INSTITUIONAL SERVICE RULE BOOK



VISHWESHWAR SHIKSHAN PRASARAK MANDAL, ALMALA

INSTITUTIONAL SERVICE RULE BOOK

ESTABLISHED SINCE 1998

FORWARDING NOTE

I extend my sincere appreciation for your loyalty to devote service to Vishweshwar Shikshan Prasarak Mandal Education Society.

Becoming a member of the group requires understanding and cooperating with the other members of the peer group. Harmony to be created amongst members and your service to the organization should be foot print a reference in the group.

Everyone on the organization is expected to grow and by virtue growth of individual member, organization will grow. I am confident that you will contribute much to our continual growth. A small misunderstanding or misleading may cause a big damage in the organization. Institution requires the cooperation of everyone associated with it. Your opinion on the institution is important to our total effort and your personal success will be determined by how well you understand and accept this paradigm.

This service Rule has been prepared to assist you in carrying out your duties and to inform you of privileges and responsibilities that are yours as a member of the institution.

A variety of information has been stacked here for your assistance. Hoping to see our institution is growing through you.

The Service Rule of VISHWESHWAR SHIKSHAN PRASARAK MANDAL, ALMALA has been
duly approved by the members of Vishweshwar Shikshan Prasarak Mandal Education
Society in the meeting held on The members unanimously resolved that this
service rule will be in effect from

Shri. SHIVCHARAN DHARASHIVE

PRESIDENT, VISHWESHWAR SHIKSHAN PRASARAK MANDAL, ALMALA.

Preface

The sustainability and growth of any organization relies majority on whether systematic and procedural approaches exist for planning and execution of work. This becomes more important when human resources is involved.

Service rules and regulation formulates the reference for human resources which would lay the pathway for all the behaviors and conducts within the professional environment. The service rules will converge the diverse thinking of human resources towards organizational goals and objectives.

With the above preamble, I am happy to release the service Rules book to all the employees of Vishweshwar Shikshan Prasarak Mandal, Almala. I believe all the employees of the Society will abide by the service Rule laid down for smooth functionality and betterment, fulfilling the noble objectives of the organization.

SHRI BASWEWSHAR S. DHARASHIVE

SECRETARY VISHWESHWAR SHIKSHAN PRASARAK MANDAL,

TABLE OF CONTENTS

INDEX	DESCRIPTION	PAGE NO
Chapter - 1	Preliminaries	
	1.1. Preamble	
	1.2. Applicability	
	1.3. Definition	
	1.4. Acronyms	
	1.5. Changes of this document	
	1.6. Designation of employees	
	1.7. Staff Classification	
	1.7.1 Teaching Staff	
	1.7.2 Non Vocational Teaching Staff	
	1.7.3 Technical Staff	
	1.7.4 Non Teaching Staff	
	1.7.5 Other Position	
Chapter - 2	Duties and Responsibilities	
	2.1 General Duties and Function of staff members	
	2.2 Specific Responsibilities of various cadres	
	2.2.1 Governing Body	
	2.2.2 The Principal	
	2.2.3 Dean – R&D	
	2.2.4 The Head of Department	
	2.2.5 The Professor and Associate Professor	
	2.2.6 The Assistant Professor / Lecturer	
	2.2.7 Training and Placement Officer	
	2.2.8 The Librarian	
	2.2.9 The NSS Program Officer	
	2.2.10 System Network Administrator	
	2.2.11 Laboratory Technician / Assistant	
	2.2.12 The Registrar	
	2.2.13 Administrative Officer	
	2.2.14 Admission Section	
	2.2.15 Account Section	
	2.2.16 Academic Controller	
	2.2.17 Examination Section	
	2.2.18 Store Section	
	2.2.19 Office Assistant	
	2.2.20 Transport In charge	
	2.2.21 IQAC	
	2.2.22 Academic / Program Coordinator 2.2.23 Course Coordinator	
	2.2.24 Faculty Advisor	
	2.2.25 Class Advisor 2.2.26 Departmental Exam In charge	
	2.2.27 Placement and Alumni Coordinator	
	2.2.28 Lab In charge	
	2.2.29 Account Officer	
	2.2.30 The Physical Education In charge	
	2.2.31 Maintenance Supervisor	
	2.2.01 Manifestation Super 1901	

2.2.32 In charge Electrical Maintenance

	2.2.02 in charge Dicetrical manifestation
Chapter - 3	Institutional Committees
Chapter - 3	3.1 NSS. Social Responsibility Committee
	3.2 Anti Ragging Committee
	3.3 EDP-Cell Committee
	3.4 Library Committee
	3.5 Cultural Committee
	3.6 Alumni Committee
	3.6 Alumni Committee 3.7 Grievance Reddressal Committee
	3.8 Women's Reddressal Committee
0144	3.9 SC / ST Committee
Chapter - 4	Employment Rules
	4.1 Recruitment Procedure
	4.2 Workload Norms
	4.3 Procedure for Performance Review of Staff Members
	4.4 Procedure for Promotion of Teaching Staff
	4.5 Promotion of Non vocational Teaching staff
	4.6 Resignation from service by Employee
	4.7 Termination / Separation of an Employee by
	Institution
	4.8 Procedure for handling Reddressal Grievance of
	Staff Members
	4.9 Retirement
Chapter - 5	Pay Rules
	5.1 Pay and Allowances
	5.2 Annual Increment in Pay Scale
	5.3 Pay in Consolidated Form
	5.4 Sub staff (Outsourced staff)
Chapter - 6	General Rules
	6.1 Leave Rules
	6.2 Casual Leave
	6.3 Special Casual Leave
	6.4 On official Duty
	6.5 Rules for Travel Allowances
	6.6 Leave Without Pay
	6.7 Leave Account and Leave Sanctioning Authority
	6.8 Procedure to Treat Unauthorized Leave of Absence
	6.9 Other Employee Benefits
	6.10 Maintenance of Attendance Register
	6.11 Personal File and Service Book
	6.12 Confidential Report
Chapter - 7	Conduct and Disciplinary Rules
_	7.1 Disciplinary Rules
	7.2 Accountability and Discipline
Chapter - 8	Development Activities
-	8.1 Consultancy and Extension Activities
	8.1.1 Consultancy Projects
	8.1.2 Extension Activities
	8.1.3 Co-curricular Activities
	8.1.4 Extra-Curricular Activities
ANNEXURES	Annexure -1 Leave Format

INSTITUIONAL SERVICE RULE BOOK

Annexure – 2 Staff Appraisal Format Teaching Staff

Annexure – 3 Staff Appraisal Format Non - Teaching

Staff

Annexure – 4 Staff Appraisal Format – Lab Technician

Annexure – 5 Required Recruitment Qualification

Annexure – 6 Organization Chart

CHAPTER NO-1 PRELIMINARIES

Preliminaries

1.1. Preamble

The following Service Rules shall be called the "VISHWESHWAR SHIKSHAN PRASARAK MANDAL INSTITUTIONAL SERVICE RULE BOOK", and shall be applicable to all the Employees of the Institutes and which shall come into force with effect from the _____ as notified by Governing Council and Approved by the VISHWESHWAR SHIKSHAN PRASARAK MANDAL. The service rules will be changed in future based on the various enabling acts, government rules and regulations, stakeholders input and other parameters which will evolve over the time frame.

1.2. Applicability

These Service Rules will be applicable only to regular employees on scale and will not be applicable to other employees and staff members employed as advisor, emeritus professors, consultants, part time staff, adjunct staff, casual staff under contractual employment and employees serving under non regularized pay scale unless specifically mentioned in the service rules.

1.3. Definitions

For the purpose of the Service Rules the following terms are used in the sense as explained below:

"Appraisal Committee" means the committee created by the Authority for performance appraisal of an employee.

"Authority" means the Board of Societies.

"Institution" means "VISHWESHWAR SHIKSHAN PRASARAK MANDAL", the Institution established in Village Almala, Taluka Ausa, District Latur, state Maharashtra

"Employee" means any person appointed by the Authority as a member of its staff.

In these Rules "He" includes "She" and "His/Him" includes "Her". Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary and iv) Contractual Employee.

A "Regular employee" is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a "Probationer" on expiry of probation period or extended provision period by the Authority.

A "Probationer" is an employee who is provisionally employed to fill up a Regular vacancy in a post and has not been confirmed in service as regular by the Authority. The period of probation shall be defined in his appointment letter, in a case-to-case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or classified as regular unless the Authority have confirmed him explicitly by a letter. In absence of the written communication from the Authority it is deemed that his probation period had been extended.

A "Temporary employee" is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Principal with the approval of the Authority for specified period.

A "Contractual Employee" is one who is engaged either by an agreement or by an contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation, Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other allowances will be admissible.

"Faculty" means the Employee engaged in direct academic work such as Teaching, Research and Publication and so on. "Faculty" and "Teaching Staff" are used interchangeably and mean the same thing.

"Society" means "VISHWESHWAR SHIKSHAN PRASARAK MANDAL SOCIETY", a Society registered in Maharashtra under the Society Act, 1961 and which is the highest authority for the governance of the institution.

1.4. Acronyms

The following Acronyms will be used throughout this document.

Acronyms Meaning

- 1. GCM/GC Governing Council Members / Governing Council
- 2. HOD Head of the Department
- 3. EPA Executive Personal Assistant
- 4. SOP Standard Operating Procedure
- 5. NSS National Service Scheme
- 6. TPO Training and Placement officer
- 7. PEI Physical Education In charge
- 8. CR Confidential Report
- 9. KPA Key Performance Area
- 10. CL Casual Leave
- 11. LWP Leave Without Pay
- 12. SCL Special Casual Leave
- 13. OOD On Official Duty
- 14. QIP Quality Improvement Program
- 15. AC/DC Abstract Contingent / Detailed Contingent
- 16. IQAC Internal Quality Assurance Cell
- 17. H/W Hardware
- 18. S/W Software
- 19. LAN Local Area Network
- 20. PCI Pharmacy Council Of India
- 21. MSBTE Maharashtra State Board of Technical Education
- 22. AICTE All India Council of Technical Education
- 23. MIS Management Information System
- 24. CD Compact Disc
- 25. ROM Read Only Memory
- 26. AO Administrative Officer
- 27. PAC Program Assessment Committee
- 28. DAC Department Assessment Committee
- 29. ICT Information and Communication Technology
- 30. NBA National Board of Accreditation

Changes of This Document

This Service rule is based on various enabling acts, government rules and regulations, stakeholders' input and other parameters. This is subject to modification in any new form and content, if felt necessary by the Governing Council / Authority. Each version of the service rule book will be approved by the Governing Council/Authority before implementation, and will bear a successive version number.

1.5. Designation Of Employees

At Institute The following posts/ designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts/ designations are done by the Governing Council/Authority based on the needs and requirement of the Institution.

1.6. Staff Classification

1.7.1. Teaching Staff

- 1.7.1.1. The Principal
- 1.7.1.2. The Head of the Department
- 1.7.1.3. The Professors
- 1.7.1.4. The Associate Professors
- 1.7.1.5. The Assistant Professors / Lecturer

1.7.2. Non-Vocational Teaching Staff

- 1.7.2.1. The Training and Placement Officer
- 1.7.2.2. The Librarian
- 1.7.2.3. The Physical Education In charge
- 1.7.2.4. The NSS Program Officer

1.7.3. Technical Staff

- 1.7.3.1. The System Network Administrator
- 1.7.3.2. The Technical Assistants and Foremen
- 1.7.3.3. The Lab Instructors and the Lab Assistant
- 1.7.3.4. Other position as may be decided by the Authority.

1.7.4. Non-Teaching Staff Employees who are NOT directly involved with the academic Function of the Institutions are called "Non-Teachings Staff" which includes.

- 1.7.4.1. The Registrar / Administrative Officer
- 1.7.4.2. The Superintendent of Accounts
- 1.7.4.3. The Superintendent of Admissions
- 1.7.4.4. The Superintendent of Examinations
- 1.7.4.5. The Superintendent of Store
- 1.7.4.6. The Office Assistants
- 1.7.4.7. Maintenance Supervisor / Transport Incharge of the Institution
- 1.7.4.8. Electrician, Plumber, Machine Operator, Drivers, Painter and helpers of the Institution
- 1.7.4.9. Gardener, Housekeeper, security guard of the institution.

1.7.5. Other Position

As May Be Decided by The Governing Body Although posts are created, it is to be decided by the Authority to fill up the posts as per the need and requirement of the institution. It is not mandatory to fill up all the posts at all times. No act or proceeding of the institution or any authority of the institution or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the institute. There will be a post called In-Charge which means a temporary responsibility assigned to one employee to perform a role and responsibility of a sanctioned post or designation. In the absence of the Principal, the Principal-in-charge duly nominated by the Principal /Authority shall be in charge of the institute and shall look after the normal academic and other administrative affairs of the institution

CHAPTER NO -2

ROLES & RESPONSIBILITIES

2.1 General Duties and Functions of Staff Members

- 2.1.1 The Institution must observe actual teaching days in a calendar year as prescribed by the University / Board and the remaining working days shall be devoted to the development of academic standard, research & training, examination, faculty development program, seminar, workshops, publication and other activities of the Institution as per guidelines of the Authority.
- 2.1.2 The functions of teaching and non teaching staff are different in the institutions. The work of the academic teaching staff revolves on teaching, research, publication, application of knowledge such as consultancy, conducting seminar, student and community development, lab development, product development, projects and so on. 2.1.3 The faculty members have to take tutorial classes / remedial classes / advanced classes / makes up tests.
- 2.1.3 The counseling of the students will be an essential component of role & responsibilities of faculty members.
- 2.1.4 It will be incumbent upon the Head of the Department to ensure that the regular norm is satisfied with respect to each of the teaching faculty in the department. The details of assigned classes (as per routing) and weekly progress to be uploaded into University / Board portal if any by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members.
- 2.1.5 The work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regards to the roles, jobs and targets assigned to them by the department / institution.
- 2.1.6 The work distribution of non-teaching employees will be solely decided by the institute authority / HOD / the reporting officer on whom the authority has been delegated. Both teaching and non-teaching employees shall be present in the institution during the working hours unless engaged in official work outside.
- 2.1.7 Any Other duties and responsibilities as defined by the Authority.

2.2 Specific Responsibilities of Various Cadres

2.2.1 Governing Body:

The Governing Body of the college has, inter alia, members drawn from the industry, affiliating Board and experts from academic field. The Governing Body gives direction to the college management. Its Functions and Responsibilities are:

Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.

Examine the recommendations of IQAC and prepare a road map for achieving the goals of the institution.

Monitor academic, research and other related activities of the college and guide them in the correct direction.

- 1. Prepare strategic plans for financial, infrastructural and staffing areas
- 2. Consider the recommendations of the staff selection committee and approve the same.
- 3. Consider the important communications, policy decisions received from the Board, Government, AICTE, etc.
- 4. Encourage and facilitate college apply for Accreditations/Certifications, if any
- 5. Facilitate and encourage college faculty apply for research projects/proposals
- 6. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.
- 7. Facilitate starting of new programs, deciding on discontinuing any existing programs and increase / decrease intake into any program.
- 8. Consider the recommendations of the IQAC of the college and direct them for implementation
- 9. Examine the budget proposals and accord approval.
- 10. Pass the annual budget of the college.
- 11. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
- 12. Consider and facilitate college to resolve legal/court cases, if any

2.2.2 The Principal

Responsibilities include:

- 1. Reporting only to the top Management (Chairman, and Secretary) of the institute and assisting them in the following functions of the institute.
- 2. Regulation / Monitoring
- 3. Development
- 4. Leadership
- 5. Visionary

Regulation / Monitoring:

One of the important responsibilities of a Principal 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 governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the Board; along with the expectations of the top management; students and their parents.

The following are some of the important responsibilities coming under this category.

- 1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- 2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- 3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- 4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the Board / AICTE / Management.
- 5. Monitoring 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.
- 6. Monitoring all the laisoning activities with governmental, corporate and other academic bodies / institutions.

- 7. Monitoring the liaison of activities with departments within the college and most importantly with the top management.
- 8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, IQAC and the Governing Council.
- 9. Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
- 10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and Board apart from the ones conducted by the top management.
- 11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
- 12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

- The Principal 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. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- 3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- 4. Focusing on building an image for the institution at an overall level or in terms of aparticular strength either in terms of a department or activities.
- 5. Developing the working and learning culture in the institution.
- 6. Developing the necessary infrastructure most importantly the library, laboratory withinternational ambience.

Strategic Functions

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

- 1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
- 2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
- 3. Contributing 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.

Leadership Functions:

These are in fact the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

- 1. The Principal shall prove oneself as an excellent teacher and prove as one of the best amongall his colleagues.
- 2. Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
- 3. To set high standards of discipline, commitment and involvement in work pattern.
- 4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
- 5. Exhibiting sacrificial attitude and set model for all the staff.
- 6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary Functions:

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

- 1. Developing a long-term model for the institution and working for realizing this vision in close association with the top management.
- 2. Taking steps at regular intervals which facilitate towards realizing the vision.
- 3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
- 4. Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The Principal requires to prepare long term as well as short term plans (concrete documents) and present to the top management.

Execution and Reporting:

The Principal 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 top management (Chairman, GB and Secretary).

2.2.3 DEAN - R&D

Dean R&D is a senior position in the college and reports to the Principal. He/she is expected todemonstrate capability to:

- Manage effectively and efficiently the research programs and administration affairs of there search Centre of the college.
- Create an environment conducive to intellectual and research growth.
- Maintain the confidence and co-operation of the faculty and students engaged in research activities.
- Lead, motivate a team of engineers, scientists at multiple levels in the college.

The specific responsibilities of Dean (R&D) are as follows:

I. Planning of research activities, resource mobilization and management of R&D projects.

1) Identify opportunities for externally funded R&D projects, apply for funding, submitproject proposals, follow up with the funding agencies, for securing sanction of projects.

- 2) Identify R&D projects to be taken up with college funding.
- 3) Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
- 4) Prepare annual R &D plan of activities including externally funded projects and collegefunded projects.
- 5) Manage R & D projects
- 6) Submit quarterly reports to Principal/Secretary on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
- 7) Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
- 8) Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
- 9) Ensure that the lab facilities and other installations and capital equipment's are used optimally through R & D/ consultancy related activities
- 10) Form a research committee composed of distinguished faculty members having aptitude for research and, members from industry/R&D organizations to address the issues of research.

II. Promotion of research:

- 1) Develop and establish a policy to promote research culture in the college
- 2) Stimulate and enhance the research ability and potential of students, having the aptitude forinnovative research.
- 3) Identify prioritized research areas based on the expertise available with the college.
- 4) Organize visits by eminent researchers to interact with the faculty and students.
- 5) Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
- 6) 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.
- 7) Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies.

II. Research Publications:

- Co-ordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
- 2) Publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.
- 3) Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
- 4) Motivate the eligible faculty to guide Master Degree and Ph.D. scholars.
- 5) Develop and establish policy to check malpractices and misconduct in research.
- 6) Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

III. Collaboration and Consultancy:

- 11)Develop and establish consultancy policy for
 - i. Identifying and recognizing the areas of expertise of the college.
 - ii. Publicizing the expertise of the college for consultancy services.
 - iii. Encouraging the faculty to utilize their expertise for consultancy services.
 - iv. Costing of consultancy projects.
 - v. Revenue sharing as between institution and the consultants- including faculty consultants, external consultants, Technical services staff of the college.
- 12)Initiate and co-ordinate signing of MoUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.
- 13) Evaluate the impact of the linkages, periodically, on:
 - i. Curriculum development
 - ii. Faculty exchange and development
 - iii. Research, Publication
 - iv. Consultancy

v. Student placement.

2.2.4 Head of the Department:

- 1. To take advise/sanction from the Principal for implementation of academic, cocurricular and extracurricular activities.
- 2. Assigns duties to teaching and non-teaching staff of the Department.
- 3. With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
- 4. To co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
- 5. To present the departmental budget/requirement to the Principal.
- 6. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
- 7. To ensure smooth conduct of examinations including paper setting, assessment of theoryand lab.
- 8. To submit Recommendations, if any, to the examination committee for processing ofresults.
- 9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
- 10. To ensure Quality, Maintenance and cleanliness of the department.
- 11. To recommend leave of the departmental Colleagues.
- 12. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE.
- 13. To encourage research/innovative programs in the department.
- 14. To organize need based workshop/seminars/symposia/visits/excursions etc.
- 15. To invite guest speakers for interaction and guidance to students.
- 16. To guide the students for career opportunities.
- 17. To facilitate faculty in the preparation and processing of self-appraisal of performance
- 18. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.

19. Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college. Coordinating the activities of the department and assisting the Principal of the College.

Responsibilities include:

Faculty

- ✓ Assisting faculty in providing a quality educational experience for students.
- ✓ Recommending, mentoring, and supervising faculty.
- ✓ Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- ✓ Providing the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

Program and Curriculum

- Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
- Supporting the integrity of curricula, encouraging student success.
- Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
- Assisting in providing leadership to meet the instructional goals of the department and college.

Department

- Conducting regular meetings of the department faculty.
- o Coordinating the formulation of department short- and long-term plans.
- o Facilitating interaction and collegial spirit among the department faculty.
- o Coordinating the preparation of proposed departmental budget request.

***** Administrative

- Represents the department at meetings of department chairs.
- Assists with student complaints, and grievances originate in the department.
- Plans, executes, and monitors academic and support activities of the department
- Maintains discipline and culture in the department
- Picks and promotes strengths of students / faculty / staff
- Maintains records of departmental activities and achievements

2.2.5 The Professor and Associate Professors

Subject to the supervision, direction and general control of the Authority/ Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive

- 1. Professors and Associate Professors will actively participate in teaching, research, publication, real world knowledge application and administrative work as per work distribution mode envisaged by the HOD/Principal
- 2. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in policy planning, monitoring & evaluation and promotional activities both at departmental and institutional level.
- 3. As far as management of the academic affairs of the department concerned the Professors and Associate Professors will take active participation in the departmental committee as advised by the HOD.
- 4. As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by taking regular classes, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need of laboratory development and to improve the quality of the lab classes and so on.
- 5. As a part of academic affairs the Professors and Associate Professors will implement faculty development program, conduct departmental workshop and seminar and also monitor and evaluate academic activities.
- 6. Professors and Associate Professors will provide research guidance including PhD program; ensure publication work and also design and development of new programs as suitable for the students.
- 7. Professors and Associate Professors are most suitable for real world knowledge application, they will provide leadership in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Program and brand building of the department providing technical support etc.
- 8. Has to give valuable guidance as a senior member of institution committees duly nominated by the Principal.

- 9. To contribute to the finishing school program and industry readiness program.
- 10. Any other responsibility given by the HOD / Principal
- 11. The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.

2.2.6 The Assistant Professors / Lecturer

Subject to the supervision, direction and general control of the Authority/ Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- 1. Assistant Professors will actively participate in teaching, research, publication, real world knowledge application and administrative work as per work distribution mode envisaged by the HOD/ Principal. They will also be closely involved in his examination process as per guidance of HOD.
- 2. Assistant Professors shall take active role in the departmental committee as directed by the HOD.
- 3. Assistant Professors shall take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, preparation of lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
- 4. As a part of academic affairs the Assistant Professors will participate in faculty development program, departmental workshop, seminar for continuous quality improvement teaching learning process.
- 5. Assistant professors shall be actively involved in research and project, publication work, and design/development of new program as suitable for the students.
- 6. Assistant Professors shall participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research,. (including funding proposal), seminar, laboratory development, modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable QIP and brand building of the department providing technical support etc.
- 7. Assistant Professors shall actively take part in extracurricular, cultural and social service activities of the college as member of respective institution committees and cells.

- 8. They shall devote significant time and energy for the total counseling of the students round the year.
- 9. Any other responsibility given by the HOD / Principal.
- 10. Assistant Professors shall involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
- 11. Assistant Professors shall have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects

2.2.7 Training and Placement Officer:

- 1. Liaisons with industry
- 2. Identifies and provides for training needs of students
- 3. Arranges campus interviews
- 4. Proposes annual T & P budget
- 5. Prepares 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.
- 6. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- 7. Assists students develop and implement successful job search strategies.
- 8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
- 9. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
- 10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
- 11. Prepares a placement brochure having all the student profiles.
- 12. Undertakes a rigorous placement campaign.
- 13. Assists employers achieve their hiring goals.
- 14. Empowers students with life-long career decision-making skills.
- 15. Provides resources and activities to facilitate the career planning process.
- 16. Acts as a link between students, alumni and the employment community

- 17. Up gradation of the students' skill sets commensurate with the expectations of the industry.
- 18. Generation of awareness in the students regarding future career options available to them.
- 19. Assists different companies in recruiting candidates as per their requirements.
- 20. Assists students in obtaining final placement in reputed companies.
- 21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
- 22. Communicates the resume of suitable candidates to the potential employers.
- 23. Provides right placement to the right candidate so that students excel in their future life.
- 24. Organizes placement training for the students and make them ready for interview and group discussion.
- 25. Shall be a live wire connecting the students and the industrial houses.
- 26. Arranges to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
- 27. Provides information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Deans, Registrar, CoE, Principal, and students.
- 28. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
- 29. Details of placed candidate's vis-a-vis the companies is sent to all HoDs, departments' placement coordinators, Dean, Students Affairs, Registrar, CoE immediately after the recruitment drive is completed and placements announced
- 30. Sends hard copies of all appointment orders of students recruited to the concerned HoDs.

2.2.8 Librarian:

- 1. To facilitate the students, faculty, and staff with all the literature that may be needed fortheir scholarly activities.
- 2. To manage library as well as digital library of the college.

INSTITUIONAL SERVICE RULE BOOK

- 3. Arranges to prepare the library budget and policies relating to the library/Digital library.
- 4. To encourage widespread usage of available information access facilities.
- 5. 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
- 6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
- 7. Provides URL links/resources for information on various study material
- 8. Weeding out obsolete study material as per the college norms
- 9. Disposal of weeded out material
- 10. Ensures availability of reprographic facilities
- 11. Maintain the books in good condition
- 12. Seeks reviews on books recommended
- 13. Seeks suggestions / feedback on databases used.
- 14. Provides digital library access from anywhere on campus.
- 15. Establishes specialized search facilities for faculty's teaching and research needs.
- 16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
- 17. Provides adequate access and borrowing facilities to faculty.
- 18. Provides content page service.
- 19. Encourages use of smart card for library services.
- 20. Facilitates conduct of reading sessions.
- 21. 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.
- 22. Makes arrangements in the library for hooking up laptops.
- 23. Develops a system for posting new additions online.
- 24. Any other work related to library that may be assigned from time to time.
- 25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
- 26. Coordinates with departmental library in-charge for smooth functioning of department's library

27. Provides all statistical information pertaining to the library

2.2.9 The NSS Program Officer

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- 1. Provide information about NSS motto aims and objectives, philosophy and activities.
- 2. The NSS program officer is member convener of Swachh bharat Mission Cell.
- 3. Enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.
- 4. Select or adopt the village/slum for service projects on the basis of utility and feasibility.
- 5. Prepare and conduct the orientation Program for NSS Volunteers, explain them about the concept of social service.
- 6. Prepare and teach them the methods and skills required for achieving the objectives of the NSS scheme
- 7. Promote community education through meetings, talks, new bulletins, discussions etc.
- 8. Co-ordinate the NSS activities in accordance with the volunteers ability and community demands.
- 9. Coordinate various external resources available in the forms of government services, welfare agencies and voluntary organizations for the success of the NSS Programs.
- 10. Coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the NSS scheme.
- 11. Supervise the NSS Program undertaken by Volunteers.
- 12. Assist in evaluation and follow-up work.
- 13. Run day-to-day administration of the programs.
- 14. Attend correspondence regularly between institute and University / Board.
- 15. Prepare progress report periodically for submission to institute and University / Board. 16. Maintain record of volunteers' participation and programs undertaken.

- 17. Keep accounts and stock in the prescribed format.
- 18. Inform the community about the NSS programs through press reports, radio and television programs.
- 19. Create awareness, through pamphlets, seminars and meetings
- 20. Initiate to create awareness for image building of NSS in order to inspire and motivate the NSS Volunteers.
- 21. Any other responsibility as assigned by the Authority/Principal

2.2.10 System Network Administrator:

The Systems Administrator shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre; He/she shall broadly perform the following duties:

- 1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of h/w and s/w
- 2. Administering and configuring servers and System performance tuning
- 3. Facilitating development and maintenance of institute's websites and updating the same
- 4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
- 5. Installing and configuring new hardware and software
- 6. Administering campus wide LAN and Internet services thereby ensuring that the networkinfrastructure is up and running
- 7. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
- 8. Identify and help implement installation of ICT and MIS requirements for the institute
- 9. Analyzing system logs and identifying potential issues with computer systems.
- 10. Introducing and integrating new technologies into existing data center environments.
- 11. Performing routine audits of systems and software.
- 12. Performing backup of data and files.
- 13. Adding, removing, or updating user account information, resetting passwords, etc.

- 14. Answering technical queries
- 15. Be responsible for security of systems and network
- 16. Any other work assigned from time to time.

2.2.11 Laboratory Technician / Assistant:

Scope of the Work:

The Laboratory Technician performs technical work in the maintenance, repair, calibration and installation of various electronic equipment; distributes and maintains laboratory test equipment for students; arranges for repair and calibration of major equipment, and ensures efficient operation, if any used in the lab.

Key Functions and Responsibilities:

The following are key duties interpreted as being descriptive and not restrictive in nature.

- 1. Troubleshoots, repairs, calibrates and fabricates / prepares circuits, conducts testing of the same and other electronic equipment.
- 2. Helps students to assure proper operation and maintenance of equipment and laboratory; distributes various components/parts to students for use in laboratory exercises.
- 3. Facilitates maintenance of documentation and upkeep of stock register.
- 4. Plans and schedules software upgrades; tests, debugs, configures and documents software as required to meet user needs.
- 5. Establishes and maintains computer laboratory procedures.
- 6. Installs new equipment and modifies current installations using various manual and power tools such as hand drill, drill press, soldering, etc.
- 7. Orders and maintains inventory of replacement parts for electronic equipment; maintains warranty, service and repair records; works with vendors to obtain pricing and availability of needed parts; performs quality checks on newly delivered equipment to ensure proper operation.
- 8. Maintains a fabrication area for the workshop class; assists in the maintenance of the lab.
- 9. Any other assignment given by the Lab In-charge / HoD.

2.2.12 The Registrar

Executive Responsibilities

- i. Is directly responsible to the college principal.
- ii. Assists the Principal in translating the college vision into an action plan
- iii. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- iv. Assists the Principal in administering and leading the college within the policy frameworkdeveloped by the IQAC.
- v. Supervises at the direction of the principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
- vi. Maintaining all records pertaining to students, faculty and staff

Administrative Responsibilities:

The Registrar along with the Academic may assist the Principal in:

- a. Developing job descriptions for faculty and other staff by emphasizing a candidate's knowledge, skills, values, and commitment
- b. Completing the student admission process of all programs of the college

The Registrar Assists the Principal in

- 1. Improving quality of working of faculty, staff, and students by:
 - i. Ensuring effective utilization of transportation services to students, staff, and faculty
 - ii. Ensuring safety and security to all in the college
 - iii. Promoting multicultural interactions and understandings among students, staff, and faculty.
- 2. Obtaining and developing personnel by:
 - i. Planning, directing, scheduling and coordinating in-service training program for non-technical non-teaching staff.
 - ii. Supervising and evaluating administrative personnel.
- 3. Maintaining effective interrelations with the community by:
 - i. Maintaining student reporting procedures to parents.

- ii. Interacting with parents and other citizens.
- iii. Preparing information to be disseminated to parents, students, other stakeholders and public.
- iv. Preparing special reports and bulletins for general distribution.
- 4. Providing and maintaining funds and facilities by:
 - i. Determining the need and planning for facility maintenance, and renovation expansion.
 - ii. Determining specifications for supplies and equipment.
 - iii. Inventorying and distributing supplies and equipment.
 - iv. Preparing reports/grant applications for AICTE, DTE, MSBTE Board, etc.
- 5. Assumes such other responsibilities as may be assigned by the Principal from time to time.

2.2.13 Administrative Officer:

Administrative officer is the over-all in charge of administrative functions, responsible to Registrar/Principal for Transport, Campus maintenance, Security of college property, and personnel, canteen operations, public relations, Health Centre, among others. His specific duties and responsibilities are as follows:

- 1. Assists the Registrar in the day-to-day administrative functions of the college, and also indeveloping policies, procedures, and systems which ensure productive and efficient operations.
- 2. As the custodian of the college property records, manages the filing, storage and security of documents.
- 3. Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, supply of Private Vehicles by Travel agencies, as required.
- 4. Oversees and manages the transport operations with the assistance of Transport-in-chargeand ensures provision of convenient, safe and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.
- 5. Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, BoS meetings, Governing Body meetings, IQAC meetings, faculty selection interviews, Industrial visits, and such other events.

- 6. Liaisons with consulting architects/engineers for translating college's needs into specific requirements.
- 7. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
- 8. Manages admission process of students for "B" Category seats and spot admission for unfilled convener quota seats for all the programs.
- 9. Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
- 10. Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
- 11. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, Principal, and management, and to Police, with proper approvals.
- 12. Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.
- 13. Serves as the primary point of contact and liaison with public, state Government departments, Police, Election Commission, student organizations, and other entities for administrative information about the college.
- 14. Represents the college at meetings convened by MSBTE, Social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, election duties, NSS, Swach Bharat etc.
- 15. Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.
- 16. Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
- 17. Manages distribution of incoming mails, and dispatch of out-going mails.
- 18. Identifies training needs of office staff, and organizes staff development programmers.

- 19. Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
- 20. Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HoDs/ Sections-in-charge, following proper procedures.
- 21. Prepares capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
- 22. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
- 23. Monitors and controls repair and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- 24. Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets.
- 25. Convenes meetings with Bus-In charges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, forwards a copy of the minutes to Registrar and Principal.
- 26. Convenes meeting of General Services Committee, at least once in 3 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to Principal and Registrar.
- 27. Reviews the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
- 28. Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
- 29. Any other functions assigned by the Registrar / Principal from time to time.

2.2.14 Admission Section

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- 1. All matters pertaining to admission of students to the institute at all levels in line with the norms of the University / Board, state and central government.
- 2. All works connected with MSBTE, PCI, DTE, and AICTE & state government in relation to the admission of students.
- 3. Students matters in relation to scholarships/Fee concession, etc.
- 4. Preparing reports and supply of information in relation to all statutory bodies.
- 5. To attend any other work that is assigned by the Authority/Principal. Note: Depending on the workload, number of office assistants will be assisting the superintendent in discharging his responsibilities. The superintendent is responsible for admitting students at the beginning of the 1 st year and preparation of the eligible candidate list and forwarding it to the concerned departments. Attending to various inspection committees like MSBTE, PIC, AICTE etc and furnishing the all details required by them.

2.2.15 Accounts Section

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- 1. Keep all financial matters pertaining to the institute in appropriate order and up to date.
- 2. Attend financial matters with specific reference to UNIVERSITY/MSBTE, PCI, DTE and AICTE.
- 3. Prepare budget statements and attend to follow up matters pertaining to budget provision.
- 4. Attend matters pertaining to grants with specific reference to state govt., central government, and other agencies.
- 5. Attend matters pertaining to audit.
- 6. Attend AC/DC bills of examinations.

- 7. Prepare annual report of accounts.
- 8. Verify (day-to-day) the relevant financial registers, cash book, general ledger etc.
- 9. Verify and admit bills, vouchers etc.
- 10. Attend financial matters pertaining to the building section.
- 11. Attend any other work entrusted by Registrar/ AO and Principal.
- 12. Prepare monthly salary statements as per directions of the Authority/Principal.
- 13. Attend regular check on, receipt & expenditure.
- 14. Attend any other work that is assigned by the Authority/Principal. Note: Depending on the workload number of office assistants will be assisting the superintendent in discharging his responsibilities. The superintendent is responsible in scrutinizing the bills of building, equipment, consumables etc. and attending matters pertaining to the maintenance of the bills, like water & power bills. The Superintendant is also responsible for obtaining the various scholarships from different authorities and distributing them to the students, maintain fee ledgers, refund registers, bank accounts, cash book, etc, prepare monthly and quarterly income and expenditure statements and assist for the annual budget preparations, attend to the provident fund, income tax, professional tax and other statutory deductions. Direct central assistance grant received from the Maharashtra Govt. and other organization is to be properly accounted.

2.2.16 Academic Controller:

- 1. Developing a vibrant organizational 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. Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
- 3. Helping faculty in planning effective remedial instruction.
- 4. Managing and evaluating instructional support program.
- 5. Conducting faculty appraisal, evaluation and collecting the data.
- 6. Translating evaluation data into effective faculty development
- 7. Differentiating between the needs of experienced and inexperienced teachers
- 8. Inviting senior faculty from each of the departments to be mentors

- 9. Identify the up-and-coming technological developments in close collaboration with the seniorfaculty to function as mentors
- 10. Identifying the faculty with up to six years of experience in all the departments to be associated with mentors.
- 11. Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG levels, consultancy experience etc.
- 12. Preparing subjects-wise specialization of faculty list in all the subjects
- 13. Maintaining an up-to-date record of mentee faculty list
- 14. Guiding younger faculty in identifying their fields of interest
- 15. Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities
- 16. Conducting regular meetings (preferably at least once in every month) of the mentors and mentees and direct the forum in the right direction by providing a means for the interaction ofmentors and mentees for proper identification of the faculty of similar academic interests and pursuits
- 17. Liaison with the Heads of the departments to update the list of mentees and mentors from each department
- 18. Preparing and getting approval of the management with the association of the Principal, the budget allocation for the activities
- 19. Identifying the newly inducted faculty for orientation programs and plan for them in everysemester.
- 20. Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs
- 21. Serving as an instructional coach
- 22. Creating professional development opportunities for all
- 23. Motivating faculty and others
- 24. Identifying unique leadership capabilities of teachers and others and matches them withleadership opportunities
- 25. Mentoring others and identifying others with mentoring capabilities
- 26. Any other function that may be assigned by the Principal from time to time.

2.2.17 Examination Section (Controller of Examination)

Coordinates with Admin., to receive the details of the Fresh Batch of students.

- 1. Coordinates with respective HoD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
- 2. Arranges to issue appointment letters as examiners for the conduct of practical, theory and project work viva-voce.
- 3. Receives the filled in Examination Application forms from the students.
- 4. Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
- 5. Arranges to prepare the list of candidates and the courses for which they are appearing for.
- 6. Arranges for the issue of Hall tickets.
- 7. Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arranges to forward the same to MSBTE.
- 8. Conducts the examinations on behalf of the Chief Officer In charge and publication of results within determined schedule after the completion of examinations.
- 9. Arranges to inform examiners for the spot valuation of answer scripts.
- 10. Arranges to receive the Mark Statements and the Consolidated Mark Statements of students from Board/University / Board.
- 11. Arranges to forward the applications of students for the recounting and revaluation of answerscripts as the case may be.
- 12. Informs the Chief Officer In charge with regard to the malpractice cases, if any, and forwards the same to the Board/University / Board to take decisions.
- 13. Conducts result analysis and provides the same to each HoD, Academics, Registrar and Principal
- 14. All examination concerned records to be kept in safe custody and be made available as andwhen required
- 15. Prepare AC and DC Bills in respect of both theory and practical exams
- 16. Any other task, which may be assigned by the Principal from time-to-time

2.2.18 Stores Section

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- 1. Take all steps necessary for receiving / procuring and storing of all types of equipments and consumables as required by the respective departments of the institute including administration.
- 2. Take all steps necessary for annual stock verification of all stocks in store.
- 3. Take all steps necessary for the repair / servicing and / or disposal of all the unserviceable and / or redundant plant, equipments and other articles or fixtures including office equipments, that are returned to the stores from the departments
- 4. Take steps for the writing off items as and when such occasion arise and prepare breakage reports list of unserviceable articles and disposal of the same.
- 5. Take steps for renewal of all licenses of items in stores as applicable.
- 6. Maintain all registers of the section in satisfactory / prescribed manner and make them up to date, by recording the respective receipts and issues, meticulously.
- 7. Maintain day book and other stock regarding goods received.
- 8. Attend processing of several schemes pursued by the institute.
- 9. Attend all AC and DC bills. To process all the bills of the items purchased and taken on stock in stores.
- 10. Take all steps concerning the furniture of the institute like (a) ordering and passing the bills (b) numbering and noting the location (c) entry in the registers etc. (d) stock taking etc.
- 11. Take all steps regarding stationery requirements of the institute like (a) ordering and passing the bills (b) entry in the registers both input and output (c) Receiving and issuing the item against the relevant purchase orders and indents as applicable.
- 12. Attend any other work that will be assigned by the Authority/Principal. Note: Depending on the workload number of office assistants will be assisting the superintendent in discharging his responsibilities. The Superintendent is responsible for obtaining quotations, placing orders, passing all types of bills

including AC/DC. Maintain furniture/stationery issue register, stock ledger and unserviceable items register.

2.2.19 Office Assistant:

The Office Assistant shall discharge the duties under directions of the Head/Dean/Registrar/CoE concerned. He/she shall broadly perform the following duties and any other duties.

- 1. Taking up dictation and typing work to help the Head/Dean/Registrar/CoE concerned in various ways such as maintenance in a methodical manner all confidential, personal papers, arranging of meetings, conferences, tours, telephone calls, interviews, appointments and special duties.
- 2. Initiates prompt action on files and proposals and their disposal including promptly putting up notes and files to the higher authorities and maintain all the files and records.
- 3. Initiate various proposals and prepare drafts and submits the same to the higher authorities for consideration and approval in a time bound manner.
- 4. Assists the Head/Dean/CoE/ Principal in drafting letters, putting up items with suitable notes, precedents, etc.
- 5. Maintains inward/outward registers and uses them for sending/receiving all official communication.
- 6. Maintains leave record, permission records of faculty, staff and students as may be applicable
- 7. Informs HoD with regard to the faculty who are absent and assists in the adjustment of classwork whenever a need arises
- 8. Posts attendance of the students daily, prepares fortnightly attendance reports of the students, sends the same to class advisers/mentors and HoD
- 9. Maintains personal register with regard to the appointments etc., if any
- 10. Provides any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time
- 11. Facilitates to provide the desired information sought under the RTI Act, 2005.
- 12. Assists in holding of meetings, preparation of agenda, drafting the minutes of various committees of the Institute.

- 13. Organizes the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
- 14. Drafts letters/notes for the officer and handling correspondence independently as and when required.
- 15. Maintains excellent public relations and arranging meetings, if any, as required.
- 16. Summarizes from documents and prepares information for Annual Reports, Newsletter, etc.pertaining to the activities of the department/section.
- 17. Refers/directs callers (in person/telephone)/papers to appropriate persons of the Department/College, as the case may be
- 18. Supervises the work of the sub staff in the department/section.
- 19. Be responsible for the safe custody of all the files in the department/section and maintain strict confidentiality on all matters related to the office work of any nature.
- 20. Enters data, maintains data entered, and backs up data files periodically
- 21. Be aware that the incumbent to the post may be transferred to any other section ordepartment as per the exigency of situation.

2.2.20 Transport In-charge:

- 1. Identifies the transport requirements of the college from to time and informs the same toAO/Registrar and initiates action for meeting the requirement of Vehicles, drivers, parking place etc.,
- 2. Receives requests/applications from students and staff for seats in college buses and allots routes, on first cum-first served basis and issues bus passes.
- 3. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Administrative Officer and with the approval of Registrar/Principal
- 4. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous years' experience and expected future needs.
- 5. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college as decided by the Authority. Also ensures compliance of drivers with these requirements.
- 6. Processes leave applications of drivers, recommends sanction, while deploying substitute (spare) drivers and ensures all vehicles run as per schedule.

- 7. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
- 8. Schedules VL/EL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.
- 9. Assigns extra/overtime duties to drivers following appropriate procedures.
- 10. Prepares overtime bill for payment to drivers on monthly basis
- 11. Prepares bill for rent for private parking lots
- 12. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment
- 13. Stays connected with drivers / bus-in-charges during journey time and assists in trouble- shooting or in case of vehicle break-down, arranges relief/ spare vehicles.
- 14. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, enroute, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.
- 15. Schedules the regular maintenance of the vehicles and follows up on the same.
- 16. Oversees daily maintenance of the vehicles by the drivers as per College Vehicle and Driver Policy.
- 17. Handles requests for change of routes, special permission for travel by college buses for shortperiods.
- 18. Handles transport related complaints from students, parents of students, staff, and drivers andresolves issues with the help and guidance of administrative officer.
- 19. Receives transport requests (other than those for regular commuting from place of residence to college) from student/staff duly approved by the competent authority and makes necessary arrangements, ensuring that college vehicles are put to optimum use. It may include arranging forprivate vehicles from any approved Travel agency, if:
 - a. College vehicles are not available, and private vehicle booking is authorized.
 - b. Specific requests for private vehicle booking are received.
- 20. Maintains a current inventory of college owned vehicles.

- 21. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
- 22. Arranges to ensure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time
- 23. Maintains documents such a vehicle registration, insurance certificates, fitness certificates, permits and pollution certificates.
- 24. Arranges periodical eye-checkups for drivers and ensures their fitness for driving.
- 25. Attends to any other duties assigned from time to time.

2.2.21 The IQAC (Internal Quality Assurance Cell)

The college IQAC will be solely responsible to

- 1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant there to etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- 2. Make regulations regarding the admission of students to different programmes of study in the college.
- 3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- 4. Recommend to the Governing Body proposals for institution of new programmes of study.
- 5. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- 6. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- 7. Perform such other functions as may be assigned by the Governing Body or other statutory bodies of the Board.
- 8. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
- 9. Facilitating Controller of Examinations for making arrangements for conducting examinations, as per the norms of Board/University / Board.
- 10. Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.
- 11. Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
- 12. Facilitating promotion of research culture in the college through collaboration and corroboration among faculty.
- 13. Encouraging collaboration with other academic institutes and industry.

- 14. Creating a conducive environment for development of entrepreneurship.
- 15. Ensuring discipline among students.
- 16. Facilitating and supervising the co-curricular activities of the students.
- 17. Recommending the Management for encouraging students with awards, stipends, scholarships, medals and prizes and so on.
- 18. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
- 19. Motivating and guiding students in order to utilize the services of CACHE of the College.
- 20. Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.
- 21. Appointing a review committee periodically, in order to review all the college academic activities and subsequently acting on its recommendations after due consideration.
- 22. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary.

2.2.22 Academic / Program Coordinator:

It is the responsibility of Program Coordinator to:

- Oversee all the courses offered by the department;
- > Appoint Course Coordinators for each course offered and administered by the department;
- Ensure that Course files and lab manuals are reviewed and accurate prior to publication and timely distribution to students (i.e., distributed on the first day of the commencement of the semester);
- ➤ Ensure that examination question papers are reviewed and accurate prior to submission, and are submitted by the relevant due date to designated official of "Incharge of Examination Branch";

(HoD may nominate another staff member in the department to ratify marks deduced by In-charge of Examination Branch);

Program Coordinator also

- Demonstrates awareness of program goals and objectives
- Has a good knowledge of the accreditation process and its requirements
- Has a good understanding of the competencies and their implementation by self and by thefaculty
- Has a good knowledge of the terminology used in the program.
- Utilizes available resources and websites in an efficient way to help enhance the program
- Networks with other coordinators, institutes and organizations to share information and to gain knowledge that would help improve the program
- Reviews the performance of students undertaking courses offered by the department, paying particular attention to results that are borderline between Second class to First class and first class to Distinction;
- Monitors the appropriateness of allocation of marks in accordance with the Academic Regulations and the effectiveness of evaluation assessment practices in courses administered by the department (with advice from the Academic);
- Ensures all ratified marks are submitted by the due date to the In-charge of Examination Branch;

- Considers reports from Course Instructors about alleged breaches of academic honesty (malpractice) and determines in line with the College's Malpractice Review Committee;
- Ensures that College's quality assurance processes for evaluation, such as moderation of assessment in courses, if any, are followed;
- Ensures the College's Evaluation Assessment Policy and Procedures along with Academic Regulations are implemented;
- Prepares and reviews course evaluation and program evaluation report and presents the same to Program Assessment and Evaluation Committee by convening the same.
- Participates actively in the department Assessment and Evaluation Committee and gives suggestions for improvement of courses and the program.

Other Duties of Program Coordinator

The Group Head / Division Head performs the following functions in his / her Group / Division.

- 1. Oversees curricular development of the courses
- 2. Coordinates semester by semester development of schedule of course offerings
- 3. Ensures integration of divisional curriculum within the undergraduate educational program
- 4. Facilitates
 - a. Mentee faculty in the identification of Gaps in the curriculum
 - b. Mentee faculty in identifying the guest faculty for delivering guest lecture(s) to meet the identified gaps in the curriculum and coordinates with the mentee in ensuring the guest lectures are delivered
 - c. Mentee faculty in the development of Student learning outcomes and ensures the implementation of assessment processes and measurement of the attainment of outcomes
 - d. Mentee faculty with mapping of course outcomes and program outcomes of the courses (theory and lab) pertaining to the division
 - e. Establishment of new laboratories, if any, conduct of creative and innovative experiments in the lab courses that add value to the student

- f. Mentee faculty in value added teaching learning process through development of curriculum that promotes creativity and innovation in the students and faculty
- 5. On a regular basis, along with lead faculty, meets mentee faculty, at least twice a week and discusses with them the following academic aspects:
 - a. Checks tutorial problems conducted, and if the standard is felt low, suggests suitable improvements
 - b. Checks quality of assignments given to students, mid-term examination question papers and if the standard is felt low, suggests suitable improvements
 - c. Facilitates in the preparation of lesson plan and checks the same on a weekly basis
 - d. Clarifies doubts on any topic in the courses being taught by them
 - e. Facilitates healthy discussion on the research work being carried out by them
 - f. Facilitates mentee faculty in the preparation of laboratory manuals
 - g. Facilitates mentee faculty in establishing new, creative and innovative experiments in the lab,
 - h. Facilitates defining of new creative and innovative projects which shall be guided by the faculty of the group that would be carried out by students, and oversees the same, reports to HoD.
 - i. Facilitates and oversees faculty in mentoring of students on a regular basis and oversees the same, reports to HoD
- 6. Facilitates mentee faculty in the
 - a. Identification of external examiners (theory question paper preparation, valuation, and lab examiners), etc. and ensures the same
 - b. Identification of research guides, various platforms for publication of research work, if any and ensures the same
 - c. Use of modern software/hardware and ensures the same
- 7. Encourages mentee faculty to
 - a. Present seminar(s) in the department in the emerging areas of their specialization and ensures the same
 - b. Organize and also attend Faculty Development Programs in their specialization, atleast once a semester / an academic year and ensures the same
 - c. Associate themselves with all departmental / college's academic, cultural, and other activities and ensures the same

- 8. Ensures course syllabi and faculty profiles are updated and submitted to the Office of the Principal in a timely manner
- 9. Coordinates and ensures the accuracy of course descriptions, course files, lab manualsetc. of the courses pertaining to his/her division
- 10. Implements the long-range plan as it pertains to divisional development including:
 - a. Development of courses with Diversity /multidisciplinary competency
 - b. Global awareness and predicting Technological advances, if any
 - c. Ensures that all course offerings of his/her division conform to International Standards
- 11. Oversees and ensures that facilities and equipment operate in the division
- 12. Proposes and manages the Divisional operating and capital budget
- 13. Supervises Divisional laboratory staff
- 14. Ensures updation of Stock registers pertaining to the labs in his/her division

2.2.23 Course Coordinator (According to NBA):

Course Coordinator is responsible for planning and coordinating the teaching and assessment arrangements for a course, and upholding its academic quality and integrity, in consultation with the Program Coordinator, who has the final responsibility for the quality of the program offered. Specific responsibilities include the following:

1. Explains the course purpose;

The course purpose involves the following:

- ✓ What role does this course play within the Program?
- ✓ How is the course unique or different from other courses of the Program?
- ✓ What essential knowledge or skills should they gain from this experience?
- ✓ What knowledge or skills from this course will students need to have mastered to performwell in future classes or later (Higher Education / Jobs)?
- ✓ Why is this course important for students to take?
- ✓ What is/are the prerequisite(s) for this course?
- ✓ When students complete this course, what do they need know or be able to do?
- Is there specific knowledge that the students will need to know in the future?
- Are there certain practical or professional skills that students will need to apply in the future?

- Five years from now, what do you hope students will remember from this course?
- ✓ What is it about this course that makes it unique or special?
- Why does the program offer this course?
- Why can't this course be "covered" as a sub-section of another course?
- What unique contributions to students' learning experience does this course make?
- What is the value of taking this course? How exactly does it enrich the program?
 The "Course Purpose" should describe how the course fits into the student's educational experience in the program and how it helps in his/her professional career.
- 2. Provides expected course learning outcomes (CLOs /COs); Expected learning outcome statements refer to
 - Specific knowledge
 - Practical skills
 - Areas of professional development
 - Attitudes
 - Higher-order thinking skills, etc.

that faculty members expect students to develop, learn, or master during a course.

- 3. Facilitates course instructors/faculty teaching the course in writing the COs. While doing so,identifies
 - a. what are the most essential things the students need to know or be able to do at the end of this course?
 - b. What knowledge and skills are required to do this course?
 - c. What knowledge and skills should they learn from the course?
- 4. Further, in developing the course outcomes
 - a. Limits the course-level expected learning outcomes to 5 10 statements for the entire course (more detailed outcomes can be developed for individual units, assignments, chapters, etc.).
 - b. Focuses on overarching or general knowledge and/or skills (rather than small or trivial details).
 - c. Focuses on knowledge and skills that are central to the course topic and/or discipline.

- d. Creates statements that are student-centered rather than faculty-centered (e.g. "upon completion of this course students will be able to list the names of the 20 districts" versus "one objective of this course is to teach the names of the 20 districts").
- e. Focuses on the learning that *results* from the course rather than describing activities or lessons in the course.
- f. Incorporates or reflect the institutional and departmental missions.
- g. Incorporates various ways for students to show success (outlining, describing, modelling, depicting, etc.) rather than using a single statement such as "at the end of the course, students will know "_" as the stem for each expected outcome statement.
- 5. Develops a course content: Prepares a description of the course mentioning what the course is all about. We may as well provide a written statement regarding the course's purpose; i.e. by clarifying the purpose of the course, faculty can help discover the main topics or themes related to students' learning.
- 6. Methods for assessing expected learning outcomes: Develops and implements course assessment, coordinates with other faculty and staff involved in course assessment, prepares solutions, if required, and applies the principles and procedures of the assessment of coursework to all assessment-related activities. This policy contains an extensive list of responsibilities on Course Coordinators, related to:
 - a. Setting assessment tasks and weightage
 - b. Examinations
 - c. Assignments
 - d. Tutorials/Case Studies
 - e. Marking assessments
 - f. Giving feedback to students (including timelines for return of assessment tasks).
- 7. At least once in two years, updates and/or oversees course design/curriculum which:
 - a. is aligned with Course Learning Outcomes.
 - b. is compliant with the Course Requirements specified in the academic regulations of the batch of students admitted.

- c. takes account of feedback from course-end surveys, recent course reviews, if any, and other quality indicators and recommends revision of course content, if any, to the Program Assessment Committee (PAC) and supervises implementation of recommendations.
- 8. Prepares and delivers lectures, tutorials, workshops and seminars in the course.
- 9. Provides leadership and support for the advancement of teaching in a relevant discipline including overseeing delivery, monitoring student progress, assuring quality, initiating course improvement and innovation, improving academic standards, leading assessment design, conduct and moderation.
- 10. Contributes to time-tabling and planning processes for structured learning activities and required physical facilities or resources.
- 11. In accord with PAC and Department Assessment Committee (DAC) processes, coordinates and monitors inputs from other staff, if any, including assessment marking or supervision; and ensures all faculty and staff involved in teaching the course have all course materials and textbooks at least FOUR WEEKS before the commencement of the semester.
- 12. Organizes textbooks, library reference material, and other learning material so that students can access all such material in timely manner.
- 13. Informs students of the course objectives, outcomes and requirements and provides a detailed course file coordinating with other faculty teaching the same course.
- 14. Teaches the course content, coordinates with other faculty and staff involved in teaching the course, inducting, mentoring and meeting them regularly, and also liaises with them by solving problems for course related matters.
- 15. Providing guidance to students in the course, coordinating course-end survey, providing guidance to faculty teaching the course, ensuring uniform
 - a. delivery of instruction in the course
 - b. assessment of students
 - c. content delivered vis-a-vis time
- 16. Contributing to reviews and updating of the course, and the programs to which it contributes.
- 17. Ensures the course achieves the requisite quality outcomes as required by the college andwhere appropriate, external accrediting agencies

- 18. Creates a vision for the course and sets future directions in alignment with departmental/college goals.
- 19. Collaboratively develop an appropriate academic team to enable course learning outcomes tobe achieved
- 20. Focuses efforts and assist staff to make desired changes and realize vision for course
- 21. Prepares annual course reports as required by School and or Faculty Committees
- 22. Liaises with the CACHE and ensures appropriate and timely career advice is embedded into the course, if any.
- 23. Chairs the course instructors review meetings, if any.
- 24. Conducts orientation sessions of the course for new faculty instructors allocated the course
- 25. Promotes a culture of academic quality, rigor and integrity

2.2.24 Faculty Adviser / Mentor:

- 1. Be familiar with the personal history of assigned student including Educational and Family background.
- 2. Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
- 3. Assists student in periodic evaluation of his/her academic progress.
- 4. Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
- 5. Explains to the student the program in general and basic education as it relates to the branchof the student, and to preparation for life pursuits generally.
- 6. Helps student understand and examine the graduation requirements for the curriculumleading to the Bachelor's degree.
- 7. Explains student importance of attendance and its implication to do well in examinations
- 8. Explains importance of participation in the class activities
- 9. Explains importance of Mid Examination (s) and its consequence in the end semester examinations
- 10. Explains importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well

- 11. Explains importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations
- 12. Explains importance of laboratory exercises and their correlation with theory
- 13. Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.
- 14. Serves as a "**Teacher Friend**" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved inmaking a decision.
- 15. Explains importance of getting a meritorious Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services, etc.
- 16. Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans
- 17. Assists the student at regular intervals to make adequate self-evaluation
- 18. Explains importance of Self-Motivation to do well in career and subsequently in life.
- 19. Counsels students whose progress is unsatisfactory and reports the same to Program Coordinator.
- 20. Monitors the interim and final performance of students assigned and liaise with parents, whenever required.

2.2.25 Class Adviser (Class Teacher):

Role of Class Adviser. Instructors (senior most among the instructors teaching a class) should be assigned as class advisors to the class they are teaching a course and assigned with the various responsibilities. The class advisor shall perform the following specific tasks:

- 1. Discusses all potentially significant issues given below and establishes good communication with the students.
 - a. Attendance
 - b. Number of credits required to get promoted

- c. Semester system and how its different from Year wise system
- d. Importance of labs and how they may lose marks if they are absent for lab/non-submission of records
- e. Importance of assignments and how students lose marks for non/incomplete submission of assignments
- f. Continuous reading as it is continuous evaluation in engineering
- g. Importance of NOT missing even one lecture as continuity is important in engineering education (understanding of current day's lecture is dependent upon understanding of previous lecture)
- h. Importance of getting a first class with distinction and how it helps in the development of their career
- 2. Makes students fully aware of their responsibility to meet performance standards (Putting in 75% attendance and passing of subjects with good marks) and that failure to do so may result in detention.
- 3. Assists HoD to nominate two class representatives (One Boy and Girl) who have bright scholastic record and an ability to interact with a vast majority of students in their class amicably.
- 4. Coordinates with the student class representatives regarding establishment of study (peer) groups and nominate one student as leader of each group.
- 5. Ensures all students shall be encouraged to participate in study groups on a continuing basis. Class advisers shall monitor inclusiveness to insure participation by all students in the class.
- 6. Acts as mentor, counsellor, and role model in resolving student related difficulties.
- 7. Conducts fortnightly reviews with class representatives and leaders of study groups, documents the same and submits to HoD
- 8. Conducts weekly reviews with Mentors to monitor student progress and such reviews shall be documented to establish a record of trends in overall class performance and submission of the same to HoD and Principal's office.
- 9. Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
- 10. Collects information regarding weaker students from the subject teachers and arranges remedial classes, counselling sessions in consultation with the HoD.
- 11. Identifies good students and motivate them to excel.

- 12. Informs HOD about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
- 13. Assists the dept's HoD with computation of fortnightly attendance of the corresponding class and ensure circulation of the same among students for their signatures and submission of the same to Principal's office.
- 14. Calls the parents of the students whose attendance is < 75% and arranges to ensure parents meet the HoD particularly in the case where student's attendance is < 65%
- 15. Assists the dept's HoD with computation of Internal Marks of the corresponding class and ensures circulation of the same among students for their signatures and the same is dispatched with attendance to Principal's office.
- 16. Assists the dept's HoD with dispatch of monthly attendance of the corresponding class to parents.
- 17. Assists the dept's HoD with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
- 18. Assists the dept's HoD with computation of semester internal marks of the corresponding class and ensures submission of the same to Principal's office and examination branch
- 19. Assists dept's HoD and Accounts section to ensure no fee defaulters for the class he / she is adviser
- 20. Assists dept's HoD in issuing permission slips for students leaving college earlier than the scheduled time
- 21. Any other responsibility that may be assigned by corresponding HoD from time to time.

2.2.26 Departmental Exam In charge:

Under the supervision of the Controller of Examinations, performs the following duties:

Major Duties and Responsibilities:

- 1. Ensures adherence to MSBTE policies of examinations.
- 2. Organizes and coordinates submission of Question papers of Mid Examinations well within time (as per the schedule).
- 3. Manages conduct of the Internal/External examinations. This will include ensuring that all required material is in the examination branch allocated room-wise before the start of the examinations and arrangements for candidates with special needs are in place.
- 4. Organizes exam material, providing safe custody of and organizing examination stationery and material, including question papers, in accordance with regulations.
- 5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms).
- 6. Coordinates distribution of hall tickets through department's Office Assistant and classadviser
- 7. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
- 8. Ensures distribution of question papers to all examination halls within the time schedule
- 9. Briefs invigilators on examination regulations and producing appropriate written guidelines for invigilators, staff and students.
- 10. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures
- 11. Being present and available in the College on the days when results are notified, and overseeing the distribution of results to students.
- 12. Produces analysis of examination results as soon as possible.
- 13. Provides statistics on examination entries and results for the HoD/Principal, senior management team, etc.

- 14. Prepares examination schedules and timetables, wherever applicable. Distributes the same to faculty members and students of his / her department through the Head of the department. Resolves schedule conflicts, if any.
- 15. Provides information on substitute courses, if any, for readmitted students who were detained earlier
- 16. Coordinates with respective department students, and class adviser towards timely submission of examination application form along with the examination fee for regular semester examination
- 17. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures security measures are in place and maintained in the Examination Branch.
- 18. Acts as resource person. Liaises between faculty members of his/her department, students and the Examination Branch of the College. Resolves problems. Makes recommendations to improve functioning process of examination branch.
- 19. Coordinates and authorizes allocation of room for examination purpose. Schedules and administers special needs of students for examinations.
- 20. Uses a variety equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, and may be requested to perform other reasonable tasks, if any commensurate to the examinations from time to time.

2.2.27 Placement and Alumni Coordinator:

- 1. Acts as a link between Students, Alumni and the Placements Cell.
- 2. Provides the list of students eligible for placements from time-to-time to the Placements Cell.
- 3. Keeps close contact with Placements Cell on daily basis for information and circulate the same to concerned students, HoD and others related in the matter.
- 4. Provides Campus Placements Training attendance statements of students undergoing such training to the placements cell, and HoD immediately the next day of the completed training session.
- 5. Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and HoD.
- 6. Analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, HoD, and Placements Cell. Keep a record of the same.
- 7. Provides information with regard to the students going abroad for higher education to the Placements Cell from time-to-time so that Placements Cell can update its database that can be shared later with the junior students whenever a need arises.
- 8. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
- 9. Interacts with students of parent department with regard to any issues and bring the same to the notice of the Placements Cell in written form.
- 10. Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.
- 11. Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and HoD.
- 12. Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.
- 13. Facilitates Placements Cell in procuring any material that may be of some value addition to the students as suggested by Placements Cell.
- 14. Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization in which alumni is working.

- 15. Contacts alumni and apprises them about the various activities undertaken by the institute.
 - a. Contacts the alumni and requests them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.)
 - b. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.
- 16. Maintains database of the department's alumni and sharing the same with the Placements Cell.
- 17. Keeps close contact with alumni who went for higher education and enquire visà-vistheir well-being and performance and share the same with the HoD, and the Placements Cell. Passes this information to the students concerned on request.

2.2.28 Lab In-charge:

A Lab In-charge (I/C) is responsible for the following types of tasks:

- 1. Facilitates procurement of hardware, software and other consumable items well before commencement of the semester.
- 2. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.
- 3. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ampleopportunity to complete practical satisfactorily.
- 4. Prepares lab manuals and arrange to get them printed as per the required number.
- 5. Introduces new experiments, if any, that can reinforce the student learning.
- 6. Arranges to display the laboratory schedule
- 7. If it's a computer lab
 - a. Arranges to manage network taps and server capacity and configurations.
 - b. Arranges to manage hardware and software configurations and updates.
 - c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
 - d. Makes periodic server backups
- 8. Coordinates periodical testing of equipment
- 9. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.

- 10. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
- 11. Establishes physical security.
- 12. The lab I/C takes measures to prevent unauthorized use of lab equipment and manages labaccess with keys and locks.
- 13. Sets up an inventory control system.
- 14. Establishes a lab budget for support costs.
- 15. Labels hardware, including cabling.
- 16. Resolves environmental problems, if any.
- 17. Implements a preventative maintenance program for equipment.
- 18. To hold those responsible for any breakage / loss etc. and recover costs.
- 19. In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - Lab In-charge and Lab Assistants are 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.
 - If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
- 20. Establishes an approval process for removing any equipment.
- 21. Ensuring the lab is kept clean and orderly.
- 22. Any other duty as may be assigned by the HoD/Principal from time to time.
- 23. Ultimately, a lab I/C is responsible for making the lab as usable and flexible as possible.
- 24. Ensures all of the processes designed to accomplish the above tasks should facilitate, not inhibit, use of the lab.

2.2.29 Accounts Officer:

Responsible for the following activities in consultation with the Registrar:

- 1. Writing and maintaining accounts, cash books / ledgers
- 2. Preparation of monthly accounts including writing of cash books, journals
- 3. Verifying bills prepared
- Preparation and consolidation of budgets pertaining to all departments/sections/centers
- 5. Cash collection
- 6. Supervision of challan writing and remittance to bank
- 7. Supervision of postal accounts, if any
- 8. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
- 9. Verification of cheques and bills
- 10. Writing daily collection register for college accounts.
- 11. Writing demand draft register, and other forms of money value register
- 12. Preparation of audit reports and replies
- 13. 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
 - Other important office documents
- 14. Preparation of salary reports
- 15. Preparation of acquittance register and obtaining signatures of all employees
- 16. Attending to the subject of income tax, and performing TDS at source for all paymenttransactions

- 17. Writing Caution deposit register, if any
- 18. Any other accounts related function assigned from time to time

2.2.30 The Physical Education In-charge:

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- 1. He shall organize various physical fitness exercises to the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.
- He shall be responsible for conduct of tournaments and athletic meets at the institution; impart coaching and /or training to the students to participate in inter collegiate and /or inter University / Board competitions, and also national and international competitions.
- 3. The PEI shall arrange for sports meet and other coaching camps for the students.
- 4. The PEI shall be responsible for selection of a team of talented students to represent the institute for various sports events and motivate them to win trophy, shield, medals and other prizes.
- 5. He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Authority/Principal.
- 6. He is the Member Convener of the sports committee and makes arrangement for periodical meeting of the sports committee and prepares the minutes of the meetings.
- 7. He is responsible for maintenance of the day book, stock book and the accounts of the sports expenditure.
- 8. The PEI shall arrange for conducting annual periodical stock verification of sports materials and other equipments and submit annual stock verification reports to the principal with his specific findings; if any difference is noticed between book

balance and physical balance the same may be entered in annual stock verification report in shortage column through the sports committee.

- 9. Any other responsibility as assigned by the Authority/Principal.
- 1. Reports to Dean, Students Affairs
- 2. Ensures smooth conduct of sports
- 3. Ensures proper use of sports material and facilities
- 4. Purchase of sport items by coordinating with AO
- 5. Encourages students to participate in zonal/Board tournaments
- 6. Creation and upkeep of sports facilities
- 7. Proposing annual budget for sports
- 8. Ensures discipline among students in campus
- 9. Ensures NO Ragging activity takes place
- 10. Oversees medical facilities on campus
- 11. Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of Dean, Students, Affairs with a copy forwarded to Principal on monthly basis
- 12. Helps in the organization of various events in the college

2.2.31 Maintenance Supervisor:

The maintenance supervisor is responsible for general maintenance work throughout the collegeand campus which includes following functions:

Plan and execute maintenance work systematically by

- a. Preparing schedules for routine maintenance on daily, weekly and monthly basis.
- b. Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
- c. Taking corrective action to minimize gap between plan and action.
- d. Submission of monthly status report on complaints.
- e. Continuously striving for increase in the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.
- f. Trouble-shoot maintenance problems/complaints including plumbing problems.
- g. Trouble-shoot, diagnose and correct minor failures of photo-copiers, water coolers,

- fans, pumps etc.
- h. To work in liaison and in co-ordination with outside maintenance contractors and technicians.
- i. Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase order.
- j. Inspect the college properties for safety hazards and take corrective action.
- k. Co-ordinate the setting up of different areas/class rooms, Seminar Halls/Auditorium etc.
- l. Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms and equipment's.
- m. Upkeep of maintenance store.
- n. Any other function assigned by administrative officer/ Dean-Admin / Principal

2.2.32 In-charge, Electrical Maintenance:

The electrical maintenance In-charge is responsible for the maintenance of Electrical Equipment in the college and campus which includes following functions.

- 1. Attending to general complaints received from different departments, which includes repairing of tube lights, fans, switch boards, electrical power points for projectors, watercoolers, water dispensers, Air conditioners, three phase motors etc.
- 2. Providing Uninterruptible power supply for smooth conduction of ONLINE exams, placements and main events in the college by switching ON generators and UPS, as andwhen required.
- 3. Perform regular maintenance and servicing of the generator.
- 4. Perform regular maintenance and servicing of the UPS and batteries.
- 5. Recording the runtime readings of both the generators.
- 6. Recording the output voltages of both UPS and batteries for smooth functioning of ONLINE exams.
- 7. Repairing of OHPs.
- 8. Maintenance of LT and HT side 100 KVA and 200 KVA transformers.
- 9. Maintenance of all panel boards in the college.
- 10. Erecting of cable from panel boards to distribution box.

- 11. Installation of capacitor banks to improve power factor at LT side of both the transformers.
- 12. Daily recording the power factor readings to check for unity power factor and thereby avoiding penalty charges from MSEDCL.
- 13. Filing of electricity bills, generator service reports, UPS service reports, test reports and bills of equipment purchased if any.
- 14. Providing assistance during emergencies by operating floodlights and generators.
- 15. Providing support for the installation of Electrical Equipment in the campus.

Any other function assigned by Principal.

CHAPTER NO - 3

Institutional Committees

3. Student welfare Committee:

3.1 NSS / Social Responsibility Committee

Objective:

To inculcate and develop social sensitivity, moral values and professional ethics in students along with their academic formation so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the Institute.

Responsibilities:

- a) To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.
- b) To organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities.

3.2 Unfair means, Discipline & Anti Ragging Committee

Objective:

To ensure honesty and fairness during examinations, to assist the college authorities in promoting and maintaining discipline in the institute and prevent anti ragging, in any form.

Responsibilities

- a) It shall be the responsibility of Exam Supervisors (University / Board Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal. The Principal in turn shall hand over the matter to the Committee.
- b) To promote and maintain discipline in the institute by pro-actively assisting the college authorities, HODs, Principal and Director by involvement and giving suggestions

c) To prevent anti-ragging by students in the institute by pro-actively involving, giving wide publicity to prevent ragging, taking rounds and such taking preventive measures.

3.3 EDP-Cell Committee

Objective:

To develop entrepreneurial zeal among the students on a continuous basis and prepare them to undertake independent technology development or self-employment during the course of their work life.

Scope:

Develop necessary knowledge for an entrepreneurial career, assimilate adequate skills in the total project management area of an enterprise and acquire a drive or motivation to pursue self-employment inspired by self-actualization in spite of the elements of the hardship and risk involved in it.

Responsibilities:

EDP-Cell will be responsible for conducting various interventions and academic programs to impart knowledge, skill and attributes which will help in innovation, problem solving, technology development, project management, entrepreneurial motivation. It will also provide supporting systems including laboratories, innovation kits etc.

3.4 Library Committee:

Objective:

To function as a channel between the library and its users.

Responsibilities

- a) To assist the Librarian in formulating Library policy.
- b) To look after general maintenance of the library in terms of reading material and infrastructure.
- c) To effectively involve in fostering the reading habit of staff and students.
- d) To recommend / justify / sanction / approve withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.

e) To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.

3.5 Cultural Committee:

Objective:

To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Responsibilities:

- a) The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- b) To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.) by delegating various tasks
- c) To the procedure to organize cultural events
- d) To communicate about various festivals and events to be celebrated in the college and give a wide publicity.
- e) Arranging events/programs for staff and students in coordination with 'Students Cultural Committee'.

3.6 Alumni Committee

Objectives:-

- 1. To significantly increase alumni interaction with the institution.
- 2. Fostering and keeping alive loyalty to the institution and creating concern for its welfare.
- 3. Inculcate exchange of ideas among alumni and between alumni and students
- 4. To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.

Responsibilities:-

1. To maintain an up-to-date and detailed database of the alumni

- 2. To highlight the success of alumni to improve the credibility and reputation of the University / Board.
- 3. Plan and promote a platform for interaction between all stakeholders of SFIT.
- 4. Promote the interests and welfare of alumni association
- 5. Maintain healthy relationship with the alumni body
- 6. Assist management in creating an environment in the college which is enables students to have far-lasting memories

3.7 Grievance Reddressal Committee:

Objective:

- 1. To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
- 2. To comply with the AICTE Regulations to provide for establishment of Grievance Reddressal Committee in each Institute approved by AICTE.

Responsibilities:

- 1. Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students.
- 2. To maintain the minutes of the meetings and submit the copy of the same to the Director and Principal.
- 3. To convey the decision of the committee to the aggrieved students in writing by the Chairman of the Committee

3.8 Women Development Cell / Internal Complaints

Committee

Objectives:

1. To create and maintain safe, healthy and supportive environment for women and girl students in the campus.

- 2. To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
- 3. The Women Reddressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE / University / Board of Mumbai

Responsibilities:

To organize workshops affecting women in general and especially in the following areas:

- 1. Sensitization and gender equality on campuses
- 2. Issues of women arising from societal concerns
- 3. Any other theme-based activities and events concerning significant issues of women

3.9 Committee for SC / ST

Objectives:

- 1. To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.
- 2. To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.
- 3. To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of1989, dated 11/09/1989)

Responsibilities:

1. To look into the complaints if any received from the concerned staff and students belonging to SC / ST.

CHAPTER NO -4

EMPLOYMENT RULES

4.1 Recruitment Procedure

- 1. The recruitment of the faculty members are made by the selection committee whenever required, by following an open and transparent selection procedure.
- 2. Advertisements are given in the leading newspapers.
- 3. The prospective candidates are screened by their education, experience and research activities by the concerned HOD.
- 4. The screened candidates are intimated about the interview date and time.
- 5. Candidates are interviewed and demo class observed by the constituted selection committee.
- 6. Based on the recommendations made by the selection committee the candidates are informed of their selection.
- 7. After receiving the acceptance letter from the selected candidates, appointment orders are issued.

4.2 Workload Norms

- a) Working hours
- i) All full-time faculty members should perform a minimum of 18 hours of work per week for the Institute on a 6 day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.
- ii) The 36 hours (Yearly Load) is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.
- b) Teaching-contact workload

It is the minimum workload of 36 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

- 1. Assistant Professors / Lecturer 18-20 hours/week
- 2. Associate Professors /- 16 hours/week
- 3. Professors 12 hours/week
- 4. Deans/HODs/Directors 8 hours/week

INSTITUIONAL SERVICE RULE BOOK

The above mentioned is only minimum contact hours be assigned by the HOD. However, the faculty member is expected to devote his/her time for research, lesson preparation, valuation of test/assignment etc. He/she shall be present in the department during the working hours of the institution, unless, otherwise he/she goes on other official duties with prior permission from the concerned authority. A faculty member shall follow detailed instructions issued in this regard from time to time by the Management

4.3 Procedure for Performance Review of Staff Members

- 1. Performance review will be carried out for regular employees and probationers.
- 2. Regular performance appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the performance review will be conducted by the HOD / Principal / Authority as and when required.
- 3. The performance review report will be the key document for all promotion, salary adjustment and handling performance related issues. Hence it is very essential to prepare the performance review report each year preferably in the month of June and the results Service Rules may be declared preferably within one month after the performance appraisal is taken.
- 4. Principal /HOD / Authority will be the competent authority to make the performance review, of an employee.
- 5. The Principal will prepare confidential report of the employees' annual performance at the end of each year.

4.4 Procedure for Promotion of Teaching Staff

- 1. Promotion will be carried out only for regular employees. Probationers, temporary employees and contractual employees will not be eligible for promotion.
- 2. Qualification as per the norms of All India Council of Technical Education, New Delhi, annual performance review and experience will be considered during the promotion review, however they does not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the candidate will be considered along with other eligible candidates who have applied for the position.

INSTITUIONAL SERVICE RULE BOOK

- 3. If disciplinary proceedings have been initiated against an employee or if an employee is suspended because of any reason, he will not be eligible for promotion till such proceeding are over or suspension withdrawn.
- 4. In case of a record of violation of code of conduct in last 2 years, an employee will not be eligible for promotion.
- 5. Promotion of faculty positions will be decided as per the following procedures:
- 6. Availability of required vacant posts is to be decided by the Authority/Principal.
- 7. Authority/Principal shall constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- 8. Selection committee will conduct personal interview/test of the eligible candidates and their opinion including annual performance review report of previous two years, will be placed before the authority for appropriate decision regarding promotion Including the date from which the order will be effective. The Authority/Principal shall be informed about the decision taken on the annual performance review report of a candidate. (if needed).
- 9. Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.
- 10. It is not mandatory or essential for the competent authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.
- 11. In exceptional cases, the competent authority may directly promote a candidate without constituting the selection committee.

4.5 Promotion of non-vocational teaching staff / Technical staff / non-teaching employees.

- 1. Availability of required vacant posts is to be decided by the Authority/Principal.
- 2. Authority/Principal will constitute a selection committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- 3. Promotion of a non-teaching staff to higher scale shall be as far as possible on seniority / merit / qualification basis; in line with the norms of All India Council of Technical Education, New Delhi. The committee will consider the seniority and annual performance review of previous two years along with other points decided by the selection committee.

- 4. Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.
- 5. It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.
- 6. In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

4.6 Resignation from Service by an Employee

- 1. An employee, who wishes to leave the service of the institution, must give the institution the 1-month advance notice. The authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period. Employee is liable to be paid the salary for the notice period not withstanding any dues.
- 2. If an employee leaves the services of the organization without giving requisite notice without prejudice to any other action under his contract of service, if any, the management may deduct from unpaid salary, a sum equivalent to the period of notice.
- 3. All the resignations must be in writing and will be addressed to the Principal/Authority of the institute (appointing authority) through Proper channel.
- 4. No teaching faculty is permitted to leave the institution in the middle of an ongoing semester.
- 5. The notice period of a confirmed employee or the staff (both teaching and non teaching) is one month failing which; the employee is liable to pay equivalent amount i.e, one month salary.
- 6. In case of employee under probation / extended probation the notice period will be of one month failing which, the employee is liable to pay equivalent amount i.e, one month salary.
- 7. In case of temporary employee the notice period will also be of one month.
- 8. In case of contractual employee, resignation will be governed by the terms of the contract
- 9. It must be understood that the notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the institution particularly imparting education to the students.

- 10. Notice period can be relaxed by the Principal/ Authority.
- 11. In the notice period an employee will remain the employee of the institution and will enjoy the benefits of the institution during notice period.
- 12. At the end of the notice period, the resignation of the employee is accepted and the employee will be released from the service subject to the following conditions:
 - a. At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and concerned departments before accepting any resignation.
 - b. An employee needs to deposit the identity card and permit issued to him / her and same will remain with the institution as institutional property and every employee shall surrender the same to the issuing authority on termination of his service/retirement/resignation.
 - c. If there is any departmental enquiry and/or disciplinary actions have been initiated and/or any criminal/civil suits have been initiated the acceptance of the resignation may be withheld till the proceedings are cleared as it is possible that the employee may be dismissed from the service of the organization at the end of such actions.
 - d. If the employee is released during the pendency of disciplinary proceedings and/or any criminal/civil suits, the organization may inform his prospective employer, about the pendency of such proceedings.
 - e. At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before issuing any release letter to the employee.
 - f. At the time of release after the notice period, a release letter will be given to the employee.
 - g. All employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.

4.7 Termination / Separation of an Employee by Institution

- 1. The Authority may terminate the services of a member of the staff (confirmed or probation) by serving notice period of one month or salary in lieu of the notice period without assigning any reason, in case the concerned employee is found to have committed misconduct, when no such nonce or payment of salary, in lieu thereof, shall be necessary and the employee can be terminated immediately.
- 2. In case of temporary employee the notice period will be of 15 (fifteen) days
- 3. In case of contractual employee, resignation will be governed by the terms of the contract.
- 4. All the termination / separation will be in writing and will be signed by the Principal / Authority (appointing authority).
- 5. At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before issuing any release letter to the employee.
- 6. An employee needs to deposit the identity card and permit issued to him. The said things will have to be returned to the institution and will remain with the institution as institutional property and every employee shall surrender the same to the issuing authority.
- 7. The staffs that leave the organization without the notice of the Authority/Principal shall be treated with suitable actions as deemed fit by the Authority.
- 8. All employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.

4.8 Procedure for Handling Reddressal Grievance of Staff Members

- 1. "Grievance" for the purpose of this manual would only mean individual grievances pertaining to his official role & responsibilities and associated working atmosphere, etc.
- 2. The various statutory committees instituted for up keeping the decorum of the institution are;
- a. Grievance Reddressal Cell
- b. Anti Sexual Harassment Cell
- 3. Relevant issues shall therefore be addressed to the respective cells / committees.

- 4. Matters related to salary and wages, allowances, promotion and any other policy driven issues will be outside of the purview of the grievance procedure.
- 5. Only individual grievance will be dealt with under this procedure. Any non employee grievances such as public grievances, student grievances etc are outside of the purview of this grievance Reddressal procedure
- 6. Steps of grievance handling:
 - i. Any employee having a grievance (s) has to submit the same to HOD /Principal / Authority in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.
 - ii. The Principal will nominate a senior faculty/member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member/employee nominated by the Principal who will hear the grievances patiently and give complainant a verbal answer.
- 7. In case the employee is not satisfied with the answer given by the nominated employee for the resolution of the grievances, the complainant may meet the Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision on the grievance, or send a reply to the complainant.
- 8. In case the aggrieved employee remains dissatisfied with the decision of the Principal, he may approach to the Authority in writing for necessary hearing. The Authority will nominate a senior member who will hear the grievances, analyze the same and give an opinion so that the aggrieved employee's complain is properly redressed.
- No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of Reddressal.
- 10. Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:
 - i. Annual performance appraisals /confidential reports;
 - ii. Promotions;
 - iii. Where the grievance does not relate to an individual employee or officer; and
 - iv. In the case of any grievance arising out of discharge or dismissal of an employee.
- 11. Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the

conduct, discipline and appeal rules and certified standing orders of the organization and in such cases the Grievance Reddressal procedure will not apply.

4.9 Retirement:

Every employee shall retire from service on attaining the age of superannuation, i.e., 60 years in case of teaching staff and 58 years of age in case of others. Provided that the Management, in the interest of the organizations under their Management, may extend the period of services of the employee concerned by such period as determined depending on the mental and physical condition of such an employee. The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of retirement falls.

The following guidelines may be laid down for seeking reemployment in the Institution after attaining the age of superannuation:

- a) Whenever a regular teaching employee is going to attain 60 years and in case of a non-teaching employee, 58 years, the date of superannuation of such employee may be noticed three months in advance, after obtaining orders of the Secretary.
- b) If such an employee desires to serve the Institution after superannuation, he/she may apply, in writing, to the Principal to continue him/her in the service.
- c) On receipt of such an application, the Head of the Department concerned may be asked to offer his/her remarks on the mental and physical condition of the employee and whether there is a need to continue him/her in service, duly indicating the work load to be assigned to such an employee.
- d) The Principal may offer his remarks and make his specific recommendation on the necessity and desirability or otherwise of continuing such an employee and indicating the terms and conditions of his/her re-appointment such as:
 - i) Tenure of appointment
 - ii) Consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last pay drawn by the employee may be taken into account, which may be rounded off to the next hundred.
 - iii) Such employees are not entitled for any other leave except casual leave, unless specially permitted by the Management in specific cases.

CHAPTER NO - 5 PAY RULES

5.1 Pay and Allowances

- 1. Pay and allowances can be either in scale or in consolidated terms. Consideration of revision of pay will be guided by the terms of appointment. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.
- 2. Pay Scale: The members of the employees appointed to a post in the institution under specified scale of pay shall draw pay and other admissible allowances as per prevailing rules of the institution.
- 3. The admissible allowances including the DA will be decided by the Authority from time to time.

5.2 Annual Increment in Pay Scale

- 1. All regular employees in pay scale will be normally eligible for annual increment as per norm, unless his performance is determined to be "Poor" by Authority.
- 2. Some of the reasons for withheld / withdrawal of annual increment are
 - i. If the performance recorded in the annual performance review / CR of an employee is "unsatisfactory" and/or
 - ii. Any disciplinary action has been initiated against an employee and/or
 - iii. An employee is under suspension and/ or
 - iv. Any gross violation of code of conduct is noted in the annual performance report of an employee and/or
- 3. If an employee is found to be "irregular" in terms of minimum stipulated attendance 80% of the total working days per academic year.
- 4. Leave on medical grounds duly supported by medical certificate shall count for increment as duly decided by the Authority/Principal. Leave on basis of maternity/higher education / any other shall be considered for increment only in the subsequent cycle upon reporting back to service. However, the service is deemed continuous with all entitlement as decided by the Authority/ Principal.

INSTITUIONAL SERVICE RULE BOOK

5. However, employees who are in probation for two years may be entitled for an increase in pay, provided he satisfied with his performance appraisal /CR and recommends for such an increase.

5.3 Pay in Consolidated Form

 The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month as specified in the appointment order. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

5.4 Sub-Staff (Out Sourced Staff)

- 1. Sub-staff will be engaged from agencies and they will not be regular employee of the institute. The terms of engagement will be guided by the agreement between the institute and the concerned agency.
- 2. The Sub-staff members already appointed to a post in the institute under specified scale of pay shall draw pay and other admissible allowances as per the scale approved by the Authority

CHAPTER NO -6 GENERAL RULES

6.1 Leave Rules

- 1. The employees, for any kind of leave shall apply to the Principal through HOD / Supervising Authority.
- 2. The HOD/Principal/ authorities reserve the right to refuse or revoke leave of any description other than Medical Leave and Maternity Leave.
- 3. A member of the staff shall not normally or on any pretense absent himself from his duties without prior permission of his superior officer authorized to give permission.
- 4. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- 5. Leave permission should be sought in all cases and alternative during leave period should be furnished without failure.
- 6. Casual Leave can be taken for half day also.
- 7. Telephonic application of leaves will not be entertained.
- 8. Any discrepancy in making suitable alternate arrangements will invite disapproval of applied leave and such of the leave if taken without approval will be termed as LWP.
- 9. In case of absence on Medical grounds, intimation should be sent to the HOD/Principal/ authorities in the form of Medical Certificate at the time of joining after leave.
- 10. Leave of any kind will not be sanctioned when the services of the staff are needed for the institute work or when there is an unfinished job involving the employee.

6.2 Casual Leave (CL)

- 1. The permanent employees are eligible for 12 days casual leave with full pay in each calendar year.
- 2. In case of emergency, telephonic application of leaves shall be approved by the HOD / Principal. Even in such cases, making alternate arrangements is mandatory.
- 3. If an employee is absent without any sanctioned leave his salary will be deducted pro-rata basis considering months duration.
- 4. An employee joining during the middle of a year may avail leave proportionately.
- 5. Casual leave could be availed for half a day either in the morning session or in the afternoon session on any working day. Casual Leave may be either prefixed or

- suffixed but the intervening Sundays and other holidays shall not be treated as on Casual leave.
- 6. A member of staff working as contractual employee, leave shall be one leave credited per month basis.
- 7. An employee during his probation period can avail casual leave at the rate of one day per each completed month of service. Maternity leave is also applicable for such female employees as per condition stated in the maternity leave section. No other kinds of leave will be applicable.

6.3 Special Casual Leave (SCL)

- 1. All employees may also be called for duty during vacation or holidays for special reasons. This is the leave which is granted to an employee as compensation for his working on any holidays as duly approved by the Authority/Principal/HOD. The compensatory leave cannot be carried over to next year.
- 2. During the event of their marriage, a regular staff member is entitled to avail ten days of SCL (including working and non-working days).
- 3. SCL to the staff members on request is to be sanctioned by the Authority/ Principal for applicable exceptional cases.
- 4. In addition to the above a faculty member is eligible for 12 days SCL in a calendar year to participate in conferences, seminars, workshops, etc., including paper presentation.
- 5. The Principal/Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the Institute.

6.4 On Official Duty (OOD)

OOD will be granted when staff members are required to go out on official duties of the institute as approved by the Authority/Principal.

6.5 RULES FOR TRAVEL ALLOWANCES

- 1. All members of the staff are eligible for travel allowance, when deputed on official duty as per the order of the Principal.
- 2. Lodging and boarding expenses will be reimbursed at actuals on production of bills / vouchers.
- 3. Higher class of travel or accommodation is permissible only on special sanction.
- 4. Air fare shall be approved only on special occasions and on prior approval.

- 5. Travel shall always be made only by the shortest route.
- 6. If cancellation is made on order from the sanctioning authority, cancellation charges shall be reimbursed.
- 7. Travel claim/ settlement shall be made within 5 days after completion of travel.
- 8. If the cancellation is made by the staff, the advance drawn if any should be immediately refunded within one day.
- 9. DA shall be calculated at the rate of 50% for 5hrs to 12 hours and 100% for more than 12 hours. No DA shall be paid for period less than 5hrs. Expenditure towards local travel, telephones, porter charges etc. if any, shall be reimbursed at actual on producing of the bills/vouchers. (If bills are not available)
- 10. Any other expenditure involved shall be reimbursed subject to eligibility and approval by the Governing Body.

6.6 Leave Without Pay (LWP)

In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the Principal may grant a special leave to an employee called "leave without pay" after receiving an application from the employee duly recommended by the Principal. It is not a right of an employee nor is it a common practice to grant leave without pay.

6.7 Leave Account and Leave Sanctioning Authority

For every eligible member of the staff a leave account in a prescribed form shall be maintained by the Institution. The Principal/HOD/Officer In-Charge or any official having delegated authority from the Principal will be the competent authorities to sanction leave as may be admissible under these leave rules.

6.8 Procedures to Treat Unauthorized Leave of Absence

- 1. If any employee remains absent without approved leave, he will lose lien on his service until and unless he reports to the office within 7 days and/or he communicates the reasons for his absence with supporting documents to the full satisfaction of the competent authority.
- 2. To this effect a letter to be issued by the Principal communicating the "LOSS OF LIEN ON HIS SERVICE" and seeking explanation within 7 days.
- 3. If no explanation is received within stipulated period, it will be deemed that such employee is ceased to exist as an employee of the institute. The same will be

communicated to the concerned employee vide a letter duly signed by the Principal of the institute.

6.9 Other Employee Benefits

a. Marriage Finance Scheme: All the benefits under this head are applicable only for daughter of employee who are in actual blood relation to him/her. The amount sanctioned will be interest free of Rs. 50000 /- respectively. The sanctioned amount shall be recoverable in ten equal instalments from the salary of the employee.

The following documents shall be attached with the application: -

- 1) A copy of ration card or voter identity card or any other document as a proof of residence etc
- 2) A copy of date of birth certificate of the girl child. (The age of daughter should not be less than 18 years)
- 3) A self-declaration by the applicant regarding his/her income.
- 4) Marriage Invitation Card or Marriage Certificate.
- **b. Employees Children Education Finance Scheme:** All the benefits under this head are applicable only for children of employee who are in actual blood relation to him/her. The amount sanctioned will be interest free of Rs. 50000 /- respectively. The sanctioned amount shall be recoverable in ten equal instalments from the salary of the employee.

The following Eligibility criteria must be full filled: -

- 1. He/she must have confirmed admission in recognized educational institutes
- 2. The age of the candidate must fall within the bracket of 18 to 35 years during loan application.
- 3. He/she must be undergoing a graduate/postgraduate degree or a PG diploma.
- 4. The applicant should have a secured admission in a college or University / Board affiliated by University / Board Grants Commission (UGC)/All India Council for Technical Education (AICTE)/Govt. etc.

Here are the mandatory documents that a student needs to provide to the Society while applying for a Education loan:

- Duly filled in and signed application form with affixed photographs
- 2 photographs of passport size
- Copy of exam mark sheets of 10th/12th or latest education certificate
- Statement of course expenses/cost of study

- Aadhar Card and Pan Card of the student and Parent/ Guardian
- 1. Age proof: Copy of Aadhar Card /Voter ID/Passport/Driving License
- 2. Identity proof: Copy of Voter ID/Aadhar Card/Driving License/Passport
- **3. Residence proof :** Rental agreement/Bank statement of 6 months of the student or co-borrower/guarantor/Copy of Ration card/Gas Book/Electricity Bill/Tel Bill.

1. Travelling facility:

All the benefit under this head is applicable only for all the employees of the Institute who travel through college bus. Benefit includes

- a. The travelling amount payable by the employee for travelling through college bus will be 50 percent and remaining 50 percent amount will be paid by society.
- **2. Free college Uniform:** All the benefit under this head is applicable only for all the Class 4 employee.
- **3. Incentives and Rewards:** Staff members are eligible for the following incentives and rewards, based on their performance, contribution with minimum 3 year of service at the institution.
 - i) Professional society life membership fee of 50% paid by the management for Faculties with minimum two years of service at the institution (Maximum one professional society membership per staff member). Others are provided with soft-loans, which can be recovered in easy installments from their monthly salaries.
 - ii) Summer/Winter Schools/Seminars/Conference 100% Registration Fees and On Duty leave.
 - iii) Paper Publications in National Conferences- 100% Registration Fee, On-Duty leave.
 - iv) Paper publications in international conferences 100% Registration Fees, On-Duty and Rs.1000/- Cash Reward once in a year.

6.10 Maintenance of Attendance Register

- 1. All teaching and non-teaching staff members shall register attendance in the computer (biometric) before the reporting time and at the end of the college on all working days. They also sign the attendance register both in forenoon and afternoon sessions at office of the Registrar / HOD (as applicable).
- 2. The Registrar / HOD will close the attendance register at specific college time in the morning and the same must be submitted to the principal's office.
- 3. Non-marking of attendance shall be treated as absence unless permitted by the HOD / Principal.

4. The number of permissions for short absence should not exceed 3 in a month. The 4th Permission will be considered as half a day CL and so on.

6.11 Personal File and Service Book

- 1. A personal file shall be maintained in respect of each employee, both teaching and non-teaching wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc will be recorded. All such official records in the personal file shall be attested by the principal.
- 2. Appreciation of work may also be recorded in the personal file in the following cases:
 - i. Issued by the Head of Department or the Principal / Authority in respect of any work.
 - ii. Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.
 - iii. Individual Service Book (manual or e-Book) to be maintained in duplicate for each faculty and regular staff member in the Institute by the office of the establishment.

6.12 Confidential Report (CR)

Confidential report, on a yearly basis, will be recorded by each HOD/Supervisor for the staff under him in the prescribed form. The form will contain all points of appreciation of the performance of the staff during the last academic year and this is to be prepared by the HODs. Confidential report will be a confidential document to be maintained by the registrar/administrative officer of the institute. Only adverse entries by the HODS/supervisors are to be communicated to the concerned staff for rectification within a specific period of time.

CHAPTER NO -7

CONDUCT AND DESCIPLINARY RULES

7.1 Disciplinary Rules

- 1. Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.
- 2. All employees shall avoid habitual indebtedness and where an employee applies to be or is found insolvent; he shall report the fact to the Principal of the institution. When an employee is found liable to arrest for debt, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall report full facts to the authorities.
- 3. An employee should at all times be courteous in his dealings with other member of the staff, students, parents and members of the public.
- 4. No Employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency. Compensation by way of Special casual leave (SCL) may be considered in case of such duties rendered by any member of the staff on holidays as decided by the Authority/Principal/HOD.
- 5. No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with permission of the authority or issued through library, nor he shall be in any way pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, organization or corporation without the written permission of the Authority.
- 6. All employees shall observe all safety rules or orders that may be notified from time to time by the institution and use safety equipment provided by the organization.
- 7. Faculty member/teaching Staff has to obtain prior approval of the authority in order to apply to any outside authority to add to his present qualification and to qualify him for higher degree/qualification.
- 8. All employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance

- recorder the concerned staff has to record the attendance as per procedure directed by the HOD / Principal.
- 9. All employees should work on a 6 days week basis.
- 10. Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and program, carry out program faithfully and perform the duties and responsibilities assigned to him as an employee of the organization.
- 11. Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.
- 12. It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty implies faithful service and no failure to discharge duties properly habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called "habitual negligence"• Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.
- 13. Every employee must exercise care and caution about the properties of the Institute and shall be responsible for the articles and / or equipment under his charge.
- 14. Faculty members and lab/technical assistants must not give private tuitions to any students of the institute. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 15. Any member of the faculty/staff shall have to take prior permission of the Head of the Institution i.e. Principal for undertaking any such Assignments as a (i) Expert member, (ii) Consultant, (iii)members of committee, etc. during/beyond duty hours.
- 16. Faculty members will not be allowed to take honorarium/commission from any of the organization by rendering service on duty except where such honorarium/commission, which is allowed by the policy or order of the organization.
- 17. Employee who wishes to pursue employment in any other organizations must obtain 'No Objection Certificate' from the Authority/ Principal. Any violation in this regard is considered as a major disciplinary violation and such of those employees shall forfeit all established benefits as well may invite strict disciplinary action.

INSTITUIONAL SERVICE RULE BOOK

- 18. Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 19. Employee must refrain from any kind of criticism of the institute's authority or criticism of any decision of his/her superior officers, or of any current or recent policy or action of the institution. Any failure to abide by this norm will be treated as an act of insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.
- 20. Employee must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 21. Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.
- 22. Employee should not have the habit to Use of liquor or narcotics on the society premises.
- 23. Employee should not have the habit to Use of liquor or narcotics on the society premises
- 24. Employee should not Use of abusive language, quarrelsome and riotous behavior.
- 25. Employee must refrain from lodging unsubstantiated allegations against colleagues to higher authorities. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.
- 26. Employees must refrain from habitual absenteeism habitual late coming; habitual early leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.
- 27. Any form of sexual harassment or offence is considered as a most serious offence and will be considered as a major disciplinary violation and shall invite strict disciplinary action and such other legal measures as mentioned in Anti Sexual Harassment Committee policy.
- 28. Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action

INSTITUIONAL SERVICE RULE BOOK

- 29. Faculty and staff members must ensure that any, kind of malpractices have not taken place in any form in the examination process/academic system.
- 30. Faculty and staff members should not behave in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 31. Any kind of grievances to be resolved at the Institute level amicably as per rules of the Institute. Any unitary action such as suspension of classes, suspension of normal activities, slowdown etc. individually or collectively will make the concerned employee liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.
- 32. No employee shall take active part in politics in the campus of the Institute or exploit his/her official position for political ends or permit the use of Institute facilities for political purposes.
- 33. Without written permission from the Institute authority, no employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or make any public utterance.
- 34. Generally, the Institution will not interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution i.e. Principal in consultation with the Authority will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.
- 35. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.
- 36. Violation of any of these discipline rules as explained as above by Employee/
 Employees will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.

7.2 Accountability and Discipline

In consideration of nature of offences as mentioned above, the Institute authority may take the following disciplinary actions against the offender:

- 1. Censure
- 2. Withholding of increments not affecting promotion
- 3. Recovery of the whole or part of any financial loss caused to the Institute by negligence or breach of orders.
- 4. Suspension pending enquiry for offence committed, where may be ordered by the appointing authority and such order of suspension shall be communicated in writing to the offender intimating the reasons for such suspension. A suspended employee shall be given the opportunity to defend himself/herself before the Principal / Authority for enquiring the charges.
- 5. Dismissal

CHAPTER NO -8

DEVELOPMENT ACTIVITIES

8.1 CONSULTANCY AND EXTENSION ACTIVITIES

8.1.1 Consultancy projects

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the Institute. A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.
- ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
- iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.
- iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

8.1.2 Extension activities

- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.
- ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Institute. A faculty member can organize such programmes either one time or on continual basis year on year.
- iii) Extension activities could include various community-oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

8.1.3 Co-Curricular activities

i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Institute.

INSTITUIONAL SERVICE RULE BOOK

- ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.
- iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/Institute he/she shall perform such duties accordingly.
- iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. ASME, IEEE etc.) to promote the student chapter of the professional bodies.
- v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.
- vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

8.1.4 Extra-curricular activities (Co-administrative Activities)

- i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
- ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
- v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/Deputy Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.
- vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
- viii)Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

ANNEXURE

Annexure -1



5) Leave is availing / Availed with/

SHRI VISHWESHWAR SHIKSHAN PRASARAK MANDAL'S Vishweshwarayya Abhiyantriki Padvika Mahavidyalaya ALMALA, TQ. AUSA, DIST. LATUR, MAHARASHTRA 413556

1) Name of the Applicant Mr./Miss/Mrs. _____Type of Leave CL/DL/ML/OL/EL/LWP 2) Designation & Dept. _____ 3) Date of Submission of Application _____ Leave w.e.f. to _____ 5) Leave is availing / Availed with/ I have made the alternate arrangement for my work during my leave period as below. Name of Alternative: Signature of alternative: ____ I will report to my duties in case of emergency work. The detail address & Contact No. is given below. Address: _____ Phone No : _____ **Signature of Applicant** Remarks of head of the department / Office in-charge Sign. Of H.O.D. Office Record CL/ML/EL/OL Order - Granted / Not Granted 1) No. of CL/ML/EL/OL is Available } 2) No. of CL/ML/EL/OL already used { } 3) { } Balance CL/ML/EL/OL Principal 1) Name of the Applicant Mr./Miss/Mrs. _____ 2) Designation & Dept. _____Type of Leave CL/DL/ML/OL/EL/LWP 3) Date of Submission of Application _____ ______to ______to 4) Purpose

Principal

Annexure – 2 STAFF APPRAISAL FORMAT – TEACHINF STAFF

SHRI VISHWESHWAR SHIKSHAN PRASARAK MANDAL

SHRI VISHWESHWAR SHIKSHAN PRASARAK MANDAL ALMALA,

Annual Performance Appraisal Form

Teaching staff

Passpor t size photo

(Period of Appraisal: From 01st July

to 30th June

Date of submission before 30th June to Principal

EMPLOYEE DETAILS:

Name of the Faculty			
Name of College			
Department		Designation	
Contact No		Email Id	
Address	TITO	Date of Birth	
Current Qualification	13	Date of Joining	
Date of last Appraisal	100 F	8.3.13	
Total Experience	Industrial:	Teaching: Total:	

GUIDELINES:

The period of evaluation shall be 1st July to 30th June of Year.

- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is the HoD and the Reviewing Authority (RA) is The Head of Institution (Principal).
- Appraisal Committee for HoD: Evaluating Authority (EA) is the Head of Institution (Principal), the Reviewing Authority (RA) is The Director (or the competent authority appointed on his behalf).
- The EA shall verify all the information, by supporting proofs before commenting on the performance.
- If any objectionable activity found against faculty during your tenure, negative marking may be applicable in your performance.

ABBREVATIONS:

API	Academic Performance Index
EA	Evaluating Authority
HOD	Head Of Department
MOU	Memorandum Of Understanding
MOOCS	Massive Open Online Course
RA	Reviewing Authority
SWAYAM	Study Webs Of Active-Learning For Young Aspiring Minds
T & P	Training And Placement

Page 1 of 10

❖ CATEGORY - 1 RECORDS OF LEAVE (TO BE FILLED BY THE ADMIN / HOD OFFICE)

		No. of Leaves	No. of Leaves Availed		
S.N.	Type of Leave	Term - I	Term - II	Admin / HOD with Date	
1	Casual Leave (CL)				
2	Medical Leave (ML)				
3	Duty Leave (DL)				
4	Maternity Leave (MTL) (if applicable)				
5	Leave Without Pay (LWP)				
6	Others				
7	Late Marks				

Criteria for CL	Up to 6	In between 6 to 12	Above 15
Marks	05	00	Minus 05

❖ CATEGORY – II: TEACHING, LEARNING & EVALUATION (MINIMUM API SCORE REQUIRED 70)

S.N.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1	Lectures, Tutorials, Practicals conducted as per curriculum	20	F (3)	
2	Utilization of books and journals in library.	10		
3	Preparation of Study material and resources	05		
4	Attending or conductions of meetings (Minimum annually 10 meetings expected)	10		
5	Participatory & Innovative Teaching-Learning Methodologies	15		
6	Examination Duties	10		
7	Student Feedback	15		
8	HoD's Feedback	05		
9	Other Responsibilities in Department e.g. (Academic In charge, Exam In charge, Parental Guide etc	10		
	TOTAL	100		

(Note: Attach supporting documents to validate the claim)

Page 2 of 10

❖ CATEGORY – III: ACADEMIC PERFORMANCE (MINIMUM API SCORE REQUIRED 12)

	Subjects				Res	sult Analys	is		Marks
Sr. No.	Taught in Academic Year	Semester/ Year	% of Syllabus coverage	No. of students Above 75%	No. of students Between 50 to 75 %	No. of students Below 50 %	No. of students failed	Final Result	out of 20 (Filled by EA)
1									
2									
3									
4									
5									
6					4/19				
7		100	3		. 1	FEE			
8		1	TIT	01 12	HF3	N/B			

Criteria	Average of result greater than 80	In between 75 to 79	In between 60 to 74	In between 50 to 60	In between 35 to 49	Less than 35
Marks*	20 M	18 M	16 M	14 M	12 M	0 M

^{*}Five percent tolerance is considered for first year and second year class Results (Note: Attach supporting documents to validate the claim)

❖ CATEGORY – IV: STUDENTS ACADEMIC IMPROVEMENT

(MINIMUM API SCORE REQUIRED 12)

S.N.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Efforts taken towards poor performed students' progress for last academic year.	10		
2.	Efforts taken to improve knowledge of students.	05		
3.	Incentives for Bright Students	05		
	TOTAL	20		

(Note: Attach supporting documents to validate the claim)

Page 3 of 10

* CATEGORY - V: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT (MINIMUM API SCORE REQUIRED: 35)

S.N.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
	Student Centric Activity			
	Inter-College Level Activity/ Event Convener/			
1.	Coordinator / Member	10		
	College Level Activity/ Event Convener/ Functions/Programs Co-ordinator	10		
	Coordinator / Member			
	Students Mentoring			
2.	No of meetings with students and its report (6 meetings/semester are expected)	05		
	No of meetings with parents and its report (2 meetings per parent)	05		
3	Academic and Administrative Committees & Responsibilities	05		
	• College level: In charge (05) Member (03)	162	CAR	
4	Professional Development Activities (Attending Seminars/conferences/Guest Lectures (2.5 mark each for any of the activity)	05	4	
5	Contribution admission (1 mark each admission)	10	10 G	
6	Guest Lecture / Industrial Visit Organization for Students (5 per lecture/visit)	10	28	
7	Attending workshops or Industrial Training) (05 marks each for any of the activity)	10		
	TOTAL	60		

Note: Attach supporting documents to validate the claim)

Page 4 of 10

* CATEGORY – VI: RESEARCH & DEVELOPMENT (MINIMUM API SCORE REQUIRED: 35)

S.N.	APIs	API Score Allotted	Self- Evaluation	Evaluation by EA
1	Publications • No. of Paper published in last academic year (if yes give details) (05 marks each) ➤ First Author – 05 Marks ➤ Second Author – 04 Marks ➤ Third and Above – 03 Marks	10		
2.	Guest Lectures Delivered / Paper Presentation • Guest Lecture Delivered in last academic year Inter-Institute (05 marks), Intra-institute (03 marks) (if yes give details)	10		
3	Student Publications • Journal (full paper): 2.5/ publication (Minimum 02 Publications)	05		
4	Courses/ Programs Attended • Enrolment and completion of MOOCs/SWAYAM / Skill Development by certified Trainer (Attach Certificate) (5 Marks for any of the activity)	10		
5	Projected Plan • Important Aim and objective in the next academic year.	05		
6	Enrolment of Higher Education (PG Diploma/MBA/MS/PhD/Post Doc/etc.)	05		
7	Collaborations / Lab. Development. • Laboratory development related activity performed by you.	05		
8	Books Publication (05 Marks) • Book Chapter Publication (03 Marks)	05		
9	MOU / T & P Activities	05		
	TOTAL	60		

(Note: Attach supporting documents to validate the claim)

Page 5 of 10

CATEGORY – VII: INSTITUTE LEVEL ACTIVITIES(MINIMUM API SCORE REQUIRED: 12)

Responsibilities	API Score Allotted	Self Evaluation	Evaluation by EA
a) Have you worked on any additional revenue/ Funding generation for the organization? Or have you saved from any kind of work for the organization?.	10		
b) Participation towards Institute development activity	03		
c) Institute level problem solving work did by you.	05		
d) What do you like and dislike about working for this organization?	02		
Total	20		

(Note: Attach supporting documents to validate the claim)

Date: Signature of Applicant

Page 6 of 10

Recommendations:

(Excellent – 05, Very Good – 04, Good – 02, Satisfactory – 02, Need Improvement – 01)

Sr. no.	Parameter	HoD Recommendations	Principal Recommendations
1	Punctuality		
2	Subject Knowledge/Technical Ability		
3	Accountability		
4	Inter personal relations		
5	Hard working		
6	Dept. Development approach	सम्बन	
7	Quality of work		
8	Student feedback & view	F 3	A ST
9	Creativity		
10	Dependability	原一条手供	8
11	Ethics		
12	Peer-group interaction	ालमला	
13	Interest\ Enthusiasm		
14	Communication Clarity	11 - 3335	
15	Overall performance		
	Total		
Average	Marks		
1. If	f average exceeds 60 marks = 10 Marks		
	f average is in between 40 to 59 marks : 07 Marks		
3. If	average is below 40 marks = 05		

Page **7** of **10**

* ADDITIONAL WORK DONE OTHER THAN ABOVE RESPONSIBILITIES / WORK (IF ANY) BY THE STAFF - 05 MARKS

(Evaluated by RA)

Date:

Signature of Faculty

EVALUATION SUMMARY:

APIs	Minimum API Score Required	API Score Allotted	Self- Evaluation	Evaluation by EA
Category - I	2 = M	05	211	
Records Of Leave	10 - Pul.	103		
Category – II:		7	7	
Teaching, Learning & Evaluation	70	100		
Category –III	प्रालमला			
Academic performance	12	20		
Category - IV	at _ 900	1		
Students' Academic Improvement	12	20		
Category – V:				
Co-Curricular, Extension & Professional Development	35	60		
Category – VI:	35	60		
Research and Development	33	00		
Category – VII: Institute level activities	12	20		
Recommendation	05	10		
Additional work done other than above responsibilities/work		05		
Total	181	300		

If Marks scored above 260 =A category, If Marks scored between 221-259= B category, If Marks scored between 181-220= C category, If Marks scored below 180 then need to improve performance.

Page 8 of 10

SHRI VISHWESHWAR SHIKSHAN PRASARAK MANDAL **HOD OPINION** Strength Need to Improvement **PRINCIPAL OPINION** आलमला Strength Need to Improvement

Page 9 of 10

DECLARATION BY EA

I hereby declare that, the above assessment is truly based on the data provided by the staff himself / herself. No any change in the marks assigned has been done at personal level. No personal relations or any bias has been maintained during the assessment. The assessment is truly confidential.

Date:				Head of De	partment
	750	Allai A	MKBIP		
❖ FINAL REMARI	K <mark>S BY M</mark> ANAGEN	MENT IF ANY:		4 4.	
	东官				
	40.	NO.		7	
		आलम	ला		
		venuar			

PRINCIPAL JOINT – SECRETARY SECRETARY

Page 10 of 10

Annexure – 3 STAFF APPRAISAL FORMAT – NON-TEACHINF STAFF

SHRI VISHWESHWAR SHIKSHAN PRASARAK MANDAL



SHRI VISHWESHWAR SHIKSHAN PRASARAK MANDAL ALMALA,

Annual Performance Appraisal Form

Office Staff / Non-Teaching

Passport size photo

(Period of Appraisal: From 01st July

to 30th June

Date of submission before 30th June to Principal

EMPLOYEE DETAILS:

Name of the Faculty			
Name of College			
Department		Designation	
Contact No	A CO	Email Id	
Address	3/11	Date of Birth	
Current Qualification	1 / E	Date of Joining	
Date of last Appraisal	155 M	Strain Ob	9-1
Total Experience	Industrial:	Teaching:	Total:

GUIDELINES:

The period of evaluation shall be 1st July to 30th June of Year.

- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- Appraisal Committee for Lab Assistant/ Technician: Evaluating Authority (EA) is the HoD and the Reviewing Authority (RA) is The Head of Institution (Principal).
- Appraisal Committee for HoD: Evaluating Authority (EA) is the Head of Institution (Principal), the Reviewing Authority (RA) is The Director (or the competent authority appointed on his behalf).
- The EA shall verify all the information, by supporting proofs before commenting on the performance.
- If any objectionable activity found against faculty during your tenure, negative marking may be applicable
 in your performance.

ABBREVATIONS:

API	Academic Performance Index
EA	Evaluating Authority
HOD	Head Of Department
RA	Reviewing Authority

Page 1 of 9

❖ CATEGORY - 1 RECORDS OF LEAVE (TO BE FILLED BY THE ADMIN / HOD OFFICE)

637		No. of Leav	es Availed	Signature of
S.N.	Type of Leave	Term - I	Term - II	Admin / HOD with Date
1	Casual Leave (CL)		,	
2	Medical Leave (ML)			
3	Duty Leave (DL)			
4	Maternity Leave (MTL) (If applicable)			
5	Leave Without Pay (LWP)			
6	Others			
7	Late Marks			

Criteria for CL	Up to 6	In between 6 to 12	Above 15
Marks	05	00	Minus 05

❖ CATEGORY – II: OFFICE NOTICES AND CIRCULAR WORK (MINIMUM API SCORE REQUIRED 18)

S. N.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1	Whether you prepare a separate Office Time-Table in line with Academic timetable and with consultation of Administrative Officer/Principal? If yes then how? (तुम्ही शैक्षणिक वेळापत्रकानुसार आणि प्रशासकीय अधिकारी/प्राचार्य यांच्या सल्ल्याने स्वतंत्र कार्यालयीन वेळापत्रक तयार करता का? जर होय तर कसे?)	05	7	
2	Whether you update the Office notice board in consultation with Administrative Officer/ Principal? If yes then how? (प्रशासकीय अधिकारी/प्राचार्य यांच्याशी सल्लामसलत करून तुम्ही ऑफिस नोटीस बोर्ड अपडेट करता का? जर होय तर कसे?	05		
3	Do you issue time to time notices to students regarding EBC/Scholarship/Punjab Rao scholarship, Minority, MSBTE Scholarship, etc. ? If yes then how? ईबीसी/शिष्यवृत्ती/पंजाब राव शिष्यवृत्ती, एमएसबीटीई शिष्यवृत्ती इत्यादींबाबत तुम्ही विद्यार्थ्यांना वेळोवेळी नोटीस जारी करता का? जर होय तर कसे?) (Applicable for account section also)	05		
4	How many meetings do you conducts in a year. (minimum 05 meetings are expected) (Each meeting caries 02 Marks) (तुम्ही एका वर्षात किती सभा घेत) (Applicable for account section also)	10		
5	Have you attended Teaching/ No teaching/ Principal and Management Meetings (Minimum 10 are expected (तुम्ही अध्यापन / अशैक्षणिक / मुख्याध्यापक आणि व्यवस्थापन मीटिंगला उपस्थित राहिला आहात का (किमान 10 अपेक्षित आहेत)	05		

Page 2 of 9

TOTAL 30

(Note: Attach supporting documents to validate the claim)

❖ CATEGORY – III: OFFICE MISCELLANEOUS WORK (MINIMUM API SCORE REQUIRED 45)

S.N.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1	How can you present the work completion of Admission Record/Enrollment/ Scanning of documents/ Result Preparation/ Marksheet Distribution/ Hall ticket printing and distribution / Exam form/ EBC Form/ Scholarship Form/ MSBTE Scholarship/Leave Record/ / Minority Form etc. or related to your work in percentage. (91 – 100 % = 25 M, 81-90% = 20 M, 71-80 % = 15, 61-70 % = 10 M Below 60 = 0 M) (तुमच्या कामाशी संबंधित प्रवेशाची नोंद / नावनोंदणी / कागदपत्रांचे स्कॅनिंग / निकाल तयार करणे / मार्कशीट वितरण / हॉल तिकीट छपाई आणि वितरण / परीक्षा फॉर्म / EBC फॉर्म / शिष्यवृत्ती फॉर्म / MSBTE शिष्यवृत्ती / रजेची नोंद / अल्पसंख्याक फॉर्म इत्यादीचे काम कसे सादर करू शकता) Note: Please tick mark your concern work as applicable.	25		
2	Have you prepared your self-work annual report? if yes then have you shown it to Principal/ Management? (तुम्ही तुमचा स्वयं-कार्य वार्षिक अहवाल तयार केला आहे का? जर होय तर तुम्ही ते प्राचार्य/व्यवस्थापनाला दाखवले आहे का?)	10		
3	Have you visited Regional office/ Main office MSBTE Mumbai office regarding official work? (तुम्ही अधिकृत कामासंदर्भात प्रादेशिक कार्यालय/मुख्य कार्यालय MSBTE मुंबई कार्यालयाला भेट दिली आहे का?)	10	31 87	
4	Do you use tobacco/ alcohol products during working hours in organization (तुम्ही संस्थेत कामाच्या वेळेत तंबाखू/ अल्कोहोल उत्पादने वापरता का?) (If yes then minus 10 marks will be considered)	10	7	
5	Have any penalty imposed to organization while working with respect to Exam form, Work related to DTE/AICTE/MSBTE etc. from you. (तुमच्याकडून परीक्षा फॉर्म, डीटीई/एआयसीटीई/एमएसबीटीई इत्यादींशी संबंधित काम करताना संस्थेला कोणताही दंड ठोठावण्यात आला आहे)	05		
6	Do you maintain your separate stationary inventory record (E.g. – Pen, Pencil, Rubber, Stapler, Punches, RIM, or any other official accessories etc) (तुम्ही तुमचा स्वतंत्र स्थिर इन्व्हेंटरी रेकॉर्ड ठेवता का (उदा. पेन, पेन्सिल, रबर, स्टेपलर, पंचेस, आरआयएम, किंवा इतर कोणतेही अधिकृत सामान इ.)	05		
	How do you maintain all the records regarding, EBC/ Scholarship/Punjab Rao scholarship, Minority, MSBTE Scholarship, Admission Files, Notices, Enrollment record, or any other office related work documentation etc.? If yes then how? (EBC/शिष्यवृत्ती/पंजाब राव शिष्यवृत्ती, अल्पसंख्याक, MSBTE शिष्यवृत्ती, प्रवेश फाइल्स, सूचना, नावनोंदणी रेकॉर्ड, किंवा इतर कार्यालयाशी संबंधित कामाचे दस्तऐवज इत्यादी सर्व नोंदी तुम्ही कशा ठेवता? जर होय तर कसे?)	05		
	TOTAL	70		

(Note: Attach supporting documents to validate the claim)

Page 3 of 9

* CATEGORY – IV: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT (MINIMUM API SCORE REQUIRED: 24)

S.N.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Student Centric Activity • Inter-College Level Activity/ Event Convener / Coordinator (05 marks) / Member (03 marks) (आंतर-महाविद्यालयीन स्तरावरील क्रियाकलाप/ कार्यक्रम निमंत्रक/ समन्वयक (०५ गुण) / सदस्य (०३ गुण)) • College Level Activity/ Event Convener/ Functions/Programs coordinator (05 marks) / Member (03 marks) (महाविद्यालयीन स्तरावरील क्रियाकलाप/ कार्यक्रम निमंत्रक/	10		
2	कार्ये/ कार्यक्रम समन्वयक (05 गुण) / सदस्य (03 गुण)) Contribution towards Admission (Each admission carries 02 marks) प्रवेशासाठी योगदान (प्रत्येक प्रवेशासाठी 02 गुण असतात)	10		
3	Examination duties (Supervision (05 marks), Reliever (03 marks), any other duty (02 marks) (परीक्षा कर्तव्ये (पर्यवेक्षण (05 गुण), रिलीव्हर (03 गुण), इतर कोणतीही कर्तव्ये (02 गुण))	10	2 4	
4	Perusing higher education/ any other course for skill upgradation (कौशल्य उन्नतीसाठी उच्च शिक्षण / इतर कोणत्याही अभ्यासक्रमाचा अभ्यास करणे)	10		
	TOTAL	40		

Note: Attach supporting documents to validate the claim)

Page 4 of 9

* CATEGORY - V: INSTITUTE LEVEL ACTIVITIES (MINIMUM API SCORE REQUIRED: 18)

Responsibilities	API Score Allotted	Self Evaluation	Evaluation by EA
a) Have you worked on any additional revenue/ Funding generation for the organization? Or have you saved from any kind of work for the organization? (तुम्ही संस्थेसाठी कोणत्याही अतिरिक्त महसूल/निधी निर्मितीवर काम केले आहे का? किंवा संस्थेसाठी कोणत्याही प्रकारच्या कामापासून वाचवले आहे का?)	15		
b) Participation towards Institute development activity (संस्था विकास उपक्रमात सहभाग)	05		
c) Institute level problem solving work did by you (संस्था स्तरावरील समस्या सोडवण्याचे काम तुम्ही केले)	05		
d) What do you like and dislike about working for this organization? (या संस्थेसाठी काम करताना तुम्हाला काय आवडते आणि काय आवडत नाही?)	05		
Total	30		

(Note: Attach supporting documents to validate the claim)

Date:

Signature of Applicant

* CATEGORY - V: FEEDBACK

(MINIMUM API SCORE REQUIRED:

S.N.	Particulars	API Score Allotted	Marks
1	Average marks of all selected staff	10	

Page 5 of 9

Recommendations:

 $(Excellent-05, Very\,Good-04, Good-02, Satisfactory-02, Need\,Improvement-01)$

Sr. no.	Parameter	Office Superintendent Recommendations	Principal Recommendations		
1	Punctuality				
2	Subject Knowledge/Technical Ability				
3	Accountability				
4	Inter personal relations				
5	Hard working				
6	Dept. Development approach	सम्बंद			
7	Quality of work				
8	Student feedback & view	1 d	4		
9	Creativity				
10	Dependability	至一个	84		
11	Ethics				
12	Peer-group interaction	लमला			
13	Interest\ Enthusiasm				
14	Communication Clarity				
15	Overall performance				
	Total				
Average	Marks				
1. Ij	average exceeds 60 marks = 10 Marks				
	average is in between 40 to 59 marks = 7 Marks				
3. If	3. If average is below 40 marks = 05				

Page 6 of 9

❖ ADDITIONAL WORK DONE OTHER THAN ABOVE RESPONSIBILITIES / WORK (IF ANY) BY THE STAFF - 05 MARKS

(Evaluated by RA)

Date:

Signature of Faculty

EVALUATION SUMMARY:

APIs	Minimum API Score Required	API Score Allotted	Self- Evaluation	Evaluation by EA
Category - I	00	05		
Records Of Leave				
Category – II :		30		
Office Notices And Circular Work	18			
Category –III	12 70			
Office Miscellaneous Work	42	70		
Category - IV	1-888	6		
Co-Curricular, Extension & Professional Development	24	40		
Category - V	18	30		
Institute level activities	18			
Category – VI:	00	10		
Feedback	00			
Recommendation	00	10		
Additional work done other than above responsibilities/work	00	05		
Total	102	200		

Page **7** of **9**

SHRI VISHWESHWAR SHIKSHAN PRASARAK MANDAL **♦** OFFICE SUPERINTENDENT OPINION Strength Need to Improvement **♣** PRINCIPAL OPINION Strength Need to Improvement Page 8 of 9

DECLARATION BY EA

I hereby declare that, the above assessment is truly based on the data provided by the staff himself / herself. No any change in the marks assigned has been done at personal level. No personal relations or any bias has been maintained during the assessment. The assessment is truly confidential.

-		
Date:		Office Superintendent
	STALL ALIKANA	
FINAL REMARKS BY N	MANAGEMENT IF ANY:	
	आलमला	
	स्थापना — १९९८	
PRINCIPAL	JOINT – SECRETARY	SECRETARY

Page 9 of 9