EMPLOYEE RULE BOOK

THAKUR SHYAMNARAYAN ENGINEERING COLLEGE

VISION

"Thakur Shyamnarayan Engineering College will strive to be a leading technical institute recognized for excellence in engineering education, research and innovation."

MISSION

- To provide an excellent conducive environment that nurtures critical thinking, creativity and lifelong learning amongst students.
- To promote innovative research ideas to address global challenges and contribute to technological advancement.
- To create entrepreneurs and competent technocrats to drive sustainable development and societal progress.
- To collaborate with other academic and research institutes and industries in order to strengthen multidisciplinary education and research.

QUALITY POLICY

- We will inculcate in our students the technical and generic skills by using the latest teaching methodologies.
- We will expose the students and faculty to the latest trends and developments in the industry.
- We will strengthen the industry-institute interaction.
- We will nurture the students with innovative and research oriented skills which will make successful entrepreneurs.
- We will take all efforts to maintain and enhance the quality of teaching in the greater interest of the students

INDEX

Sr. No   **Contents**

Chapter - 1
About Thakur Shyamnarayan Engineering College (TSEC)

Thakur Shyamnarayan Engineering College (TSEC) is a Hindi Linguistic Minority Institute under Zagdu Singh Charitable Trust, approved by All India Council for Technical Education (AICTE), recognized by the Government of Maharashtra, and affiliated with the University of Mumbai, where innovation meets expertise. Our institute stands as a beacon of excellence in engineering and technology education by conversion of a Diploma institute (Thakur Polytechnic-established in 1998) into a Degree Institute in Academic Year 2024-25 under Zagdu Singh Charitable Trust (ZCT) to provide a comprehensive University of Mumbai curriculum, state-of-the-art facilities, and a conducive learning environment aimed at nurturing the next generation of aspiring engineers, visionaries who will come together to embark on their journey of exploration, creativity, and transformation. Our institute has recognized the growing demand for skilled engineers and the need to cater to evolving industry requirements. We strive continuously to play a pivotal role in driving technological advancements, fostering innovation across various sectors, and making meaningful contributions to the society.

We strive to equip our students with the tools they need to thrive in a rapidly evolving world through our state-of-the-art infrastructure, technical laboratories, workshops, and hands-on learning to reinforce theoretical concepts, develop practical skills, and inspire innovation through cutting-edge technical education, groundbreaking research, and real-world application. The institute will prioritize industry collaborations, research initiatives, and experiential learning opportunities to ensure our graduates are well-equipped to tackle real-world challenges. Our faculty, who are renowned for their expertise and dedication, will continue to mentor and guide students in their academic and personal growth. Our degree programs will broaden not only academic horizons but also open doors to enhanced career prospects and further studies.

We envision offering specialized AICTE-approved courses as per the New Education Policy (NEP-2020) encompassing various disciplines of engineering, with a focus on fostering holistic learning experiences and adapting to the evolving needs of the industry. This marks a significant milestone in our journey towards excellence in catering to the interests and aspirations of aspiring engineers.

Chapter - 2

Rules and Regulation of Employment

Preamble

This rule book outlines the service conditions, responsibilities, rights, and duties of all employees serving at, Thakur Shyamnarayan Engineering College (TSEC) with the aim to promote professionalism, accountability, and organizational efficiency as per the rules and regulations of AICTE, DTE, UoM, Government of Maharashtra & Management.

2.1 Working Hours for Teaching and Non-Teaching Staff.

- All staff members shall adhere to the rules stated herein and any additional conditions stipulated by the competent authority and management from time to time.
- All employees must adhere to college working hours and be present on all working days.
- Staff members must record their attendance daily in both the Attendance Muster and the Biometric System. All staff are expected to strictly adhere to the working hours prescribed by Mumbai university and as stated by the institute.

2.2 Recruitment Policy:

A. Teaching Staff on Ad-hoc basis

- The institution shall recruit and appoint faculty and staff on an ad-hoc basis, adhering to AICTE qualification norms.
- Appointments will be made based on the recommendations of the selection committee and at the discretion of the institutional authority.
- During the ad-hoc period, employees will receive a consolidated salary as approved by the Management.
- Performance during the ad-hoc period will be monitored and evaluated for next academic year.
- Appointment orders may be revised or supplemented through an addendum as and when needed, in line with AICTE/DTE/UoM/Government of Maharashtra guidelines for smooth institutional operations.
- Ad-hoc appoint is automatically terminated at the end of each academic year.
- Ad-hoc services may be discontinued by either party with one month's notice or one month's salary in lieu thereof.

- Appointment on an ad-hoc basis does not confer any right to permanent employment.

B. Teaching Staff on Regular basis

- The institution shall recruit faculty and staff in accordance with the norms, standards, and procedures prescribed by AICTE, DTE, UoM, and the Government of Maharashtra.
- The institution may issue addendums to appointment orders, as and when needed, to ensure smooth operations in line with the guidelines of the above and institutional authorities.
- Regular services may be discontinued by either party with three-month's notice or three-month's salary in lieu thereof.

C. Non-Teaching Staff Ad-hoc basis
- The institution shall recruit staff in accordance with the qualifications, norms, and standards prescribed by the DTE, UoM and Government of Maharashtra.
- Initial appointments for non-teaching staff shall be made on an ad-hoc basis, subject to meeting educational qualifications and experience criteria.
- During the ad-hoc period, employees shall receive a consolidated salary approved by the Management.
- Performance during the ad-hoc tenure will be monitored and evaluated.
- Ad-hoc services may be terminated by either party with one month's notice or salary in lieu thereof.

D. Non-Teaching Staff Regular basis
- Employees on probation will receive pay scales as per institutional norms. Upon successful completion of the probation period, the appointment may be confirmed.
- Promotion proposals for non-teaching staff (as per applicable rules) must be recommended by the Principal after completion of the minimum service period (excluding ad-hoc service). These will be evaluated by a designated Selection Committee appointed by the management.
- Promotions will be subject to the Selection Committee's recommendation, the Head of the Institute's approval, and final approval by the Management.
- All appointments and promotions of non-teaching staff are subject to the discretion of the Management.
- Regular services may be terminated by either party with three months' notice or salary in lieu thereof.

2.3 Service Rules for all employee:
- All Staff shall perform their duties honestly, efficiently, and diligently, following the directions of the Principal/HOD or any higher authority. They shall discharge all responsibilities associated with their role.
- All teaching faculty and staff members must prepare respective allocated course content in advance for smooth functioning of outcome-based teaching learning process.
- All Staff shall devote their full time to their assigned duties and shall not engage in any remunerative or honorary trade, business, private consulting, or tuition without prior written approval from the Principal/Management. In case where the institution undertakes consultancy work for external entities, staff may be engaged with or without additional remuneration as decided by the management.
- During service, staff shall not disclose or misuse any confidential information, including trade secrets or institutional strategies, unless it serves the interests of the institution/Trust.
- Services of any employee whether regular or Ad-hoc may be terminated on grounds of fraud, gross indiscipline, negligence, disobey the rules, misconduct and regulations of Institute and Authorities, prolonged illness, or inability to perform duties as per the rule of the institute.
- Employees intending to resign must serve a three-month notice or pay salary in lieu thereof. Resignation becomes effective upon acceptance by the Management/Principal or the date of relief, whichever is earlier. A personal file and Service book shall be maintained and updated regularly.
- Prior permission from the principal and Heads for external official work, training, or further studies is needed.
- Employees must wear ID cards at all times and ensure students do the same.

- The institution shall also contribute to the Employees' Provident Fund as per applicable regulations.
- Staff are expected to work collaboratively for the growth of the institution and maintain cordial relations across departments and actively participate the activities of the institute.
- Employees must actively participate in the Affiliation, AICTE Approval, UoM activities, ISO, NBA and NAAC processes, etc. and assist in documentation.
- All staff members are responsible for maintaining discipline in campus and must report if any misconduct by students to the appropriate authorities, regardless of department.
- Employees must maintain integrity, dedication, honesty, impartiality, and politeness in all professional interactions with management, colleagues, students and the public. Loyalty to the institution and its objectives is expected at all times.
- Groupism of any kind should be avoided. Faculty Members found indulging in such activities will be subject to appropriate disciplinary actions.
- Faculty members shall maintain and update regularly all academic records like Course File, Attendance Register, Practical/Term Work/Tutorial Register, Sample Files/Manuals, deadstock, CBT, CBL, mentoring records, etc.
- Faculty Members are expected to update their knowledge to accept the new challenges of AICTE/DTE/UoM/NEP by attending seminars / workshops / training /conferences/ FDP/NPTEL/SWAYAM, other platforms recommended by AICTE after obtaining necessary prior permission from the principal.
- Faculty Members should must publish research papers in reputed International/ National Journals/Conferences prescribed by AICTE, UGC.
- Every Faculty Member is expected to extend his/her beneficial influence in the personality development of students and he/she should associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.

  All teaching faculties and staff members must actively Participate / involve in the Research and consultancy activates as per the rules and regulations of the institute with the permission of the principal.

  All staff members must actively Participate /involve in the Training and Placement activates as per the rules and regulations of the institute.

2.4 Rules Pertaining to Leave: (Regular staff)

A. Casual Leave (CL)
- Employees are entitled to 8 days of CL as per calendar year on a pro-rata basis from the date of joining.
- CL may be availed after prior approval from the Head of the Department.
- CLs must be used within the same calendar year and cannot be carried forward.
- A maximum of 3 CLs may be taken consecutively.
- Sandwiched holidays or weekends between CL days will be counted as part of the CL.
- Half-day CLs are permitted.
- CL cannot be prefixed or suffixed with vacation or any other type of leave, except On Duty (OD) leave.
- For New Employees: - (Adhoc)
  Leave entitlement begins on a pro-rata basis and may be availed only after 45 days of continuous service.
  Until CL accrual, no other leave types are applicable.

B. Sick Leave (SL)
- Only regular employees are entitled to 10 full days or 20 half days of paid Sick Leave (SL) per year.
- Medical Certificate Requirements:
  1–2 days of SL   : No medical certificate is required.
  More than 2 days: A valid medical certificate from a registered MBBS doctor must be submitted.
- On return from extended SL, a fitness certificate is also mandatory.
- In case of sudden illness or emergencies, the employee must inform their immediate superior/head at the earliest. If the employee is unable to do so, a family member should notify the Head of the Department promptly, and provide an expected return date in written/mail.
- The unused SL will be carried forward to subsequent years.

C. Privilege Leave (PL):
- Only administrative and support staff are eligible for 30 days of Privilege Leave per year, after completion of five years of service.

D. Other Leave:
- **2nd and 4th Saturdays :**
  Holidays on the 2nd and 4th Saturdays of each month may be availed at the discretion of
  the Management; however, these days may be considered working if required for
  any important institute-related activities.

- **Vacation (Winter/Summer) :**
  Teaching and laboratory technical staff are eligible for vacation as per DTE/UoM/Institute norms and guidelines.

- **Maternity Leave (ML) :**
  Confirmed female employees are eligible for 90 days of maternity leave, up to two times during their total service.

- **Paternity Leave :**
  Confirmed male employees are entitled to 15 days of paternity leave, up to two times during their total service.

- **Study Leave :**
  Teaching staff may avail study leave to pursue higher qualifications, subject to recommendation from Principal and prior approval of Management.

D. General Leave Guidelines:

- All leaves must be applied for in advance with proper alternate arrangements of faculty for academic or administrative responsibilities.
- Unauthorized absence or failure to obtain prior approval may result in disciplinary action.
- Employees must inform their reporting authority when leaving the station during any type of approved leave.

- **Late Arrival :**
    - Staff must report at least 5 minutes before the start of duty.
    - A delay of up to 10 minutes is permissible.
    - Three late arrivals in a month will be treated as half-day casual leave.
    - Repeated late reporting will be noted in the personnel file and will negatively impact performance evaluations.

- **Leaving Campus Early :**
    - Leaving before official hours is not permitted, except in case of on-duty assignments or special concessions.
    - Surprise checks may be conducted, and violations will be reported to the disciplinary committee.

- **On-Duty Leave (OD) :**
    - OD forms must be filled out online and supported with valid proof and appointed by the Principal.
    - A delay in submission will result in the leave being treated as personal leave.
    - If proof for on-duty leave is not submitted, the person in charge will decide whether the leave is valid or not.

- **Leaving Institute During Working Hours :**
    - Staff may leave the campus during working hours only in case of emergency or personal work, with prior permission from the HOD/Principal.
    - IN and OUT times must be recorded at the institute gate.

- **Working Hours During Events :**
    - During co-curricular and extracurricular activities, working hours may be revised.
    - All staff must comply with the updated timings as communicated through circulars or notices until further instructions are issued.

Chapter 3

Staff Welfare Scheme

3.1 Employees Provident Fund

New Employee Enrolment Guidelines :
- An employee becomes eligible for EPF membership from the date of joining the institute.
- Submit the Previous Employment Declaration (Form No. 11) upon joining.
- Declare any previous employment and UAN details to the employer.
- On becoming a member, submit Form No. 2 (family particulars/nominations) through the employer.
- Contributions shall be made as per EPF rules and regulations.
- Report any change in family status through Form No. 2, including:
    - Marriage
    - Addition/deletion of family members
    - Legal adoption of children
    - Change of nominee
- If holding a Scheme Certificate under EPS, 1995, surrender it to the EPFO through the employer.
- Members are entitled to benefits such as withdrawals, advances, pension, and death insurance per EPF rules.

3.2 Gratuity:

Gratuity shall be paid to all confirmed and eligible employees as per the applicable gratuity rules.

3.3 Insurance :

- **Accidental Insurance**: All staff members and students are covered under an accidental insurance policy, with the premium paid by the institute.

- **Medical-claim**: All Class IV (supporting staff) employees who have completed two year of service are eligible to be covered under the medical claim policy, the premium for which is paid by the institute.

3.4 Appraisal:

Self-Appraisal Report & 360° Feedback System as per AICTE.
- All staff members must submit a Self-Evaluation Report (SER) at the end of each academic term, in the prescribed format.
- The Principal will prepare a confidential report for each staff member in consultation with HOD's and submit it to the /Competent Authority of the administrative department.

3.5 Sponsorship scheme for Faculties.

3.5.1 Sponsorship for Higher Studies

I. **SCOPE**

Under Career Advancement Scheme (CAS), institute can allow the deserving faculty members with prior approval from the management, to upgrade their qualification by acquiring P.G. / Ph.D., etc.

II. **NEED**
- Faculty member(s) will upgrade their qualification.
- Make the faculty member(s) eligible for higher cadre which may improve institute cadre ratio.
- Moreover, higher education
  - Upgrade with the latest knowledge.
  - Bring academic maturity.
  - Makes lecture deliver more effective and hence improves the quality of education.
  - Faculty will become more stable with the provision for growth opportunity.
- Requirement (as a part and parcel) of approval/affiliation/NBA accreditation/DTE grading.

III. **ELIGIBILITY**
- Faculty member should be full-time regular employee either on probation or completed probation of the institute and not on ad-hoc.
- Ad-hoc period of service in the institute will not be counted for sponsorship.

IV. **CATEGORIES: Three Categories**

Category – 1: Extra Ordinary Leave or by adjusting the full teaching load in half day with full salary.

Minimum Service	Service less than 3 years (In this institute)
Terms and conditions	Candidate need to execute the bond that he / she will serve the institute for minimum period of three years after completing the course successfully. 1. In case of extra – ordinary leave If he / she leaves the institute within the bond period, need to pay the amount equivalent to three month's salary as a penalty. <div align=center>and</div>2. In case of adjusting the load in half day with full salary If he / she leaves the institute within the bond period, Faculty members need to pay the amount withdrawn as salary equivalent to Basic + DA + DP (if applicable)
Others	1. No other sponsorship will be given during the period of the course. 2. Faculty coming from the other institute and joining job in our institute and already registered somewhere for higher studies can continue with their course under this category. 3. It is provided to sign the three years bond. 4. Selection for sponsorship will be as per order of merit and solely at the discretion of the Management, depending on the exigency of work.

Category – 2: Sponsorship with no load and with half salary or half load with full salary.

Minimum Service	More than 5 years and less than 10 years (In this institute)
Terms and conditions	Candidate needs to execute the bond that he / she will serve the institute for minimum period of three years after completing the course successfully. **"OR"** If he / she leaves the institute within the bond period, need to pay the amount equivalent to the amount paid during the course as salary equivalent to Basic + DA + DP (if applicable).
Others	1. No other Sponsorship will be given during the period of the course. 2. It is provided to sign the three years bond. 3. Selection will be as per the order of merit and solely at the discretion of the Management, depending on the exigency of work.

Category – 3: Sponsorship with no load and with full salary.

Minimum Service	More than 10 years (In this institute)
Term and condition	Candidate need to execute the bond that he / she will serve the institute for minimum three years after completing the course satisfactorily. **"OR"** If he / she leaves the institute within the bond period, need to pay the amount equivalent to the amount paid during the course as salary equivalent to Basic + DA + DP (if applicable).
Others	1. No other Sponsorship will be given during the period of the course. 2. It is provided to sign the three years bond. 3. Selection for sponsorship will be as per the order of merit and solely at the discretion of the Management, depending on the exigency of work.

Other benefits will be at the discretion of the management and applicable for all three categories.

V.   IMPORTANT NOTE

Faculty members should note the following points before applying for sponsorship.

- Course duration will be specified by University / Deemed University / Autonomous Institution.
- Eligible faculty must submit a written request to the Principal through HOD for sponsorship well in advance.
- Number of faculty members to be sponsored shall not exceed 10 % of the total faculty members in respective department. If member exceeds 10 % then the decision of the management will be final.
- At most 10 % (rounded to lower integer) of the total faculty in the department will be sponsored.
- Candidate will be sponsored only in the relevant area.
- Sponsorship will be only to UGC approved university / deemed university, national institutes and the AICTE approved autonomous institution offering PG / M.Phil. / Ph.D. programs.
- Second sponsorship will be considered only after completing 8 years of continuous service in the institute after previous sponsorship or at the discretion of the management.

These additional terms and conditions will be applicable to all the above mentioned three categories.

VI. SELECTION CRITERIA
- Selection of the faculty will be on the basis of order of the merit of the eligible faculty members.
- The order of merit will be prepared on the basis of appraisal, number of years of service in the institution and the earlier valid experiences along with their academic performance.
- The order of merit is to be approved by MANAGEMENT.
- The validity period of merit will be for one academic year.

VII. BUDGET PROVISION
- Amount equivalent to 10 % of annual salary of total faculty member per department. which may vary as per their seniority and cadre in the institute.

VIII. COMMITMENT
- Faculty must serve the institute for the bond period.
- Guide the student for in-house and major projects.
- To compile subject modules and the laboratory manuals.
- Participate in all institute activities.
- Faculty must work towards revenue generation for the benefit of department and the institute.

3.5.2) A. Sponsorship for Attending Training / Seminar / Workshop/FDP/STTP

I. SCOPE :- This is the part of continuing education program (CEP).

II. NEED :
- To update knowledge for quality lecture delivery.
- To enhance networking with the industry and other organization.
- Faculty members can prepare themselves to organize above said programs.
- Requirement of AICTE/ NBA/ Mumbai University /IQAC/ISO.

III. ELIGIBILITY :- Sponsorship will be given to all staff member(s).

IV. CATEGORIES : Two Categories

Category – I: Partial Registration Fee

Minimum Service	More than one year, but less than three years (In this institute)
Term and condition	1. Faculty member will be eligible for sponsorship of 50% of registration fee or Maximum of Rs.2000/- whichever is less. 2. TA / DA will not be paid. 3. Faculty need to submit the report (in prescribed ISO format) immediately after completion of the program. 4. Need to give the presentation within one week or the schedule decided by HOD.
Others	1. Maximum two programs per semester. 2. Selection will be as per order of merit from the respective dept. HOD, and solely at the discretion of the Management, depending on the exigency of work.

Category – II: Full Registration Fee

Minimum Service	More than five years
Term and condition	1. All staff members are eligible for sponsorship of 100 % of registration fee. 2. TA / DA will not be paid. 3. Faculty members need to submit the report (in prescribed ISO format) immediately after coming back from the program. 4. Need to give the presentation within one week or the schedule decided by HOD.
Others	1. Maximum two programs per semester 2. Selection will be as per order of merit from HOD and solely at the discretion of the Management, depending on the exigency of work.

Any additional benefits will be at the discretion of the management and applicable for both the categories.

V. IMPORTANT NOTE

Faculty members should note the following points before applying for sponsorship.

- Eligible faculty must submit the request to the Principal through HOD for sponsorship well in advance.
- HOD should ensure that all eligible and deserving faculty members should be promoted under the scheme.
- As far as possible, faculty member should be sponsored at the end of the semester so that the academics during the semester will not get affected or else faculties need to do proper adjustment of workload and teaching load.
- Candidate will be sponsored only in the relevant area.

VI. SELECTION CRITERIA

Selection of the faculty members will be on the basis of

- The order of merit the need to be prepared by HOD in consultation with Principal.
- The order of merit will be prepared on the basis of appraisal score, service in the institute and total relevant experience along with their academics.
- The order of merit need to be approved by management, and solely at the discretion of the Management, depending on the exigency of work.

Order of merit will be prepared for all eligible faculty members at the end of the every academic year or the start of academic year.

VII. BUDGET PROVISION

- Maximum two persons per department at a time will be sponsored per Year.
- Maximum budgetary provision Rs. 20,00,00/- year at the institute level.

B) SPONSORSHIP FOR ATTENDING TRAINING / SEMINAR / WORKSHOP

Category – I: Registration Fee

Minimum Service	More than one year and less than three years (In this institute)
Term and condition	1. Staff members will be eligible for 50 % of registration fee or Rs. 2000/- whichever is less. 2. TA / DA will not be paid. 3. Staff need to submit the report (prescribed ISO format) immediately after completion of the program. 4. Need to give the presentation within one week or the schedule decided by HOD.
Others	1. Maximum two programs per semester. 2. Selection will be as per order of merit from the respective dept. and solely at the discretion of the Management, depending on the exigency of work.

Category – II: Full Registration Fee for UOM Programs.

Minimum Service	More than three years (In this institute)
Term and condition	1. All staff members are eligible for 100 % of registration fee. 2. TA / DA will not be paid. 3. Staff need to submit the report (prescribed format) immediately after completion of the program 4. Need to give the presentation within one week or the schedule decided by HOD.
Others	5. Maximum two programs per semester. 6. Selection will be as per order of merit from HOD, and solely at the discretion of the Management, depending on the exigency of work.

Other benefits will be at the discretion of the institute and applicable for all two categories.

3.5.3) Sponsorship For National / International Conference/ Reviewed Paper Presentation and Publication in Journal / Proceeding

I.   SCOPE

To promote research activity in the institute.

II.   NEED

- Looking at the perspective of institutional growth / branding / accreditation, R&D activities for any institute is very important to keep the faculty updated with knowledge in the area of interest.
- Initiation of project development.
- Requirement of AICTE/ NBA/ Mumbai University/ IQAC/ISO/ NEP.

III. ELIGIBILITY

- Faculty member who is on probation or whose probation is completed is eligible for sponsorship.
- Faculty on ad-hoc will not be covered under sponsorship scheme. However, if they are willing to participate in such activities, may be eligible to get duty leave.

CATEGORIES : Three Categories

Category – I: Presentation by single author

Minimum Service	Less than five years (In this institute)
Term and condition	1. Faculty member may be reimbursed full registration fee up to Rs. 5,000/- or the actual registration fee whichever is less. 2. TA / DA will not be paid. 3. Paper must include college address and department name.
Others	1. Only one research paper per semester. 2. Selection will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

Category – II: Presentation by multiple authors (Not more than 3 authors)

Minimum Service	Less than five years (In this institute)
Term and condition	1. Faculty members may be reimbursed 50 % of registration fee or Rs. 5,000/- (total) whichever is less. 2. TA / DA will not be paid. 3. Paper must include college address and department name.
Others	1. Only one research paper per semester. 2. Selection will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

Category – III: Presentation by single / multiple author (not more than 3 authors)

Minimum Service	More than five years (In this institute)
Term and condition	1. Faculty member may be reimbursed 100 % of registration fee or Rs. 10,000/- (total) whichever is less . 2. TA / DA will not be paid. 3. Paper must include college address and department name.
Others	1. Only one research paper per semester. 2. Selection will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

Additional benefits will be at the discretion of the management and applicable for all three categories.

IV. **PAPER PUBLICATION IN JOURNAL / PROCEEDING**
Same categories (i.e. Category I – III) as mentioned above for paper publication in conference proceedings and journals (wherever printing charges are applicable). In case of journal one reprint need to be submitted to the institute for a record. Journal paper must include department and institute name.
TA / DA not applicable in this case.

Additional benefits will be at the discretion of the management.

V. **IMPORTANT NOTES**
Faculty members should note the following points before applying for sponsorship.
- Eligible faculty must submit the request to the principal through HOD for sponsorship well in advance.
- HOD should ensure that all the eligible and deserving faculty members should be promoted under the scheme.
- As far as possible, faculty member should be sponsored at the end of the semester or they should adjust their teaching load so that teaching learning process during the semester will not be effected.
- Candidate will be sponsored only in the relevant area.

VI. **SELECTION CRITERIA**
Selection of the faculty members will be on the basis of
- The order of merit need to be prepared by principal in consultation with HOD.
- The order of merit will be prepared on the basis of appraisal, score, service in the institute and total academic experience along with their academic performance.
- The order of merit need to be approved by management.
  Order of merit will be prepared at the end of every academic year.

VII. **BUDGET PROVISION**
- Maximum two faculty per department will be sponsored per Year.
- Maximum budgetary provision Rs. 2,00,000/- year for entire institute.

3.5.4) Sponsorship Scheme for Non-Teaching /Admin Staff

A) **SPONSORSHIP FOR HIGHER STUDIES**

I **SCOPE**
Institute can provide an opportunity to the deserving staff (Admin./Lab Assistant/Attendant/Supporting Staff) members to upgrade their qualification.

II **Need for Staff Development**
- To enhance the qualifications of staff members.
- To enable staff members to become eligible for higher-level positions or promotions.
- Furthermore, pursuing higher education:
  - Expands current knowledge with the latest developments in the field.
  - Fosters academic maturity and critical thinking.
- Requirement of AICTE/ NBA/ UOM / ISO/ NEP.

III   ELIGIBILITY
- Staff member should be full-time regular employee either on probation or completed probation of the institute and not on ad-hoc.
- Ad-hoc period of service in the institute will not be counted for sponsorship.

IV.   CATEGORIES : Two Categories

Category – I: Extra Ordinary Leave.

Minimum Service	Service less than 3 to 5 years (In this institute)
Terms and conditions	1. Candidate need to execute the bond that he / she will serve the institute for minimum period of three years after completing the course satisfactorily. 2. If he / she leave the institute within the bond period, need to pay the amount equivalent to three month's salary as a penalty.
Others	1. No other sponsorship will be given during the period of the course. 2. The staff coming from other institute, joining in our institute and already registered somewhere for higher studies can continue with their course under this category. 3. A minimum three-year service bond is considered essential. 4. Selection for sponsorship will be as per order of merit, and solely at the discretion of the Management, depending on the demand of work.

Category – II: Sponsorship with no work load and with full salary.

Minimum Service	More than 5 years (In our institute)
Term and condition	Candidate need to execute the bond that he / she will serve the institute for minimum period of three years after completing the course successfully. **"OR"** If he / she leaves the institute within the bond period, need to pay the amount equivalent to the amount paid during the course as salary equivalent to Basic + DA + DP (if applicable) with interest @ 12 % p.a.
Minimum Service	More than 5 years (In our institute)
Others	1. No other sponsorship will be given during the period of the sponsorship. 2. Selection for sponsorship will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

V.   IMPORTANT NOTE
Staff members should note the following points before applying for sponsorship.
- Course duration will be specified by Board/ University / Deemed University / Autonomous Institution.
- Eligible staff members must submit the request to the Principal through HOD/Concerned Head for sponsorship well in advance.
- Number of staff members to be sponsored shall not exceed 10 % of the total staff members in concerned department. If member exceeds 10 % then the decision of the management will be final.
- Candidate will be sponsored only in the relevant area.

These additional terms and conditions will be applicable to all above mentioned two categories.

VI   SELCTION CRITERIA
- Selection of the staff will be on the basis of order of merit of the eligible faculty members and solely at the discretion of the Management, depending on the demand of work.
- Order of merit will be prepared on the basis of appraisal, number of years of service in the institution and the earlier valid experiences along with their performance.
- Order of merit need to be approved by management.
- Validity period of merit will be for one academic year.

VII   BUDGET PROVISION
- Amount equivalent to 10% of annual salary of total staff member per department which will vary as per their seniority and cadre in the institute.
- Percentage matches with AICTE requirement.

VIII   COMMITMENT
- Staff must serve the institute for the bond period.
- Should participate in examination/other delegated work actively.

3.5.5)   INCENTIVE AND REWARD POLICY (MOTIVATION)

During each academic year, to motivate the staff members for enhancing their performance, they are felicitated with the best Employee award. It is further divided in to four categories.

3.5.1) **Best Teaching Faculty:** Best Teaching faculty is decided on the basis of Self-appraisal, Student's feedback, Peer appraisal, higher authority appraisal by the Principal in consultation with the HOD's.

3.5.2) **Best Non-Teaching Faculty:** Best Non-Teaching faculty is decided on the basis of the Performance Appraisal of the Lab Assistant by the Principal in consultation with the HOD's.

3.5.3) **Best Administrative Staff:** Best Administrative Staff is decided on the basis of the Performance Appraisal of the Administrative Staff by the Principal in consultation with the Office Superintendent/admin.

3.5.4) **Best Class IV Employee:** Best Class IV Employee is decided on the basis of the Performance Appraisal of the Administrative Staff by the Principal in consultation with the Office Superintendent/admin.

The decision of the Management in deciding the Best Employee Award will be final and binding.

An appreciation letter and a reward will be granted for accomplishments such as outstanding academic performance or exceptional achievements that bring recognition and prestige to the Institute.

Chapter 4

Consultancy and Testing Policy (Internal Resource Generation- IRG)

4.1 Purpose

- Management encourages the teaching staff members to undertake consultancy to support the achievement of TSEC objectives, to utilize and upgrade the knowledge and the professional expertise of teachers.

4.2 Procedure

- The Consultancy and Testing work should be carried out as per the policies laid down by the Institute.
- All consultancy agreements with external parties must be approved and executed through the Institute.
- Consultancy contracts between the Institute and external parties will include provisions with respect to performance management, quality control and cost. Such provisions will be jointly negotiated with, the Institute and faculty member(s) concerned.

4.3 Determination of Disputes

- In the event of any dispute between the Institute and a staff members relating to consultancy, such dispute is to be referred it to the arbitration decision by Principal and the Management.

Chapter 5:

Roles and Responsibilities

PRINCIPAL

1. **Academic Leadership :**
    Ensure the quality of teaching, learning, and research. Guide faculty in curriculum development and academic planning. Promote interdisciplinary and innovative educational practices. Encourage professional development and training for faculty.

2. **Administrative Oversight :**
    Oversee the day-to-day functioning of the institute. Ensure effective implementation of policies and regulations. Supervise staff recruitment, appraisals, and welfare. Maintain discipline and a conducive working environment.

3. **Student Development :**
    Promote student-centric learning and holistic development. Facilitate student support services, including counseling and mentoring. Ensure fairness in student assessment, attendance, and discipline.

4. **Institutional Development :**
    Develop and implement strategic plans aligned with the institute's vision and mission. Enhance the institute's reputation through collaborations, accreditations, and quality assurance initiatives. Foster a culture of innovation, entrepreneurship, and continuous improvement.

5. **Financial and Infrastructure Management :**
    Oversee budgeting, resource allocation, and financial planning. Ensure optimal utilization and development of infrastructure and labs. Mobilize funds through grants, industry partnerships, and alumni networks.

6. **Industry and Community Engagement :**
    Build strong ties with industry for internships, placements, and research collaborations. Organize seminars, workshops, and outreach programs. Encourage social responsibility and community service among students and staff.

7. **Governance and Compliance :**
    Ensure compliance with AICTE, UGC, UOM, and other regulatory bodies. Prepare and submit timely reports, proposals, and data as required. Participate actively in governing council meetings and contribute to policy decisions.

DEAN ACADEMICS

1. **Academic Planning and Curriculum Development:**
   Oversee the design, review, and continuous improvement of academic programs and curricula. Ensure alignment of curriculum with regulatory bodies (AICTE, UGC, UOM) and industry needs. Facilitate the incorporation of emerging technologies and interdisciplinary courses.

2. **Teaching and Learning Enhancement:**
   Promote the adoption of innovative teaching methodologies, including outcome-based education (OBE), project-based learning, and blended learning. Monitor teaching effectiveness through feedback systems and classroom observations. Organize training and development programs to enhance faculty teaching skills.

3. **Academic Administration:**
   Coordinate academic calendars, timetables, and scheduling of classes, exams, and assessments. Supervise the smooth conduct of academic operations across departments. Ensure timely release of academic results and proper academic record-keeping.

4. **Accreditation and Quality Assurance:**
   Lead preparations for academic accreditations such as NAAC, NBA, and NIRF. Implement internal quality assurance processes and academic audits. Monitor key academic performance indicators (KPIs) and initiate improvement measures.

5. **Student Academic Affairs:**
   Address academic issues of students, including performance monitoring, academic counseling, and grievance redressal. Promote academic integrity and handle cases related to academic misconduct. Encourage student participation in academic contests, conferences, and research.

6. **Faculty Coordination and Support:**
   Facilitate effective communication and coordination among departments and faculty members. Support faculty development through FDPs, academic incentives, and career advancement guidance. Encourage faculty involvement in curriculum design, research, and academic initiatives.

7. **Policy Implementation and Compliance:**
   Ensure adherence to academic policies and guidelines set by statutory and regulatory bodies. Draft and implement internal academic regulations and SOPs. Stay updated on changes in academic frameworks and integrate them into institutional processes.

8. **Technology and Digital Learning:**
   Oversee the integration of digital tools, LMS platforms, and e-resources into the academic environment. Promote digital literacy among faculty and students. Encourage the use of data analytics to monitor academic performance and student learning outcomes.

9. **Academic Innovation and Global Outlook:**
   Initiate and promote academic innovations, honors programs, and interdisciplinary learning paths. Facilitate international collaborations, credit transfer programs, and global exposure opportunities. Organize academic events, guest lectures, and knowledge-sharing platforms.

IQAC DEAN

1. **Strategic Leadership:**
   Develop and implement quality assurance strategies and policies in alignment with institutional goals. Lead the IQAC in fostering a culture of continuous improvement and excellence. **Quality Assurance & Monitoring:** Oversee the development and application of quality benchmarks and parameters. Monitor teaching, learning, and evaluation processes to ensure quality standards. Coordinate internal academic and administrative audits.

2. **Documentation & Reporting:**
   Maintain comprehensive documentation of all institutional activities related to quality. Prepare and submit Annual Quality Assurance Reports (AQARs) to NAAC or other accrediting bodies. Support the preparation of Self Study Reports (SSR) and compliance for accreditation and ranking frameworks (e.g., NAAC, NBA, NIRF).

3. **Collaboration & Coordination:**
   Act as a liaison between departments and the IQAC. Coordinate with external experts, stakeholders, alumni, and industry for feedback and quality improvement. Facilitate the adoption and dissemination of best practices across departments.

4. **Capacity Building & Training :**
   Organize workshops, seminars, and training programs for faculty and staff on quality initiatives, outcome-based education (OBE), and accreditation processes. Encourage and guide faculty for professional development and research.

5. **Policy Formulation & Review:**
   Assist in framing policies for academic, administrative, and student support systems. Review and refine institutional processes based on feedback and performance metrics.

6. **Continuous Improvement:**
   Foster innovation in teaching methodologies, curriculum design, and student assessment. Promote a learner-centric environment and support academic autonomy.

DEAN R&D

1. **Research Strategy and Leadership:**
   Formulate and implement the institute's research vision and strategy. Promote a research-driven culture across all departments. Encourage interdisciplinary and applied research initiatives aligned with national and global priorities.

2. **Project Development and Funding:**
   Identify funding opportunities from government agencies (e.g., DTE, AICTE, DRDO), private organizations, and international bodies. Guide faculty in preparing and submitting quality research proposals. Monitor the progress and financial compliance of ongoing funded projects.

3. **Research Infrastructure and Resources:**
   Enhance and manage research facilities, labs, and centers of excellence. Facilitate access to journals, databases, and research tools.

4. **Collaboration and Partnerships:**
   Establish and nurture collaborations with academic institutions, industries, R&D labs, and international organizations. Facilitate Memorandums of Understanding (MoUs) and joint research ventures. Promote faculty and student exchange programs for research enhancement.

5. **Publications and Patents:**
   Encourage high-quality research publications in reputed journals and conferences. Support the process of patent filing, IP management, and commercialization of research. Maintain a repository and tracking system for research outputs and impact.

6. **Capacity Building and Mentorship:**
   Organize workshops, seminars, FDPs, and training programs to build research capabilities. Mentor young students in research methodologies, proposal writing, and ethics. Promote participation in national and international research competitions.

7. **Compliance and Reporting:**
   Ensure adherence to research ethics, institutional policies, and regulatory guidelines. Prepare and submit reports to accreditation bodies (e.g. NAAC, NBA), funding agencies, and the institution's management. Maintain accurate records of all R&D activities and outcomes.

8. **Innovation and Entrepreneurship:**
   Support innovation and the development of prototypes or product ideas. Coordinate with incubation centers and promote start-ups from research outcomes. Encourage participation in hackathons, idea contests, and tech expos.

Head of Department (HOD)

1. **Academic Leadership:**
   Lead the department in setting and achieving academic goals in alignment with the institution's vision. Oversee curriculum design, implementation, and revision to meet industry and accreditation standards (e.g., OBE, NBA). Ensure the effective delivery of courses and academic schedules.

2. **Faculty Management:**
   Assign teaching and non-teaching duties based on faculty expertise and workload norms. Guide and mentor faculty in research, professional development, and performance appraisal. Facilitate faculty recruitment, promotions, and evaluation in coordination with the administration.

3. **Student Affairs:**
   Monitor students' academic progress, attendance, and discipline. Encourage participation in co-curricular and extracurricular activities. Address academic grievances and serve as a bridge between students and faculty/administration.

4. **Department Administration:**
   Plan and manage departmental budgets, resource allocation, and infrastructure development. Maintain records of departmental activities like CBT/CBL and ensure documentation for audits and accreditations. Conduct regular departmental meetings and ensure effective communication.

5. **Quality Assurance:**
   Ensure implementation of quality policies as guided by the IQAC. Coordinate with IQAC for audits, feedback collection, and continuous improvement initiatives. Promote best practices in teaching-learning and student evaluation.

6. **Accreditation & Compliance:**
   Prepare and maintain documentation for NBA, NAAC, and other regulatory or ranking bodies. Ensure compliance with AICTE, UGC, and UOM norms.

Training and Placement Officer

1. **Strategic Planning & Industry Interface**
    - **Develop Placement Strategy:** Formulate short-term and long-term strategies for student training and placement in line with institutional goals.
    - **Industry Collaboration:** Establish and maintain strong connections with industries, organizations, and alumni to foster training, placement opportunities, internships, and collaborations.
    - **Campus Recruitment Drives:** Organize on-campus and off-campus recruitment drives, pool campus events, and virtual hiring processes by coordinating with various companies.

2. **Student Training & Development**
    - **Skill Development Programs:** Plan and conduct training programs on soft skills, aptitude, technical skills, interview techniques, and resume writing.
    - **Career Guidance:** Provide individual and group career counseling, guidance on higher studies, competitive exams, and entrepreneurship.
    - **Internship Coordination:** Facilitate internships and industrial training for students by liaising with companies and ensuring compliance with academic requirements.

3. **Documentation & Reporting:**
    - **Placement Records Management:** Maintain updated records of students' placement status, company visits, job offers, and student feedback.
    - **Reports & Analytics:** Prepare placement reports, training outcome reports, and data analytics for submission to the management, NAAC, NBA, and other regulatory bodies.

4. **Corporate Relationship Management**
    - **Employer Engagement:** Invite industry experts for guest lectures, seminars, and workshops to bridge the industry-academia gap.
    - **MoUs and Tie-ups:** Facilitate signing of MoUs with reputed industries for recruitment, training, research, and consultancy opportunities.

5. **Institutional Contributions**
    - **Event Organization:** Organize job fairs, industry-academia conclaves, and placement orientation programs.
    - **Feedback Collection:** Gather feedback from recruiters and alumni to continually improve the placement process and student readiness.
    - **Interdepartmental Coordination:** Work closely with HODs and faculty to identify training needs and ensure alignment with departmental academic objectives.

6. **Other Responsibilities**
    - **Professional Development Initiatives:** Encourage students to earn certifications and participate in hackathons, coding competitions, and project showcases.
    - **Additional Duties:** Perform any other placement or training-related responsibilities assigned by the Principal or higher authorities.

Examination Coordinator

1. **Planning & Coordination**
   - Plan and coordinate all IAT examinations, internal assessments, university theory/practical examinations as per the academic calendar.
   - Prepare and circulate examination timetables for internal and university examinations in coordination with department heads and faculty.
   - Supervise the activities of the exam cell and ensure that all exam-related work is carried out efficiently and confidentially.

2. **Pre-Examination Duties**
   - Collect, verify, and securely store question papers from faculty or the university. Ensure timely printing and distribution of papers.
   - Arrange seating plans, assign exam halls, and ensure timely distribution of hall tickets/admit cards to students.
   - Arrange for necessary materials such as answer sheets, stationery, attendance sheets, and invigilation schedules.
   - Prepare duty charts and brief invigilators on exam protocols, malpractice policies, and emergency procedures.

3. **During Examination**
   - Oversee the smooth conduct of exams, handle unexpected issues, and ensure discipline and compliance with rules.
   - Collect student attendance and ensure proper documentation for each session.
   - Address any instances of misconduct, record them, and follow due procedures for reporting to the disciplinary committee.

4. **Post-Examination Duties**
   - Ensure safe collection, bundling, and distribution of answer books to evaluators or the university as per protocols.
   - Collect internal assessment marks from departments, verify, and submit them to the university on time.
   - Coordinate with the university or academic office to ensure timely declaration of results and resolve any discrepancies.

5. **Institutional & Administrative Roles**
   - Serve as the point of contact between the institution and the university exam section.
   - Maintain complete records of all examination activities, circulars, results, student grievances, and correspondence.
   - Ensure all examination activities are conducted in accordance with university regulations, institutional policies, and applicable guidelines.
   - Suggest improvements to enhance the effectiveness, transparency, and efficiency of the examination process.

Faculty

1. **Quality Management System (QMS) Implementation:**
   Ensure effective implementation of the Quality Management System and contribute to its continual enhancement.

2. **Academic Material Preparation:**
   Ensure timely preparation and submission of handouts, model question-answer sets, question banks, assignments, quiz, university-graded questions, and test papers with solutions.

3. **Laboratory/Practical Documentation:** Prepare detailed experiment write-ups and supporting hand outs for student use.

4. **Class Engagement:**
   Conduct lectures and practical sessions regularly, punctually, and with a focus on effective delivery and student engagement.

5. **Assessment & Evaluation:**
   Complete all internal assessments and internal/external examination evaluations within the stipulated timelines, ensuring proper documentation and record-keeping.

6. **Student Development:**
   Foster a sense of responsibility, discipline, and commitment among students through consistent mentoring and academic support.

7. **Academic Environment & Discipline:**
   Contribute to maintaining a healthy academic atmosphere and uphold discipline within the student community.

8. **Institutional Activities:**
   Participate in co-curricular and extracurricular activities as assigned by the Head of Department or the institution.

9. **Innovation & Self-Learning:**
   Encourage students to engage in self-directed learning, creativity, and innovation.

10. **Mentoring Under Teacher-Guardian Scheme:**
    Act as a mentor under the Teacher-Guardian scheme, providing guidance and support to assigned students.

11. **Institutional Responsibilities:**
    Take part in institutional or organizational responsibilities as required for smooth academic and administrative functioning.

12. **Additional Duties:**
    Undertake any other responsibilities assigned by the Principal or Head of Department from time to time.

Class-Teacher

1. **Assist the Head of Department (HOD):**
    Work under the guidance of the HOD and actively participate in sharing class-related responsibilities during regular operations and as per institutional requirements.

2. **Attendance Management:**
    Prepare and maintain the class attendance records and generate the list of defaulters for each semester.

3. **Class Discipline & Remedial Support:**
    Monitor and maintain class discipline, analyse defaulter list and organize remedial sessions as needed.

4. **Academic Coordination:**
    Ensure the smooth and effective conduct of lectures, practicals, and tutorial sessions.

5. **Student-Parent Interaction:**
    Interact with students and their parents to understand and address academic or personal concerns, and provide appropriate support or solutions.

6. **Feedback and Analysis:**
    Conduct regular feedback sessions from students as per the academic calendar (one before IAT-1 and other before IAT-2) and prepare analytical reports to support academic improvement.

7. **Counseling & Mentorship:**
    Provide academic and personal counseling to students and serve as a mentor, addressing their concerns on a case-by-case basis.

8. **Additional Responsibilities:**
    Undertake any other relevant duties assigned by the Principal or HOD from time to time.

Librarian

1. **Implementation and Improvement of QMS:**
    Ensure the effective implementation of the Quality Management System (QMS) within the library and contribute to its continual improvement.

2. **Resource Availability Compliance:**
    Verify the availability of required books, journals, and e-resources in accordance with the norms and guidelines of AICTE and the affiliating university (UOM).

3. **Library Operations Management:**
    Oversee the efficient day-to-day operations and management of the library, ensuring accessibility and support for students and faculty.

4. **Annual Stock Verification:**
    Conduct annual stock verification of all library resources to ensure accountability and accurate record-keeping.

5.   **Resource Safety and Maintenance:** Ensure the safety, preservation, security, and proper maintenance of books, periodicals, and non-book materials.

6.   **Process Optimization:** Continuously improve library processes while ensuring optimal utilization of resources and cost-effectiveness.

7.   **Library Orientation and Awareness:** Organize library orientation and awareness programs for students to promote effective usage of library resources and services.

8.   **Documentation and Compliance:** Maintain and update documentation related to library processes as required by regulatory bodies and accrediting agencies.

9.   **Reporting:** Keep the Principal and academic dean regularly informed about library activities, developments, and needs.

10   **Additional Duties:** Perform any other responsibilities related to library operations as assigned by the Principal or Head of Institution from time to time.

ICT Infrastructure Development and Maintenance

IT Manager

The IT Manager is responsible for overseeing the planning, development, and maintenance of the institution's ICT infrastructure. Key responsibilities include:

1.   Ensuring the effective implementation of the Quality Management System (QMS) and promoting continual improvement initiatives.

2.   Managing the development, upkeep, and overall performance of ICT infrastructure across the institution.

3.   Coordinating the procurement of ICT equipment such as computers, peripherals, and licensed software in accordance with institutional needs.

4.   Leading or facilitating software development projects tailored to institutional requirements.

5.   Overseeing the regular updating and maintenance of the institutional website.

6.   Managing and renewing AMC (Annual Maintenance Contracts) and relevant software licenses.

7.   Performing additional duties as assigned by the Principal or Head of the institution.

Laboratory In-charge

1.   **Quality Management System (QMS) Implementation:**
Ensure effective implementation of the Quality Management System (QMS) within the laboratory and contribute to its continual improvement.

2.   **Preparation of Laboratory Materials:**
Ensure timely availability of experiment write-ups, handouts, PowerPoint presentations (if applicable), and other instructional materials.

3.   **Laboratory Requirements Planning:**
Prepare detailed laboratory requirements with proper justification, including references to past procurement or usage data. Procure the quotations from minimum 3 vendors, make comparative statement and finally preparation of the purchase order.

4.   **Inventory Management:**
Ensure that all newly procured equipment and materials are properly recorded in the stock register before being utilized in the laboratory.

5.   **Additional Duties:**
Carry out any other responsibilities assigned by the Principal, Head of Department, or course faculty as and when required.

Laboratory Assistant

1.   **Laboratory Material and Equipment Management:**
Arrange and organize all necessary materials and equipment required for the smooth functioning of laboratory sessions.

2.   **Procurement and Inventory Support:**
Assist the department in the procurement process and ensure accurate maintenance of the stock register.

3.   **Receipt of Laboratory Supplies:** Receive and verify materials, tools, and equipment required for laboratory activities.

4.   **Instructional Material Coordination:**
Collaborate with concerned faculty and the laboratory in-charge to ensure timely updating of experiment write-ups, handouts, and PowerPoint presentations.

5.   **Sample and Specimen Preparation:**
Prepare required samples and specimens essential for conducting laboratory experiments.

6.   **Technical Assistance During Experiments:**
Provide hands-on support to students and faculty during the conduct of laboratory experiments.

7. **Support in Documentation:**
   Assist faculty members in the preparation of laboratory manuals, write-ups, and hand-outs.

8. **Support in Innovation and Research:** Assist faculty in the development of new experiments, innovative student projects, and research activities.

9. **Additional Duties:**
   Perform any other related tasks as assigned by the Principal, Head of Department and Lab In-charge.

Network Engineer

The Network Engineer supports the IT Manager in ensuring the operational efficiency of ICT systems. Responsibilities include:

1. Assisting the IT Manager in the execution of all ICT-related functions

2. Maintaining accurate records of ICT assets and infrastructure.

3. Conducting regular maintenance of hardware and software systems.

4. Addressing and resolving hardware, network, and connectivity issues promptly.

5. Carrying out other tasks as delegated by the Principal or IT Manager.

Laboratory Attendant

1. **Issuance of Laboratory Materials:**
   Issue the necessary materials, tools, and equipment required for conducting experiments in the laboratory.

2. **Maintenance and Cleaning:** Ensure regular cleaning and upkeep of apparatus, tools, equipment, workstations, furniture, fixtures, and other laboratory accessories.

3. **Laboratory Support:**
   Assist the Laboratory Assistant in day-to-day laboratory operations and related tasks.

4. **Organization of Equipment and Tools:**
   Ensure proper placement and organization of tools, equipment, and accessories for easy access and efficient workflow.

5. **Additional Responsibilities:**
   Carry out any other duties assigned by the Principal or Head of Department as required from time to time.

Administrative Department

Office Superintendent / Registrar

1. **General Administration**
   - Oversee the overall functioning of the administrative office, ensuring efficient handling of correspondence, filing systems, and records.
   - Facilitate administrative support to academic departments for smooth implementation of academic programs, events, and activities.
   - Maintain and update institutional records including circulars, notices, leave registers, and service books.

2. **Human Resource Management**
   - Manage the recruitment process for teaching and non-teaching staff as per norms. Maintain personal files and service records.
   - Monitor employee attendance, prepare salary statements, handle leave management, and coordinate with accounts for disbursement.
   - Coordinate staff welfare activities, appraisals, and support grievance redressal mechanisms.

3. **Regulatory Compliance & Liaison**
   - Maintain and update records required by AICTE, UGC, UOM, DTE, and other statutory bodies.
   - Serve as a point of contact with regulatory authorities and coordinate activities such as inspection, affiliation, and audit visits.
   - Assist in preparing and submitting timely reports and compliance documents to various external agencies.

4. **Student Services & Records**
   - Coordinate the student admission process in line with university and government regulations.
   - Maintain accurate student records including enrollment, ID generation, scholarships, and certificates.
   - Assist examination cell with administrative support related to hall tickets, mark sheets, and result processing.

5. **Campus Operations**
   - Ensure maintenance and allocation of classrooms, laboratories, and other facilities. Coordinate with maintenance and housekeeping staff.
   - Facilitate procurement of goods and services, maintain stock registers, and manage asset verification processes.

6. **Safety, Discipline & Security**
   - Coordinate with security personnel to ensure safety and discipline across the campus.
   - Assist in implementation of rules, regulations, and disciplinary actions as required.

7. **Other Responsibilities**
   - Assist in the organization of institutional events, meetings, workshops, and conferences.
   - Carry out any other responsibilities assigned by the Principal or management for institutional development.

Accountant

1.   **Financial Management**
     - Prepare annual budgets in coordination with the management and monitor expenditure against budgeted allocations.
     - Maintain proper accounting records including income, expenses, assets, and liabilities.
     - Ensure timely processing of payments, receipts, and reimbursements.

2.   **Fee Collection & Student Accounts**
     - Manage collection of tuition fees, examination fees, and other charges from students.
     - Maintain individual student accounts and provide regular updates to the administrative department and management.
     - Issue fee receipts and certificates such as no-dues and fee structure documents.

3.   **Statutory Compliance**
     - Ensure timely deduction and payment of statutory dues such as TDS, PF, GST, and professional tax.
     - File periodic returns with regulatory authorities and ensure compliance with government rules and regulations.
     - Coordinate with auditors during statutory and internal audits.

4.   **Support to Institutional Functions**
     - Provide financial reports to the Principal, management, and governing body as required.
     - Support procurement processes by verifying bills, quotations, and ensuring proper authorization of expenses.
     - Assist departments in preparing budgets for projects, research, and events.

5.   **Record Keeping & Auditing**
     - Maintain accurate financial documents, vouchers, and ledgers for auditing purposes.
     - Coordinate and support both internal and external audit processes.
     - Ensure timely closure of financial books at the end of financial year.

6.   **Other Responsibilities**
     - Prepare payroll in coordination with the HR department and ensure timely disbursement of salaries.
     - Handle banking transactions, reconciliation of bank statements, and maintain liaison with bank officials.
     - Undertake any other finance-related responsibilities as assigned by the Principal or management.

Clerk

1. **Administrative Support**
   - Assist the Office Superintendent, Registrar, and departmental heads in day-to-day administrative work.
   - Support the principal/head in executing assigned duties.
   - Help prepare daily correspondence and official communication.
   - Maintain and update staff personal files and service books.
   - Maintain student files and relevant records.

2. **Student Services**
   - Coordinate the admission process (sale of forms, collection, and roll call preparation).
   - Verify student documents and certificates as per DTE, AICTE, and University norms.
   - Coordinate & Manage Multiple Scholarship for students.
   - Issue certificates to students (e.g., bonafide, leaving, etc.).
   - Collect fees & issue Fee Receipts to students.

3. **Records and Maintenance**
   - Maintain leave registers, service books, and mediclaim/insurance policies for staff and students.
   - Prepare vouchers and maintain the daily cash book.
   - Ensure timely compliance with statutory and regulatory body requirements.

4. **Technical and Computer Duties**
   - Handle data entry, typing, and information processing tasks.
   - Feed and maintain digital records and databases.
   - Assist with departmental and office-related computer work.

5. **Other Responsibilities**
   - Execute any other work assigned by the Principal, Head of Department as required.

Maintenance Supervisor

1. Caretaker for housekeeping, green area maintenance, renovation, construction etc.
2. To supervise renovation, repairs and restructuring and new area developments.
3. To ensure uninterrupted portable water supply.
4. To ensure hygienic and clean canteen premises by making routine and surprise visit.
5. Any other related work assigned by the principal/Head from time to time.

Office supporting staff

1. To work as per instructions of Registrar/ Office superintendent/HOD/Manager.
2. To maintain positive relation with staff members and students.
3. Any other related work assigned by the principal/Head from time to time.

Duties of other personnel

HOD/ Section in-charge is authorized to finalize and issue duties of other personnel working in the department/section with the consent of the Principal.

Chapter 6:

Institute Committees

To ensure smooth functioning, transparency, and holistic development of students and staff, the institute has constituted various committees. Each committee operates with defined objectives and responsibilities aligned with statutory, academic, and student welfare goals. Below are brief descriptions of the key committees functioning in the institute:

Anti-Ragging Committee:
This committee ensures a ragging-free environment on campus by implementing preventive measures, raising awareness, and taking disciplinary action against violations in line with UGC regulations.

SC/ST Committee:
Formed to protect the interests of Scheduled Castes and Scheduled Tribes students and staff, this committee ensures the implementation of government policies, addresses grievances, and promotes equal opportunity.

Grievance Redressal Committee (Staff & Students):
This body addresses and resolves academic, administrative, and personal grievances of students and staff in a transparent and timely manner, ensuring justice and fairness.

Internal Quality Assurance Cell (IQAC):
IQAC is responsible for maintaining and enhancing the quality of education and institutional processes. It develops quality benchmarks and facilitates continuous improvement through regular reviews and feedback mechanisms.

Academic Calendar Committee:
Plans the academic schedule for the entire year/semester. Ensures alignment with university and regulatory body timelines. Coordinates with all departments to include important academic, examination, co-curricular and extracurricular dates.

Time Table Committee:
Prepares and manages the class timetables for all departments. Ensures optimal utilization of faculty and infrastructure (labs, classrooms). Adjusts schedules during unforeseen events or academic changes.

Examination Committee:
Organizes internal assessments and university exams. Prepares and manages the exam timetables for all departments. Prepares question papers and invigilation schedules. Maintains exam-related confidentiality and compliance with university norms. Handles result processing and grievance redressal.

ISO (International Organization for Standardization) Committee:
Ensures the institution adheres to ISO quality standards. Conducts audits, maintains quality documentation, and improves academic/administrative processes. Organizes training and awareness programs on quality assurance.

IQAC & NEP Cell (Internal Quality Assurance Cell & National Education Policy Cell):
Implements quality enhancement measures in line with NAAC and NBA guidelines. Monitors and evaluates academic and administrative performance. Drives adoption of NEP 2020 reforms (flexible curriculum, multidisciplinary learning, credit systems, etc.). Prepares Annual Quality Assurance Reports (AQAR).

Academic Advisory Cell:
Guides curriculum development and academic planning. Recommends new teaching-learning practices and interdisciplinary programs. Bridges academia and industry needs for employability enhancement.

NBA & NAAC Accreditation Committee:
Prepares documentation and ensures compliance for NBA (National Board of Accreditation) and NAAC (National Assessment and Accreditation Council)**.** Coordinates with departments for data collection, SSR/SAR submission, and mock assessments. Works on continuous improvement based on accreditation feedback.

R&D Cell & IIC (Institution's Innovation Council) Cell:
Promotes research culture among faculty and students. Facilitates funding proposals, publications, and patents. Organizes seminars, workshops, and research collaborations.

Encourages innovation, entrepreneurship, and startup development. Conducts hackathons, ideation sessions, mentoring, and incubation support. Collaborates with industry and government bodies like MHRD/AICTE.

CDC Cell (College Development Committee):
Strategic planning for the holistic development of the college. Manages infrastructure expansion, policy formulation, and budget allocation. Acts as a bridge between the institution, management, and regulatory bodies.

ISTE & Technical Clubs :
Organize technical events, workshops, and competitions (e.g., hackathons, coding contests). Promote innovation, skill development, and knowledge sharing among students. Collaborate with ISTE (Indian Society for Technical Education) for seminars, training, and certifications. Support student chapter activities and encourage project-based learning.

Training and Placement Cell:
Prepares students for campus placements through training in soft skills, aptitude, and technical interviews. Builds industry connections and invites companies for recruitment. Coordinates internships and industry exposure programs. Tracks placement records and provides career counseling.

Purchasing Committee:
Procures equipment, lab instruments, software, and other academic materials. Ensures transparent and budget-aligned procurement as per institutional norms. Coordinates vendor selection, quotations, and inventory management.

DLLE (Department of Lifelong Learning and Extension):
Encourages student participation in community service and extension activities. Conducts socially relevant programs (literacy, awareness campaigns, etc.). Builds a bridge between academia and society, focusing on lifelong learning.

NSS (National Service Scheme):
Organizes social outreach, blood donation, cleanliness drives, and rural camps. Instills values of social responsibility and community development.

Green Club:
Promotes sustainability practices on campus (tree plantation, recycling, etc.). Conducts environmental awareness programs. Supports initiatives like energy conservation and campus greening.

Cultural Committee:
Plans and organizes cultural events, festivals, annual day functions, and talent showcases. Promotes student engagement in music, dance, drama, and art. Coordinates inter-collegiate cultural competitions.

Sports Committee:
Organizes sports meets, tournaments, and fitness activities. Maintains sports infrastructure and equipment. Encourages student participation in university and inter-college sports.

IT Maintenance Committee:
Maintains IT infrastructure including labs, servers, software, and internet connectivity. Ensures cybersecurity and regular system updates. Supports departments with technical troubleshooting and hardware/software installations.

Discipline Committee:
Enforces campus discipline and monitors student behavior. Handles grievances, complaints, and issues related to code of conduct. Ensures a safe and respectful academic environment.

Website Coordinator:
Maintains and updates the college website with academic schedules, notices, events, and achievements. Works with various departments to ensure timely and accurate content. Enhances user experience and ensures accessibility and responsiveness of the website.

Institute Magazine & Activity Reports:
Compiles annual reports, newsletters, and institutional magazines. Documents departmental and institutional achievements, events, and publications. Showcases student and faculty contributions, research, and innovation.

Conducive Work Environment Committee:
Ensures a positive, inclusive, and safe working environment for faculty, staff, and students. Addresses concerns related to workplace harassment, discrimination, or unfair treatment. Promotes work-life balance, wellness, and professional development. Organizes training on workplace ethics, safety, and mutual respect.

Students' Counsellor :
Focused on mental health and well-being, the counsellor provides counselling and support services to help students manage academic stress, personal issues, and emotional challenges.

Women Grievances Redressal Committee:
This committee addresses grievances related to women's safety, workplace behavior, and gender-based issues, ensuring a respectful and inclusive environment for female students and staff.

Institution–Innovation Council:
Promotes creativity, research, and entrepreneurship among students. It supports innovative projects, start-up ideas, and encourages participation in hackathons and incubation programs.

Institution–Industry Cell:
Acts as a bridge between the institute and industries to facilitate internships, industrial training, guest lectures, and joint projects, enhancing students' employability and industry-readiness.

Student Mentoring Cell:
Provides academic and personal mentoring by assigning faculty mentors to group of students. It fosters individual growth, helps address academic challenges, and encourages overall personality development.

5.1 CODE OF CONDUCT

1   All employees must maintain absolute integrity, dedication to duty, and conduct.
2   Employees shall comply with the college's rules, regulations, and directives issued by their superiors.
3   Employees must extend courtesy and professionalism in all interactions during the course of their duties
4   Employees shall actively promote the interests of the college and avoid any actions that may harm them.
5   Employees shall not join, support, or participate in any political party or political activities.
6   Membership in organizations that are prejudicial to national integrity, public order, or morality is prohibited. The college will follow the State Government's determination in case of disputes.
7   Employees may not engage in any trade, business, or additional employment without prior approval, except for honorary work of a social, literary, artistic, or scientific nature.
8   Employees must comply with laws related to intoxicants and must not be under their influence while on duty.
9   Smoking, chewing betel nuts, consuming tobacco, alcohol is strictly prohibited on campus and in the workplace
10 Employees must maintain strict confidentiality about college affairs and disclose information only when legally or officially required.
11 Employees may not undertake external employment or business activities without prior written permission from the college/management.

5.2 DISCIPLINE

1   An employee may be suspended by the management or competent authority if disciplinary proceedings are initiated, or if a criminal case is under investigation or trial.

2   Employees detained or imprisoned for over 48 hours shall be deemed suspended from the date of detention/conviction, pending further orders, unless dismissed or retired as a consequence.

AMENDMENTS

The Institution reserves the right to amend, modify, add to, or delete any part of these Rules through resolutions, office orders, or circulars. Such changes shall take effect from the date specified and will be binding on all staff. Notices of amendments will be displayed on the notice board and shall be deemed to have been read and accepted by all employees.