

## Preamble

Sant Dnyaneshwar Shikshan Sanstha Islampur was established in 1986. Annasaheb Dange College of Engineering & Technology, Ashta is rendering outstanding service to the cause of Technical Education since 1999. The college is affiliated to Shivaji University, Kolhapur and approved by AICTE New Delhi, DTE Maharashtra State, Mumbai, and Government of Maharashtra. Being an Technical Institute, it strives to achieve the goal of becoming one of the leading engineering institutes by focusing on teaching and learning, research, consultancy and extension activities. The Institute not only believes in transparent administration but also believes in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period, the Institution has established such systems, procedures and rules for an effective administration. All the procedures and rules relating to the staff have been compiled into a book, titled **“Employees Service Rules”** for the benefit of the employees. The said policy has been approved in the Board of Governors Meeting no: 16 held on 30/12/2017 (Item No: 09; Resolution No: 09). The employees at all times should maintain absolute integrity and devotional duty and shall do nothing against the dignity and prestige of the institute and the students.

## Contents

Chapter	Particular		Page No.
<b>01</b>	<b>Employee Service Rules</b>	Definitions	<b>01 - 02</b>
		Categorization and Cadre Strength of Staff	<b>03 - 05</b>
		Minimum Qualification for Recruitment of Staff	<b>06 - 10</b>
		Selection Procedure for Recruitment of Staff	<b>11 - 13</b>
		Duty, Pay, Allowances and Increment	<b>14 - 15</b>
		Performance Appraisal, Promotion, Retirement and Severance	<b>16 - 18</b>
		Leave	<b>19 - 21</b>
		Benefits	<b>22 - 23</b>
<b>02</b>	<b>Role &amp; Responsibilities</b>	Director / Head of the Institute	<b>24 - 28</b>
		Dean, Administration	<b>29 - 31</b>
		Dean, Academics	<b>32 - 33</b>
		Faculty / Teaching Staff	<b>34 - 35</b>
		Head of the Department (HOD)	<b>36 - 37</b>
		Controller of Examinations	<b>38 - 42</b>
		Dean, Training and Placement	<b>43 - 44</b>
		Dean, Research & Development	<b>45 - 47</b>
		Cultural Incharge	<b>48 - 48</b>
		Physical Director	<b>49 - 49</b>
		Laboratory Technician	<b>50 - 50</b>
		Store Keeper	<b>51 - 51</b>
		Office superintendent	<b>52 - 52</b>
		Accountant	<b>53 - 53</b>
Senior Clerk / Head Clerk	<b>54 - 54</b>		

<b>Chapter</b>	<b>Particular</b>		<b>Page No.</b>
		Junior Clerk	<b>55 – 55</b>
		Cashier	<b>56 – 56</b>
		Librarian	<b>57 – 57</b>
		Library Assistant	<b>58 – 58</b>
		Peon	<b>59 – 59</b>
		Laboratory Attendant	<b>60 – 60</b>
		Sweeper	<b>61 – 61</b>
<b>03</b>	<b>Work Ethics</b>	Staff (Teaching and Non Teaching Staff) and Higher Authorities	<b>62 – 62</b>
		Staff (Teaching and Non Teaching Staff) and the Students	<b>63 – 63</b>
		Teachers and Colleagues	<b>64 – 64</b>
		Teachers and Non Teaching staff	<b>65 – 65</b>
		Teachers and Parents	<b>66 – 66</b>
		Teacher and Society	<b>67 – 67</b>
<b>04</b>	<b>Code of Conduct</b>	Director / Head of the Institute	<b>68 – 69</b>
		Teaching staff	<b>70 – 72</b>
		Non Teaching Staff	<b>73 – 75</b>

## Chapter 1 Employee Service Rules

### 1.1 DEFINITIONS

- 1.11 Administrative staff:** refers to all staff members categorized as administrative staff as per clause number 1.222 of the service rules.
- 1.12 Competent authority:** means any staff member declared / nominated by the Executive Director / Director as the case may be for specific purposes.
- 1.13 Duty:** means a staff member performing the duties of the post for which he / she has been appointed and other assignments and circumstances more specifically indicated in clause 1.5 of the service rules.
- 1.14 Executive Director:** means Executive Director of the Sant Dnyaneshwar Shikshan Sanstha Islampur.
- 1.15 Institute:** means the Sant Dnyaneshwar Shikshan Sanstha's Annasaheb Dange College of Engineering & Technology, Ashta established in 1999.
- 1.16 Leave:** means leave of absence sanctioned by the competent authority (Executive Director / Director) of the Institute to a staff member to which he/she is eligible under the service rules.
- 1.17 Management:** means the Board of Management of the Sant Dnyaneshwar Shikshan Sanstha, Islampur constituted as per Memorandum of Association (MoA).
- 1.18 Other category of staff:** refers to the staff categorized as other category as per clause number 1.211b of the service rules.
- 1.19 Pay:** means basic pay and grade pay applicable to the post a staff.
- 1.110 Director:** means the Director of Annasaheb Dange College of Engineering & Technology, Ashta.
- 1.111 Dean Administration:** means the Dean Administration or any other person duly authorized by the Executive Director / Director to discharge the duties and responsibilities of the Dean Administration.
- 1.112 Sanstha:** means the Sant Dnyaneshwar Shikshan Sanstha, Islampur established in 1986.
- 1.113 Staff:** means all employees belonging to faculty, administrative and technical category of the Institute.
- 1.114 Teaching faculty:** refers to all teaching staff as per clause 1.221a of the service rules.
- 1.115 Technical staff:** refers to all staff members categorized as technical staff as per clause number 1.223 of the service rules.

- 1.116 Vacation:** means any recess in an academic year which is a minimum of 15 days.
- 1.117 Vacation staff:** means staff that is permitted to avail vacation as declared in the service rules.  
All others are non-vacation staff.
- 1.118 Dean Administration:** means the Dean Administration.
- 1.119 Dean Academics:** means the Dean Academics.
- 1.120 Year:** means calendar year / academic year / financial year as the case may be.

## 1.2 Categorization and Cadre Strength of Staff

### 1.21 Categorization of staff

- All staff members of institute are grouped into five categories viz.

**1.211) Director**

**1.212) a) Teaching Staff (Faculty Members)**

b) Other Category

**1.213) Administrative Staff**

**1.214) Technical Staff**

**1.215) Support Staff**

- Administrative staff, Technical Staff & Support Staff will be considered as non-teaching staff.

### 1.22 Posts under each category

#### 1.221a Teaching Staff:

- There shall be only three designations in respect of teachers in institute, namely, Assistant Professor, Associate Professor and Professor.
- No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other conditions, as laid down by the AICTE / University / Trust from time to time.

#### 1.221b Other category:

- There shall be three designations in respect of other staff namely –
  - i) Librarian,      ii) Physical Director,      iii) Psychological Counselor

#### 1.222 Administrative Staff

- There shall be following designations in respect of administrative staff in institute:
  - i) Accounts and Finance Officer,      ii) Office Superintendent,
  - iii) Senior Clerk,      iv) Junior Clerk,
  - v) Cashier

#### 1.223 Technical staff

- There shall be following designations in respect of technical staff in institute:
  - i) Laboratory Technician,      ii) Store Keeper
  - iii) System Analyzer      iv) Computer Data Operator cum Technician
  - v) Assistant Librarian

#### 1.224 Support Staff

- There shall be following designations in respect of support staff in institute:
  - i) Peon
  - ii) Laboratory Attendant
  - iii) Library Assistant
  - iv) Sweeper

### 1.23 Cadre Strength

#### 1.231a Teaching faculty

- i) The ratio of Professors to Associate Professors to Assistant Professors in institute will be 1:2:6.
- ii) The strength (number) of teaching faculty in Bachelor of Engineering (B. Engineering) is fixed by considering AICTE / University guidelines and sanctioned intake by AICTE / University.

Sr. No.	Department	Designation	No. of Posts
01	Mechanical Engineering	Professor	As approved by Shivaji University Kolhapur based on Sanctioned Intake and Workload from time to time
		Associate Professor	
		Assistant Professor	
02	Civil Engineering	Professor	
		Associate Professor	
		Assistant Professor	
03	Computer Science & Engineering	Professor	
		Associate Professor	
		Assistant Professor	
04	Electrical Engineering	Professor	
		Associate Professor	
		Assistant Professor	
05	Aeronautical Engineering	Professor	
		Associate Professor	
		Assistant Professor	
06	Electronics & Telecommunication	Professor	
		Associate Professor	
		Assistant Professor	
07	Automobile Engineering	Professor	
		Associate Professor	
		Assistant Professor	

**1.231b Other category**

- i) The strength of other category of staff is fixed by considering the strength of student.

Sr. No.	Designation	No. of Posts
01	Librarian	01
02	Physical Director	01
03	Psychological Counselor	01

**1.232 Administrative Staff**

- i) The strength of administrative staff is fixed by considering the sanctioned intake.

Sr. No.	Designation	No. of Posts
01	Office Superintendent	01
02	Accounts and Finance Officer	01
03	Head Clerk	04
04	Junior Clerk	03
05	Cashier	02
	<b>Total</b>	<b>11</b>

**1.233 Technical Staff**

- i) The strength of Technical staff is fixed by considering the number of departments and sanctioned intake.

Sr. No.	Designation	No. of Posts
01	Laboratory Technician	Minimum 01 for each Department
02	Store keeper	01
03	System Analyzer	01
04	Computer Data Operator cum Technician	01
05	Assistant Librarian	01

**1.234 Support Staff**

- The strength of support staff in institute is fixed by considering the number of departments and sanctioned intake.

Sr. No.	Designation	No. of Posts
01	Laboratory Attendant	Minimum 01 for each Department
02	Peon	04
03	Sweeper	Adequate



### 1.3 Minimum Qualification for Recruitment of Staff

- The following are the qualifications prescribed for direct recruitment of staff. The qualification and experience prescribed for posts indicated are at the entry level (lowest level) in each category. In case of direct recruitment of a person either at middle or at senior level, the qualification prescribed will remain the same.

#### 1.31 Director

i) Appointments to the post of Director in Institution will be based on the conditions of eligibility in respect of educational qualifications and teaching / research experience laid down by AICTE / University from time to time.

Post	Qualification	Experience
Director	<ul style="list-style-type: none"> <li>- BE / BTech and ME / MTech in relevant branch with First Class or equivalent either in BE / BTech or ME / MTech</li> <li>- PhD or equivalent, in appropriate discipline.</li> <li>- Post PhD publications and guiding PhD students is highly desirable.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor.</li> <li><b>OR</b></li> <li>- Minimum of 13 years experience in teaching and/ or Research and/or Industry</li> <li>- In case of research experience, good academic record &amp; books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.</li> <li>- If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</li> <li>- Flair for Management &amp; Leadership is essential</li> </ul>

#### 1.32 Teaching Staff and other category of Staff

**1.321)** The procedure and guidelines prescribed by AICTE / UGC Regulations on minimum qualification for appointment of teachers in colleges shall be followed for direct recruitment of all teaching staff.

##### 1.322) Minimum Required Qualifications

a) The minimum qualification stipulated by AICTE shall be adopted only if candidate with higher qualification are not available.

b) The Institute shall recruit candidates with Ph.D. degree to all teaching positions as a policy. However if Ph.D. qualified candidates are not available in a subject, candidates with qualification prescribed by UGC / AICTE shall be recruited. Such recruited candidates shall register for Ph.D. during their service period.

Post	Qualification	Experience
<b>Assistant Professor</b>	<ul style="list-style-type: none"> <li>- BE/BTech and ME/MTech in relevant branch with First Class or equivalent either in BE/BTech or ME/MTech</li> </ul>	--
<b>Associate Professor</b>	<ul style="list-style-type: none"> <li>- BE/BTech and ME/MTech in relevant branch with First Class or equivalent either in BE/BTech or ME/MTech</li> <li>- PhD or equivalent, in appropriate discipline.</li> <li>- Post PhD publications and guiding PhD students is highly desirable.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum of 5 years experience in teaching / research / industry of which 2 years post PhD experience is desirable.</li> </ul>
<b>Professor</b>	<ul style="list-style-type: none"> <li>- BE/BTech and ME/MTech in relevant branch with First Class or equivalent either in BE/BTech or ME/MTech</li> <li>- PhD or equivalent, in appropriate discipline.</li> <li>- Post PhD publications and guiding PhD students is highly desirable.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>- Minimum of 13 years experience in teaching and/or Research and/or Industry.</li> <li>- In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.</li> <li>- If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality</li> </ul>

		control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.
<b>Librarian</b>	<ul style="list-style-type: none"> <li>- A Master’s Degree in Library Science / Information Science or an equivalent professional degree with at least 55% marks and a consistently good academic record with knowledge of computerization of library.</li> <li>- Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</li> <li>- However, candidates, who are, or have been awarded Ph. D. degree in accordance with the “University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of College Librarian.</li> </ul>	

**c) For avoidance of doubt, it is hereby clarified that:**

- i) If Class or Division is not declared at the Bachelor’s or Master’s Degree levels, an aggregate of  $\geq 60\%$  or equivalent Cumulative Grade Point Average (CGPA) is to be considered as equivalent to First Class.
- ii) In respect of CGPA awarded to the candidates on a 10-Point Scale, the Table of equivalence shall be provided by the university concerned followed for determining the Class obtained by them as per (1) cited above.

**iii) Filling of senior positions**

- a) For senior positions, the eligible faculty members of the Institute will be considered

along with outside candidates, who apply against advertisement.

b) Taking into account, qualification, experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the committee.

### 1.33 Administrative Staff

- The minimum qualification stipulated by affiliating bodies shall be adopted only if candidate with higher qualification are not available.

Post	Qualification	Experience
<b>Office Superintendent</b>	- Bachelors or Masters Degree in any discipline from recognized institute / University.	- Experience of working on this post in any recognized institute is highly desirable
<b>Accounts and Finance Officer</b>	- Bachelors or Masters Degree in commerce from recognized institute / University. - MBA in finance is highly desirable	- Experience of working on this post in any recognized institute is highly desirable
<b>Head Clerk</b>	Bachelors or Masters Degree in any discipline from recognized institute / University.	- Experience of working on this post in any recognized institute is highly desirable
<b>Junior Clerk</b>	- Bachelors or Masters Degree in any discipline from recognized institute / University.	Experience of working on this post in any recognized institute is highly desirable
<b>Cashier</b>	Bachelors or Masters Degree in commerce from recognized institute / University.	Experience of working on this post in any recognized institute is highly desirable

### 1.34 Technical Staff

- The minimum qualification stipulated by affiliating bodies shall be adopted only if candidate with higher qualification is not available.

Post	Qualification	Experience
<b>Laboratory Technician</b>	- Diploma / Bachelor degree in engineering from recognized institute / Board / University.	- Experience of working on this post in any recognized institute is highly desirable
<b>Store keeper</b>	- Diploma / Bachelor degree in Engineering or Science from any recognized institute / Board / University.	- Experience of working on this post in any recognized institute is highly desirable

<b>System Analyzer</b>	- Diploma / Bachelor degree in Computer Science or Engineering from any recognized institute / Board / University.	- Experience of working on this post in any recognized institute is highly desirable
<b>Computer Data Operator cum Technician</b>	- Diploma / Bachelor degree in Computer or Hardware Networking from any recognized institute / Board / University.	- Experience of working on this post in any recognized institute is highly desirable
<b>Assistant Librarian</b>	- Diploma / Bachelor degree in Library Sciences (B. Lib / M. Lib) from any recognized institute / Board / University.	- Experience of working on this post in any recognized institute is highly desirable

### 1.35 Support Staff

- The minimum qualification stipulated by affiliating bodies shall be adopted only if candidate with higher qualification is not available.

<b>Post</b>	<b>Qualification</b>	<b>Experience</b>
<b>Laboratory Attendant</b>	- SSC (10 <sup>th</sup> ) from any from any recognized institute / Board.	--
<b>Peon</b>	- SSC (10 <sup>th</sup> ) from any from any recognized institute / Board.	--
<b>Sweeper</b>	- 5 <sup>th</sup> from any from any recognized institute / Board.	--

## 1.4 Selection Procedure for Recruitment of Staff

### 1.41 Direct Recruitment

- 1.411 For the recruitment of staff, advertisement as per requirement shall be issued in leading news paper and also put on the website of the Institute.
- 1.412 Advertisement shall include the minimum qualifications and experience required and the number of posts.
- 1.413 Applications received by the Institute shall be short-listed by a Committee consisting of Head of the Institute and HOD of the department.
- 1.414 All short-listed applicants shall be called for interview before a selection committee constituted by the Chairman / Secretary / Executive Director / Head of the Institute for the purpose.

### 1.42 Selection Committee

- 1.421 The selection committee is constituted by the Chairman / Secretary / Executive Director / Head of the Institute comprising of Secretary, Executive Director, Director, Dean Administration, Dean Academic and Head of the Department.
- 1.422 The committee shall select the candidate(s) taking into account the subject knowledge and experience of the candidate(s).

### 1.43 Appointment

- 1.431 After approval of the selection list / candidate, the selected candidate shall be appointed by the Executive Director to the respective post(s).
- 1.432 Appointment order shall be issued with the signature of Executive Director.

### 1.44 Terms and Conditions of the Appointment

- 1.441 Candidate appointed on teaching post is required to get selected through the University Selection Committee as per University norms.
- 1.442 During the tenure of appointment, candidate's services are likely to be discontinued by issuing notice if his / her performance is not up to the mark.
- 1.443 Candidate shall not be permitted to engage himself / herself in any business, consultancy, tutorials, private tuition or such other work with or without remuneration without prior permission of executive director.
- 1.444 It is obligatory for the candidate to do work assigned by the management of the institute for smooth running and improvement of the institute.
- 1.445 **Probation period for Teaching staff:** The appointment to any teaching post in the

Institute is temporary for a period of one year. After assessing the performance during the year and if found to be satisfactory, the services shall be continued for another year. At the end of the second year, he / she shall be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of two years. In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on 'case by case' basis, on merit. The rule of probation shall not apply to appointments made on temporary or contract or on daily wage basis.

**1.446** The management reserves the right to amend, modify or alter the terms and conditions of the appointment which will be binding on candidate.

#### **1.45 Temporary Appointment**

**1.451** Only in exceptional cases and in the interest of institute, the management shall make a temporary appointment of teaching staff, if the vacancy of the teacher is to be filled in temporarily for a period not exceeding one term, the HOI and executive director shall appoint a qualified person.

**1.452** If the vacancy of the teacher exists for a period exceeding one term but not more than one year, then the vacancy shall be filled based on the recommendation of Local Selection Committee constituted as follows:

- i) Executive Director
- ii) Head of the Institute
- iii) Head of the Department

**1.453** Local Selection Committee shall interview the eligible / qualified candidates and recommend the name(s) in order of merit for the appointment.

#### **1.46 Appointment of Teacher on Clock Hour Basis**

**1.461** If, for any subject, the workload of three to eleven periods per week is available, then the HOI and Executive Director may appoint the teacher on clock hour basis (CHB).

**1.462** The procedure of appointment of full-time teacher shall be made applicable to the teacher on clock hour basis.

**1.463** Such teacher appointed on clock hour basis shall be allotted examination works like supervision, assessment of answer sheets, paper setting, etc.

#### **1.47 Seniority**

While fixing seniority of staff members in each category of post, the following rules shall be

adopted.

- 1.471** If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institute.
- 1.472** In the case of a staff member recruited in the middle or senior cadre, the inter-se-seniority shall be fixed as junior to junior most staff member in the respective category of post.
- 1.473** For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.
- 1.474** In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her permanent appointment to the post.
- 1.475** Notwithstanding the above mentioned policy of seniority, the Management shall promote a junior to the next cadre, based on his / her performance and merit.



## 1.5 Duty, Pay, Allowances and Increment

### 1.51 Duty

A staff member is considered to be **on duty** for the purpose of service benefits -

- 1.511 When a staff member is discharging the duties of the post to which he/she is appointed.
- 1.512 Any other work assigned to the staff member by the head of the institute or executive director or management in the interest of the Institute.
- 1.513 When the staff member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses etc. duly permitted by the head of the institute or executive director.
- 1.514 When the staff member is nominated to deliver guest lecture, to work as resource person in any conferences, seminars, workshops, faculty development program outside the institute etc. duly permitted by the head of the institute or executive director.
- 1.515 When the staff member is appointed for any work related to examination by the Head of the Institute, Executive Director, and Controller of Examination of the Institute, University or Board.
- 1.516 When the staff member is appointed as Inspector to conduct the inspection by AICTE, University, NBA, NAAC or any other authorized body.

### 1.52 Pay Scales

#### 1.521 Details of pay scale of Teaching Staff

- All regularly appointed teaching faculty are governed by the pay scales approved by the management from time to time on the basis of apex bodies norms.

#### 1.522 Details of pay scale of Other Category Staff

- All regularly appointed other category staff are governed by the pay scales approved by the management from time to time on the basis of apex body norms.

#### 1.523 Details of pay scale of Administrative, Technical and Support staff

- The Administrative, Technical and support staff member shall be governed by the scales of pay approved by the management from time to time.

### 1.53 Allowances

- 1.531 Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the management from time to time for all regular

employees.

#### **1.54 Sanction of Increment**

##### **1.541 For faculty members**

- Increment to all teaching staff members shall be sanctioned based on the Performance Appraisal Scoring System (PASS).

##### **1.542 For Administrative, Technical and support staff members**

- For all staff members other than faculty members, increments shall be sanctioned based on satisfactory report by the head of the institute for the purpose.
- In addition, confidential report on the all round performance of staff members from the officers also may be taken into account for sanction of increment.

##### **1.543 Month of Sanction of increment**

- 1.5431)** The annual increment shall be sanctioned once in a year 1st July of the calendar year.
- 1.5432)** In the event of either postponement / withdrawal of increment for a staff member on disciplinary grounds or otherwise, his/her case will be decided depending on the time duration of such postponement.

## 1.6 Performance Appraisal, Promotion, Retirement and Severance

### 1.61 Performance Appraisal and Annual Review

- The Management of the Institute reviews the performance of faculty members every year and based on this, annual increment, will be given to the faculty. The following are the important provisions.

**1.611** Every faculty member should submit his / her annual performance report in the Performance Appraisal format prescribed by the Institute. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his / her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.

**1.612** It is incumbent on the part of HOI, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.

**1.613** Executive Director shall review the performance of every faculty member and recommend annual increment, if it is due to him / her and his / her performance is good.

**1.614** In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the HOI, the Management would take appropriate action including termination of his / her service.

### 1.62 Promotion

**1.621** Promotion in each cadre shall be made solely on the basis of seniority cum merit.

**1.622** No person shall be considered for first promotion in the service unless he is substantively appointed and confirmed on the lower post in the service.

**1.623** In case suitable candidate is not available for making promotion to a post under consideration, then the procedure for direct recruitment shall be adopted/ shall be selected from the existing faculty based on performance.

#### **1.624 Promotion of Teaching Staff**

For all teaching faculty, promotion shall be given upon fulfilling the minimum qualification and experience required for appointment of teacher on respective post in the institute with minimum duration of service.

#### **1.625 Promotion of Administrative, Technical Staff and Support staff**

For the administrative, technical and Support staff, promotion shall be given upon fulfilling the minimum qualification and experience required for appointment on

respective post subject to the condition that they should put in certain number of years of service at each level and have satisfactory performance as evaluated by an HOI and Executive director.

### 1.626 Promotional Groupings

- Promotional level at institute level as finalized by management is as follows:

Sr. No.	Class	Designation
01	Class IA	Professor
02	Class IB	Associate Professor
03	Class I C	Assistant Professor
04	Class I D	Librarian
05	Class II A	Office Superintendent, Laboratory Technician, Accountant, Computer Data Operator cum Technician
06	Class II B	Senior Clerk, Store Keeper
07	Class III	Junior Clerk, Cashier, Library Assistant,
08	Class IV	Laboratory Attendant, Peon Sweeper

### 1.63 Retirement and Severance

**1.631** The age of retirement of a faculty is 60 years. However, reappointment up to the age of 65 years on contract can be considered depending on the need of institute. Consolidated salary to be fixed based on the qualification and requirement of the department for those retired at the age of 60 years.

**1.632** The age of retirement in the categories of Librarian will be 60 years only.

**1.633** The age of retirement for non-teaching staff will be 58 years. However extension on contract basis on consolidated pay can be considered up to the age 60 years on merit and depending upon the need of institute.

**1.634** Any appointment after 58 years in the case of non-teaching staff and 60 years for teaching faculty shall be on contract. After they have been relieved from their regular service with all service benefits they may be reappointed on consolidate pay fixed by Management on the recommendation of HOI.

### 1.64 Resignation

- If a staff member (Teaching or Non-Teaching) intends to resign his / her post from this Institute, he / she shall give either 01 month notice in advance or pay 01 month salary to the Institute in lieu thereof.

**1.65 Termination of service**

- During the tenure of appointment, candidate's services are likely to be discontinued at any time due to any one of following reason.
  - i) If his / her performance is not up to the mark.
  - ii) If found guilty in misconduct or misbehavior.

## 1.7 Leave

### 1.71 General Rules

- 1.711** Leave cannot be claimed as a matter of right.
- 1.712** The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- 1.713** A Leave account shall be maintained for each employee in an appropriate form in the office.
- 1.714** An employee shall not take up any service or accept any employment, while on any type of leave.
- 1.715** Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.
- 1.716** In case of prefixing of any kind of leave with coming vacation / holiday, the number of days for leave shall be counted on vacation / holiday also.
- 1.717** In case of suffixing of any kind of leave with enjoyed vacation / holiday, the number of days for leave shall be counted on vacation / holiday also.
- 1.716** Any kind of leave may be granted in combination with or in continuation with any other kind of leave except Casual Leave with prior approval.
- 1.717** Employees when deputed on official duty, college work, examination work, or attending the conference, seminar, workshops, faculty development program, the period of their absence shall be treated as 'On Duty'.

### 1.72 Types of Leave

- Following types of leave shall be considered for staff member.

#### 1.721 Casual Leave (CL)

- All staff members are eligible for 08 days of casual leave per academic year.
- All staff members shall take prior approval of the CL in prescribed format from the Head of the Institute.

#### 1.722 Medical Leave (ML)

- All staff members (teaching and non-teaching) are eligible for sanction of 10 days of Medical leave for each academic year of service.
- Medical leave can be availed for minimum of two days in the case of illness or any other medical emergency.
- All staff members shall take prior approval of the ML in prescribed format from the

Head of the Institute.

- In emergency case or if prior approval is not possible, staff members shall forward application for ML in the prescribed format to the Head of the Institute by email / whatsapp / anyone his / her representative for the consideration of medical leave.
- After joining the duties staff member is required to submit the medical certificate issued by registered medical practitioner for final sanctioning of medical leave.
- Without medical certificate, no any ML shall be sanctioned.

#### **1.723 Maternity Leave**

- Maternity leave shall be granted for a maximum period of 06 months. Such sanction is restricted to two confinements only.
- All the female members of staff (Teaching and Non Teaching) who have completed two years of service only are eligible to avail this leave.
- Female staff members who are on Probation / Temporary / Ad-Hoc / CHB / Contract basis, are not eligible to claim for maternity leave and it shall be treated as leave without pay (LWP).
- To get maternity leave, eligible staff member is required to apply in prescribed format. On recommendation of HOI, Executive Director shall approve or reject the maternity leave in any case.

#### **1.724 Leave without Pay (LWP)**

- A staff member may be granted Leave without pay (LWP) to the extent required depending upon the circumstances.
- However, if the Institute requires the services, the staff member should rejoin duty within 3 months of the letter dispatched from the Institute.
- If all causal leaves or medical leaves are enjoyed, then staff member may ask for leave without pay in unavoidable circumstances.

#### **1.725 Study Leave**

- A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the Institute on return for 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond.

#### **1.726 Special Leave**

- A staff member may be granted a special leave as approved by the management in case of Engagement/Marriage/ Death of relative etc.

**1.727 Vacation**

- Staff members are permitted to avail a total of 30 days of vacation in a year. This may likely to change and decision of Executive Director will stand final.
- A staff member can avail 15 days of summer vacation and 15 days of winter vacation.
- This is further subject to the condition prescribed at the time of declaration of vacation (Summer and Winter).

**1.728 Non Vacation Staff**

- The following members of staff are not eligible for vacation. They are declared as non-vacation staff:
  - A) Director
  - B) Administrative staff
  - C) Peon
- The above categories of staff are permitted to avail a maximum of 15 days recess in a year with prior permission of head of the institute and executive director subject to condition that not more than 8 days shall be allowed at a time.



## 1.8 Benefits

### 1.81 Travelling Allowance (TA) / Dearness Allowance (DA)

#### 1.811 TA / DA / Registration charges for travel within India for attending conference, workshops, seminars, and faculty development program

**1.812** 50 % of TA / DA / Registration charges will be paid to staff members for attending conference, workshops, seminars and faculty development program within India as per the rules given below:

**1.8121** TA / DA / Registration charges will be offered to staff members for attending or presenting paper / poster in the National or International level conferences, workshops, seminar and faculty development program etc organized by recognized professional bodies, higher learning institutes like IITs / IIMs / NITs / reputed Universities as certified by the Head of the institute.

**1.8122** Funding support could be given only once in academic year for attending National or International conferences, workshops, seminar and faculty development program.

**1.8123** Faculty should also apply to the funding agencies for financial support.

**1.8124** Economy class airfare for travel to cities like Mumbai, Delhi, Kolkatta, where the train travel is more than 18 hours. This is only for Professors. Others are eligible for train fare only.

**1.8125** Train fare in First Class or AC-3 Tier including reservation subject to production of evidence.

**1.8126** Accommodation has to be arranged in the hostels of the institution, wherever possible.

#### 1.813 TA / DA for travel within India for official purposes or college work

- 100 % of TA / DA will be paid to staff members for traveling within India for official purposes or college work.

#### 1.814 TA / DA / Registration charges for travel abroad

- The rules applicable for TA / DA / Registration charges to attend conferences and other official duties in overseas are as follows:

**1.815** The conference in which the paper is presented should be a reputed conference, certified by the Head of the institute concerned.

**1.816** The faculty member should apply for funding agencies to get financial assistance.

**1.817** The foreign travel is permitted only once in academic year to attend Conferences in Overseas.

**1.818** Fifty percent (50%) of the Airfare in Economy class will be provided.

**1.819** Actual registration fee will be paid subject to production of evidence.

**1.8110** To get benefit of TA / DA / Registration charges, staff member has to do prior application in prescribed format to the head of the institute. Upon recommendations received from head of the institute above mentioned all types of benefits shall be sanctioned by executive director. Executive Director shall approve or reject the application, increase or decrease the % of TA / DA / Registration charges in any case.

### **1.82 Employee Provident Fund Scheme**

**1.821** All the staff members (Teaching & Non-Teaching) other than those who join the Institute after completing the age of 58 years will be enrolled under the EPF scheme from the date of joining in service.

**1.822** The management reserves the right to enroll the staff member or not for the EPF scheme.

### **1.83 Insurance Scheme**

**1.831** All staff members (Teaching & Non-Teaching) are covered by a group personal accident cum hospitalization policy.

**1.832** All the staff members (Teaching & Non-Teaching) will be covered by insurance as per the University. The premium shall be paid by the respective staff member.

## Chapter 2 Role & Responsibilities

### 2.1 Director / Head of the Institute

**2.11** Director is the head of the institute and shall promote the comprehensive development of the instructional policies through the monitoring, development, leadership and visionary duties.

#### 2.12 Reporting to the Management

**2.121** Director shall report and discuss with the Hon. Executive Director regarding implementation of the policies in the building of institute image, purchase, recruitment, budget finalization, financial aspects, apex bodies' notifications or any other important matter.

**2.122** Before implementation of any important policies Director shall take the prior approval of Hon. Executive Director.

**2.123** The Director requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the management.

#### 2.13 Monitoring Duties

**2.131** One of the most important responsibilities of a Director is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the apex bodies; along with the expectations of the management; students and their parents. The following are some of the important responsibilities coming under this category.

##### 2.132 Administrative

- Director shall engage in general administration and overall supervision of administrative work.
- Director shall check regularly the websites of apex bodies, college emails, letters etc.
- Director shall instruct and monitor the administrative staff regarding administrative work, filling the online portals of apex bodies; scholarships etc. and get it complete from the respective staff time to time.
- Director shall monitor all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the

administration of the college.

- Director shall attend the meetings of apex bodies like University, other colleges, DTE, AICTE, lead college to represent the institute and act or implement decisions as far as possible.
- Director shall attend the meetings called by Sant Dnyaneshwar Shikshan Sanstha.
- Director shall make plan for upcoming inspections of the apex bodies and execute such plan.

**2.133 Academic**

- The Director shall engage in general administration and overall supervision of teaching programmes.
- The Director in consultation with academic coordinator and HOD shall finalize the workload and instruct the academic coordinator to prepare and implement the time table of all classes.
- The Director shall monitor the day to day academic sessions. The Director shall do the attestation of the academic registers, dairies, documents maintained by teaching staff.
- The Director shall take the random rounds in the class rooms and laboratories to ensure that the academic work is being conducted effectively.
- The Director shall review the academic results of students and their academic performance.

**2.134 Examination**

- Director in consultation with controller of examination shall finalize the timetable of internal examinations.
- Monitor the conduct of all types of examinations in the institute.

**2.135 Annual Budget**

- Director shall instruct the accountant to prepare the annual for purchasing of books, instruments, conducting various events in the campus, maintenance etc for the financial year.
- Director shall discuss with the management regarding annual budget prepared and to get it finalized from the management.

**2.136 Salary and Increments**

- Director shall take review of salary fixation norms as and when required.
- Director shall discuss with the management regarding the fixation of salaries, increments, etc. of the staff members.

**2.137 Purchasing**

- Director shall decide the requirements of furniture, laboratory equipments, instruments and glasswares, chemicals, books, stationary, additional space, depending upon etc.
- Director shall discuss with the management about the requirements and getting the budget sanctioned.
- Director shall instruct the store incharge about purchasing of such requirement through proper process.

**2.138 Portfolio**

- Director shall convene the Governing Body and Academic Meetings regularly.
- Director shall convene the other portfolio meetings regularly and to instruct accordingly.
- Director shall convene meeting of HODs at regular intervals to know the state of affairs - both academic and non academic.

**2.139 Functions, Conferences, Workshops**

- Director shall instruct the head of the co-curricular and extracurricular activities regarding conduct of Induction program, annual day, extension activities etc. and monitor these activities.
- Director shall instruct the head of the extracurricular activities regarding celebration of Republic day, Independence Day, and other functions.
- Director shall instruct the head of the co-curricular activities regarding organizing the conferences, workshops, seminars and faculty development programs.

**2.1310 Discipline**

- The Director shall monitor the overall discipline of the institute.
- The Director shall monitor the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- To go through the letters found, if any in the suggestion box and act them, if required.
- The Director shall collect the feedback of students, faculty and parents and implement the suggestions received.

**2.1311 Recruitment**

- Director shall take the permission from the management for recruitment of the Teaching and Non-teaching staff based on the requirements of the departments.
- Director shall plan and execute the all recruitment process in association with dean administration.

**2.1312 Other**

- The Director shall instruct the Hostel authorities about the rules to be followed while permitting the students to go outside, including their native places.
- The Director shall instruct the HOD and laboratory technicians through a schedule to conduct annual stock verification of laboratory equipments and chemicals, glasswares etc.

## **2.14 Developmental Duties**

- 2.141** The Director needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
- 2.142** The Director shall nurture and facilitate the faculty and give all the necessary guidance and support. The Director shall depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
- 2.143** The Director shall identify the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- 2.144** The Director shall focus on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
- 2.145** The Director shall develop the working and learning culture in the institution.
- 2.146** The Director shall develop the necessary infrastructure most importantly the library, laboratory with national ambience.

## **2.15 Strategic Duties**

- 2.151** The Director shall engage in developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the institute.
- 2.152** The Director shall engage in developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the institute.
- 2.153** The Director shall plan for campus placements through training and placement officer.
- 2.154** The Director shall contribute to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies

## **2.16 Leadership Duties**

- 2.161** The Director shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.

- 2.162** The Director shall Take-up research, publication, consultancy & training and establish credentials as academicians of international standard so as to gain acceptability among all the faculty members being a true academic leader.
- 2.163** The Director shall set high standards of discipline, commitment and involvement in work pattern.
- 2.164** The Director shall inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
- 2.165** The Director shall exhibit sacrificial attitude and set role model for all the staff.
- 2.166** The Director shall work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

## **2.17 Visionary Duties**

- 2.171** The Director shall develop a long term model for the institution and working for realizing this vision in close association with the top management.
- 2.172** The Director shall take the steps at regular intervals which facilitate towards realizing the vision.
- 2.173** The Director shall establish necessary systems, procedures, and policies facilitating towards realizing the vision.
- 2.174** Under each of the heads mentioned above, the Director could take up many more functions suiting to the requirement and needs to the institution from time to time.

## 2.2 Dean Administration

### 2.21 Administrative Responsibilities -

#### 2.211 Monitoring Duties

Dean Administration shall -

- Engage in general administration and overall monitoring of administrative work.
- Check regularly the websites of apex bodies, college emails, letters etc.
- Closely watch, check & record assigned task in connection with AICTE, DTE, University and other apex bodies regularly over a period of time.
- Closely monitor the scholarship section work like filling, checking & approve scholarships & Freeship such as EBC, OBC, VJNT, SC, ST, Minority, Pragati, Saksham, Central Sector etc in timeframe given by various departments of State & Central Government.
- Supervise and assist in the completion of administrative work and tasks required to maintain an efficient operational pattern for the college.

#### 2.212 Execution Responsibilities

Dean Administration shall -

- Work as a team member with other administrative personnel of the institute in the development of administrative practices and regulations.
- Plan, & actually execute idea or concept in planned way to finish the task in given timeframe.
- **Online Portal:** Dean Administration shall monitor and execute following online portals -  
**AICTE** : Filling of online Application, Payment of online Affiliation Fees, Downloading of Application, Deficiency and Approval reports; Filling CII Survey, Student Enrollment data, Quality Education Mandate on AICTE webportal.  
**DTE** : Filling of online applications (within timeframe given) on AICTE, DTE Portal along with prevailing affiliation fees.
- **Admission Process:** Plan and execute the student admission process of the institute as per the directions of competent authority of the state government.
- **Inspection** : Plan and execute the various inspections of the apex bodies.
- **Recruitment Procedure:** Dean Administration shall plan and execute all recruitment process.

#### 2.213 Documentation

- Dean administration shall monitor the all records pertaining to students, faculty and staff



maintained by respective administrative personnel.

- Dean administration shall monitor the all records and documents maintained by respective administrative personnel –

**AICTE** : LOA, EOA, Application and Deficiency reports of all academic sessions, Circulars and communications.

**DTE** : Approval Letters, Application reports of all academic sessions, Circulars and communications.

**University** : All affiliation letters and certificates, Affiliation applications of all academic sessions, Circulars and communications.

**Policy Documents** : Policies of AICTE, UGC, University, State Government policies; SDSS, ADCP policies; Vision, Mission, Quality policy statements, Long term and short term goals etc;

**Administrative Committees** : College administrative committees, minutes of the meetings and action taken reports;

**Land & Building Documents** : Preserve all documents related to Land and Building.

**Inward and Outward Register** : Inward and Outward Document / Mail Register etc.

**Correspondence:** Document all type of Correspondence, Notifications, and Circulars etc with all apex bodies,

**2.22 Assistance to Director**

- Dean Administration shall assist the Director in -

**2.221 Obtaining and developing personnel by -**

- Planning, directing, scheduling and coordinating in-service training program for non-technical non-teaching staff.

**2.222 Providing and maintaining funds and facilities by -**

- Determining the need and planning for facility maintenance, and renovation expansion.
- Determining specifications for supplies and equipment.
- Inventorying and distributing supplies and equipment.
- Preparing reports/grant applications for AICTE, DTE, University, etc.

**2.223 Maintaining effective interrelations with the community by -**

- Maintaining student reporting procedures to parents.
- Interacting with parents and other citizens.
- Preparing information to be disseminated to parents, students, other stakeholders and public.

- Preparing special reports and bulletins for general distribution.

**2.224 Other**

- Translating the institute vision into an action plan.
- Developing job descriptions for faculty and other staff by emphasizing a candidate's knowledge, skills, values, and commitment.
- Administering and leading the institute within the policy framework developed.
- Ensuring effective utilization of transportation services to students, staff, and faculty.
- Ensuring safety and security to all in the institute.
- Promoting multicultural interactions & understandings among students, staff, & faculty.
- Supervising and evaluating administrative personnel.

**2.23** Assumes such other responsibilities as may be assigned by the Management and Director from time to time.

## 2.3 Dean Academics

- Dean academics shall develop a vibrant academic culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.

### 2.31 Academic Planning

- The Dean Academics shall -

**2.311** Finalize the workload of upcoming semester well in advance.

**2.312** Prepare the time table for theory and practical classes and circulate among the staff and students.

**2.313** Prepare the formats for Teaching plan, Lesson plan and course file etc.

**2.314** Convene the meetings of all faculties related to academics.

**2.315** Help faculty in planning effective remedial instruction.

### 2.32 Monitoring and Execution

- The Dean academics shall –

**2.321** Monitor the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.

**2.322** Collect the course file from each of the faculty, review it and approve it.

**2.323** Collect the attendance of each class, review it and initiate the appropriate actions against the defaulters.

**2.324** Report to the Director regarding progress in the academics and syllabus coverage.

**2.325** Identifying the newly inducted faculty for orientation programs and plan for them in every semester. Demonstrate a commitment to high expectations for faculty performance by developing orientation and induction programs

### 2.33 Mentorship

- The Dean academics shall –

**2.331** Allocate the mentee to each faculty (mentor) and maintain an up-to-date record of mentor and mentee.

**2.332** Identify the up and coming technological developments in close collaboration with the senior faculty to function as mentors.

### 2.34 Record Keeping

- The Dean academics shall –

**2.341** Collect the academic data from each faculty at the end of each semester and as and

when required.

**2.342** Maintain the records of all academic documents and activities up to date and require producing as and when asked by the Director or higher authorities.

**2.343** Maintain the proper records for each of the faculty with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.

**2.344** Collect faculty appraisal, evaluation of collected data.

**2.345** Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities

**2.346** Translate the evaluated data into effective development of faculty and student.

**2.35 Other**

**2.351** The dean academics shall produce the budget allocation for the academic activities and get approval of the management with the association of the Director.

**2.352** Any other duty that may be assigned by the Director from time to time.

## 2.4 Faculty / Teaching Staff

- Following are the duties and responsibilities of the faculty / teaching staff:

Faculty / Teaching staff shall -

### 2.41 Academic

**2.411** Engage theory and practical classes regularly and punctually. Report the class on time.

**2.412** Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom.

**2.413** Prepare course file as per the formats of the institute.

**2.414** Develop of audiovisual / multimedia materials for the topic to be presented.

**2.415** Prepares and executes Teaching plan and Lesson Plan.

**2.416** Conclude the syllabus within the stipulated time period.

**2.417** Utilizes classroom assessment techniques.

**2.418** Develop test questions in consultation, evaluates tests (if appropriate, based on type of test)

**2.419** Count the attendance on every class, Maintain the record and report to the class teacher / academic coordinator.

**2.4110** Ensure that course content allows students to meet outcomes associated with that course.

**2.4111** Be available for student on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal).

**2.4112** Inform Academic Coordinator within a reasonable time about students' progress and how effectively students are learning.

**2.4113** Maintain the record of each class as per the formats of Institute and submit it at the end of each semester.

### 2.42 Association with Laboratory

**2.421** Design new experiments, if any.

**2.422** Prepares laboratory manuals.

**2.423** Ensure the availability in the lab during laboratory periods for explanation, if needed.

**2.424** Ensure availability of equipment needed for the lab in proper functioning.

**2.425** Evaluate lab manuals and provides feedback to student on timely basis

**2.426** Recommends for procurement of equipment, chemicals, and glasswares for the smooth

conduct of all experiments to the HOD, Director or Higher authority.

**2.427** Monitor the cleanliness in laboratory.

**2.43 Examination**

**2.431** Perform the examination duties allotted by controller of examination or Director time to time.

**2.432** Not remain absent without prior permission or grant of leave.

**2.44 Research**

**2.441** Engage in the research activities.

**2.442** Publish the research, review articles in the reputed journals.

**2.443** Engage in fetching the grants of various organizations.

**2.444** Engage in the consultancy work.

**2.45 Library**

**2.451** Utilize the library facilities.

**2.452** Encourage the students to use library facilities.

**2.453** Recommends for procurement of books, journals etc. to the librarian, Director or Higher authority.

**2.46 Cocurricular and Extracurricular Work**

**2.461** Perform co-curricular and extracurricular work related to the Institute assigned by Director or higher authority from time to time.

**2.462** Organize need based workshop / seminars / symposia / visits / excursions etc. by coordinating with the concerned HDD, Director.

**2.463** Arrange guest lecturers for the students.

**2.464** Guides students on career opportunities.

**2.47 Portfolio**

**2.471** Perform the portfolio related work assigned by Director time to time.

**2.472** Convene the meetings of portfolio assigned and maintain the record of meetings.

**2.48 Record and Reports**

**2.481** Maintain the record of all academic activities and make available as when required.

**2.49 Other**

**2.491** Actively participate in the growth of the institute.

**2.492** Work as a team member with other personnel of the institute in the monitoring and execution of all activities of the institute.

**2.493** Any work assigned by Director or Higher Authority from time to time.

## 2.5 Head of the Department (HOD)

### 2.51 Academic

Head of the department shall -

**2.511** Allocate the subjects to the faculty members of the department well in advance before commencement of the next semester / year.

**2.512** Collect the academic planning from teaching staff of the department before commencement of classes and ensure that the information provided is in accordance with the format.

**2.513** Make sure that there is no any overlapping in the laboratory.

**2.514** Interact with students working in the departmental laboratory in a fortnight; identify the problems and solutions in consultation with the Director.

**2.515** Verify the student attendance registers maintained by faculty members of the department once in two weeks.

**2.516** Instruct the faculty members to set the question papers as per instructions received from the controller of examination and Director to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line.

**2.517** Ensure academic discipline in the department.

### 2.52 Departmental Meeting

**2.521** HOD shall convene departmental staff meeting once in a week on the day allotted and record the minutes of meeting.

### 2.53 I / C Head in the absence of HOD

**2.531** HOD shall designate faculty member who will be the I/C Head during his / her absence and make sure that all files and records are available for I/C Head. Give contact telephone number to enable the authorities to contact them in emergency when he/she is away from head quarters.

### 2.54 Stock Verification

**2.541** HOD shall instruct the laboratory technicians for the verification of stock of glasswares, chemicals, instruments and other regularly and monitor the activity.

**2.542** HOD shall ensure purchases and maintenance of stock registers are done properly by the Laboratory Technicians.

### 2.55 Departmental Requirements, Purchasing and Maintenance

**2.551** HOD shall collect the requirements of chemicals, glasswares, instruments and other

essentials for the smooth conduct of practicals in the laboratories for upcoming semesters from the concerned teachers and laboratory technicians. Prepare and submit the consolidated requirement list for the approval to the Director.

**2.552** HOD shall ensure that college equipment / facilities under the department's control are properly maintained and serviced as required.

**2.553** HOD shall inform to the Director and maintenance department regarding any maintenance related work in the department.

**2.56 Research Promotion:**

**2.561** HOD shall motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, SERB, Major and minor grants etc.

**2.562** HOD shall encourage research / innovative programs in the department.

**2.57 Workshops, Seminar, Conferences, Career Counseling**

**2.571** HOD shall organize need based workshop/seminars/symposia/visits/excursions etc.

**2.572** HOD shall invite guest speakers for interaction and guidance to UG/PG students.

**2.573** HOD shall guide the students for career opportunities.

**2.574** HOD shall facilitate faculty in the preparation and processing of self-appraisal of performance.

**2.58 Reporting to Higher Authorities**

**2.581** HOD shall inform the concern authorities regarding any important events taking place in the department from time to time.

**2.59 Other**

**2.591** HOD shall ensure quality, maintenance and cleanliness of the department.

**2.592** HOD shall make arrangements to lock and seal all laboratories before leaving the premises.



## 2.5 Controller of Examination

- **Following are the duties and responsibilities of Controller of Examination -**

**2.51** Work as a team member with other examination personnel of the institute in the monitoring and execution of examination related activities and smooth conduct of all types of examinations.

### 2.52 Internal Examinations

Controller of Examination shall -

#### 2.521 Stationary:

- Estimate the annual stationary requirements (e.g. Answer books, Registers, Printing papers, etc) for the internal examinations.
- Procure all the stationary required for internal examinations in association with HOI and Store Incharge well in advance.
- Maintain the utilization record of all stationary items.

#### 2.522 Conduct of Internal Examinations (Mid Semester Examinations)

Examination Incharge shall -

**2.5221 Time Table** : Prepare the time table of internal examinations as per the academic plan, get approval of Director and circulate among the staff and students well in advance.

**2.5222 Examiner List** : Prepare the list of subject wise Paper setters / examiners and get it approve from Director.

#### 2.5223 Question Paper and Model Answer:

- Forward the formats of question paper, model answer well in advance to the paper setters or internal examiners.
- Collect the approved question paper and model answer from respective paper setters or internal examiners / faculty and store it in safe custody.
- Make required printouts of question paper as per the time table and store it in safe custody.
- Distribute the model answer after completion of examination to the evaluator and library.

#### 2.5224 Block Preparation

- Prepare the attendance report format, block list of students as per the time table and strength of students.

- Arrange the benches in the class rooms / blocks as per the strength of students and put the roll number / seat number / number on benches.
- Display the block list on the class room / block.
  - Write the details of the examination on black board of respective class rooms / blocks.

#### **2.5225 Invigilation duties and distribution of Answer books and Question Papers**

- Allot the invigilation / supervision duties as per the requirements to the staff as per the examination and number of blocks for each day well in advance and circulate among the staff.
- Distribute the required number of answer books and question papers to the respective invigilator / supervisor 15 minutes before the commencement of examination.
- Collect the answer books from respective invigilator / supervisor after the end of examination.
- Arrange the all answer books class wise and division wise.

#### **2.5226 Distribution of Answer books for assessment**

- Distribute the Marksheet, question paper, model answer and answer books and to the respective examiner / subject incharge immediate after the completion of examination.

#### **2.5227 Collection of assessed answer books and its storage**

- Collect the marksheet and assessed answer books from respective examiner / subject incharge.
- Store all the marksheet and assessed answer books in safe custody.

### **2.53 University Examinations**

Controller of Examination shall –

#### **2.531 Circulars and Website**

- Check regularly the websites of university and emails, letters, and circulars in connection with examination.

#### **2.532 Stationary:**

- Estimate the stationary requirements (e.g. Answer books, Registers, Printing papers, etc) for the theory and practical university examinations (end semester examinations).
- Fill the demand of all the stationary requirements on university portal according to the circular issued by the university time to time and take follow up.
- Procure all the stationary required for university well in advance and keep in safe

custody.

- Maintain the utilization record of all stationary items.

### **2.533 Examination Forms**

- Display the circular of university examination form submission and fees time to time.
- Approve the examination form through college login.
- Submit the examination forms and fees in the university.

### **2.534 Time Table :**

#### **2.5341 University Oral Examination:**

- Prepare the time table of university oral examinations as per the guidelines issued by Board of Studies (BOS) time to time and forward it to the approval by BOS.
- After getting approval by BOS, circulate among the staff and students.

#### **2.5342 University Theory Examination:**

- Circulate the time table of University Theory Examination issued by university among the staff and students well in advance.

### **2.535 Conduct of University Examinations (End semester Examinations)**

#### **2.5351 University Oral Examinations**

##### **2.53511 Time Table & Batch list**

- Prepare the batches of the students as per the examination seat numbers.
- Circulate the time table and batches among the staff and students well in advance.

##### **2.53512 Examiners and other staff**

- Circulate the list of internal (chairman) and external examiners among the teaching staff.
- Ask the internal examiner (chairman) to contact the external examiners well in advance.
- Make arrangement of external examiners on the day of examination.
- Allot the examination duties to the faculty (expert), laboratory technicians, and laboratory attendants and circulate the duty charge among them well in advance.

##### **2.53513 Preparation of Documents**

- Prepare all the required documents class wise and subject wise. e.g. Attendance reports, marksheet, envelops, TA-DA and remuneration forms etc.

##### **2.53514 Distribution of Answer books and Documents**

- Distribute the required answer books and documents to the respective internal examiner well in advance.

**2.53515 Collection of assessed answer books and its storage and submission**

- Collect the marksheet and assessed answer books from respective internal and external examiner and seal it.
- Store all the sealed marksheet and assessed answer books in safe custody.
- After completion of all practical examinations submit the sealed marksheet and answer books in university.

**2.53516 Record and reports**

- Keep the record of attendance copy and question paper as per the subject and class.

**2.5352 University Theory Examinations:**
**2.53521 Senior Supervisor:**

- Prepare the list of faculty members willing to work as Senior supervisor (Internal and external) for the University theory examination as per the circular issued by university time to time and forward it to the cluster college and university for the further processing.
- Provide the information related to theory examination, duties and responsibilities of the internal and external senior supervisors to the senior supervisors appointed.

**2.53522 Question Paper:**

- Collect the question papers from the university and keep it in safe custody.

**2.53523 Block Preparation**

- Prepare the attendance report format, block list of students as per the time table and strength of students.
- Arrange the benches in the class rooms / blocks as per the strength of students and put the roll number / seat number / number on benches.

**2.53524 Invigilation duties**

- Allot the invigilation / supervision duties as per the requirements to the staff as per the examination and number of blocks for each day well in advance and circulate among the staff.
- Issue the appointment orders to the staff.

**2.536 Duty certificate**

- Issue the duty / attendance certificates to the examiners.
- Collect the duty certificates from the faculty who has worked as examiners, supervisors at other centers & maintain record.

**2.537 Advance, Remuneration and TA-DA Bills**

- Collect all the Remuneration and TA-DA Bills from the examiners and senior supervisors and check and approve it and forward to Hon. Executive Director for final approval.
- Arrange all the Bills paid to the exam personnel.
- Get the audit of all bills and submit the audited utilization certificate to the university.
- Take the follow up of advance / balance payment from the university time to time.

**2.538 Result & Its Analysis**

- Collect the Mark Statements from the university and distribute to the respective students. Also maintain the records of results.
- Make analysis of university results and forward to the Director and Executive Director.
- Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.

**2.539 Records and Reports**

- Maintain all examination concerned records and reports in safe custody and be made available as and when required.

**2.540 Other**

- Any other task, which may be assigned by the Director from time-to-time.

## 2.6 Dean, Training and Placement Officer (TPO)

- **Following are the duties and responsibilities of Training and Placement Officer:**

**TPO shall -**

**2.61** Work as a team member with other Training and Placement personnel of the institute in the monitoring and execution of Training and Placement related activities. Act as a link between students, alumni and the employment community.

### **2.62 Relation with Industry**

- Maintain good contact with the industry.
- Prepare database of some top international / national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.

### **2.63 Training**

- Identify and provides for training needs of students.
- Assist students to develop / clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- Work with HOD and faculty members to integrate career planning and academic curriculum as well as coordinate Project Work / Summer Training / internship programs.
- Arrange the guest lecturers of industry personnel.
- Arrange industry, hospital visits.

### **2.64 Placements**

- Arrange campus interviews / drive.
- Undertake a rigorous placement campaign.
- Provide right placement to the right candidate so that students excel in their future life.
- Provide information on the schedule of recruitment drives well in advance to Director, Deans, HOD, Controller of Examination, Faculty, Non-teaching staff and students.

### **2.65 Publicity**

- Prepare an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
- Prepare a placement brochure having all the student profiles.
- Keep track of all the advertisements related to placements appropriate to the profiles of aspirants.

### **2.66 Record & Reports**

- Collect and maintain the records of Industry training / Internship reports submitted by students.
- Maintain the records of campus interviews and industry visits.
- Maintain records of placed candidates and the companies.
- Forward the placed candidate data to the Director, Deans, HOD immediately after the recruitment drive is completed and placements announced.
- Maintain record of all appointment orders of students recruited under placement drive.
- Proposes annual budget for training and placement.

**2.67 Other**

- Any other task, which may be assigned by the Director or higher authority from time-to-time.

## 2.7 Dean, Research & Development (R & D)

- Following are the duties and responsibilities of R & D Head:

R & D Head shall –

### 2.71 Constitution of R & D Cell

**2.711** Constitute an R & D Cell composed of distinguished faculty members having aptitude for research and, members from industry / R & D organizations.

**2.712** Convene the meeting of R & D Cell at regular interval to address the issues of research.

**2.713** Maintain the record of meeting.

### 2.72 Research activities, Management of Projects and Funds

**2.721** Identify opportunities for externally funded R & D projects, apply for funding, submit project proposals, and follow up with the funding agencies, for securing sanction of projects.

**2.722** Identify R & D projects to be taken up with college funding.

**2.723** Prepare annual R & D plan of activities including externally funded projects and college funded projects.

**2.724** Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.

**2.725** Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.

**2.726** Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D or consultancy related activities.

**2.727** Submit quarterly reports to Executive Director and Director on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.

### 2.73 Promotion of research

**2.731** Develop and establish a policy to promote research culture in the institute.

**2.732** Encourage and enhance the research ability and potential of students, having the aptitude for innovative research.

**2.733** Organize visits by eminent researchers to interact with the faculty and students.

**2.734** Organize national and international conferences with the participation of eminent scientists / technologists in specialized / emerging areas.

**2.735** Take initiative and develop mechanism for gathering the findings of research in the



areas relevant to community problems / needs and transferring the same to the students and the community.

**2.736** Develop plans, and co-ordinate efforts of departments of institute, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

#### **2.74 Research Publications**

**2.741** Plan yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences.

**2.742** Regularly monitor the progress of research publications, and take steps, as required, for achievement of targets.

**2.743** Maintain the record of paper presentations, paper publications, publication of books, by the faculty of all the departments of the institute including research awards, recognition received by them from reputed professional bodies and agencies.

#### **2.75 Collaboration and Consultancy:**

**2.751** Develop and establish consultancy policy for Identifying and recognizing the areas of expertise of the college.

**2.752** Publicize the expertise of the college for consultancy services.

**2.753** Encouraging the faculty to utilize their expertise for consultancy services.

**2.754** Costing of consultancy projects.

**2.755** Revenue sharing as between institution and the consultants- including faculty consultants, external consultants, Technical services staff of the Institute.

**2.756** Initiate and co-ordinate signing of MoUs with other institutions, industries, for collaborative research and/or development, for synergetic benefit.

#### **2.76 Budget**

**2.761** Proposes R & D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.

#### **2.77 Other**

**2.771** Evaluate the impact of the linkages, periodically, on Curriculum development, Faculty exchange and development, Research, Publication, Consultancy etc.

**2.772** Develop and establish policy to check malpractices and misconduct in research.

**2.773** Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research

contributions.

**2.774** Any other task, which may be assigned by the Director or higher authority from time-to-time.

## 2.8 Cultural Incharge

- Activities indicated below are considered as Cultural activities:
  - i) Induction Programme (In association with dean administration),
  - ii) Celebration of various cultural functions / days,
  - iii) Annual gathering,
  - iv) Farewell Function,
  - v) Competitions like Dance, Singing, Drama, Street Play, etc.
- **Following are the duties and responsibilities of Head Kala academy:**

### **Cultural incharge shall -**

**2.81** Work as a team member with other members of the cultural committee in the monitoring and execution of various cultural activities.

### **2.82 Constitution of Cultural Committee**

**2.821** Constitute the cultural committee for every academic year.

**2.822** Convene regular meetings.

**2.823** Maintain the record of each meeting.

### **2.83 Planning and Execution of Cultural / Extracurricular activities in the Institute**

**2.831** Plan for proper conduct of cultural / Extra Curricular activities in the academic year

**2.832** Ensures execution of the same by coordinating with Student incharge and other faculty members.

### **2.84 Extracurricular activities at outside of the college**

**2.841** Encourage the students to participate in extracurricular activities organized by other colleges, universities etc.

**2.842** Maintain the record of participants and winners etc.

### **2.85 Budget**

**2.851** Proposes annual budget for the extracurricular activities.

### **2.86 Other**

**2.861** Any other task, which may be assigned by the Director or higher authority from time-to-time.

## 2.9 Physical Director

- **Following are the duties and responsibilities of Physical Director:**

**Physical Director shall -**

**2.91** Work as a team member with other members of the sports committee in the monitoring and execution of various sports activities.

**2.92 Constitution of Sports Committee**

**2.921** Constitute the sports committee for every academic year.

**2.922** Convene regular meetings.

**2.923** Maintain the record of each meeting.

**2.93 Planning and Execution of sports activities in the Institute**

**2.931** Plan for proper conduct of sports activities in the academic year

**2.932** Ensures execution of the same by coordinating with student incharge and other faculty members.

**2.94 Extracurricular activities at outside of the college**

**2.941** Encourage the students to participate in sports activities organized by other colleges, universities etc.

**2.942** Maintain the record of participants and winners etc.

**2.95 Budget**

**2.951** Proposes annual budget for the sports activities.

**2.96 Other**

**2.961** Any other task, which may be assigned by the Director or higher authority from time-to-time.

## 2.10 Laboratory Technician

Following are the duties and responsibilities of the laboratory technician:

### 2.101 Arrangement for Practicals

- Arranges to display the laboratory schedule.
- Discuss with subject incharge regarding the upcoming practicals & requirements one day prior.
- Ensures that the infrastructure, chemicals, glasswares and other facilities in the laboratory are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- Procurement of consumables: Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Director for necessary action.
- Label all the chemicals & instruments.
- Keep all the records up to date and produce as and when demanded by higher authority.
- Prepare reagents and chemicals as per the requirements.
- Assist teachers in conducting practicals.
- To keep record of those responsible for any breakage / loss etc. and recover costs.
- Take measures to prevent unauthorized use of lab equipments, glasswares and chemicals.

### 2.102 System Analyzer:

**2.1021** Arranges to manage network taps and server capacity and configurations.

**2.1022** Arranges to manage hardware and software configurations and updates.

**2.1023** If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.

**2.1024** Makes periodic server backups.

**2.1025** Coordinates periodical testing of equipment.

**2.1026** Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.

**2.103** In order to prevent theft / damage, the Lab technician shall take the following action:

- Lab technician has to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab.
- They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- Lab Assistants in turn shall note down the missing items in the respective Lab Register.

**2.104** Any other work assigned by higher authority from time to time.

## 2.11 Store Keeper

Following are the duties and responsibilities of the store keeper:

- 2.111** Maintain the registers of dead-stock, consumables, purchase of chemicals, glasswares, machinery and equipments.
- 2.112** Maintain record of machinery, equipments, and computers.
- 2.113** Issue of indents as per the requirement of department.
- 2.114 Purchase:**
- Call annual requirements from various departments.
  - Call quotations of instruments, glasswares, chemicals, stationary, furniture, computers, software and other materials from various suppliers.
  - Prepare comparative chart of price quoted by various suppliers.
  - To call suppliers for negotiation.
  - Prepare bills as per the negotiation.
- 2.115 Stock Verification:**
- Perform stock verification at the end of the academic year.
- 2.116** Any other work assigned by higher authority from time to time.

## 2.12 Office superintendent

Following are the duties and responsibilities of the office superintendent:

- 2.121** Overall supervision and execution of all administrative work.
- 2.122** Drafting letters and correspondence in respect of appointments, confirmation, recruitments, circulars of apex bodies.
- 2.123** Preparing Staff Appointment and Relieving order.
- 2.124** Writing of service books.
- 2.125** Documentation of files, registers.
- 2.126** Arrangement for apex body inspection.
- 2.127** Maintenance of leave record of Teaching and Non-Teaching staff
- 2.128** Preparation and submission of number of days for salary to be paid to the account section, for the preparation of salary bills.
- 2.129** Maintaining the personal files of staff members.
- 2.1210** Monitoring of all Notice boards
- 2.1211** Any other work assigned by higher authority from time to time.

## **2.13 Accounts & Finance Officer**

Following are the duties and responsibilities of the accountant:

- 2.131** Preparation of pay bills and all other bills.
- 2.132** Preparation and deposit of salary of staff.
- 2.133** Filling of income tax and all other taxes.
- 2.134** Documentation of all bank transactions.
- 2.135** Payment Regarding Purchase & Maintenance of Accounts
- 2.136** Issuing of salary certificate and expenditure certificates.
- 2.137** Documentation of files and registers related to account sections and all account books.
- 2.138** Arrangement for apex body inspection.
- 2.139** Preparation and submission of fee proposal.
- 2.1310** Liaison with Head Office in Connection with Accounts.
- 2.1311** Preparation and consolidation of budgets pertaining to all departments/sections/centers.
- 2.1312** Preparation of acquaintance register and obtaining signatures of all employees
- 2.1312** Any other work assigned by higher authority from time to time.



## 2.14 Senior Clerk / Head Clerk

Following are the duties and responsibilities of the Senior / head clerk:

- 2.141** Documentation of attendance & leave records of Teaching and Non-Teaching as per Rules.
- 2.142** Inward Letters – Collection & Distribution.
- 2.143** Issuing ID Cards for Staff & Student and Duplicate ID if necessary.
- 2.144** Issuing course Completion, Bonafide and other certificates to the students.
- 2.145** Maintenance of Student admission Register, Student general register and all original documents of students.
- 2.146** Maintenance of scholarship records and registers.
- 2.147** Issue of T.C / L.C. to the students.
- 2.148** Correspondence to Apex bodies.
- 2.149** Any other work assigned by higher authority from time to time.

## 2.15 Junior Clerk

Following are the duties and responsibilities of the junior clerk:

- 2.151** Execution of all admission related work.
- 2.152** All inward correspondence of Apex bodies.
- 2.153** Writing the muster roll of teaching and non teaching staff.
- 2.154** Execution of eligibility related work.
- 2.155** Making new entry in biometric attendance machine and maintaining its record.
- 2.156** All scholarship related work.
- 2.157** Any other work assigned by higher authority from time to time.

## 2.16 Cashier

Following are the duties and responsibilities of the junior clerk:

- 2.161** Writing and maintaining accounts, cash books / ledgers
- 2.162** Daily cash collection and issuing bill amount.
- 2.163** Collection of fees.
- 2.164** Writing daily collection register for college accounts.
- 2.165** Responsible of keeping the following in safe custody
  - a. Bill books / receipt books
  - b. Files pertaining to accounts/purchases
  - c. Registers
  - d. Cash books
  - e. Ledgers
  - f. Vouchers
  - g. Cheque books / pass books
  - h. Bank challans
  - i. Fixed deposit certificates
- 2.166** Any other work assigned by higher authority from time to time.

## 2.17 Librarian

Following are the duties and responsibilities of the librarian:

- 2.171** To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
- 2.172** To manage library as well as digital library of the college.
- 2.173** Arranges to prepare the library budget and policies relating to the library/Digital library.
- 2.174** To encourage widespread usage of available information access facilities.
- 2.175** To be continuously in touch with the students and faculty to understand/assess their needs of Books / Journals / Magazines / CDs etc. and apprise the Dean, Academics about the same for procurement.
- 2.176** Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty..
- 2.177** Provides URL links / resources for information on various study material.
- 2.178** Weeding out obsolete study material as per the college norms.
- 2.179.** Disposal of weeded out material.
- 2.1710** Ensures availability of reprographic facilities.
- 2.1711** Maintaining the books in good condition.
- 2.1712** Seeks reviews on books recommended
- 2.1713** Seeks suggestions / feedback on databases used.
- 2.1714** Provides digital library access from anywhere on campus.
- 2.1715** Establishes specialized search facilities for faculty's teaching and research needs.
- 2.1716** Establishes a repository of cases and keeps adding new cases on a continuous basis.
- 2.1717** Provides adequate access and borrowing facilities to faculty and students.
- 2.1718** Facilitates conduct of reading sessions.
- 2.1719** Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
- 2.1720** Develops a system for posting new additions online.
- 2.1721** Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
- 2.1722** Provides all statistical information pertaining to the library.
- 2.1723** Any other work assigned by higher authority from time to time.

## 2.18 Assistant Librarian

Following are the duties and responsibilities of the assistant librarian:

- 2.181** Assisting librarian in maintaining the registers.
- 2.182** Issuing books, journals and other reading materials and recording the same in computer.
- 2.183** Maintaining the inventory of books and journals.
- 2.184** Any other work assigned by higher authority from time to time.

## 2.19 Peon

Following are the duties and responsibilities of the peon:

- 2.191** Maintaining General cleanliness in the campus.
- 2.192** Carrying out the files and other papers within the building.
- 2.193** Photocopying / Xeroxing of the documents.
- 2.194** Make arrangements to lock and seal all laboratories before leaving the premises.
- 2.195** Any other work assigned by higher authority from time to time.

## 2.20 Laboratory Attendant

Following are the duties and responsibilities of the peon:

- 2.201** Maintaining general cleanliness in the laboratories.
- 2.202** Carrying out the files and other papers within the building.
- 2.203** Photocopying / Xeroxing of the documents.
- 2.204** Procurement of consumables from the store.
- 2.205** Make arrangements to lock and seal all laboratories before leaving the premises.
- 2.206** Any other work assigned by higher authority from time to time.

## 2.21 Sweeper

Following are the duties and responsibilities of the sweeper:

- 2.211** Cleaning of rooms, laboratories, classrooms, other departments, building and fixtures.
- 2.212** Upkeep of herbal garden, lawns, potted plants etc.
- 2.213** Any other work assigned by higher authority from time to time.



## Chapter 03 Work Ethics

### 3.1 Staff (Teaching and Non Teaching Staff) and Higher Authorities

- 3.11** Every staff member (Teaching and Non Teaching Staff) should respect the dignity of the higher authority in expressing his / her opinion and thoughts.
- 3.12** Be affectionate to the higher authorities and not behave in a vindictive manner towards any of them for any reason.
- 3.13** Staff member should Discharge their responsibilities according to the existing rules and adhere to the procedures and method consistent with their profession in initiating their steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental of the professional interest.
- 3.14** Staff member should co-operate in the formulation of policies of the institution by accepting various office orders & discharge responsibilities which such offices may demand.
- 3.15** Staff member should co-operate through their organizations in the formulation of policies of the other institutions and accept office orders.
- 3.16** Staff member should co-operate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

### **3.2 Staff (Teaching and Non Teaching Staff) and the Students**

ADCET institute is promoted by professional relationships between staff member and students. Relationships of an intimate nature (romantic / sexual) compromise the integrity of a staff-student relationship whenever the staff member has a professional responsibility for the student. The institute prohibits intimate relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member. Every teacher shall follow the work ethics and behave with the students as per the following guidelines:

- 3.21** Every staff member should respect the right and dignity of the student in expressing his / her opinion, thoughts.
- 3.22** Staff member should deal impartially and justly with the students regardless of their religion, caste, political, economic, social and physical characteristics.
- 3.23** Staff member has to recognize the difference in attitudes, aptitude, and capabilities among the students and strive to meet their individual needs.
- 3.24** Encourage the students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 3.25** Inculcate among the students the scientific outlook.
- 3.26** Inculcate among the students respect for others and ideals of democracy, patriotism and peace.
- 3.27** Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- 3.28** Pay attention to only the attainment of the student in the assessment of merit.
- 3.29** Make available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- 3.210** Aid students to develop an understanding of our national heritage and national goals and imbibe ethics, human values and sense of social responsibilities among students.
- 3.211** Refrain from inciting students against other student, colleagues or administration.
- 3.212** If an intimate relationship or non professional relationship exists or develops between a staff and a student, the institute will take disciplinary action against such staff member.

### 3.3 Teachers and Colleagues

Every teacher shall follow the work ethics and behave with the colleagues as per the following guidelines:

- 3.31** Every teacher shall work in ‘Team”.
- 3.32** Every teacher should treat other members of the institute in the same manner as they themselves wish to be treated.
- 3.33** Every teacher should speak respectfully with other colleagues and render assistance for professional betterment.
- 3.34** Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- 3.35** Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- 3.36** Every teacher should respect the right and dignity of the colleagues in expressing his / her opinion, thoughts.
- 3.37** If an intimate relationship or non professional relationship exists or develops between a teacher and colleagues, the institute will take disciplinary action against such teacher and colleagues.

### 3.4 Teachers and Non Teaching staff

Every teacher shall follow the work ethics and behave with the non teaching staff as per the following guidelines:

- 3.41** Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within institute and campus.
- 3.42** Teachers should help in the functions of the institute covering both teachers and the nonteaching staff.
- 3.43** Every teacher should respect the right and dignity of the non teaching staff in expressing his / her opinion, thoughts.
- 3.44** Encourage the non teaching staff to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 3.45** Be affectionate to the non teaching staff and not behave in a vindictive manner towards any of them for any reason.
- 3.46** If an intimate relationship or non professional relationship exists or develops between a teacher and a non teaching staff, the institute will take disciplinary action against such teacher and a non teaching staff.

### 3.5 Teachers and Parents

Every teacher shall follow the work ethics and behave with the parents of the students as per the following guidelines:

- 3.51** Teacher should maintain professional contact with the parents of their students,
- 3.52** Send reports of their performance to the parents whenever necessary
- 3.53** Meet the parents in meetings conveyed for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **3.6 Teacher and Society**

- 3.61** The education is a public service and every teacher should strive to keep the public informed of the educational programs which are being provided by the institute.
- 3.62** Work to improve all types of education in the community and strengthen the community's moral and intellectual life.
- 3.63** Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- 3.64** Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- 3.65** Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## Chapter 04 Code of Conduct

### 4.1 Director / Head of the Institute

**4.11** Director of the institute shall act as highly effective leader.

#### **4.12 Institute Timings and Attendance**

- Director shall be punctual to their duties and shall adhere to the institute timings - 09.00 AM to 05.00 PM.
- A Director shall record In and Out attendance through biometric attendance system and also has to sign the roll muster during In and Out.

#### **4.13 Integrity and devotion**

- A Director shall devote his whole time to the service of the institute.
- A Director shall not engage directly or indirectly in any trade, business, another institution, private coaching or any other work, which is likely to interfere with proper discharge of his / her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Executive Director.
- A Director should not make any politics or groupies in the institute.

#### **4.14 Maintaining confidentiality of information**

- A Director shall maintain confidentiality of the information provided with him while performing duty and shall not disclose it or make private use of it without prior permission of the executive director.
- A Director shall not do the loose talk about institute in the campus and off the campus.
- Director must also timely report acts of alleged abuse to the management.

#### **4.15 Decision Making**

- Director shall make all their decisions based on the best interests of the students without hampering the discipline of the institute and there should be no any bias.
- Director should never put their interests above the greater good of the college they serve.
- A Director shall be fair in their disciplinary actions for both staff and students.
- A Director shall follow due process and respect the rights of all human beings.

#### **4.16 Commitments**

- Director must stand by their word.
- They need to honor all aspects of their employment contract.

- Director must refrain from inappropriate conduct and relationships with students and staff.

**4.17 Delegation of powers**

- Director should empower all staff members.
- Director shall delegate the duties to staff members without bias.
- Director shall allow teachers to practice reasonable educational freedom without interference.

**4.18 Sexual harassment**

- A Director shall not indulge in any act of sexual harassment of any female employee or female student.

**4.19 Participation in Politics or in Election**

- A Director shall not take active part in politics or elections or act as a candidate for election while being in service without prior permission of the management of the institute.

**4.110** A Director shall refrain from consumption of Drinks, Drugs, chewing a tobacco / gutka at work place.

**4.111 Breach of Code of Conduct**

- If a Director has found for the breach of code of conduct, then the case will be forwarded to the management to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against him / her. The management may meet to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- Issuing Show Cause Notice: A Director who has found in breaching code of conduct will get Show cause Notice. He / she has to answer in writing within time limit.
- Warning: Indicating that the action of the said delinquent Director was in violation of the code and any further acts of misconduct shall result in severe disciplinary action.
- Restrictions: Restricting access to various facilities in the campus for a specified period of time.
- Monetary Penalty: May also include suspension or forfeiture of salary for a specific time period.
- Suspension: A Director who found guilty may be suspended for a specified period of time. Additionally, he / she will be forbidden to use various Institute facilities unless permission is obtained from the Executive Director.



## 4.2 Teaching staff

### 4.21 Institute Timings and Attendance of Teaching Staff Member:

- All the teaching staff members shall be punctual to their duties and shall adhere to the institute timings - 09.00 AM to 05.00 PM.
- All the teaching staff members shall record In and Out attendance through biometric attendance system and also has to sign the roll muster during In and Out.
- Late Mark: Two late marks in a month shall be considered.

### 4.22 Integrity and devotion

- All the teaching staff members of the institute shall devote his whole time to the service of the institute.
- All the teaching staff members shall not engage directly or indirectly in any trade, business, another institution, private coaching or any other work, which is likely to interfere with proper discharge of his / her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Head of the institute or Executive Director.
- Teacher should not make any politics or groupies in the institute.

### 4.23 Maintaining confidentiality of information

- Every teaching staff member shall maintain confidentiality of the information provided with him while performing duty and shall not disclose it or make private use of it without prior permission of the head of the institute and executive director.
- Teaching staff member shall not do the loose talk about institute in the campus and off the campus.

### 4.24 Dealing with Higher Authorities

- No any teaching staff member should use impertinent language and derogatory loose talk while interacting with the higher authorities and should obey the work entrusted.
- Also the heads of departments or persons incharge are expected to give clear, feasible instructions.

### 4.25 Sexual harassment

- No any teaching staff member shall indulge in any act of sexual harassment of any female employee or female student. All employees should take appropriate steps to prevent such occurrences.

### 4.26 Participation in Politics or in Election

- No any teaching staff member shall take active part in politics or elections or act as a candidate for election while being in service without prior permission of the management of the institute.

#### **4.27 Redressal of grievances**

- A teacher having grievances may apply to the institute online through portal for seeking redressal of grievance.
- No any teaching staff member shall have recourse to press under any circumstance and should not approach the court for grievances redressal without first representing to the head of the institute and management.

**4.28** All teaching staff members shall refrain from consumption of Drinks, Drugs, chewing a tobacco / gutka at work place.

**4.29** All the teaching staff members are expected to deal kindly with the students as far as possible within famed rules and regulations without sacrificing discipline.

#### **4.210 Teaching and Other Duties:**

- All the teaching staff members are required to accept the teaching workload assigned to them by the academic coordinator and head of the institute time to time.
- All the teaching staff members are required to accept complete the work related to portfolio / committee assigned by the head of the institute time to time.
- All the teaching staff members should adhere to the defined protocol in class room teaching, conducting laboratories and tutorial and research classes according to the approved scheme of instruction.
- All the teaching staff members should think at all times that justice is done to the students and there should be no any bias with respect to teaching in the class room, conduct of classes, laboratories, examinations and evaluation.
- Teaching staff members are expected to maintain the attendance records of all classes and practicals upto date and record periodically as per the academic rules.
- Every teaching staff member shall work as guardian teacher and will be assigned mentee (10 – 20 students). Guardian teacher has to follow the instructions as per the Guardian teacher policy.
- No any teacher shall collect or ask for any remuneration from any students.

#### **4.211 Examination Duties**

- All the teaching staff members shall be punctual to their examination duties as assigned by the controller of examination and head of the institute time to time.

- Excuses in examination duties will be given in only unavoidable circumstances. It is necessary to make the adjustment of duties to other staff and to take prior approval from the controller of examination and head of the institute.
- Each teaching staff member is required to accept and complete the examination duties such as – conduct of Unit tests, Sessional and University examinations of institute, paper setting, invigilation, evaluation and assessment of the student’s performance, gathering the data of internal marks, filling the internal marks register as assigned by the controller of examination and head of the institute time to time.

#### **4.212 Breach of Code of Conduct**

- If any teaching staff member finds for the breach of code of conduct, then the case will be forwarded to either Grievance Redressal for other Complains / Grievances Committee / Internal complaints committee to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said teaching staff member. The committee may meet to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- Issuing Show Cause Notice: A teaching staff member who has found in breaching code of conduct will get Show cause Notice. Such member has to answer in writing within time limit.
- Warning: Indicating that the action of the said delinquent teaching staff member was in violation of the code and any further acts of misconduct shall result in severe disciplinary action.
- Restrictions: Restricting access to various facilities in the campus for a specified period of time.
- Monetary Penalty: May also include suspension or forfeiture of salary for a specific time period.
- Suspension: A non teaching staff member who found guilty may be suspended for a specified period of time. Additionally, such non teaching staff member will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.

### 4.3 Non Teaching Staff

#### 4.31 Institute Timings and Attendance:

- All the Non teaching staff members shall be punctual to their duties and shall adhere to the institute timings –

Sr. No.	Designation	Institute Timings
01	Administrative Staff	10.00 AM to 06.00 PM
02	Technical Staff Laboratory Technician	09.00 AM to 05.00 PM
03	Laboratory Attendants	09.00 AM to 06.00 PM
04	Peon	09.00 AM to 06.00 PM

- All the teaching staff members shall record In and Out attendance through biometric attendance system and also has to sign the roll muster during In and Out.
- Late Mark: Two late marks in a month shall be considered.

#### 4.32 Integrity and devotion

- All the non teaching staff members of the institute shall devote his whole time to the service of the institute.
- A non teaching staff member shall not engage directly or indirectly in any trade, business, another institution, private coaching or any other work, which is likely to interfere with proper discharge of his / her duties. This provision shall not apply to the work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Head of the institute or Executive Director.
- A non teaching staff should not make any politics or groupies in the institute.

#### 4.33 Maintaining confidentiality of information

- Every non teaching staff member shall maintain confidentiality of the information provided with him while performing duty and shall not disclose it or make private use of it without prior permission of the head of the institute and executive director.
- A non Teaching staff member shall not do the loose talk about institute in the campus and off the campus.

#### 4.34 Dealing with Higher Authorities

- No any non teaching staff member should use impertinent language and derogatory loose talk while interacting with the higher authorities and should obey the work entrusted.
- All the non teaching staff members are required to accept the work assigned to them by the higher authorities.

#### 4.35 Sexual harassment

- No any non teaching staff member shall indulge in any act of sexual harassment of any female employee or female student. All employees should take appropriate steps to prevent such occurrences.

#### **4.36 Participation in Politics or in Election**

- No any non teaching staff member shall take active part in politics or elections or act as a candidate for election while being in service without prior permission of the management of the institute.

#### **4.37 Redressal of grievances**

- A non teaching staff having grievances may apply to the institute online through portal for seeking redressal of grievance.
- No any non teaching staff member shall have recourse to press under any circumstance and should not approach the court for grievances redressal without first representing to the head of the institute and management.

**4.38** All non teaching staff members shall refrain from consumption of Drinks, Drugs, chewing a tobacco / gutkha at work place.

**4.39** All the non teaching staff members are expected to deal kindly with the students as far as possible within famed rules and regulations without sacrificing discipline.

**4.310** The technical staff and laboratory attendants in the various departments shall be punctual and shall maintain the laboratories clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.

**4.311** No any non teaching staff member shall collect or ask for any remuneration from any students.

**4.312** All the laboratory technicians and laboratory attendants should adhere to the defined protocol in the college campus and laboratories according to the approved scheme of instruction.

**4.313** All the non teaching staff members should think at all times that justice is done to the students and there should be no any bias with

#### **4.314 Examination Duties:**

- All the non teaching staff members shall be punctual to their examination duties as assigned by the controller of examination and head of the institute time to time.
- The non-teaching staff shall assist in the arrangements for the smooth conduct of all types of examinations and attend all connected work as assigned by the Controller of Examination / HOD / Teacher.
- Excuses in examination duties will be given in only unavoidable circumstances. It is necessary

to make the adjustment of duties to other staff and to take prior approval from the controller of examination and head of the institute.

#### **4.315 Breach of Code of Conduct**

- If any non teaching staff member finds for the breach of code of conduct, then the case will be forwarded to either Grievance Redressal for other Complains / Grievances Committee or Anti Ragging Committee to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said non teaching staff. The committee may meet to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- Issuing Show Cause Notice: A teaching staff member who has found in breaching code of conduct will get Show cause Notice. Such member has to answer in writing within time limit.
- Warning: Indicating that the action of the said delinquent non teaching staff member was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- Restrictions: Restricting access to various facilities in the campus for a specified period of time.
- Monetary Penalty: May also include suspension or forfeiture of salary for a specific time period.
- Suspension: A non teaching staff member who found guilty may be suspended for a specified period of time. Additionally, such non teaching staff member will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.