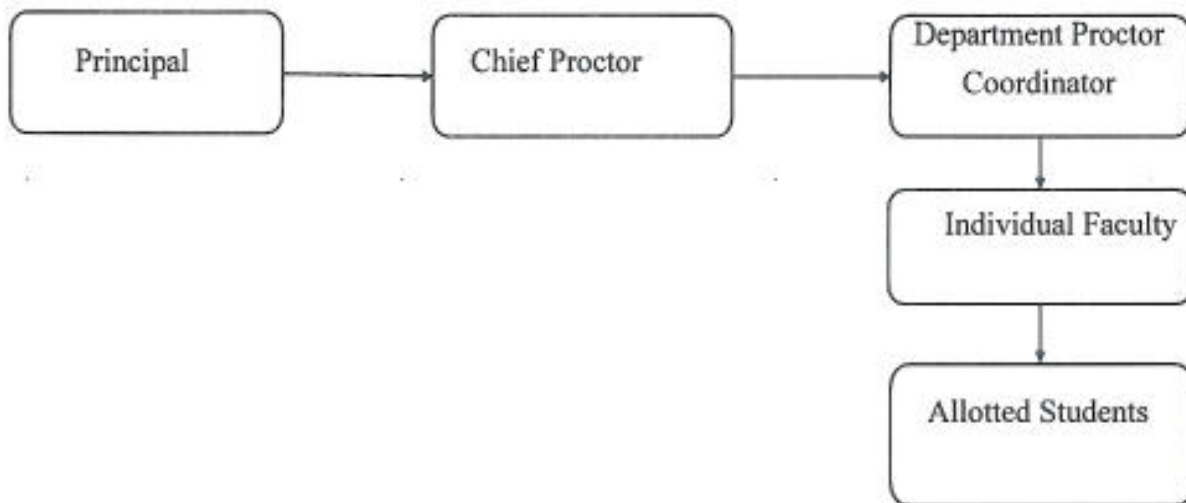
Proctorial Process

- The Proctorial Process is a supportive process, wherein the Chief Proctor heads the system. Each department has a proctor coordinator and all the faculty members act as proctors.
- Each proctor is allotted around 20 to 25 students.
- The proctor acts as a local guardian helping to solve the academic and administrative problems faced by his wards, and would help in solving personal problems, if any.
- The proctor maintains a Student Information Record (SIR) for each of his/her wards which gives all the details of the students, in terms of course registration, Parents contact details, Students Local contact details, Attendance records, Marks Records, Minutes of meeting with group of allotted students, participation in co-curricular, extra-curricular activities etc.
- Provision has been made to send the progress reports of each student to his/her parents/guardians furnishing the details of attendance, class marks, examination results through message, WhatsApp or call. These reports are sent after every Internal Assessment to the parent / guardian of each student.
- Special Communication is made by proctor through mail and or phone in case of such students who fail to satisfy the minimum attendance requirement of 85% in each of the subjects and the necessary internal marks of 40% as stipulated by VTU norms / autonomy Regulations.
- The proctorial process is made more effective ERP for important data, which can be accessed by all proctors in times of need at any location.
- Faculty members enter attendance in ERP daily and CIE marks in ERP after every internal assessment.
- Students' fee details and all admin records are maintained online through ERP software, proctor can access his/ her proctee details through ERP and communicate to parents accordingly.
- The Chief Proctor regularly conducts scheduled meetings with the proctor coordinators, proctors along with HODs and Principal on the Proctorial process.
- The attendance and CIE Marks entered by each faculty member is regularly monitored in the Chief Proctor's Office.
- The attendance is displayed through Student ERP on a day-to-day basis and CIE Marks are displayed in the notice board of respective departments regularly.
- A student whose performance is not up to the mark is asked to appear for counseling with the proctor/ proctor coordinator /chief proctor in order to help the student improve his/her performance in the coming semesters
- The Proctorial System has received an excellent response and encouragement. However, continuous efforts are being made to give the best services from our Institution.

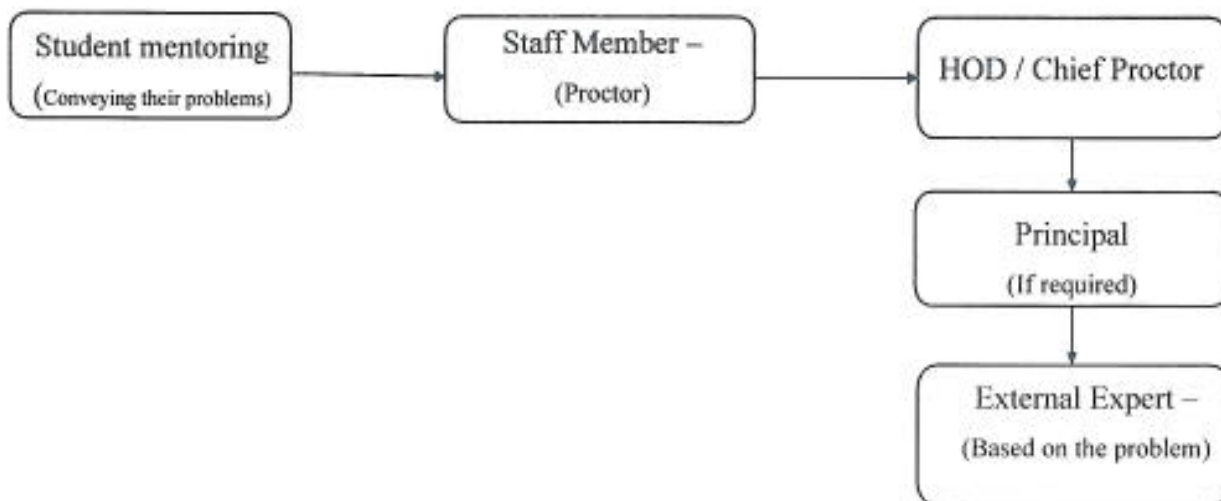
ROLES AND RESPONSIBILITIES OF PROCTORS

- Obtain the database of Proctee. Maintain phone number of proctee and parents in your phone contact list/ WhatsApp. Communicate information regarding proctee attendance, marks, behavior issues (if any), and achievements etc to parents regularly and educate parents to call you as you are their Point of Contact (POC) at AIT.
- Monitor, Counsel and Motivate Students, about regularity in attendance (minimum 85% in all Theory/ Labs), their Internal assessments, VTU exams marks. Section wise/ cycle wise attendance and IA marks maintained by class teachers and shared with students.
- Communicate to the Stakeholders- Parents, Proctor Coordinator, Class Teacher, Coordinator Students Affairs (CSA) about the issues of irregularity and written permission requested, after parents' consultation, when necessary, for specific issues like illness, sports participation, paper presentation, family needs etc. Write appropriate comments to forward written requests of students to HOD/ CSA. Write full name and date below signature when forwarding written requests of student to higher authority. Avoid comments like "please do the needful" only.
- Motivate the students to be regular. Maintain proper documentation for any permissions for being absent for reasons of ill health - medical certificate, sports - Letter signed by sports faculty, other competitions - letter signed by coordinator/ HOD. All such documents should be filed in student file and presented with proctor comments for benefit of attendance before third IA.
- Meet the group of proctee every fortnight once as per schedule in Class time table, with specific agenda and resolve issues with the students. Record minutes of such meetings with students' signature.
- Enquire & follow up about the issues like – Tuition Fees, Laboratory, Library, IA and Final VTU results and Passport/ VISA expiry dates for international students - communicate the information collected to the concerned authority, through the Department Proctor Coordinator.
- Regularly Visit the Halls of Residence and discuss about the student stay with the Warden for Hostel.
- To make honest attempt & to realize changes in students' behavior over a period of time, and guide them for resolving personal issues, Vices, bad friendships and such others. Record for which must be maintained and monitored periodically for ascertaining the progress.
- To Counsel & guide the student in his / her future career options, existing recruitment process, status and such other opportunities available in the Acharya Campus and in the industry.
- In case if student by chance got a year back, must be given written information to parents. Inform student at right time exam fees details, exam schedules, payment of tuition fee and details of commencement of next semester.

Flow chart of Policy flow of proctorial System:



Flow chart of mentoring policy:



Outcomes:

- Provides an interaction-based platform for students where they tell the Proctor about their overall positives and negatives.
- Provides support system to career advancement and all-round development.
- Provides professional orientation and extracurricular motivation for students.

Duties of Principal

- Framing the Proctorial Policies.
- Monitoring policy implementation.
- Assigning of Chief Proctor.
- Action taken monitoring based on reports.
- Addressing student problems based on feedback.

Duties of Chief Proctor

- Total authoritarian with respect Monitor Proctorial Policy and Monitoring of student performance.
- Monitor individual department meeting and receive reports on accountability of Proctorial Policy.

Duties of Proctor Coordinator – Department wise

- Allot students to department faculty.
- Strictly stick to policy while allocating.
- Monitor proctors and generating department meeting report.
- To report to HOD and Chief Proctor in case of any policy violations by the Individual faculty.

Duties of Proctor

- Fortnightly meeting of allocated students.
- Monitor students' attendance.
- Monitor students Internal Assessment.
- Pass on the information to parents regarding student's curriculum. Provide student with guidance for co-curricular activities.



Figure.1 Screen shot of Proctorial system in ERP

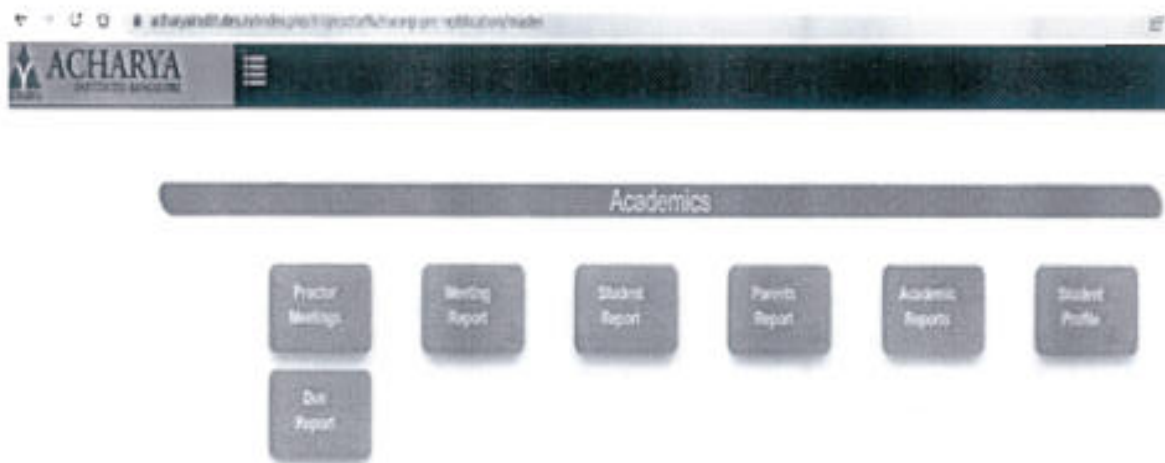


Figure.2 Screen shot of Proctor action in ERP

Proctor Meetings are being recorded in ERP Software by the Proctor. The same can be viewed by the higher ranks and monitor the same.

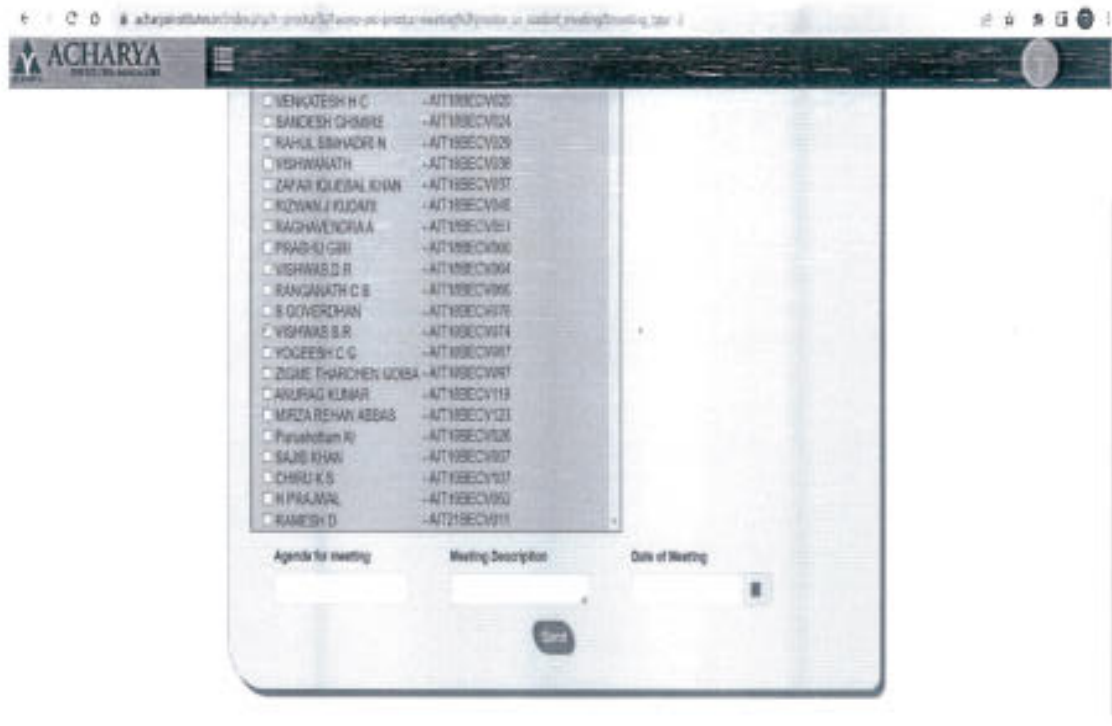


Figure.5 Proctor meeting scheduling in ERP