

HUMAN RESOURCE MANUAL



SANDIP FOUNDATION'S
GROUP OF INSTITUTIONS
NASHIK



HUMAN RESOURCE
MANUAL

STAFF POLICY
DOCUMENT

2019



Chairman's Message

We believe that each employee contributes directly to the Institutes growth and success, and we hope you will take pride in being a member of our team.

This handbook is designed to acquaint you with the Sandip Foundation and to provide you with information about working conditions, employees' benefits, leave policies and some of the policies affecting the employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the program developed by the Sandip Foundation to benefit the employees of Sandip Foundation's Group of Institutions. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

*Sincerely,
Dr. Sandip N. Jha
(Chairman, Sandip Foundation, Nashik)*

PREFACE

This handbook covers all professional and support staff employees of Sandip Foundation's Group of Institutions, Nashik. While Sandip Foundation's Group of Institutions has carefully considered the plans, policies, procedures and guidelines described herein Sandip Foundation's Group of Institutions reserves the right to modify, suspend, revoke, terminate or change any or all of such plans, policies, procedures and guidelines, in whole or in part, at any time, with or without notice. The language set forth in this handbook is not intended to create, nor is it to be construed to create, a contract of any kind between Sandip Foundation's Group of Institutions and any or all of its employees. In addition to this employee handbook, various Institutes, departments, units, offices, or divisions within Sandip Foundation's Group of Institutions community may, with the approval of the Chairperson, periodically issue and/or change guidelines, rules, and/or manuals from time to time which pertain solely to the conduct of their individual area. Employees in that area are subject to such guidelines, rules and/or manuals and are expected and required to understand and abide by them.

Staff Policy Document

The Staff Policy Document is prepared to make all staff working at Sandip Foundation's Group of Institutions aware of rules and regulations that governs their working in the institute. The policy is effective from January 2019. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

I. Vision of the Trust:

- To mould our youngsters into Millennium Leaders not only in Technological and Scientific fields but also to nurture and strengthen the innate goodness and humane nature in them.
- To equip them to face the future challenges in technological breakthroughs, information explosions and deliver the bounties of frontier knowledge for the benefit of humanity in general, the downtrodden and the underprivileged in particular as envisaged by our great Prime Minister Pandit Jawaharlal Nehru.

II. Mission of the Trust:

- To build a strong Center of Excellence in Learning & Research in Engineering and Frontier Technology.
- To facilitate students to learn and imbibe discipline, culture and spirituality besides encouraging them to assimilate the latest technological knowhow.
- To render a helping hand to the under privileged, thereby acquiring happiness and imparting the same to others without any reservation whatsoever.
- To emerge into a magnificent and mighty launching pad to turn out technological gains.

III. Quality Policy:

“To pursue International standards of excellence in all our endeavors namely teaching, research, and consultancy and continuing education, through processes of self-evaluation and continuous improvement.”

IV. Core values of Sandip Foundation:

- **Collaboration**- by bringing together individual knowledge and talents, creates teams that are greater than the sum of their parts. Such teamwork maximizes benefits to individuals and the community.
- **Empathy**- An awareness of the conditions of the weaker sections of our society and contributions towards solution of their problems will form an integral part of the research and education programmes of the Institute.
- **Excellence and Creativity**-Appreciation of intellectual excellence and creativity.
- **Integrity**- We value responsible, accountable, ethical behavior in an atmosphere of honest, open communication, and with mutual respect.
- **Accountability**- Is essential for an environment of learning. Those who are accountable stand by their words and actions, taking full responsibility for what they create and for what they contribute to the community. We model leadership by taking actions that are ethical and reasonable to create shared accountability amongst stakeholders
- **Respect** - Is a prerequisite for enhancing learning. Respect and tolerance for the views of every individual.

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1**PRELIMINARY****SANDIP FOUNDATION**

In exercise of the powers conferred under Rule_____ of the Sandip Foundation, the authorities of the Sandip Foundation hereby make the following Byelaws governing the terms and conditions of service of the employees of the Sandip Foundation's Institutes.

1.1 Short Title and Commencement:

- a) These Byelaws shall be called the Sandip Foundation Employees Service Bye-laws, 2019.
- b) They shall come into force from the date of approval by the Sandip Foundation.

1.2 Applicability:

- a) These Byelaws shall apply to every whole-time and part-time employee appointed by the Sandip Foundation.

They shall not apply, except as otherwise provided in these Byelaws or to such an extent as may be specifically or generally decided by the Sandip Foundation, to persons employed on tenure basis or on contract basis, employees appointed on consolidated salary, honoraries, visiting faculty members and the like.

- b) On and from the date of commencement of these Byelaws -
 - b.1) the terms and conditions of the service of the existing whole-time employees of the Sandip Foundation shall stand modified in accordance with the provisions of these Byelaws.
 - b.2) the terms and conditions of service in force at present stand repealed. Notwithstanding such repeal, anything done or any action taken under the said provisions, shall be deemed to have been done or taken under the repealed provisions as if such provisions had not been repealed.

1.3 Power of Relaxation:

The Board of Management at its discretion exempt any employee from application of provisions of these Byelaws or may direct that such provisions shall apply to such an employee with modifications not affecting the substance thereof.

1.4 Definitions:

- a) In these Byelaws, unless there is anything repugnant in the subject or context–
 - a.1) The University means Savitribai Phule, Pune, University.
 - a.2) Competent Authority means the Authority defined as such by the Board of Management for various administrative and financial purposes.
 - a.3) For the purpose of these Byelaws, the expression “Employee” will mean and include a member of teaching and non-teaching staff of the Sandip Foundation.
 - a.3.1) Members of the Teaching Staff mean the members of faculty, i.e. Directors, Deans, Librarians, Professors, Associate Professors, Readers, Assistant Professors, Lecturers, Research Associates/ Teaching Assistants etc. as notified from time to time;
 - a.3.2) Any other person appointed specifically to be a member of the Teaching Staff by the Board of Management.

- a.4) Non-teaching staff will mean and include all other employees not covered under (a.3.1) & (a.3.2) above.
- a.5) For the purposes of these Byelaws, the terms ‘he’, ‘him’, ‘his’ and ‘himself’ shall also refer to ‘she’, ‘her’ and ‘herself’ wherever the context warrants and singular will also include plural.
- a.6) “Academic Year” means the year beginning on such date as SF’s Institute or the prescribed authorities, by notification, specify with respect to any specified area or with respect to any educational Institutions.
- a.7) “Appointed on Probation or Appointed on Officiating Basis” means appointed on trial for a specific period of time.
- a.8) “Appointing Authority” means the Sandip Foundation or any other authority empowered and duly vested with powers to engage or to appoint any person in the services of SF’s Institute.
- a.9) “Appellate Authority” refers to the Chairman, Sandip Foundation or any other authority that is empowered and vested with such powers for the specific purpose.
- a.10) “Competent Authority” means the Management of Sandip Foundation or any other authority that is empowered and vested with such powers for specific purposes.
- a.11) “Continuous Service” means the service of an employee from the beginning of his service without any break.
- a.12) “Contract Employee” means a person appointed to work on contract for a specific period and on specific terms and conditions of appointment.
- a.13) “Emoluments” means the aggregate of salary and such other allowances by whatever name called, drawn by an employee, except conveyance/special allowances.
- a.14) “Employer” means the Sandip Foundation and any other authority so notified by the Chairman for specific purposes.
- a.15) “Reporting Officer” is defined as an authority to which an employee reports and includes head of the department (HOD).
- a.16) “Family” means and includes the spouse of the employee and two dependent children (the first two issues) but shall not include a legally- separated spouse.
- a.17) “Financial Year” means the period commencing from the first day of April of a year and ending with the 31st day of March of the succeeding year.
- a.18) “Service” means service in SF’s Institute in whatever capacity and includes the period from the day of joining the Institute/Establishment till the cessation of the employment.
- a.19) “SF’s Institute” means Sandip Foundation’s Institute.
- a.20) “Week” means a period of seven days.
- a.21) “Medical Authority” or “Medical Certificate” means Certificate Issued by a Doctor possesses M.B.B.S., M.D. or M.S. Degree OR Medical officer of the Sandip Foundation.

1.5 Power to implement:

Right to interpret any of these Byelaws rests with the Management of the Sandip Foundation whose interpretation shall be final. The powers exercisable by an authority under these Byelaws shall also be exercisable by any authority superior to the authority first mentioned.

1.6 Principal’s power to delegate:

The Principal may delegate to the HOD, Dean, or the Registrar, subject to such conditions as he may think fit, any of the powers conferred upon him by these Byelaws.

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APPOINTMENTS, PROBATION AND TERMINATION OF SERVICE

2.1 Classification and appointment of whole time employees:

a) The whole-time employees of the Sandip Foundation holding different posts both teaching and non-teaching shall be classified as follows for certain administrative purposes.

- a.1) Group 'D': Executive, Admin Assistant, Jr. Clark, Supporting Staff
- a.2) Group 'C': Librarian, Registrar, Senior Executive (O/S); Account Officer
- a.3) Group 'B': Assistant Professor, Associate Professor, Associate Dean;
- a.4) Group 'A': Principal, Professor, Adjunct Professor, Dean Academics, Dean Admin

The above classification is subject to change as may be decided by the Competent Authority

The Sandip Foundation shall specify from time to time the pay scale of each post or a group of posts under each of the above categories.

b) Recruitment:

(i) Recruitment of faculty:

Method of recruitment: The recruitment of the faculty will be by way of direct recruitment through open advertisement except in the case of senior positions like Dean and above wherein the system of Search Committee may be followed. The composition of the Selection Committee shall consist of:-

1. Principal
2. One representative of Sandip Foundation
3. One external expert to be nominated by the President

The vacant posts shall be advertised through print or any other medium. The applications received in response to the advertisement will be shortlisted as per the eligibility criteria. The shortlisted candidates will be called for the Interview.

Short listing of the candidates for Teaching Staff for calling for interview:

For the posts of Professor & Associate Professor	One representative of Sandip Foundation and HOD / Dean Academic / Principal
For all other Posts	One representative of Sandip Foundation and HOD / Dean Academic / Principal

For all the Teaching staff there will be two rounds of Interview, which needs to be completed as expeditiously as possible.

The Teaching staff has to give Presentation/Mock Lecture to the selection committee or to the students during the first round of Interview in the presence of the Selection Committee. The Mock Lecture will comprise the first round and form the basis for short listing of Lecturer in the Second round.

- i) Selection Committee at Department Level
 - For the posts of Professor and Associate Professor or equivalent
 - First Round
 - Dean Academic, HOD
 - 2 External Experts (one from Industry and one academician) to be nominated by the Chairman

Second Round

Principal of respective Institute
 One member nominated by Chairman, One representative of Sandip Foundation

For all other posts:

First Round

Dean Academic/HOD
 2 External Experts (one from Industry and one academician) to be nominated by the Chairman.

Second Round

Principal of respective Institute,
 HOD, and One representative of Sandip Foundation

c) Recruitment Process:

During the recruitment process the following points should be taken into consideration:

- a) The Post, for which the recruitment action is initiated, should have been the post approved by Sandip Foundation.
- b) Pay scales of the faculty and staff should be according to the norms of the Sandip Foundation.
- c) Entire process of recruitment should be according to the recruitment rules laid down by the Sandip Foundation, including qualification, age, etc.
- d) Dean Academic/Associate Dean of the concerned SF's Institute is empowered to take decisions on all matters relating to recruitment like laying down requirements, advertising, short listing, calling of candidates, etc.
- e) HR will attach the summary of the applications received.
- f) If any invited panel member of the selection committee is not present or is not able to attend the selection process on the given date as mentioned above, the process will be carried out by minimum of 3 committee members. Presence of Expert nominated by the President in case of selection of Teaching staff and nominee of Sandip Foundation in case of non-teaching staff is essential.
- g) The date and time for the interviews once fixed will not be changed except under unavoidable circumstances.
- h) The salary grades of the Sandip Foundation will be followed in accordance with the policy and any extra compensation will be in the form of special allowances etc.

Interview Procedure for Non Teaching Staff:

Short listing of the candidates for Non Teaching Staff

For the posts of Deputy Registrar

Principal / Registrar / One nominee of Sandip Foundation

For all other Posts

One nominee of Sandip Foundation and Registrar

Interview and Selection Committee:

A) Non Teaching

For all the Non Teaching staff there will be only one round of Interview.

- i) For the post of Deputy Registrar and above

Principal of respective Institute,
 One member nominated by Chairman
 And One representative of Sandip Foundation

For all other posts

Registrar,
 Deputy Registrar,
 HOD of the respective Department and
 One representative of Sandip Foundation

- ii) For all the other non-academic posts there shall be a Selection/Promotion Committee consisting of
- a) Principal as Chairperson.
 - b) Registrar
 - c) One external person nominated by Chairman
 - d) HOD of the respective Department and
 - e) One member nominated by Sandip Foundation

Payment to panel members:

External panel members will be paid Honorarium as decided from time to time.

No Internal panel member or any Sandip Foundation member or any of the member working under the Sandip Foundation group will be entitled for Honorarium.

d) General Instructions:

1. Appointments to the posts of 'A' category shall be made by the competent authority by following the procedure as specified under the Byelaws and as per the qualifications prescribed by statutory authorities like U.G.C., A.I.C.T.E.
2. The posts in categories B, C and D will be filled in either by the direct recruitment through advertisements or by promotion as the case may be by following the procedure laid down in these byelaws.
3. Educational and other qualifications, age limit, experience and other incidental matters related to the recruitment and promotion in the Sandip Foundation's service shall be as specified in the **Annexure - I** which may be modified if necessary by the Competent Authority keeping in view the specific needs of the recruitment.
4. The panel members from Mumbai will be preferred (for the post Associate Professor & below). For the Post of Professor & above, the expert panel members will be called on the basis of their availability. They can be either from Mumbai or outstation (Priority should be given to Mumbai experts). If any outstation panel member is being called then the TA reimbursement will be as per the Sandip Foundation Rules. (In case of Air Travel, Economy Class fare or apex fare rate will be paid).
5. During the recruitment process, the following points should be taken into consideration:
 - a) The Post, for which the recruitment action is initiated, should have been an approved post.
 - b) Pay scales of the faculty & staff should be according to the norms of the Sandip Foundation.
 - c) Entire process of recruitment should be according to the recruitment rules laid down by the Sandip Foundation, including Qualification, age, etc.

- d) HOD of the respective Department and is empowered to take decisions in all matters relating to recruitment like laying down requirements of vacant posts approved by Sandip Foundation, advertising, short listing, calling of candidates, etc. & selection and the candidates to be called for Interview. This will be forwarded to Principal for approval.

All the appointments have to be sent to the Office Bearers for their approval.

Appointment of the administrative staff of all the departments (other than SF's Institute of Business Management) will be carried out by the respective HOD at the department level as per the procedure laid down for the same. The appointment orders will be issued by the Registrar on the basis of recommendations of the HOD of the departments only after the approval of the Office Bearers with a copy marked to the Office of the Principal, copy to the HR Department of the Sandip Foundation and one copy to Sandip Foundation Office.

All the final round minutes will be approved by the Competent Authority before the issuance of offer letter to the selected candidates.

After obtaining the approval of all the authorities to the final minutes along with the documents, the same will be sent to Sandip Foundation for the necessary approval / ratification.

All the offer letters / appointment letters for the teaching & Non teaching staff, will be signed by the management representative, a copy of which will be sent to the Principal for information.

Under exceptional cases, the appointments of the faculty will be made by the Principal (with the approval of the Chairman and In-charge nominated by Sandip Foundation). The offer letters and appointment letters will be sent to HR Department of the Sandip Foundation for information/records.

2.2 Temporary / Contract employees (Non-teaching staff):

Notwithstanding anything contained in these byelaws, the Competent Authority, with prior approval of Sandip Foundation, may appoint persons on a temporary/contract basis to non-teaching positions due to exigencies of work, for a specific period not exceeding 6 months, as the case may be, on suitable terms and conditions, subject to such general or specific directions, if any, issued by the Sandip Foundation from time to time.

The terms and conditions of service of the temporary/contract employees shall be specified by the Competent Authority and they shall not be eligible for any benefits extended to the regular employees.

The services of such an employee will stand automatically terminated at the end of the period of his appointment.

2.3 Appointments to be made on minimum pay:

Appointments to posts of all categories shall be normally made on the initial pay in the grade sanctioned to them, keeping in view the higher academic qualifications, specific experience rendering added benefit to the Sandip Foundation and salary in the previous job, and parity within the Sandip Foundation. The Selection Committee may recommend grant of additional increments for consideration of the appointing authority. Exceptions may be made, with the approval of Hon'ble President, in case of the following:

- (a) If the person who is recruited has some special qualifications, then he is entitled to increments as per UGC/AICTE guidelines.
- (b) By taking into consideration the length of service and experience, additional increments may be given to the candidate in order to protect his previous salary.

2.4 Probation:

- a) All the appointments and internal promotions in the Sandip Foundation to the approved or sanctioned posts will be on probation.
- b) The period of probation for the teaching and non-teaching employee shall be two years from the date of his / her joining the duty.
- c) The services of an employee who has been appointed on probation can be terminated without assigning any reason but with a notice of one calendar month or one month's salary (Basic + D.A.) in lieu thereof.
- d) The Dean Academic shall obtain six monthly reports on performance of the employees on probation under his supervising authority / sectional head / Head of the Department. After completing all the sections, the report must be sent to the Registrar at least four weeks prior to the completion of the probation period. The competent authority may take the decision of confirming the services of employee or extending the probationary period based on the report of the performance of the employee and on his own assessment and the same must be communicated to him before the end of his probation period.

The employee shall be considered confirmed in his post only if and when he receives a letter of confirmation from the Sandip Foundation. If he does not receive the same before the end of his probation period, the further period of his service is to be considered as an extended period of probation, for which he will be paid his total emoluments.

- e) If an employee who has been promoted to a higher position and is not confirmed on his post of promotion, he will be reverted to his original post and the period of promotion will be considered as period of continuation of his service on the original post. He will be entitled to all the benefits due to him as an employee on the original post. A promoted employee can also be reverted to his original post if he is not found suitable during the period of his probation.
- f) The Principal / HOD / Registrar may extend the period of probation of an employee for a maximum period of one year.
- g) The facility of internal promotion will not be available for the members of teaching faculty. An appointment of faculty member on any other post will be treated as a fresh appointment and the rules regarding probation will be applicable to him.
- h) On completion of the period of probation or, the extended period of probation, as the case may be, the employee, shall, if his work and conduct has been satisfactory, be confirmed in the post and he shall, if his work continues to be satisfactory and he abides by the Service Regulations of the Sandip Foundation, continues to hold his office till he attains the age of superannuation.

2.5 Commencement of service:

“Service” of an employee shall be deemed to have commenced from the working day on which an employee has reported for duty at the place intimated to him by the competent authority.

If he reports after 12 noon of that day, his service shall be treated as commenced from the next working day.

2.6 Resignation:

If an employee confirmed in his post intends to leave the service of the Sandip Foundation, he will have to give three months' notice addressed to the Principal to that effect. He can also pay an amount equal to his one month / three months salary (Basic + D.A.) as the case may be in lieu of such a notice. In the case of an employee on probation in whose case the notice period will be of one month and an amount to be paid in lieu of that will be equal to his one month's salary (Basic + D.A.). Expression 'Month' mentioned here and elsewhere in the Byelaws means the month in the English calendar.

However, the Sandip Foundation Management may waive the condition of notice or payment in lieu of it in genuine and deserving cases on the recommendations of the Principal.

If a candidate who has been appointed to any post in the Sandip Foundation fails to join the service on or before the date mentioned in his letter of appointment, his appointment will stand automatically cancelled unless and otherwise he obtains prior permission of the competent authority to do so.

The resignation of an employee shall not be effective unless it is accepted by the Competent Authority and the concerned employee is informed accordingly. A resignation given by an employee will not be normally accepted under the following circumstances:

- a.1) If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
- a.2) If the employee is under a bond to serve the Sandip Foundation for a specified period, which is not yet over;
- a.3) If there are any dues and other borrowed materials to be recovered from the employee.
- a.4) If the employee is on leave or is absent from duty.
- a.5) for any other sufficient ground to be recorded in writing.

Explanation 1: Disciplinary proceedings shall be deemed to be instituted against an employee for the purposes of this sub-Byelaw if he has been placed under suspension under these Byelaws or any notice has been served on him asking him to show cause as to why disciplinary proceedings should not be initiated against him or if any charge-sheet has been issued to him under these Byelaws that will be deemed to be pending till final orders are passed by the Competent Authority.

Explanation 2: A notice given by an employee under sub- Byelaw above shall be deemed to be in order only if he continues to remain on duty during the period of the notice.

2.7 Superannuation and Retirement:

- a) The age for retirement for a confirmed teaching and non-teaching employee shall be as determined by the Board of Management from time to time based on the State Government / A.I.C.T.E./ UGC guidelines.

However, the SF's Institute may retire any employee at any time after he completes 55 years of his age or 30 years of total service, whichever is earlier, by giving him three months notice or three months' salary in lieu of it, if found medically and physically not suitable for the post.

- b) An employee, who attains the age of superannuation on any day other than the first day of any calendar month, shall retire on the last day of the month in which he completes his age of retirement.
- c) An employee may also, if he so desires, and subject to terms of appointment to the contrary, if any, retire from service on completion of 50 years of age or 20 years of service in the Sandip Foundation, by giving three months notice to the Sandip Foundation in writing.
- d) If the employee has been certified by a Doctor possesses M.B.B.S., M.D. or M.S. Degree OR Medical officer of the Sandip Foundation as incapacitated for doing further service on account of mental or physical infirmity, he may be retired by the Board of Management even before the age of superannuation.
- e) The Competent Authority may require the employee to retire if the post which he is holding at present is abolished and if there is no suitable equivalent post for his absorption.

- f) When an employee retires from service either under the provisions or the proviso to sub-byelaws other than provisions 'a' and 'b', the Sandip Foundation may consider granting him compensation on such scale and terms as may be determined by the Competent Authority from time to time. The Sandip Foundation, while determining the terms shall take into account all relevant factors including the balance of service left to a retiring employee.
- g) Notwithstanding anything contained in these Byelaws, where an employee has ordinary leave earned and credited to his leave account but not availed of as on the date of retirement, he may, at his option,
- g.1) be permitted to avail of leave subject to a maximum of six months in respect of leave earned under these Byelaws. However, in any case, he will have to be on the duty on the last day of his service.

OR

- g.2) be paid a lump sum amount which would be equal to leave salary in respect of the period of earned leave to his credit on the date of superannuation subject to maximum of six months.

Explanation:-

“Date of Retirement” means the date on which the employee attains the age of superannuation in accordance with the provisions of the Byelaw or the date on which he is retired by the Sandip Foundation under sub-byelaw (a) of the Byelaws or the date on which the employee voluntarily retires in terms of sub-byelaw (c) of the Byelaws as the case may be.

- g.3) Cash equivalent of leave salary in case of death while in service. In case of an employee who dies while in service, the cash equivalent of his leave salary admissible on the date immediately following the death and in any case, not more than that of 10 months shall be paid to his spouse or any other legal inheritor without any reduction.
- g.4) Execution of Bond, etc.

Notwithstanding anything contained in these Byelaws, the Sandip Foundation will have a right to obtain undertakings / bonds from an employee for payment of liquidated damages relating to deputation for training or his failure to complete the required number of years of service in a particular post, or by way of assurance to follow the terms and conditions of service and to perform the duties assigned to him sincerely and honestly, as may be determined by the Board of Management from time to time.

2.8 Entitlement on Retirement / Death / Termination:

An employee who retires from the services of the Sandip Foundation of attaining the age of Superannuation will be entitled to the following benefits:-

- a) **Gratuity:** Retirement gratuity is admissible to all employees who retire after completion of 5 years of qualifying service as may be prescribed from time to time as per Gratuity Act, 1972.
- b) **Leave Encashment:** Lump sum cash equivalent to leave salary (Basic + DA) of the Earned Leave at the credit of the employee on the last day of his service, subject to a maximum of 300 days including number of days which was already encashed by the employee, will be paid only to the Non-Vacational employee.
- c) **Termination of Contract:** No encashment of earned leave will be admissible on termination of contract period.

2.9 Entitlement on Resignation:

- a) **Gratuity:** Every employee who resigns from the service shall be entitled for gratuity as per Gratuity Act, 1972.
- b) **Leave Encashment:** In case an employee resigns or quits from service, in his/her own accord or relinquishes his post, half of the cash equivalent of his earned leave salary (Basic + D.A.) admissible on the date immediately before the resignation or relinquishing the post and in any case, not exceeding leave salary (Basic + D.A.) for 150 days shall be paid only to the Non-Vacational employee.

2.10 Re-employment in the Sandip Foundation:

- (a) The board, may in exceptional cases grant re-employment to an employee who have attained the age of 65 years, on such terms and conditions as may be laid down by it. Provided that no employee shall be retained in service or re-employed beyond the age of 70 years. Provided further that in the first instance, the re-employment period shall not exceed three years.
- (b) A person who has ceased to be in the service of the Sandip Foundation because of his resignation, or abolition of post or superannuation may be reappointed in any capacity with a specific permission of the Board of Management which will lay down the terms and conditions of reappointment.
- (c) An appointment of re-employed person will be treated as fresh appointment and no benefits of the past employment will be available to him, except as otherwise sanctioned by the Sandip Foundation at the time of his re-employment.

2.11 Lien And Deputation:

- (a) The appointing authority may allow an employee of the Sandip Foundation to be on deputation to an outside agency on the terms and conditions as given in Schedule B-VII. An employee of the Sandip Foundation on deputation with an outside agency shall be allowed to retain a lien on his post depending upon the length of service put in by the employee in the Sandip Foundation. The maximum period for which an employee can remain on Foreign Service will be as under:

Less than 5 Years	Nil
Service more than 5 Years but less than 10 Years in the Sandip Foundation.	2 Years
Service more than 10 years in the Sandip Foundation	3 years extendable upto a maximum period of 5 years (in two spells of one year each) at the discretion of the Board of Governors. However, this period can be availed in not more than three spells at different times during service in the Sandip Foundation

Note: Foreign service for the purpose of this Regulation will mean service outside TU

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RECORD OF SERVICE, SENIORITY, PROMOTION AND REVERSION

3.1 Record of Service:

A record of service i.e. a Service Book shall be maintained as a regular legal document by the Sandip Foundation in respect of each employee at such place or places and shall be kept in a prescribed format and shall contain such information as may be specified from time to time by the Board of Management.

3.2 Seniority:

- a) The seniority of the employee in a cadre under the Sandip Foundation shall be determined on the basis of date of continuous service in that cadre. The date of joining the service on probation or as the case may be, the date of promotion shall be taken as the date of continuous service for this purpose.
- b) The employee confirmed in a permanent post shall rank higher to that appointed in officiating capacity. The seniority of the employee confirmed in a cadre shall be determined on the basis of the date of confirmation in that cadre.
- c) If more than one employee is appointed by open competition or on recommendation of the Selection Committee and if they complete their probation within normal uniform probationary period, the seniority of the candidates selected at the same interview shall be in the order in which they are ranked by the Selection Committee, irrespective of the dates of their joining the duties or the dates of their confirmation:

Provided that, in case the probationary period of the employee appointed on probation is extended beyond the normal period of probation and his date of confirmation having been postponed to any subsequent date, his seniority shall be determined with reference to the date from which he completes his probationary period.

- d) The employee promoted to a post in higher cadre shall rank below those employees in that cadre on the date of his promotion irrespective of their inter-se seniority in the lower cadre. The employee promoted to a post in higher cadre earlier shall be considered senior to the employee promoted to that cadre at a later date, irrespective of their respective seniority in the lower cadre or the pay drawn.

Explanation: If the promotion of junior employee to the post in higher grade is ordered temporarily because the senior employee is not immediately available for taking the charge of the post in a higher cadre either on medical grounds or on other personal grounds he shall not lose his original seniority.

- e) The employee reduced to a lower cadre by reversion, shall be considered senior most in the lower cadre unless the authority ordering such reduction or reversion directs that he shall rank in such lower grade or cadre next below any specified member thereof.
- f)
 - i) The employee who requests for change in the cadre of equivalent level, the Competent Authority may examine the merits of the request and relative utility in granting the request, and may grant the same. In such case, the employee shall rank lowest in the seniority and the date of order of transfer of cadre shall be considered as a continuous officiating date in that cadre.
 - ii) If the Competent Authority is of the opinion that the services of any employee are more useful in another cadre of equivalent level, the Competent Authority may by order transfer the employee to the other cadre. In such case, the employee shall rank at the appropriate place with reference to the date of his continuous officiating or confirmation in the former cadre, and his seniority accordingly fixed in the later cadre.

- iii) If the employee has requested for a change from higher cadre to lower cadre, and if the Competent Authority grants his request, the employee shall not get higher seniority in the lower cadre than he would have held, had he not been so promoted.
- g) The Seniority list of all the employees in a cadre shall be prepared and maintained up to date by the Sandip Foundation or the College. The seniority list so prepared shall be circulated in April every year among the employees concerned and their signatures obtained. Any subsequent change made in the seniority list from time to time shall also be similarly circulated. Objections, if any, to the seniority list or to the changes made therein shall be duly taken into consideration by the Registrar before finalizing the seniority list. Disputes, if any, shall be referred to the Principal whose decision shall be final.

3.3 Promotion:

- (a) Avenues of internal promotion will be made available to the non-teaching employees of the Sandip Foundation.
- (b) Internal promotion is not a right of any employee. No employee shall claim promotion to higher post on the basis of merit or seniority or any other such criterion.
- (c) The Board of Management shall have discretionary authority in the matters of identifying the posts for internal promotion.
- (d) The promotions will be merit based and the employees qualifications, experience, seniority and record of performance will be taken into consideration while considering his case for promotion.
- (e) The Principal shall constitute a committee including one representative of Sandip Foundation at least one expert nominated by the Chairman from outside for considering the cases of employees for promotion and to make recommendations. The ultimate decision will be taken in this regard by the Competent Authority.

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4**WORK LOAD AND ASSESSMENT OF WORK****4.1 Teaching Staff:**

The pattern of teaching workload for full-time and part-time teachers will be in accordance with the guidelines of the U.G.C. / A.I.C.T.E. or any other concerned Statutory Councils.

- a) The Sandip Foundation will follow the prescriptions of the workload of the U.G.C. or A.I.C.T.E. or any other concerned Statutory Councils as the case may be with regard to the minimum days of actual teaching in an academic year, the teaching workload in clock hours which the teachers of different categories will have to carry out besides other institutional responsibilities etc.
- b) The Dean Academic of the Concerned SF's Institute may ask any faculty member to take extra remedial lectures for the students if he feels so necessary.
- c) The teachers will be assigned various institutional responsibilities like conduct of examination including setting up of question papers, evaluation of answer sheets, preparation of results, extracurricular activities for students etc. It would be mandatory for the teacher to carry out such responsibilities assigned to him from time to time, which will be considered as his duties as a teacher.
- d) The duration of the long vacations available to the teaching faculty will be as per the guidelines of the U.G.C. or concerned Statutory Councils.

If any faculty member has been asked, in writing, to be on duty to discharge some functions during long vacation period, 1/3 of the days on which he has been asked to work and has actually worked will be considered for the compensatory off. Compensatory offs so accumulated during an academic year cannot be carried forward to the next academic year and hence need to be enjoyed during the same academic year. However, if any faculty is asked to work extra-time on any other day excluding the vacation period than he/she will get Compensatory Holiday for Extra Work as laid down in Chapter IV point 4.3. Only that the calendar year should be read as academic year for the faculty.

4.2 Non-teaching Staff & Non-Vacation Teaching Staff:

The Non-Teaching Staff and Non-Vacation Teaching Staff shall have working hours, including lunch time, per week (Monday to Saturday) as follows:

- a) Group A, B, C 42 hours/week
- b) Group D 46 hours/week

4.3 Compensatory Holiday for Extra Work:

Non-teaching are entitled to overtime as prescribed by the Sandip Foundation from time to time. Non-teaching staff in Group 'C' Group 'D' are entitled for compensatory off and not the overtime. Non-teaching staff in Group 'A' and 'B' are neither entitled for overtime nor the compensatory off.

If it becomes necessary, the supervising officer of the employee may require the employee working under him to work, either before or after the office hours. The employee required to work extra time shall be entitled to accumulate the extra time worked and shall be entitled to compensatory off for every 5 hours of extra work as prescribed by the Sandip Foundation. It shall not be competent on the part of the employee to refuse to work extra-time. Such compensatory offs so accumulated during a calendar year should not be allowed to be carried forward to the subsequent calendar years.

The employees, if asked to work on Sundays or holidays by the Competent Authority in writing shall be entitled to have compensatory holiday, provided they ask for the same during the same calendar year. Compensatory holidays should not be accumulated for more than three days and should not be allowed to be carried forward to the next calendar year. Compensatory holidays can be prefixed or suffixed or both to leave due or holidays.

4.4 Duties:

The duties of the non-teaching staff shall be as specified in these Byelaws elsewhere. However, the Principal or any other competent authority may assign any other official duties from time to time, which an employee will have to discharge.

4.5 Holidays:

Holidays will be determined by the Management of Sandip Foundation.

Vacation Salary:

The benefit of vacation salary will be available to the members of the regularly appointed teaching staff whether on a fixed pay scale or on a consolidated salary, except for Adjunct & Visiting faculty, provided that he has worked for at least 2/3rd of the academic year preceding vacation.

4.6 Assessment of Work:

a) Teaching staff:

At the beginning of each semester every member of teaching faculty shall prepare his academic program and calendar and submit it to the Dean Academic through the Head of his Department, if any. At every end of quarter of the academic year the academic staff shall prepare a self appraisal report of the work done by him and submit it to the Principal / Dean Academic through the Head of his Department, if any.

AND

Also at every end of quarter of the academic year the academic staff shall prepare a self appraisal report of the work done by him and submit it to the Principal / Dean Academic through the Head of his Department, if any.

The assessment reports of the teaching staff shall be maintained by the Principal / Dean Academic / HOD of the Sandip Foundation in the forms as shown in **Form Nos. 1, 2 in Annexures II & III** appended to these Byelaws for the following purposes.

- a.1) For submission of six-monthly reports during the period of probation.
- a.2) For submitting a performance report for confirmation in service of the teaching employee.
- a.3) For consideration at the time of interview for a higher post.
- a.4) For quarterly assessment of the work of the teaching employee.
- a.5) For other specific purposes.

The adverse remarks as well as remarks of appreciation shall be brought to the notice of the teacher concerned by the Reviewing Authority.

b) Non-teaching staff:

- b.1) The Assessing Authority under whom the employee on probation is working shall send to the Registrar his report work and conduct of the employee, prescribed for the purpose in **Form No.4** and marked as **Annexure-IV** at the end of every six months from the date of his joining. The last report about the work and conduct of the employee on probation shall be sent to the Registrar at least two months prior to the date of completion of his probationary period.

- b.2) The Assessing Authority shall prepare the confidential assessment report in **Form No.4** appended to these Byelaws and marked as **Annexure-IV** for the period ending 31st March every year, in respect of every employee placed under his control for the time being. If the employee is placed under the Assessing Authority for a broken period not ending on 31st March, the Assessing Authority shall write the assessment report for such period as the employee was working under him.

The confidential assessment report written by the Assessing Authority shall be reviewed by the Officer who is directly superior to such Assessing Authority.

Such a Reviewing Authority shall carefully examine the remarks adverse or outstandingly good in character and verify the same with the factual position and satisfy himself about the said remarks. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he shall state the reasons for not agreeing and shall record his own assessment about the work and conduct of the employee.

- b.3) The annual confidential report of an employee shall be the basis for determining 'merit'. The record of service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three years. Adverse remarks not duly communicated in writing to the employee shall be disregarded for the purpose.
- b.4) Remarks in the confidential report, which are either adverse or outstanding in character, shall be brought to the notice of the employee in writing within three months. Whenever minor irregularities occur, they shall be brought to the notice of the employee orally by the Assessing Authority.
- b.5) The employee who has been communicated adverse remarks may within 15 days of receipt of such communication represent his case in writing to the Reviewing Authority. The Reviewing Authority may obtain the remarks of the Assessing Authority before he decides whether the adverse remarks may be expunged or otherwise. The decision of the Reviewing Authority recorded in writing shall be final.
- b.6) Yearly confidential report in respect of each employee belonging to Groups 'A', 'B' and 'C' shall be maintained in the prescribed form as also self-appraisal form, duly filled in by the employee and shall be taken into account at the time of promotions and at other times when necessary.
- b.7) A personal file shall be opened for every employee immediately on his appointment in the Sandip Foundation, and all orders and papers in connection with his official record shall be properly filed therein.
- b.8) b.8.1) The confidential files including the Confidential Reports of the Registrar, Librarian and such other Group A employees shall be maintained by the Principal / Registrar
- b.8.2) The confidential files including the confidential reports for other staff in the Sandip Foundation's Institutes shall be maintained by the concerned Registrar.
- b.9) Duties and responsibilities of non-teaching staff are described in **Annexure-V**.

4.7 Assessing & Reviewing Authority:

The following shall be the Assessing Authority and Reviewing Authority:-

Sr. No.	Categories of Employees	Assessing Authority	Reviewing Authority	Accepting Authority
1.	Teaching Staff	Dean Academic / Head of the Department	Dean Academics	Principal
2.	HOD	Dean Academics	Dean Academics	Principal
3.	Registrar	HOD / Dean Academics	Dean Academics	Principal
4.	Other Officers in Class A	Registrar / HOD	Dean Academics	Principal
5.	Employees in Class B, C & D	Concerned HOD/ Head of the Section	Registrar	Principal

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5**PAY, ALLOWANCES AND OTHER BENEFITS****5.1 Pay and Allowances:**

All the regular employees will be paid monthly salary as per the scale mentioned in the letters of appointment. The scales of pay will be as per the guidelines of the State Government / UGC and approved by the Board of Management from time to time. An employee will be entitled to get other allowances and benefits approved by the Board of Management from time to time.

5.2 When Allowance to Cease:

Pay and allowances shall cease to accrue from the day an employee ceases to be in the service of the Sandip Foundation.

In the case of an employee dismissed, removed or compulsorily retired from the Sandip Foundation's service, the pay and allowances shall cease from the date of his dismissal, removal or compulsory retirement. In the case of an employee who dies while in service, he shall cease from the day following that on which the death occurs.

If any employee remains absent from his regular duties without prior permission or without obtaining sanction for a leave his absence will be treated as leave without pay. The competent authority may give sanction to the leave of an employee with retrospective effect in the deserving cases.

If an employee leaves his job without intimation to the Institution and without obtaining sanction for his resignation, he will not be entitled to get his pay and allowances from the day from which he has remained absent.

5.3 Increments:

- a) In an incremental scale, the increment shall accrue on an annual basis at each stage of that scale, whether such service be probationary, officiating or substantive, on completion of a year of service or with effect from any other date declared by the Competent Authority.

Provided that the benefit of increment shall be admissible from the first of the month in which it accrues, irrespective of the actual date of its accrual.

In the case of Leave without Pay during the said period, the date of increment will be postponed by the number of days for which leave without pay is enjoyed.

- b) No increment may be withheld except as a disciplinary measure under relevant Byelaws and each order withholding an increment shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

Provided that if in an incremental scale there is an efficiency bar, an employee shall not draw increments above that bar until he has been certified fit to do so by the Competent Authority. On each occasion on which an employee is allowed to cross an efficiency bar which has previously been enforced against him, he shall be placed in the incremental scale at such stage as the authority competent to remove the bar may fix provided that such stage shall not be higher than that at which he would draw his pay if the bar had not been enforced against him and further that no increments granted on the removal of a bar shall have a retrospective effect.

- c) To remove stagnation increments may be granted to an employee who has reached the maximum of the scale at the rate of one increment equivalent to the last increment drawn for every two years spent at that level.

5.4 Re-fixation of pay:**On Promotion:**

The pay of an employee promoted from one grade to another shall be initially fixed at the minimum in the scale of higher scale of pay or at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay is accrued, whichever is more.

5.5 Hometown Declaration:

- a) Every employee shall on his appointment declare his hometown in writing to the Sandip Foundation and if such domicile is not his place of birth or ancestral residence he must establish the same to the satisfaction of the Competent Authority.
- b) No employee who has once recorded his hometown shall be allowed to alter the same unless he satisfies the Sandip Foundation that the change is bonafide and in no case may an employee be permitted to change his hometown in such a manner as to increase the cost to the Sandip Foundation of any such concession. However, in no case the hometown is allowed to be altered more than once.

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6**LEAVES POLICY****6.1 General Conditions:**

All employees will mark their attendance when they come to the Campus and leave the campus as per the method prescribed by the SF's Institute from time to time.

1. (a) The leave cannot be claimed as a matter of right. When exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved by the Leave Sanctioning Authority. On such recall, the employee shall report for duty forthwith. The Leave Sanctioning Authority may sanction or refuse the leave applied for, but shall not alter the nature of the leave applied for.
- (b) The employee may be granted leave only on his request. No employee shall be forced to proceed on leave. The employee may, with the approval of the Leave Sanctioning Authority, curtail the period of his leave. The employee, who is on leave preparatory to retirement, shall not, however, be entitled to return to duty by canceling the unexpired portion of his leave.
2. The employee shall be entitled to leave in proportion to the period spent on duty and of kind to the extent specified herein below. The period of suspension of the employee shall be treated as duty for the purpose in case the employee is fully exonerated by the Competent Authority from the charges for which he was suspended and is reinstated in service.
3. The employee shall have to apply online for grant of leave, appended to these Bye-Laws, as the case may be, and shall proceed on leave after due sanction:

Provided, that if the employee is required to proceed suddenly on any leave and for reasons beyond his control the Leave Sanctioning Authority may, on satisfying itself sanction leave on his online application which is submitted later.

4. Leave shall not be granted ordinarily to the extent by which it would deplete the strength of service or department below essential minimum. In case large numbers of applications are received resulting into exigency, the Leave Sanctioning Authority shall consider the following factors while granting the applications, namely:-
 - (a) Special circumstances for which leave is requested;
 - (b) amount of leave due to the applicant;
 - (c) whether applicant was recalled from his last leave or has been refused leave in the interest of officerequirement;
 - (d) the period and character of the service rendered by the applicant since his last return from leave;
 - (e) the employee who can for the time being best be spared;
 - (f) whether any of the employees already on leave can be recalled to duty in order to spare any other employee for availing his leave under any special circumstances.
5. The period of leave of the employee begins on the day on which he relinquishes charge of his post before 12 noon, if not, from the next day. The period of leave ends on the day the employee assumes charge of his post before 12 noon, if not, from the next day.
6. Except otherwise provided under these rules, any period of leave may be granted in combination with or in continuation of any other kind of leave except casual leave, subject to the limit of aggregate period of absence, as may be prescribed by the Competent Authority. Sundays and Holidays may be prefixed or suffixed to the leave.

7. The application for leave on medical grounds shall be accompanied by medical certificate of a Doctor possesses M.B.B.S., M.D. or M.S. Degree OR Medical officer of the Sandip Foundation given by the Medical Authority, indicating the nature and probable duration of the illness. The employee returning to duty from leave on medical grounds shall produce a certificate of fitness from the Medical Authority.
8. The employee against whom a departmental enquiry is instituted or proposed to be instituted or who is proposed to be suspended or is discharged, or is under orders of removal or dismissal, or has given notice of resignation shall not be entitled to leave, however, he may be given short leave on condition that he becomes available for inquiry, if and when required. The employee already on authorized leave on submitting the notice of resignation, shall cease to draw any leave salary with effect from the date from which, his resignation is accepted. No leave can be adjusted against the period of notice of resignation:

 Provided that, on the recommendations of the Medical Authority, the Leave Sanctioning Authority may sanction with the previous permission of Sandip Foundation, leave to such employee.
9. The employee on leave shall not accept any other employment, either part-time or full-time except casual literary work or service at public examinations.
10. If the employee overstays the sanctioned period of his leave without prior permission and intimation, he shall not be entitled to any leave salary for this period, and such absence from duty may be treated as misconduct. The Sanctioning Authority may, however, for the reasons to be recorded in writing condone the irregularity.
11. The employee shall not be permitted to formally join the duty at the end of the leave with the intention of taking leave again within a few days.
12. If the employee frequently applies for grant of leave on medical ground with short intervals, his case may be referred to the Medical Authority, with a request to give its considered opinion on employee's state of health, the period required for his complete recovery, and also whether he is likely to be fit for duty after rest and treatment.
13. The employee discharged or removed except on account of misconduct or who has once resigned, if reappointed, shall not be entitled to claim leave in respect of service rendered prior to his discharge, removal or resignation, as the case may be.
14. The employee appointed on contract basis in time-scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him with the Competent Authority.

6.2 Kinds of Leave:

A. Non-Teaching Staff:

I. Casual Leave:

1. (a) The employee shall be entitled to 8 days casual leave in a calendar year.
2. (b) Permission for casual leave in The employee shall have to apply online for grant of casual leave, appended to these Byelaws shall ordinarily be obtained before the day from which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins ex-post-facto sanction for casual leave shall be obtained by the employee.

In exceptional circumstances, Leave Sanctioning Authority may grant ex-post-facto sanction to the casual leave which was not previously approved. If the Leave Sanctioning Authority is not satisfied about the exceptional circumstances, the casual leave availed of without prior permission may be treated as leave without pay.

Mass casual leave shall not be treated as casual leave. It shall be treated as unauthorized absence and dealt with accordingly. The action to go on mass casual leave shall be treated as misconduct.

- (c) The employee shall be entitled to not more than six days casual leave at a time. The same may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed seven days at a time. Any number of Sundays and/or Public Holidays are permitted to be prefixed/or suffixed so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed seven days, save only in exceptional circumstances, it may be extended up to ten days.
- (d) The casual leave cannot be combined with any other kind of leave.
- (e) The casual leave for half day can be granted to an employee.
- (f) Leave Sanctioning Authority may refuse casual leave if it is requested on flimsy pretext. The Leave Sanctioning Authority shall have the power to grant casual leave in proportion to the period of the calendar year and the casual leave availed of until then. The Leave Sanctioning Authority may grant leave without pay of shorter duration if no casual leave is available to the account of the employee.
- (g) Account of casual leave availed by the employee shall be maintained in the office.
- (h) Leave Sanctioning Authority may refuse casual leave if it is requested on flimsy pretext. The Leave Sanctioning Authority shall have the power to grant casual leave in proportion to the period of the calendar year and the casual leave availed of until then. The Leave Sanctioning Authority may grant leave without pay of shorter duration if no casual leave is available to the account of the employee

II. Earned Leave:

1. An employee who is not entitled to vacation shall be entitled to the earned leave at the rate of one eleventh of the period spent on duty, subject to the accumulation of maximum of three hundred days of leave. The leave so earned shall be credited to the earned leave account of the employee.
2. The employee may be granted not more than 120 days earned leave at a time.
3. The period of earned leave, which can be taken at a time by an employee, shall not be less than five days. There shall be gap of at least three months between the two consecutive period of earned leave.
4. If an employee, who is entitled to vacation, is required to do any work during vacations for which he does not receive any additional remuneration, he shall be entitled to earned leave equal to 1/3rd of the number of days on which he works during the vacations subject to a maximum of thirty days.

Provided, however, that such leave cannot be accumulated for more than 180 days.

5. Employee entitled to vacation shall not club their earned leave with vacation.

III. Leave on Half Pay:

1. The employee including an employee who is entitled to vacation shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limitation. The employee shall not be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the employee either on medical ground or for private reasons. If the leave requested on medical ground exceeds three days, the same shall have to be supported with certificate from the medical authority.

Explanation: The period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this purpose.

2. If an employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

IV. Commuted Leave:

1. Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent employee on the basis of medical certificate from a Doctor possesses M.B.B.S., M.D. or M.S. Degree OR Medical officer of the Sandip Foundation subject to the following conditions
 - (a)
 - (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
 - (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
 - (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;
 - (b) No commuted leave shall be granted under this rule unless the authority competent to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
 - (c) The authority competent to grant leave shall obtain an undertaking from the employee that in the event of his resignation or retiring voluntarily from service he shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.
2. Where an employee who has been granted commuted leave resigns from his service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

V. Leave not due:

In respect of permanent employee, if he has no earned leave or leave on half pay to his credit, the Leave Sanctioning Authority may grant him leave not due, for a period not exceeding 180 days during the entire service. The employee shall be entitled to not more than 90 days at a time except on medical ground. Such leave availed of by the employee shall be debited against the leave on half pay that the employee shall earn subsequently:

Provided that the leave not due shall be granted only if the Leave Sanctioning Authority is satisfied that there are reasonable prospects of the employee returning to duty, on expiry of leave and has sufficient service to earn leave to compensate leave not due granted to him.

VI. Maternity Leave:

1.
 - (a) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
 - (b) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

2. A female employee not in permanent employment who has put in at least one year of continuous service shall also, subject to the provisions of this Byelaw, be eligible for maternity leave referred to in sub-Byelaw (1), subject to the condition that the leave salary admissible during the period of maternity leave shall be regulated as follows, namely:-
 - (a) in the case of a female employee who has put in two or more years' continuous service, the leave salary admissible shall be as provided in sub-Byelaw (1) of Byelaw X of these Byelaws, and
 - (b) In the case of a female employee who has put in continuous service for a period exceeding one year, but less than two years, the leave salary admissible shall be as provided in sub-Byelaw
 - (c) of Byelaw X of these Byelaws.
3. The application for maternity leave shall invariably be supported by medical certificate as to the probable date of confinement, and an undertaking to the effect that the employee shall report the date of confinement supported by a medical certificate. In case of a Class D employee in which insistence on a regular medical certificate is likely to cause hardship, the authority competent to grant leave may accept such certificate as it may deem sufficient.
4. A female employee may be allowed leave of the kind due, including commuted leave, if she so desires, in continuation of the maternity leave, up to a maximum of 60 days without production of a medical certificate.
5. Leave under this Byelaw shall be admissible in a case of miscarriage or abortion including abortion under the Medical Termination of Pregnancy Act, 1971, subject to the following conditions, namely:-
 - (a) the leave does not exceed six weeks, and
 - (b) the application for the leave is supported by a medical certificate.

VII. Extraordinary Leave: (Leave without pay)

- (1) A permanent employee may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the employee applies in writing for the grant of extraordinary leave.
- (2) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
- (3) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.
- (4) Extraordinary leave is not debited against the leave account.
- (5) Extraordinary leave may be granted in combination of any other kind of leave that is admissible.

- (6) Except in the case of extraordinary leave granted to a confirmed employee as study leave or in the case of periods of suspension converted into leave the duration of extraordinary leave to a employee shall not ordinarily exceed three months on any one occasion.

VIII. Leave to Persons Re-employed after Retirement:

1. In the case of a person re-employed after retirement, the provisions of these Byelaws shall apply as if he had entered in the service of the SF's Institute, for the first time on the date of his re-employment.
2. Earned leave due and admissible may be granted to a re-employed pensioner prior to cessation of his duties.

IX. Leave Preparatory to Retirement:

An employee may be permitted by the Authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 180 days or such leave does not extend beyond the date of compulsory retirement.

X. Cash equivalent of leave salary (Basic + D.A.) for Non-Vacation employee in respect of earned leave at the credit at the time of retirement on superannuation:

1. (i) The Authority competent to grant leave shall suo-motu sanction to Non-Vacation employee who retires on attaining the age of superannuation, the cash equivalent of leave salary (Basic + D.A.) in respect of the period of earned leave at his credit on the date of his superannuation, subject to a maximum of 300 days.
- (ii) The cash equivalent of leave salary payable under sub-Byelaw (1), shall also include dearness allowance admissible on the leave salary at the rates in force on the date of retirement and it shall be paid in one lump sum as a one-time settlement.
- (iii) The compensatory local allowance and house rent allowance shall not be included in calculating the cash equivalent of the leave salary under this rule.
- (iv) From the cash equivalent so worked out, no deduction shall be made on account of pension and pensionary equivalent of other retirement benefits.
- (v) An employee who retires from service on attaining the age of compulsory retirement while under suspension shall be paid cash equivalent of leave salary under sub-Byelaw (1) in respect of the period of earned leave at his credit on the date of his superannuation, provided that in the opinion of the authority competent to order reinstatement a non-teaching employee has been fully exonerated and the suspension was wholly unjustified.

Explanation 1: An employee can also avail of leave preparatory to retirement of a part of earned leave at his credit. In that case, he shall be allowed payment of cash equivalent of leave salary (Basic + D.A.) for the balance of the earned leave that remains at his credit on the date of retirement in accordance with sub-Byelaw (1).

Explanation 2: With a view to enabling the retiring employee to receive cash equivalent of leave salary in respect of the unutilized earned leave without delay, the following procedure shall be followed, namely –

- (a) An employee nearing the retirement date on superannuation should inform in writing to the Authority competent to sanction leave, three months in advance of the date of retirement, if he desires to avail of cash equivalent of leave salary (Basic + D.A.) in respect of the unutilized earned leave at his credit on the date of his superannuation.

- (b) The Competent Authority shall after satisfying himself that earned leave, if any, availed of by the concerned employee after receipt of his written intimation as in clause (a) is actually deducted from the earned leave due and admissible as on the date of superannuation as reported by his office, arrange to issue necessary orders sanctioning cash equivalent of leave salary (Basic + D.A.) in respect of the unutilized earned leave within a week of the date of retirement of the concerned non-teaching employee.
- (c) Thereafter, the Competent Authority shall within 15 days after the date of retirement, prepare a bill claiming the cash equivalent of leave salary (Basic + D.A.) in respect of the unutilized earned leave to the Registrar of the SF's Institute.
- (d) Payment of cash equivalent of leave salary in respect of the unutilized earned leave at the credit of the non-teaching employee retiring on superannuation, shall be made irrespective of whether or not 'No Demand Certificate' from the Registrar is received.

Explanation: The cash payment for unutilized earned leave shall be made in the following manner:-

$$\text{Cash Payment} = \frac{\text{Pay + Dearness Allowance admissible on date of retirement.} \times \text{No. of unutilized days of earned leave at credit subject to a Maximum of 300 days.}}{30}$$

2. Cash equivalent of leave salary (Basic + D.A.) in case of resignation or relinquishing post
- In case an employee resigns from service or relinquishes his post, half of the cash equivalent of his earned leave salary (Basic + D.A.) admissible on the date immediately before the resignation or relinquishing the post and in any case, not exceeding leave salary (Basic + D.A.) for 150 days shall be paid to him.

XI. (A) Leave Sanctioning Authority:

Subject to the overall control of the Competent Authority, the following shall be the Leave Sanctioning Authorities:-

Sr. No.	Kind of Leave	Category	Leave Sanctioning Authority
1.	Casual Leave	Registrar	Principal
2.	Casual Leave	Other Employee in Class-A, Employee in Class-B, Employee in Class-C or D	Registrar. His Superior in Class A. His Superior in Class B.
3.	Earned leave, Half- pay leave, Commuted leave, Maternity leave, Extraordinary leave.	Registrar and other Officers in the SF's Institute. All Categories of employee in Class B, C and D.	HOD/Dean Academic/Principal Registrar.
4.	Leave not due, Special Disability leave, Special leave	All categories	Competent Authority.

Provided, that the Leave Sanctioning Authority may further delegate to the Registrar or such other subordinate officer the powers to sanction particular kind of leave.

XII. Leave Salary:

1. (a) The employee on authorized earned leave shall be entitled to the pay, drawn by him immediately prior to the commencement of leave, plus allowances admissible on that pay.

- (b) The employee on authorized half pay leave or on leave not due shall be entitled to half of the basic pay, drawn by him immediately prior to the commencement of half pay leave or leave not due, as the case may be, plus D.A., C.L.A. and HRA admissible on the half pay drawn by him.
- (c) The employee on authorized commuted leave is entitled to leave salary equal to the amount admissible under sub-clause (a).
- (d) The employee who is granted leave not due shall be entitled to leave salary equal to the amount admissible under clause (b).
- (e) The lady employee on authorized maternity leave shall be entitled to:-
 - (i) leave salary admissible under clause (a), in case the employee is permanent.
 - (ii) leave salary admissible under clause (a), in case of temporary employee, who has put in not less than two years continuous service.
 - (iii) leave salary admissible under clause (b), in case of temporary employee who has put in more than one year continuous service but less than two years continuous service.
- (f) The employee who is granted study leave shall be entitled to leave salary equal to the amount admissible under clause (b), in case the employee is in receipt of any stipend or scholarship or any other monetary assistance during such leave; otherwise he shall be entitled to leave salary equal to the amount admissible under sub-clause (a).
- (g)
 - (i) The employee on extraordinary leave shall not be entitled to any leave salary.
 - (ii) The employee on leave which is not authorized shall not be entitled to any leave salary.

B. Teaching Staff:

I. Casual Leave:

- (i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

II. Special Casual Leave:

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme.

- (b) Leave in this case shall be restricted to six working days; and
- (c) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

III. Earned Leave:

- (i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of the actual service, including vacation; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days.

The Principal/Registrar being the administrative Head of the SF's Institute, shall be treated as a non-vacation teacher and shall not be entitled to vacations to which teachers are ordinarily entitled. He shall, however, be entitled to earned leave at the rate of one-eleventh of the period spent on duty subject to a maximum accumulation of 300 days.

IV. Half-Pay Leave:

- (i) Half-pay leave admissible to a teacher in respect of each completed year of service shall be 20 days. It may be granted on private or medical grounds.
- (ii) An application for half-pay leave on medical ground, shall have to be supported by a Medical Certificate from a Doctor possesses M.B.B.S., M.D. or M.S. Degree OR Medical officer of the Sandip Foundation.
- (iii) A teacher shall be allowed leave on medical grounds at the rate of 10 days for each completed year of service on commuted basis or 20 days on half-pay basis.
- (iv) Half-pay leave can be accumulated to the credit of a teacher and allowed to be commuted without any limit.

V. Commuted Leave:

- 1. Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a Doctor possesses M.B.B.S., M.D. or M.S. Degree OR Medical officer of the Sandip Foundation subject to the following conditions
 - (a) (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
 - (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
 - (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;
 - (b) No commuted leave shall be granted under this rule unless the authority competent to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

- (c) The authority competent to grant leave shall obtain an undertaking from the employee that in the event of his resignation or retiring voluntarily from service he shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.
2. Where an employee who has been granted commuted leave resigns from his service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

VI. Leave not due:

In respect of permanent employee, if he has no earned leave or leave on half pay to his credit, the Leave Sanctioning Authority may grant him leave not due, for a period not exceeding 180 days during the entire service. The employee shall be entitled to not more than 90 days at a time except on medical ground. Such leave availed of by the employee shall be debited against the leave on half pay that the employee shall earn subsequently:

Provided that the leave not due shall be granted only if the Leave Sanctioning Authority is satisfied that there are reasonable prospects of the employee returning to duty, on expiry of leave and has sufficient service to earn leave to compensate leave not due granted to him.

VII. Study Leave:

A teacher shall be eligible for study leave, according to the following rules. The Board of Management shall be the sanctioning authority for such leave.

1. General:

- (i) A teacher in a SF's Institute may be granted study leave at the discretion of the Board of Management of the SF's Institute to enable him to undertake higher studies or specialized training either in India or abroad in the subject having a direct and close connection with his sphere of duties which will increase his usefulness to the SF's Institute.
- (ii) A teacher shall ordinarily be not eligible for more than 24 months of study leave.
- (iii) A teacher must apply for study leave sufficiently well in advance (at least six months) before he intends to avail himself of such leave and shall specify the course or courses of study or research contemplated or any examination he may propose to undergo along with a detailed programme.
- (iv) Leave due and admissible may be combined with study leave if and as may be permitted by the Board of Management provided that the total period of absence after combination does not exceed 28 months.
- (v) Where a teacher takes advantage of assistance from other sources, such as travel grants, teaching assistantships, fellowships, visiting professorships etc., the teacher shall be eligible for study leave as follows:
- (a) Leave earned by a teacher on full pay.
- (b) Extraordinary leave for the rest of the period.

However, additional benefits such as lump-sum grant, if any, may be determined by the Board of Management having regard to the circumstances of each case.

- (vi) Study leave shall not ordinarily be granted to more than one teacher in a SF's Institute at a time during the year.

- (vii) The total period of study leave during the entire service of a teacher in the SF's Institute shall not ordinarily exceed 48 months.

2. Eligibility:

Study leave with full-pay may be granted to a teacher who is confirmed in his post and who has put in continuous service of not less than 3 years on the date when such leave is granted.

3. Agreement for Study Leave:

- (i) A teacher who is granted study leave shall enter into an agreement with the Board of Management to serve the SF's Institute for a period of at least 3 years if the study leave does not exceed 24 months, and for a period of at least 5 years if the study leave exceeds 24 months.
- (ii) If a teacher fails to rejoin and/or fails to continue to serve as agreed on the completion of study leave, he shall be liable to refund the entire amount received by him by way of emoluments during the study leave.
- (iii) Similarly, if a teacher on study leave fails to fulfill the purpose for which he was granted study leave or leaves service of the SF's Institute, he will, in addition to refunding the amount received by him by way of emoluments during his study leave, pay to the Board of Management a sum of Rs.40,000/- if the study leave is for a period not exceeding 24 months and Rs.60,000/- if the study leave is for a period exceeding 24 months but not exceeding 48 months.
- (iv) The Board of Management shall be empowered to prescribe further conditions under the agreement to be entered into by a teacher, as it may deem fit, if the study leave is for a period exceeding 48 months.

4. Other Terms and Conditions:

In the case of approved course of instruction, approved course of research and educational tour, a teacher may be granted study leave on such terms and conditions as the Board of Management may decide in individual cases.

VIII. Deputation Leave:

A teacher may, at the discretion of the Board of Management, be deputed to any of the institutions including Universities/Colleges on the following terms and conditions:-

- (i) The Board of Management may, at its discretion, consider the requests from other institutions for a loan of service of a teacher of the SF's Institute, provided that he is confirmed in his post.
- (ii) No teacher shall be deputed to other institutions against his will.
- (iii) The deputation of such teacher may be, in the first instance, for a period of one year. After having reviewed the case at the end of this period, the Board of Management may extend the period, if necessary, but not exceeding one year.
- (iv) In the case of a teacher whose services are loaned on deputation, the institution concerned shall be required to send to the SF's Institute on or before the 5th of each month the provident fund contribution equivalent to the amount that the teacher would have drawn ordinarily had he continued in the SF's Institute in the post in which he is confirmed along with the equal share of the teacher's subscription. Such amount shall be credited to the teacher's account in the Provident Fund of the SF's Institute. If the teacher is eligible for gratuity, the institution's contribution towards gratuity shall be sent to the SF's Institute on or before the 5th of each month for crediting the same to the teacher's account in the Gratuity Fund of the SF's Institute.

- (v) The institution concerned shall also pay to the SF's Institute the leave salary for the leave earned by the teacher during the period of deputation.
- (vi) The teacher concerned on deputation shall be eligible to increments, during the period of deputation which shall be accumulated and shall be entitled to draw the same on rejoining.
- (vii) The seniority of the teacher on deputation shall not be affected on his return to the parent SF's Institute.
- (viii) The teacher on deputation shall not apply for any post during the period of deputation without prior permission of the SF's Institute.

IX. Extraordinary Leave: (Leave without pay)

- (a) A teacher who is elected or nominated as a Member of Parliament or State Legislature shall be on leave during the period of his membership of such body and his lien on his original post shall be retained. The period of his membership shall be treated as extraordinary leave and shall not be counted towards increments. This period shall be considered as active service for purposes of the normal benefits except the benefits of Provident Fund and Gratuity.
- (b) (1) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (2) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- (3) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.
- (4) Extraordinary leave is not debited against the leave account.
- (5) Extraordinary leave may be granted in combination of any other kind of leave that is admissible.
- (6) Except in the case of extraordinary leave granted to a confirmed teacher as study leave or in the case of periods of suspension converted into leave the duration of extraordinary leave to a teacher shall not ordinarily exceed three months on any one occasion.

X. Maternity Leave:

- (i) A female teacher who has been confirmed shall be eligible for maternity leave on full-pay for 180 days from the date of its commencement. Such leave shall not be debited to leave account.

- (ii) Maternity leave shall be granted, subject to the production of a medical certificate, to a female teacher who does not have three or more living children on the date of application. Cases of miscarriage or abortion shall be excluded from the application of this provision.
- (iii) A female teacher who has not been confirmed, shall also subject to the provisions of this clause, be eligible for maternity leave as under:-
 - (a) A female teacher who has completed two years of continuous service shall get maternity leave on full-pay.
 - (b) A female teacher who has completed one year of continuous service shall get maternity leave on half-pay.
- (iv) In the case of miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act, 1971, maternity leave not exceeding six weeks shall be admissible on the production of a medical certificate.

XI. Leave Preparatory to Retirement:

- (i) A teacher shall be eligible for earned leave preparatory to retirement, provided that it is due and admissible to him and that he has applied for it well in advance (at least one month before the date on which he intends to proceed on leave). Subject to availability of earned leave to the credit of a teacher, the maximum amount of leave which can be granted to a teacher shall be restricted to 180 days. A teacher on earned leave preparatory to retirement desiring to take up another employment shall be given the option of retiring forthwith but in such a case all leave due to him shall lapse.
- (ii) The earned leave applied for by a teacher shall not be refused except when it is necessary to do so in the interest of the SF's Institute.
- (iii) When a teacher applies for earned leave preparatory to retirement sufficiently in advance (at least one month before the date on which he intends to proceed on leave) but when the Board of Management considers that it will not be in the interest of the SF's Institute to allow him to proceed on leave, it may refuse the leave applied for. In such a case, the teacher concerned shall be entitled to get the leave salary for the refused leave on his retirement.

XII. Cash equivalent of leave salary (Basic + D.A.) in respect of earned leave at the credit at the time of retirement on superannuation

1.
 - (i) The Authority competent to grant leave shall suo-motu sanction to only Non-Vacation employee who retires on attaining the age of superannuation, the cash equivalent of leave salary (Basic + D.A.) in respect of the period of earned leave at his credit on the date of his superannuation, subject to a maximum of 300 days.
 - (ii) The cash equivalent of leave salary (Basic + D.A.) payable under sub- Byelaw (1), shall also include dearness allowance admissible on the leave salary at the rates in force on the date of retirement and it shall be paid in one lump sum as a one-time settlement.
 - (iii) From the cash equivalent so worked out, no deduction shall be made on account of pension and pensionary equivalent of other retirement benefits.
 - (iv) The teacher shall not be entitled to encash earned leave in balance to his credit on the date of his superannuation.
 - (v) Payment of cash equivalent of leave salary (Basic + D.A.) in respect of the unutilized earned leave at the credit of the Non-Vacation employee retiring on superannuation, shall be made irrespective of whether or not 'No Demand Certificate' from the Registrar is received.

Explanation: The cash payment for unutilized earned leave shall be made in the following manner:-

$$\text{Cash Payment} = \frac{\text{Pay + Dearness Allowance admissible on date of retirement.} \times \text{No. of unutilized days of earned leave at credit subject to a Maximum of 300 days}}{30}$$

XIII. Sabbatical Leave:

- (i) The Principal of a SF's Institute who has completed three years of continuous service shall be eligible for sabbatical leave for a period not exceeding six months within the country or abroad for increasing professional / administrative competence thereby increasing usefulness to the SF's Institute, and not for obtaining a degree or any other academic qualification. Such leave can be availed of only twice during the entire period of service. The sabbatical leave shall not be granted to a Principal who has less than three years' service in the SF's Institute before the age of retirement.
 - (ii) During the period of sabbatical leave, the Principal shall be paid full pay and allowance (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to proceeding on sabbatical leave. In addition, he may receive subsistence allowance from an institution abroad if he is spending a period of sabbatical leave in a foreign University/laboratory. The SF's Institute shall not, however, fill up his post.
 - (iii) During the period of sabbatical leave, the Principal shall be allowed to draw his normal increment on the due date and the period of leave shall also count as regular service for the purposes of retirement benefits provided that he rejoins the SF's Institute on the expiry of leave.
 - (iv) The Principal on sabbatical leave shall not take up, during the period of such leave, any regular appointment in any other organization in India or abroad.
- (Notes: (1) The program to be followed during sabbatical leave shall be submitted for approval of the Board of Management along with the application for grant of leave.
 (2) On return from leave the Principal shall report to the Board of Management within three months the nature of study, research or writing work undertaken during the period of leave.)

XIV. Leave Sanctioning Authority:

Subject to the overall control of the Competent Authority, the following shall be the Leave Sanctioning Authorities:

Sr. No.	Category	Kind of Leave	Leave Sanctioning Authority
1.	Principal	All kinds of Leave	Mentor/G.M./Chairman
2.	Dean Academics / HODs	All kinds of Leave	Principal
3.	Registrar	All kinds of Leave	Principal
4.	Members of Faculty other than Dean Academic	All kinds of Leave	HOD/Dean Academic /Principal As mentioned in the Byelaws.

XV. Leave Salary:

1. A teacher on earned leave is entitled to leave salary equal to the monthly pay and allowances to which he is entitled immediately before the commencement of leave.



2. A teacher on half-pay leave is entitled to leave salary equal to half of the monthly pay drawn by him before the commencement of leave plus D.A., C.L.A., and H.R.A. admissible on the half-pay drawn by him.
3. A teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (1) above.
4. A confirmed female teacher on maternity leave is entitled to leave salary as per clause (1) above. A probationary/temporary female teacher on maternity leave shall also be entitled to leave salary as per clause (1) above, if she has completed two years of continuous service. A probationary/temporary female teacher on maternity leave who has completed one year of continuous service shall be entitled to leave salary as per clause (2) above.
5. A teacher on extraordinary leave is not entitled to any leave salary.
6. The teacher on authorized leave namely, earned leave, Leave on half pay, Leave not due and Leave without pay shall be entitled to pay, personal pay, compensatory local allowance, dearness allowance, house- rent allowance but shall not be entitled to additional pay, officiating pay and special pay, if any.

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7**CONDUCT, DISCIPLINE AND APPEALS****7.1 Scope of an employee's service:**

Unless it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Sandip Foundation and he shall serve the Sandip Foundation in such capacity and at such place as he may from time to time be so directed.

7.2 Liability to abide by Byelaws and Orders:

Every employee shall conform to and abide by these Byelaws and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.

7.3 Obligation to maintain secrecy:

- a) Every employee shall maintain strictest secrecy regarding the Sandip Foundation's affairs and shall not divulge or disclose, directly or indirectly, any information of a confidential nature or relating to the working of the Sandip Foundation to a member of the public or the Sandip Foundation's other employees or to his friends or relatives to the media, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer as a part of his duties. The employee shall not except otherwise told to do so in writing by competent authority communicate or caused to communicate any document fully or partially to anybody else to whom he is not authorized to communicate such document or any information.
- b) No employee shall make use of any information emanating from the Sandip Foundation or otherwise, which has come to his knowledge in the discharge of his official duties for his personal benefit or for the benefit of his friends or relatives.

7.4 Employees to promote Sandip Foundation's interest:

- a) Every employee shall serve the Sandip Foundation honestly and faithfully and shall use his utmost endeavors to promote the interests of the Sandip Foundation and shall show utmost courtesy and attention in all transactions and dealings with the public, the students and the colleagues.
- b) Every employee shall at all times: -
 - b.1) maintain absolute integrity, good conduct and discipline;
 - b.2) maintain devotion and diligence to duty; and
 - b.3) do nothing which is unbecoming of an employee / a public servant.
- c) The employee shall not in his official dealings with the public and others adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.
- d) The employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his superior.
- e) The employee shall do his best to ensure the integrity and devotion to duty of all persons for the time being working under his control and authority.

7.5 Prohibition against participation in politics and standing for election:

The employee shall not take active part in any political activities including political demonstration. He shall not contest any election of such bodies as legislature, Municipal Council or any other Public Body without prior permission of the competent authorities.

7.6 Prohibition against joining certain associations and strikes, etc.:

The employee who is not a 'workman' within the meaning of the Industrial Disputes Act, 1947 shall not:

- a) become or continue to be a member or office bearer of, or be otherwise directly or indirectly associated with, any trade union of employees of the Sandip Foundation who are 'workmen' within the meaning of that Act, or a federation of such trade unions; or
- b) resort to, or in any way abate, any form of strike or participate in any violent, unseemly or indecent demonstration in connection with any matter pertaining to his conditions of service or the conditions of service of any other employee of the Sandip Foundation.

7.7 Contributions to the Public Media:

- a) The employee shall not provide to the press or any other public media without prior sanction of the Competent Authority any document, paper or information which may come in his possession in his official capacity.
- b) The employee shall not except with the previous sanction of the Competent Authority publish or cause to be published any book or any similar printed matter of which he is the author or not or deliver talk or lecture in any public meeting or otherwise.

However, no such sanction shall be required, if such a lecture or broadcast or contribution or publication is of a purely literary, artistic, scientific, professional, cultural, educational, religious or social character not causing any damage to the communal harmony or to reputation of the Sandip Foundation or its authority.

7.8 Employee not to seek outside employment:

No employee shall accept, solicit, or seek any outside employment or office, whether stipendiary or honorary, without previous permission of the Principal.

7.9 Giving evidence:

- a) Save as provided in sub-Byelaw (c) no employee shall, except with the previous approval of the Competent Authority, give any evidence in connection with any enquiry conducted by any person, committee or authority.
- b) Where any approval has been accorded under sub-Byelaw (a) no employee giving such evidence shall criticize the policy or any action of the Sandip Foundation.
- c) Nothing in these Byelaws shall apply to any evidence given (i) at any enquiry before an authority appointed by the Central Government, State Government, Parliament or a State Legislature; or (ii) in any judicial enquiry; or (iii) at any departmental enquiry ordered by the Competent Authority. However, prior intimation may be given to the Competent Authority.

7.10 Seeking to influence:

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the promotion of his interests in respect of matters pertaining to his services in the Sandip Foundation.

7.11 Part-time work:

No full-time employee shall undertake any part-time work for a private or public body or a private person, or accept any fee there for, without a sanction of the Competent Authority, which shall grant the sanction only in exceptional cases when it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities.

The Competent Authority may, in cases in which it thinks fit to grant such sanction, stipulate that any fees received by the employee for undertaking the work shall be shared with the Sandip Foundation in ratio of 30:70 or as may be prescribed.

7.12 Employee not to be absent from duty without permission or be late in attendance:

- a) An employee shall not absent himself from his duties without having first obtained the permission of the Competent Authority, nor shall he absent himself in case of sickness or accident without submitting a requisite medical certificate.

Provided that in the case of temporary indisposition, the production of a medical certificate may, at the discretion of the Competent Authority, be dispensed with.

- b) An employee who absents himself from duty without leave or overstays his leave, except under circumstances beyond his control for which he must tender a satisfactory explanation, shall not be entitled to draw any pay and allowances for the period of such absence or overstay, and shall further be liable to such disciplinary measures as the Competent Authority may think of imposing. The period of such absence or overstay may, if regulated by the Competent Authority shall be treated as period spent on extraordinary leave.
- c) An employee who is habitually late in attendance shall, in addition to such other penalty as the Competent Authority may deem fit to impose, have one day of casual leave forfeited for every three days delay in a month. Where such an employee has no casual leave due to him, the period of leave to be so forfeited may be treated as ordinary or extraordinary leave as the Competent Authority may determine.
- d) Every employee shall mark his attendance everyday by the procedure laid down by the Sandip Foundation from time to time. If an employee fails to follow the procedure on any day(s), he shall apply for leave for the day(s). If no application is made for the said day(s), it shall be treated as unauthorized absence from duty and shall result into loss of pay for the day(s).

7.13 Deserter:

The employee, who has remained absent from duty without permission for a period of more than thirty days, shall be deemed to be deserter and his services shall stand terminated automatically from the date he failed to report for duty and he shall not be entitled to any benefits due to him for his past services.

7.14 Acceptance of gifts:

- a) An employee shall not solicit or accept any gift or permit any member of his family or any person acting on his behalf to accept any gift from any person with whom the employee is likely to have official dealings either directly or indirectly or from any subordinate employee or students. Trivial gifts like small packets of sweets, diaries, calendars on the occasion of Diwali and New Year may, however, be exempted.

Explanation: The expression “gift” shall include free transport, lodging or other such services or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the employee or with the Sandip Foundation.

Note 1: A casual meal, lift or other social hospitality shall not be deemed to be a gift.

Note 2: An employee shall avoid acceptance of lavish or frequent hospitality from any individual or concern having official dealings with the employee or with the Sandip Foundation.

- b) On occasions such as marriages, anniversaries, funerals or religious functions when the making of gifts is in conformity with the prevailing religious or social practice, an employee may accept gifts from his personal friends having no official dealing with the employee or with the Sandip Foundation but he shall make a report to the Competent Authority in the Sandip Foundation.

7.15 Acceptance of Contribution:

No employee shall, except with the previous sanction of the Competent Authority, ask for or accept a contribution to or otherwise associate himself with the raising of any funds or other collections in cash or in kind.

7.16 Consumption of Intoxicating Drinks and Drugs:

- a) An employee shall strictly abide by the law relating to the consumption or possession of intoxicating drinks or drugs in force in any area in which he may happen to be posted for the time being.

An employee shall be liable for disciplinary or even legal action, if he is found under the influence of intoxicating drink or substance while on duty, or if he is reported to have misbehaved under such an influence in a public place.

Explanation: For the purpose of this Byelaw, the term “Public place” would include clubs (even exclusively meant for members where it is permissible for the members to invite non-members as guests), bars and restaurants, public conveyances and all other places to which the public have or are permitted to have access, whether on payment or otherwise.

7.17 Employees in debt:

An employee, against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceedings to the Competent Authority. An employee who applies for the protection of an insolvency court shall be liable for disciplinary action.

7.18 Employees arrested for any charge on him by the Police:

- a) An employee who is arrested on a criminal charge or for any reason or is detained in pursuance of any process of law may, if so directed by the Competent Authority, be considered as being or having been under suspension from the date of his arrest or of his detention, upto such date or during such other period as the Competent Authority may direct. In respect of the period in regard to which he is so treated, he shall be allowed the payment admissible to an employee under suspension under sub-Byelaw of Byelaw.
- b) Any payment made to an employee under sub-Byelaw (a) shall be subject to adjustment of his pay and allowances which shall be made according to the circumstances of the case and in the light of the decision as to whether such period is to be accounted for as a period of duty or leave;

Provided that full pay and allowances will be admissible only if the employee –

- b.1) is treated as on duty during such period; and
- b.2) is acquitted of all charges or satisfies the Competent Authority, in the case of his release from detention being set aside by a competent court, that he had not been found guilty of improper conduct.
- c) An employee shall be liable for dismissal or to any of the other penalties referred to in Byelaw, if he is committed to prison for debt or is convicted for an offence which, in the opinion of the Competent Authority, either involves gross moral turpitude or has a

bearing on any of the affairs of the Sandip Foundation or on the discharge by the employee of his duties with the Sandip Foundation. The opinion in this respect of the Competent Authority shall be conclusive and binding on the employee.

- d) Where an employee has been dismissed in pursuance of sub-Byelaw (c) if thereafter his conviction is set aside by a higher court and the employee is acquitted, he shall be reinstated inservice.

Explanation: In this Byelaw, committal or conviction shall mean committal or conviction by the lowest court or any appellate court.

- e) Where the absence of an employee from duty without leave or his overstay is due to his having been arrested for debt or on a criminal charge or to his having been detained in pursuance of any process of law, the provisions of Byelaw 7.12 shall also apply and for the purposes of that Byelaw as so applied, the employee shall be treated as having absented himself without leave or, as the case may be overstayed, otherwise than under circumstances beyond his control.

7.19 Vindication of acts and character of employee:

- a) No employee shall, except with the previous sanction of the Competent Authority have recourse to any Court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- b) Nothing in this regulation shall be deemed to prohibit an employee from vindicating his private character or any act done by him in private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the Competent Authority regarding such an action.

7.20 Not to address appeals, representations, petitions to outside authority or person:

- a) The employee shall not address any appeal, representation or petition to any outside authority or person in respect of a matter pertaining to the employee's service in the Sandip Foundation without a prior permission of a competent authority. Addressing such appeals, representations or petitions without proper permission shall be deemed a breach of discipline.
- b) The Registrar, with the approval of the Principal, will set up a Staff Redressal Grievance Committee to deal with individual grievances of employees belonging to non-academic category. The guidelines for setting up and functioning of the Staff Redressal Grievance Committee will be as per **Annexure-VI (A)**.

7.21 Criticism of Sandip Foundation:

No employee shall through any media or any document publish in his own name or anonymously, pseudonymously or in the name of any other person or make any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Sandip Foundation.

7.22 Not to misuse residential accommodation or other facilities:

- a) An employee shall not make any improper use of the residential accommodation or any other facility or concession granted to him by the Sandip Foundation.
- b) Save as otherwise expressly permitted by the Sandip Foundation, no employee shall, sub-let, lease or otherwise allow occupation by any other person of Sandip Foundation's residential accommodation which has been allotted to him. He also shall not use it or allow it to be used for the purpose of business, trade or any other such purpose
- c) An employee shall, after the determination / cancellation of his allotment of residential accommodation vacate the same within the time limit specified by the allotting authority.

7.23 Improper conduct on the part of employee:

A breach of any of these Byelaws related to discipline, violation of any accepted patterns of behavior, moral and ethical rules of society etc. and any one or more of the following acts on the part of an employee shall be deemed as misconduct calling for disciplinary action.

- a) An act or conduct prejudicial or likely to be prejudicial to the interests of the Sandip Foundation or to the reputation of the Sandip Foundation.
- b) An act or conduct inconsistent or incompatible with the due or peaceful discharge of his duty to the Sandip Foundation.
- c) An act or conduct of an employee that makes it unsafe for the Sandip Foundation to retain him in service
- d) An act or conduct of the employee which is grossly immoral.
- e) An act or conduct of the employee which brings the employee's sincerity, honesty integrity and loyalty to the Sandip Foundation under the shadow of doubt, use of abusive indecent language which is likely to disturb harmony and peace in the place of work.
- f) An act of insult and/or insubordination to such a degree as to be incompatible with the continuance of his relation with the superiors.
- g) Habitual negligence in respect of the duties assigned to him.
- h) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- i) Untrustworthiness, theft, fraud or any other act of dishonesty in connection with the Sandip Foundation's activities and property.
- j) Strike, picketing, gherao, or inciting others to go on strike in contravention of the provisions of any law, or rule having the force of law.
- k) Riotous and disorderly behaviour during, before and after the office hours.
- l) Habitual late attendance, absence without permission and overstaying leave.
- m) An act for which an employee is convicted by a criminal court or for which calls for such a conviction.
- n) Being in intoxicated condition while on duty.
- o) Resorting to media and legal measures against Sandip Foundation, colleagues and administration without seeking redressal of grievances through proper procedures laid down by the rules of the Sandip Foundation from time to time.
- p) Behaving with a mind prejudiced with caste, creed, religion, language, race or gender consideration with his colleagues or to use them for self interest.
- q) Refusal to execute the decisions or orders of appropriate administrative and academic bodies and/or functionaries of the Sandip Foundation. This would not inhibit his right to express his/her difference of opinion with their policies or decisions on official level.
- r) Lodging unsubstantiated allegation against colleagues/ authorities with higher authorities/police.
- s) Gross partiality in assessment of students, deliberately over-marking/ under-marking or attempts at victimization on any ground and not to maintain secrecy with regard to examinations.
- t) Failure to perform his academic and other duties satisfactorily.
- u) Refusal to accept order, charge sheet or any other communication served on him.

- v) Falsification or tampering with the record.
- w) Conducting and/or teaching in tuition classes/coaching classes or engaging in any business or profession while in the employment of the Sandip Foundation.

7.24 Penalties:

Without prejudice to the other provisions of these Regulations, an employee who commits a breach of any regulation of the Sandip Foundation or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interests of the Sandip Foundation or anything contrary to the orders, instructions given to him, or who commits a breach of discipline or he accepts the charge of any other act of misconduct, shall be liable to the following penalties:

a) Minor penalties:

- a.1) Censure;
- a.2) Recovery from pay of the whole or part of any pecuniary loss caused to the Sandip Foundation by the employee by negligence in duty or breach of orders;
- a.3) Reduction to a lower stage in the time scale of pay for a period not exceeding three years without cumulative effect;
- a.4) Withholding of increments of pay;

b) Major penalties:

- b.1) Reduction to a lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that scale of pay, grade, post or service.
- b.2) Compulsory retirement;
- b.3) Removal from service, which shall not be a disqualification for future employment;
- b.4) Dismissal from service, which shall ordinarily be a disqualification for future employment.

Explanation: The following shall not amount to a penalty within the meaning of this bye-law namely: -

- b.4.1) Withholding of one or more increments of an employee on account of his failure to pass a specified departmental test or examination in accordance with the terms of appointment to the post which he holds.
- b.4.2) Stoppage of pay of an employee at the efficiency bar in a time scale, on the ground of his inability to cross the bar;
- b.4.3) Non-promotion whether in an officiating capacity or otherwise, of an employee, to a higher grade or post for which he may be eligible for consideration but for which he is found unsuitable after consideration of his case;
- b.4.4) Reversion to a lower grade or post, of an employee officiating in a higher grade or post, on the ground that he is considered, after trial, to be unsuitable for such higher grade or post, or on administrative grounds unconnected with his conduct;

- b.4.5) Reversion to his previous grade or post, of an employee appointed on probation to another grade or post, during or at the end of the period of probation, in accordance with the terms of his appointment or regulations or orders governing such probation;
- b.4.6) **Termination of the service: -**
- i) The appointing authority shall have the power to terminate the services of an employee on one month notice without assigning any reasons, during the period of probation, or extended period of probation, in accordance with the terms of his appointment, or the regulations or orders governing such probation;
 - ii) The appointing authority shall have the power to terminate the services of an employee on grounds of retrenchment by giving to the person or persons concerned 3 months notice in writing or 3 months salary in lieu thereof in case of permanent employees, and one month's salary in case of temporary employees. In case of retrenchment in a particular cadre the junior most employees will be retrenched, first. Such a notice or pay in lieu thereof shall not be required to be given when services are terminated on grounds of misconduct and/or discipline.
 - iii) The appointing authority shall have the power to terminate the services of an employee convicted in the court of law for offences involving moral turpitude.
 - iv) The appointing authority shall have the power to terminate the services of an employee appointed in a temporary capacity otherwise than under a contract or agreement, on the expiration of the period for which he was appointed, or earlier in accordance with the terms of his appointment;
 - v) The appointing authority shall have the power to terminate the services of an employee appointed under a contract or agreement, in accordance with the terms of such contract or agreement; and
 - vi) The appointing authority shall have the power to terminate the services of an employee on abolition of post
 - vii) An employee may terminate his engagement with the Sandip Foundation by giving the appointing authority three month's notice in writing if he is a permanent employee and one month's notice in writing if he is a temporary employee, provided that the appointing authority may for sufficient reasons, either reduce this period or call upon the employee concerned to continue in service till the end of the academic session in which the notice is served.
 - viii) An employee, before leaving the Sandip Foundation service shall hand over the charge of his post to a duly authorized employee and shall return to the Sandip Foundation all books, apparatus, furniture, etc., issued to him for his personal use and shall pay up in full, all the charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he fails to do so, the Sandip Foundation shall have the power to recover the amount due from his last salary or from the Sandip Foundation contribution to his provident Fund.
 - ix) An employee, who is in the occupation of residential accommodation of the Sandip Foundation, shall on leaving the service of the Sandip

Foundation, vacate the residence allotted to him by the Sandip Foundation in accordance with the provisions of house allotment Regulations

- b.4.7) Termination of employment of an employee on medical grounds, if he is declared unfit to continue in the Sandip Foundation 's service by the Sandip Foundation 's Medical Officer;
- b.4.8) Retirement of an employee in accordance with the provision to Byelaw 2.8(a).

7.25 Procedure to be adopted for imposing major penalties:

- a) No order imposing any of the major penalties specified in Byelaw 7.24(b) shall be made except after an inquiry is held in accordance with this Byelaw.
- b) Whenever the Competent Authority is convinced that there are adequate grounds to conduct an enquiry to find out the facts related to any imputation of misconduct or misbehavior against an employee, it may itself inquire into or appoint any other officer (hereinafter referred to as the inquiry officer) to inquire into the truth thereof in **Form (a) of Annexure VI (B)**.

Explanation: A breach of any of the provisions of these Byelaws or actions classified as a misconduct, shall be deemed to constitute misconduct. The enquiry under this Byelaw shall be conducted, in case the employee against whom proceeding is taken is an officer, by any officer who is in a grade higher than such an employee and in the case of other employees by any officer.

Explanation: When the Competent Authority itself holds the inquiry any reference in sub-Byelaws (h) to (u) to the term Inquiry Officer shall be construed as a reference to the Competent Authority

- c) When it is proposed to hold an inquiry, the Competent Authority shall frame definite and distinct charges on the basis of the allegation against the employee and the articles of charge, together with a statement of the allegations, on which they are based, shall be communicated in writing to the employee in **Form (b) of Annexure VI (C)**, who shall be required to submit within such time as may be specified by the Competent Authority (not exceeding 15 days), or within such extended time as may be granted by the said Authority, a written statement of his defence.
- d) On receipt of the written statement of the employee, or if no such a statement is received within the time specified, an inquiry may be held by the Competent Authority itself, or if it considers it necessary to do so appoint under sub-Byelaw (b) an Inquiry Officer for the purpose.

Provided that it may not be necessary to hold an inquiry in respect of the articles of charge admitted by the employee in his written statement but it shall be necessary to record its findings on each of such charges.

- e) The Competent Authority shall, where it is not the Inquiry Officer, forward to the Inquiry Officer;
 - e.1) a copy of the articles of charge and statements of imputations of misconduct or misbehavior;
 - e.2) a copy of the written statement of defence, if any submitted by the employee;
 - e.3) a list of documents by which and list of witnesses by whom the articles of charge are proposed to be substantiated;
 - e.4) Copies of statements of the witnesses, if any;

- e.5) evidence providing the delivery of articles of charge under sub- Byelaw (c);
- e.6) a copy of the order appointing the ‘Presenting Officer’ in terms of sub-Byelaw (f).
- f) Where the Competent Authority itself inquires or appoints an Inquiry Officer for holding an inquiry, it may, by an order, appoint an officer to be known as the “Presenting Officer” to present on its behalf the case in support of the articles of charge.
- g) The employee may take the assistance of any other employee but may not engage a legal practitioner, for the purpose of his defence, unless the presenting officer appointed by the Competent Authority, is a legal practitioner or Competent Authority having regard to the circumstances of the case, so permits.
- h)
 - h.1) The Inquiry Officer shall by notice in writing specify the day on which the employee shall appear in person before the Inquiry Officer.
 - h.2) On the date fixed by the Inquiry Officer, the employee shall appear before the Inquiry Officer at the time and place specified in the notice.
 - h.3) The Inquiry Officer shall ask the employee whether he accepts the charge or has any defence to make and if he accepts the charge to any or all of the Articles of charge, the Inquiry Officer shall record his plea, sign the record and obtain the signature of the employee concerned thereon.
 - h.4) The Inquiry Officer shall prepare and present a report in respect of those articles of charge to which the employee concerned accepts the charge.
- i) If the employee does not accept the charge, the Inquiry Officer shall adjourn the case to a later date not exceeding 30 days.
- j)
 - j.1) The Inquiry Officer shall, where the employee does not admit all or any of the articles of charge, furnish to such employee a list of documents by which, and a list of witness by whom, the articles of charge are proposed to be proved.
 - j.2) The Inquiry Officer shall also issue an order that the employee may for the purpose of preparing his defence -
 - J.2.1) inspect within five days of the order or within such further time not exceeding five days as the inquiring officer may allow, the documents listed;
 - J.2.2) submit a list of documents and witnesses that he wants to be present on his behalf for the inquiry;
 - J.2.3) be supplied with copies of statements of witnesses to be relied upon, if any, recorded earlier and the Inquiry Officer shall furnish such copies not later than three days before the commencement of the examination of the witnesses by the Inquiry Officer;
 - J.2.4) give a notice within ten days of the order or within such further time not exceeding ten days as the inquiring officer may allow for the discovery or production of the documents referred to in item (j.2.2).

Note: The relevance of the documents and the examination of the witnesses referred to in sub-clause (j.2.2) shall be given by the employee concerned.
- k) The Inquiry Officer shall, on receipt of the notice for the discovery or production of the documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of the documents on such date as may be specified.

- l) On the receipt of the requisition under sub-regulation (k), the authority having the custody or possession of the requisitioned documents shall arrange to produce the same before the Inquiry Officer on the date, place and time specified in the requisition;
- Provided that the authority having the custody or possession of the requisitioned documents may claim privilege if the production of such documents will be against the public interest or the interest of the Sandip Foundation. In that event, it shall inform the Inquiry Officer accordingly.
- m) On the date fixed for the inquiry, the oral or documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Competent Authority.
- The witnesses produced by the Presenting Officer shall be examined by the Presenting Officer and may be cross-examined by or on behalf of the employee.
- The Presenting Officer shall be entitled to reexamine his witnesses on any points on which they have been cross examined, but not on a new matter, without the leave of the inquiry officer.
- The inquiry officer may also put such questions to the witnesses.
- n) Before the close of the case, the Inquiry Officer may, in its discretion, allow the Presenting Officer to produce evidence not included in charge- sheet or may itself call for new evidence or recall or re-examine any witness in support of the charges,. In such case the employee shall be given an opportunity to inspect the documentary evidence before it is taken on record, or to cross-examine a witness, who has been so summoned. The Inquiry Officer may also allow the employee to produce new evidence, if it is of opinion that the production of such evidence is necessary in the interests of justice.
- o) When the case in support of the charges is closed, the employee may be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case a copy of the statement of defence shall be given to the Presenting officer, if any, appointed.
- p) The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf, if he so prefers. The witnesses produced by the employee shall then be examined by the employee and may be cross-examined by the Presenting Officer. The employee shall be entitled to re- examine any of his witnesses on any points on which they have been cross- examined, but not on any new matter without the leave of the Inquiry Officer.
- q) The Inquiry Officer may, after the employee closes his evidence, and shall, if the employee has not got himself examined, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- r) After the completion of the production of the evidence, the employee and the Presenting Officer may file written briefs of their respective cases within 15 days of the date of completion of the production of evidence.
- s) If the employee does not submit the written statement of defence referred to in sub-regulation (c) on or before the date specified for the purpose or does not appear in person, or through the assisting officer or otherwise fails or refuses to comply with any of the provisions of these bye-laws, the Inquiry Officer may hold the inquiry ex-parte.
- t) Whenever any Inquiry Officer, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another Inquiry Officer who has, and who exercises, such jurisdiction, the Inquiry Officer so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by himself:

Provided that if the succeeding Inquiry Officer is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine any such witnesses as herein before provided.

- u) u.1) On the conclusion of the inquiry the Inquiry Officer shall prepare a report which shall contain the following:
 - u.1.1) a gist of the articles of charge and the statement of the imputations of misconduct or misbehavior;
 - u.1.2) a gist of the defence of the employee in respect of each article of charge;
 - u.1.3) an assessment of the evidence in respect of each article of charge;
 - u.1.4) the findings on each article of charge and the reasons therefore

Explanation: If, in the opinion of the Inquiry Officer the proceedings of the inquiry establish any article of charge different from the original article of charge, he may record his findings on such an article of charge.

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

- u.2) The Inquiry Officer, where he is not himself the Competent Authority, shall forward to the Competent Authority the records of inquiry which shall include –
 - u.2.1) the report of the inquiry prepared by him under clause (u);
 - u.2.2) the written statement of defence, if any, submitted by the employee referred to in sub-Byelaw (o);
 - u.2.3) the oral and documentary evidence produced during the course of the inquiry;
 - u.2.4) written briefs referred to in sub-regulation (r), if any and
 - u.2.5) the orders, if any, made by the Competent Authority and the Inquiry Officer in regard to the inquiry.

7.26 Action on the inquiry report:

- a) The Competent Authority, if it is not itself the Inquiry Officer, may, if it so desires for reasons to be recorded by it in writing, remit the case to the Inquiry Officer for fresh or further inquiry and to report and the Inquiry Officer shall thereupon proceed to hold the further inquiry according to the provisions of Byelaw 7.25 as far as may be.
- b) The Competent Authority, shall, if it disagrees with the findings of the Inquiry Officer on any articles of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.
- c) If the Discipline Authority who initiated the case is competent to award only minor penalties and is of the opinion that major penalties is to be imposed, it should send the entire records and findings without recording any opinion with regard to the imposition of the penalty to the Competent Discipline Authority which will record its findings and passed orders as deemed fit.
- d) The Discipline Authority should forward a copy of the report of the enquiring officer together with its tentative reasons for disagreement, if any, with the findings to the employee giving him 15 days time to make any representation / submission.
- e) The representation, if any, submitted by the employee should be considered before passing final orders.

- f) These orders should be communicated to the employee with a copy of the findings on each article of charge. The Disciplinary Authority should take a final decision on the inquiry report within three months.
- g) If the Competent Authority having regard to its findings on all or any of the articles of charge is of the opinion that no penalty is called for, it may pass an order exonerating the employee concerned.

7.27 Procedure for imposing minor penalties:

- a) Where it is proposed to impose any of the minor penalties specified in clauses (a.1) to (a.4) of Byelaw 7.24(a), the employee concerned shall be informed in writing of the imputations of lapses against him and shall be given an opportunity to submit his written explanation within a specified period of not exceeding 15 days or such extended period as may be granted by the Competent Authority and the reply / explanation, if any, submitted by the employee shall be taken into consideration by the Competent Authority before passing orders. No full-fledged and elaborate departmental enquiry will be necessary for imposing minor penalties.
- b) Where however, the Competent Authority is satisfied that a major penalty is necessary, it shall follow the procedure for imposing a major penalty as laid down in Byelaw 7.25.
- c) The record of the proceedings in such cases shall include:
 - c.1) A copy of the statement of imputations of lapses furnished to the employee;
 - c.2) The reply / explanation, if any, of the employee; and
 - c.3) The orders of the Competent Authority together with the reasons therefore.

7.28 Communication of orders:

Orders made by the Competent Authority under Byelaw 7.25 shall be communicated to the employee concerned, who shall also be supplied with a copy of the report of inquiry, if any.

7.29 Common Proceedings:

Where two or more employees are concerned in a case, the Competent Authority may make an order directing that the disciplinary proceedings against all of them may be taken as a common proceeding.

7.30 Special procedure in certain cases:

Notwithstanding anything contained in Byelaw 7.25 or Byelaw 7.26 or Byelaw 7.27, the Competent Authority may impose any of the penalties specified in Byelaw 7.24 if the facts on the basis of which action is to be taken have been established in a Court of Law or Court Martial or where the employee has absconded or where it is for any other reason not possible to communicate with him or where there are other difficulties in observing the requirements contained in Byelaws 7.25, 7.26 and 7.27 and the requirements can be waived without injustice to the employee. In every case where all or any of the requirements of Byelaws 7.25, 7.26 and 7.27 are waived, the reasons for doing so shall be recorded in writing.

7.31 Suspension:

- a) An employee may be placed under suspension, by general or special order, in **Form (c) in Annexure VI (D)**, by the Competent Authority under the following circumstances: –
 - a.1) When preliminary enquiry supports a prima facie case for initiating criminal/departmental proceedings that are likely to lead to his conviction, and/or dismissal, removal or compulsory retirement from service or any other major penalty.

- a.2) When his continuance in office will prejudice investigation, trial or inquiry, or is likely to seriously subvert discipline or be against the wider interest of the Sandip Foundation.
- a.3) When he is charged with misdemeanor of the following types:-
 - a.3.1) Offence or conduct involving moral turpitude;
 - a.3.2) Corruption, embezzlement or misappropriation of Sandip Foundation's money; possession of disproportionate assets, misuse of official powers for personal gain;
 - a.3.3) Serious negligence and dereliction of duty resulting in considerable loss to the Sandip Foundation, and
 - a.3.4) Refusal or deliberate failure to carry out written orders of superior officers.
- b) An employee shall be deemed to have been placed under suspension by an order of the Competent Authority –
 - b.1) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours;
 - b.2) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment and is forthwith not dismissed or removed or compulsorily retired consequent to such conviction.

Explanation: - The period of 48 hours referred to in clause (b.1) of this sub-Byelaw shall be computed from the commencement of the imprisonment after the conviction and for that purpose, intermittent periods of imprisonment, if any, shall be taken into account.
- c) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal under these Byelaws and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have been continued in force on and from the date of original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- d) Where a penalty of dismissal or removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a Court of Law, the Competent Authority, on a consideration of the circumstances of the case, decides to hold a further enquiry against him on the allegations on which a penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the Competent Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- e) Provided that no such further enquiry shall be ordered unless it is intended to meet a situation where the Court has passed an order purely on technical grounds without going into the merits of the case. An order of suspension made or deemed to have been made under this regulation may at any time be modified or revoked by the Competent Authority, which made or is deemed to have made the order.

7.32 Subsistence Allowance:

During such suspension, he shall receive subsistence allowance equal to (i) fifty percent of pay and allowances thereon, for the first six months of suspension; and (ii) seventy-five per cent of pay and allowances thereon for the period of suspension beyond six months.

Provided that the enhanced rate of subsistence allowance specified under sub- clause (ii) shall be admissible only if the enquiry is not delayed for reasons attributable to the concerned employee or any of his representatives.

Provided further that if no penalty under Byelaw 7.24 is imposed, the employee shall be refunded the difference between the subsistence allowance and the emoluments which he would have received but for such suspension, for the period he was under suspension, and that, if a penalty is imposed on him under Byelaw 7.24, no order shall be passed which shall have the effect of compelling him to refund such subsistence allowance. The period during which an employee is under suspension shall, if he is not dismissed or removed or compulsorily retired from service, be treated as period spent on duty or leave as the Competent Authority who passes the final order may direct.

7.33 Appeal:

- (A) In the case of an appeal against an order under this clause, the appellate authority shall consider:
- (a) Whether the facts on which the order was passed have been established;
 - (b) Whether the fact established afford sufficient ground for taking action;
 - (c) Whether the penalty is excessive, adequate or inadequate; and after due consideration shall pass such order as it thinks proper.
- (B) For all the employees of the Sandip Foundation, the Appellate Authority is the Chairman.
- (a) An employee may appeal against an order imposing upon him any of the penalties specified in Byelaw 7.24 or order of suspension under Byelaw 7.31. The appeal shall lie with the Appellate Authority. For the purpose of this Byelaw “Appellate Authority” means the President.
 - (b) Every appeal shall comply with the following requirements:
 - b.1) it shall be typed in Marathi or Hindi or English.
 - b.2) it shall be couched in polite and respectful language and shall be free from unnecessary padding or superfluous verbiage.
 - b.3) it shall contain all material statements and arguments relied on and shall be complete in itself.
 - b.4) it shall specify the relief desired.
 - (c) An appeal shall be preferred to the appellate authority within 45 days from the date of receipt of the order appealed against. The Appellate Authority shall consider whether the findings are justified or whether the penalty is excessive or inadequate and pass appropriate orders. The Appellate Authority may pass an order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case

Provided that –

- c.1) if the enhanced penalty which the Appellate Authority propose to impose is a major penalty specified in Byelaw 7.24(b) and if an inquiry as provided in Byelaw 7.25 has not already been held in the case, the Appellate Authority shall direct that such an inquiry be held in accordance with the provisions of Byelaw 7.25 and thereafter consider the record of the inquiry and pass such orders as it may deem proper.
- c.2) If the Appellate Authority decides to enhance the punishment but an inquiry has already been held as provided in Byelaw 7.25, the Appellate Authority shall give a show cause notice to the employee as to why the enhanced penalty should not be imposed upon him and shall pass final order after taking into account the representation, if any, submitted by the employee

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8	CODE OF CONDUCT & CODE OF PROFESSIONAL ETHICS
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8.1 Code Of Conduct:

- 8.1.1 Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.
- 8.1.2 Unless otherwise specifically provided in the appointment order, every employee shall be a whole time employee of the SF's Institute and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature.
 Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties.
 Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.
- 8.1.3 An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.
- 8.1.4 An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.
- 8.1.5 No employee shall leave the station without prior approval of the competent authority.
- 8.1.6 Subject to the general laws on the subject, no employee shall;
- (a) be under the influence of liquor or drugs;
 - (b) appear in public in a state of intoxication.
 - (c) Participate in demonstration, dharna, strike etc.
- 8.1.7 No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or local bodies take part in any other election as independent or on any party ticket.
- 8.1.8 No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the SF's Institute.
- 8.1.9 No employee shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical.
 Provided that no such permission shall be required, if such broadcast or such contribution is purely of literary, artistic or scientific character.
- 8.1.10 No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionaries of the SF's Institute.
- 8.1.11 No employee shall communicate without authorization, any information or documents save in cases where such communication is in the discharge of duty assigned to him.
- 8.1.12 No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or company.
- 8.1.13 No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.
- 8.1.14 No employee is expected to undertake any outside job and violation of the said clause will be dealt seriously. Any employee who is convicted in any criminal case or insolvency shall be liable for dismissal from service without any show-cause notice

- 8.1.15 No employee shall contract a bigamous marriage in contravention of the law on the subject.
- 8.1.16 No employee shall misuse or carelessly use the facilities provided by the SF's Institute to facilitate the discharge of his official duties.
- 8.1.17 No employee shall ask or permit his spouse to ask any of his subordinate to purchase anything either on advance payment or otherwise.
- 8.1.18 No teacher or non-teaching staff shall engage himself in coaching privately any student for any remuneration. No employee shall directly or indirectly engage in the business of money lending/gambling/betting/lottery or any such other speculation.
- 8.1.19 If a staff member draws advance from the SF's Institute to meet financial expenses for official tour or for arrangement of a SF's Institute event, he / she shall settle the account within 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary
- 8.1.20 No employee should use impertinent language and derogatory loose talk while interacting with superiors and should obey the work entrusted. Also the Heads of Departments or persons in-charge are expected to give clear, feasible instructions.
- 8.1.21 Malpractices: No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the SF's Institute.
- 8.1.22 Acts of commission enumerated below will be in violation of code of conduct and will constitute serious misconduct which are unacceptable to the SF's Institute and often result in disciplinary action or termination of employment:
- Theft, fraud, deliberate falsification of records.
 - Fighting with/ assault on another person.
 - Physical violence or bullying.
 - Deliberate damage to SF's Institute property.
 - Serious act of insubordination.
 - Unauthorized entry to computer records.
 - Deliberately accessing internet sites containing pornographic, offensive or obscene material.
 - Serious breach of health and safety rules.
 - Remaining absent from duty for 10 days without the information to H.O.D /officer concerned/ superior officer in line.
 - Bribery or corruption including taking and giving inducements.
 - Manipulation of SF's Institute's documents /records.
 - Deliberate failure to comply with statutory or regulatory requirements or the SF's Institute's rules, policies or procedures.
 - A criminal activity or offence (Whether committed during or outside normal working hours).
 - Inappropriate relationship with student even consensual.
 - Violent or abusive or indecent behavior.
 - Failure to exercise efficient supervision on the subordinate staff.
 - Insubordination or disobedience to any lawful Order of his/her Superior Officer.
 - Failure on the part of an employee to give full and correct information regards is/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.
 - Interfering with the work performance of another employee.
 - Sleeping on duty.
 - Negligence.
 - Dereliction of duty.
 - Continued failure to perform assigned duties.

8.2 The Code of Ethics:

The effectiveness of a SF's Institute in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the faculty and employees displays in day to day discharge of their duties. It is in this belief that a code of conduct has been drawn that will provide general framework of ideals and expectations from the faculty members. The code of ethics is intended to be a self-imposed discipline within which the faculty members and others may exercise academic independence.

8.2.1 Content Competence:

A faculty member should maintain a high level of subject knowledge and must ensure that the content are current, accurate, and appropriate with reference to the requirement of the course of study.

8.2.2 Pedagogical Competence:

A pedagogically competent faculty member;

- precisely communicates objectives of the course to students;
- is aware of alternative instructional methods and strategies; and
- selects method of instruction that is effective in achieving the objectives.

8.2.3 Student Competence:

A faculty member must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to student's development.

8.2.4 Dual Relationship with Students:

A faculty member must not enter into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.

8.2.5 Confidentiality:

Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the SF's Institute or its students.

8.2.6 Respect of Colleagues:

All members of SF's Institute community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

8.2.7 Impartial Assessment Of Students:

Assessment of student performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.

8.2.8 Respect of The SF's Institute:

All the employees of the SF's Institute must respect the values, the goals and the policies laid down by the SF's Institute.

8.2.9 Scholastic Integrity:

The controversial issues must always be examined objectively, rather than confining to or emphasizing on the one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

8.2.10 Responsibilities towards Society:

The SF's Institute employees must be aware that the ultimate purpose of education is the overall development of the civil society.

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

8.2.11 Teachers and Guardians:

Try to see through teachers' bodies and organizations, that SF's Institute maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students.

8.2.12 IPR (Intellectual Property Rights):

There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the SF's Institute.

8.2.13 Responsibility towards Students:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

9**DUTIES AND RESPONSIBILITIES OF EMPLOYEES****9.1 Duties And Responsibilities of Employees:**

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability,

A. Principal:

As the figure head of the institute, principal should have the vision and leadership ability to keep a college developing.

Academic:

- i. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Dean Academics and Head of Departments.
- ii. To take institute and faculty feedback and accordingly take the remedial actions.
- iii. To plan and take the necessary actions for improvement of college results and academics
- iv. To promote industry institution interaction and research & development activity.
- v. Guide, Monitor & control the student's academic, curricular, co-curricular, extra-curricular activities enabling their overall professional development.
- vi. To act and support activities so as to have excellent academic results & students' performance.
- vii. To take measures to enhance the academic standards of the institute.
- viii. To make arrangements for extra classes including, evening classes, for various courses.
- ix. To get the academic calendars prepared;
- x. To motivate the teachers for research, consultancy & funding projects to submit proposals to various funding agencies like DST, AICTE, DDUGKY etc.
- xi. To take enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year.
- xii. To go round the class rooms to ensure that the class work is being conducted effectively.
- xiii. To instruct the teaching staff through a schedule to conduct annual stock verification of lab equipments.
- xiv. To execute Value Added Programmes for each department.

Administration:

- i. To conduct the periodical meetings of the faculties for effective administration of the college.
- ii. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- iii. To get the institute accredited from agencies like NAAC, NBA & NIRF.
- iv. To sanction the leave of the staff as per the norms.
- v. To monitor and update the institute website with complete information about the institute.
- vi. To communicate with University of Pune, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.
- vii. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and College Development Committee and maintain minutes of the meetings.

- viii. To execute any other work assigned by the management.
- ix. To execute recruitment process of teaching and non teaching staff in consultation with the management.
- x. Comply with the requirements of the University, DTE, State Government, AICTE rules, regulations & norms.
- xi. Supervise, Guide, Train, Motivate and Control the teaching and supporting staff.
- xii. Periodically evaluate performance of the probationers with the consultation of the respective Head of the Department (HOD).and inform management about his performance to take the corrective measures.
- xiii. To execute the admission process as per norms, rules & regulations.
- xiv. Liaison with various academic departments, sections such as Library, T & P, Hostels etc.
- xv. Assign duties, authorities and responsibilities to Dean Academics, Head of the Departments, Teaching Staff, Administrative Office Staff and Supporting Staff.
- xvi. Holding meetings of all stake holders

Finance:

- i. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
- ii. To authorize for cash advances for urgent purchases required in the institute.
- iii. To ensure that all financial transactions are conducted as per the norms.
- iv. To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per NBA/NAAC guidelines.
- v. Identify and plan for the source of finance, financial provisions, preparation of budgets.
- vi. Preparation of short term (1-2 years) budget. Decide the allocation of funds for budgeted expenditure among different heads.
- vii. To supervise and control accounting procedures, preparation of budgets, balance sheets, audited statements etc.
- viii. To apply for Fees Regulation Authority (FRA)for fee fixation of the Institute within the prescribed time period.

Promotion of co-curricular and extracurricular activities:

- i. To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Dean Academic Students Welfare.
- ii. To Guide, Monitor & control the student's academic, curricular, co-curricular, extra curricular activities enabling their overall professional development.

B. Dean – Academic:

- i. Academic planning like working out load, faculty requirement etc.
- ii. Execution – See that according to load the required faculty is available, judicious load is allotted and accordingly time table is prepared and being followed in Departments.
- iii. Analysis – Utilization of class rooms labs etc and submit the report to Principal.
- iv. Feedback-Provide the feedback to Institute Heads on performance of various Academic Systems.
- v. Result – Compare the results, initiate the measures to improve the result to the best.

- vi. Complete supervision on performance of academic systems. Taking the instructions from Institute Head passing on and implementing vice versa taking the suggestions from departments discussing with Institute Head/Principal and implementing accordingly.
- vii. To assist the Principal in design, development and implementation of institutional academic philosophy and policies.
- viii. Design and suggest the academic calendar for UG and PG programs.
- ix. Propose, Design and suggest the activities for the improvement in teaching-learning process, academic strategy and systems.
- x. Support, ensure the Standardization of academic processes.
- xi. Perform monitoring of academic discipline such as students reporting, conduction of classes and laboratories.
- xii. Monitoring of the execution of teaching-learning process through review of student attendance, syllabus coverage, tutorial and assignments, practical etc.
- xiii. Perform the monitoring and assessment of performance of Faculty, Staff and students and counsel them for improvement of academic process
- xiv. Ensure the quality of course content delivery through surprise visits to classes and laboratories.
- xv. Perform analysis of student Performance-Internal and University exams and present to Principal and Management.
- xvi. Ensure proper utilization of academic infrastructure and other academic support units.
- xvii. Create awareness and support faculty and staff for the implementation of academic policies.
- xviii. Organize the academic review meeting for monitoring the progress.
- xix. To motivate staff and the students towards the achievement of excellence in academic process.
- xx. Organize the faculty development programs to develop the faculty and staff in state of the art teaching-learning methodologies.
- xxi. To supervise the inter-institute collaborative UG/PG/Doctoral programme in consultation with concerned stake holders.
- xxii. The Dean Academics will act in consultation with Principal for overall academic development of the Institute.
- xxiii. To review and get approval of the academic / event calendars from Principal / management.
- xxiv. To review and get approval of the time tables of various departments from Principal / management
- xxv. To review and get approval of the faculty requirements for the program from Principal / management.
- xxvi. To coordinate with Principal, Dean Academics, Head of Departments, Academic Coordinators, Faculties, Students, Parents for appropriate information and activities.
- xxvii. To recommend the disciplinary actions for faculty, staff and students to Principal.
- xxviii. To Review the academic process by supervising attendance of lectures, verification of files, student interaction, and faculty interaction.
- xxix. Close supervision over content delivery ensuring the perfect teaching learning process.
- xxx. To execute Value Added Programs for each department.

- xxxi. To motivate the teachers for research, consultancy & funding projects to submit proposals to various funding agencies like DST, AICTE, DDUGKY, SPPU etc
- xxxii. To get the institute / Department accredited from agencies like NAAC, NBA & NIRF.
- xxxiii. To motivate the faculty:
 - a) To prepare and submit proposals for external funding agencies like UGC, AICTE, CSIR, DST, DBT etc.
 - b) For Research Paper publications in International and National Journals.
 - c) To assist faculty for applying to different agencies of Government of India & other agencies from National funding agencies like UGC, CSIR, DST, DBT etc for research projects

C. Head of Department:

Academic:

- i. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- ii. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- iii. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
- iv. To monitor and conduct academic activities of the department under the guidance of the Principal.
- v. To take department and faculty feedback and accordingly take the remedial actions.
- vi. To plan and take the necessary actions for improvement of department results and academic performance.
- vii. To coordinate term work assessment and conduction of practical /oral examinations as laid down by University of Pune.
- viii. To execute Value Added Programs for his/her department.
- ix. To appraise and consult Principal and Dean Academics about the planning, functioning and performance of the academic processes.
- x. To ensure the academic discipline through observation, review and monitoring activities.
- xi. To review and ensure the performance of students such as attendance, term work, detention, achievements.
- xii. Propose new academic programs and the expansion of the department.
- xiii. To execute the entire academic process of department as per the academic calendar.
- xiv. Ensure the execution of responsibilities assigned by the University / Institute from time to time.
- xv. Counsel students, faculty and staff for the improvement of academic process.
- xvi. Coordinate with other stakeholders like parents, employers, research organizations, experts etc., to strengthen the academics of the program.
- xvii. Review and approve the performance of students such as consideration of term work, marks given, detention of students etc.
- xviii. Conduct inspection of conduction of classes / Laboratory in progress.

- xix. Preparing the time tables and judicious allotments of load as per work load policy of Sandip Foundation.
- xx. Close supervision over content delivery ensuring the perfect teaching learning process.
- xxi. Identify the needs of the Department with regard to Labs, Curriculum/Syllabus, Equipments in the Labs and required faculty and supporting staff.
- xxii. To motivate the teachers for research, consultancy & funding projects to submit proposals to various funding agencies like DST, AICTE, DDUGKY, SPPU etc
- xxiii. To motivate the faculty:
 - a) To prepare and submit proposals for external funding agencies like UGC, AICTE, CSIR, DST, DBT etc.
 - b) For Research Paper publications in International and National Journals.
 - c) To assist faculty for applying to different agencies of Government of India & other agencies from National funding agencies like UGC, CSIR, DST, DBT etc for research projects
- xxiv. To get the institute / Department accredited from agencies like NAAC, NBA & NIRF.
- xxv. Interact with students (Section wise) of their branch once in 15 days, identify the problems and find solutions in consultation with the principal.
- xxvi. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
- xxvii. Collect the student feedback on line about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the Principal & Management. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester. (**Annexure – VII**)
- xxviii. Counsel the students who are absent for the mid test or irregular to the class work.
- xxix. Arrange special classes if necessary for the benefit of below average students.
- xxx. Plan and conduct the on line course of studies (MOOC) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
- xxxi. To look after Alumni Affairs of the department and to arrange Alumni meets once in a year.

Administration:

- i. To maintain discipline and enforce rules as laid down by the institute, in the department.
- ii. To monitor the day to day activities of the department.
- iii. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- iv. To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
- v. To initiate recruitment of non teaching staff & teaching staff as per rules laid down by University of Pune.
- vi. The performance of the probationers will be periodically evaluated by the respective Head of the Department (HOD).

- vii. The method of evaluation for performance of the probationers is by analysis of the 360 degree feedback mechanism. Analysis of the feedback from:
 - (a) Students,
 - (b) Colleagues,
 - (c) Senior Faculty Members,
 - (d) Reporting Authority (HOD),
 - (e) Members of the Management and Results of Pune University Examinations will be used to decide on the performance of the Probationer.
- viii. To execute any other work assigned by the management/Principal.
- ix. To support the Principal and Dean Academics in implementation of institute processes and policies.
- x. To conduct meeting and ensure the design, development and implementation of vision, mission, goals, and outcomes.
- xi. To ensure the availability of academic support units such as library, computer center etc. for students and faculty.
- xii. To propose the requirement of faculty and staff and conduct selection process in collaboration with ADMIN department.
- xiii. To ensure the information generation and submission to the standardization and approving authorities like AICTE, DTE, NBA, NAAC, NIRF etc.
- xiv. Delegate responsibilities and load allocation to the faculty and staff for the proper conduction of academic process.
- xv. Review the performance of faculty and staff. Recommend suitable actions to the Principal.
- xvi. Approve the academic requests of faculty and staff such as leaves, participation and organization of events, qualification improvement, requirement of resources etc.
- xvii. Approve the leaves of faculty and staff in accordance to the guidelines of the institute.
- xviii. For most of the activities coordinate with Principal, Dean Academics, Academic Coordinator, Faculty, Lab-in-charge, Module Coordinator, administrative staff, Technical Assistant, Lab. Assistant, Lab. Attendant, Peon, Students, and Parents appropriately.
- xix. Give due consideration to the status of Head as a role model for other members of staff in the pursuit of academic excellence.
- xx. Ensuring the calibration and maintenance of Equipments.
- xxi. Allocate the students to the teacher-counselors (Tutor) in the beginning of the academic year. Monitor the functioning of tutor system, solving the problems of students with the help of tutor systems.
- xxii. Functioning and maintaining the records in line with various apex bodies to ensure the accreditation etc.
- xxiii. Maintaining the discipline amongst the students, faculty and supporting staff.
- xxiv. Close liaison with various Dean Academics etc.
- xxv. Provide the MIS reports, presentations desired time to time.
- xxvi. Establishment up gradation and maintenance of Center of Excellence in various Labs
- xxvii. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.

- xxviii. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- xxix. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
- xxx. Ensure academic discipline in the department.
- xxxi. Follow the guidelines / instructions given by the principal from time to time.
- xxxii. Make arrangements to lock and seal all the laboratories before leaving the premises.
- xxxiii. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
- xxxiv. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
- xxxv. Provide necessary inputs to the principal for conducting Academic Council / Governing Council Meeting.

Finance:

- i. To prepare the department requirements and budget needed.
- ii. To propose department budget and ensure the creation, utilization and maintenance of the department infrastructure.

Promotion of co -curricular and extracurricular activities:

- i. To plan, execute and monitor the curricular, co-curricular and extracurricular activities within the department.

D. Registrar:

I. Personnel Related Activities (Establishment/Administration Section):

a) Recruitment of staff:

- i) Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.
- ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.
- iii) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.
- iv) Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.
- v) Issuing of appointment orders to the selected candidates after approval by the competent authority.
- vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

b) Service related matters:

- i) All matters relating to probation, regularization for all categories of staff promptly.
- ii) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.

- iii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- iv) Arranging for special reviews for career advancement/promotion by the committee constituted and issue of orders thereafter.
- v) Maintenance of all service records of all employees and periodic updating.
- vi) Matters relating to deputation of employees for higher studies in India or abroad.
- vii) All matters relating to deputation of faculty to attend conferences / seminars / workshops either in India or abroad.
- viii) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

c) Retirement, severance and disciplinary action:

- i) Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Sandip Foundation.
- ii) Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.
- iii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.
- iv) Issuing certificate/experience certificate only on completion of all formalities.
- v) All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.
- vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the Sandip Foundation.

II. Academic Related Matters:

a) New academic programme:

- i) Processing of proposals received from the Heads of Departments and from others for starting new academic programmes in the College.
- ii) Securing the approval of the Board of Management after due examination in the concerned Board of Studies and Academic Council.
- iii) All correspondences relating to securing of approvals or furnishing of information relating to new programmes.
- iv) Consult the principal on any other issue which needs principal's directions and intervention
- v) Assist the principal to comply with the requirements of the University, DTE, State Government, AICTE rules, regulations & norms.
- vi) Assist the principal to apply for Fees Regulation Authority (FRA) for fee fixation of the Institute within the prescribed time period.

b) Admission of students:

- i) Issuing advertisements calling for application for various programmes offered by the College and processing of applications.
- ii) All correspondences relating to admission of students in various programmes and all issues relating to admission.
- iii) Verification of all certificates of students for validity before admission.
- iv) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities.

- c) Maintenance of student records:**
- i) Maintenance of all information relating to every student pursuing programme in the College in proper form and to retrieve them as and when necessary.
 - ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.
- d) Scholarships, bank loan and research fellowships:**
- i) Issuing certificates to students to secure loan from Banks for pursuing education in the College.
 - ii) All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.
 - iii) Matters relating to award of merit scholarship, fee waiver, etc., by the Sandip Foundation for meritorious students.
 - iv) Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of Sandip Foundation.
 - v) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.
- e) Disciplinary action:**
- i) Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action, securing the report and pursuing disciplinary action against the student(s) concerned.
 - ii) Pursuing matters relating to cases filed by student in the courts to defend the Sandip Foundation.
 - iii) Processing of complaints received from parents of students and others and pursuing action till completion of the process.
 - iv) Dealing on priority basis disciplinary action relating to ragging by students.
- f) Student professional bodies:**
- i) All matters relating to student professional bodies in the various Departments with regard to approval from administration.
 - ii) Sanction of advance for various events organized by the professional bodies and final settlement/adjustment of accounts by the Department concerned.
- g) Issue of Transfer certificates & Hall tickets, etc.:**
- i) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the College after completion of programme / discontinuance the programme.
 - ii) Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the end semester examinations.
 - iii) Any other issues relating to students' academic activities.

III. Examination Related Matters:

As a Sandip Foundation, the responsibility for scheduling and conducting of end semester examinations, declaration of results, distribution of mark sheets and degree certificates rest with the College. The duties and responsibilities include,

- i) Scheduling and conducting continuous assessment tests for all programmes. Dispatching the answer scripts to the Departments for evaluation and assign marks.

- ii) Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.
- iii) Making arrangements to conduct examinations and evaluations as per the procedure envisaged.
- iv) Receipt of finalized grade statements course-wise for every programme from the Departments, after approval by the respective Board of Studies and declaration of the final results of each student.
- v) Printing and distribution of cumulative credit point average (CGPA) semester- wise to students of various programmes.
- vi) Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.
- vii) Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority and keep under safe custody for distribution.
- viii) Arrange for convocation and award of degree certificates to the students present in the convocation and by registered post to those who have not attended the convocation.
- ix) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

E. Dean – Admin:

- i. Maintaining the Discipline amongst the students and Faculty, Supporting Technical Staff.
- ii. Infrastructural Requirements, meeting and maintaining it.
- iii. Control and Supervision over the functioning of outsourced agencies.
- iv. Security arrangement of Institute, students and staff members.
- v. Co-ordination of various programs events, conferences etc.
- vi. To look after Alumni Affairs.
- vii. Acts as a Coordinator for all the activities relating to the maintenance of the Institute.
- viii. Conducts Interview as per HODs requirement with College constituted selection committee support.
- ix. Takes care of all admission approval procedure and communicating with universities in person.
- x. Takes care of HR policies of the institution side and outside the College.

F. Director- Research & Consultancy:

- i. Preparing Road Map for Research & development, consultancy by Dean Research & Dean Project of all concern institutes of Sandip Foundation.
- ii. Directs and implements an organization's research and development policies, objectives, and initiatives.
- iii. Drive accountability, consistency, quality, and process standardization across all phases of research and development.
- iv. Identify the research and analyse the areas for Research & development.
- v. Priorities the R & D subjects plan and initiate the work.
- vi. Coordinate with Dean Research & Dean Project and Industry and service sector for consultancy.

- vii. Identify the departments, Labs and Equipments for consultancy and R & D.
- viii. Prepare list of Facilities accordingly and upgrade/ up-date it time to time and maintain.
- ix. Keep close liaison with industry for Research & Development and the Consultancy through Dean Research & Dean Project.
- x. Keeping liaison and studying the functioning of agencies already in Research & Development and Consultancy.
- xi. Preparing the research proposals, obtaining the approval and sanctions and monitoring the proposals till its logical end through Dean Research & Dean Project.
- xii. To form policies with consultation of the management for sponsoring faculty for attending conferences/seminars/workshops
- xiii. To motivate faculty to undertake Research/Consultancy Activities constantly in addition to teaching.
- xiv. To establish Centre of Excellence with Industrial Collaborations.
- xv. To motivate the faculty:
 - a) To prepare and submit proposals for external funding agencies like UGC, AICTE, CSIR, DST, DBT etc.
 - b) For Research Paper publications in International and National Journals.

Responsibilities towards Industrial Research and Development:

- i. Preparing the road map for Industrial Research and Development.
- ii. Identification of need of the Industry.
- iii. Provide the solution to Industry for their problems and needs.
- iv. Strengthening of Industry Institute intersection.
- v. Identification of training needs of the Industry and preparing detailed plan for fulfilling the same.

Responsibilities towards Patents and Copy Rights:

- i. Prepare the long term Road Map for getting the Patents and Copy Rights.
- ii. Identification of Project which can fetch the Patents and Copy Rights.
- iii. Working out the financial outlays for Patents and Copy Rights.
- iv. Registration of Patents and following it up for getting it.
- v. File the Copy Rights proposals.
- vi. Maintain the record with regard to requirement of apex bodies like NAAC, NBA and NIRF etc.

Responsibilities towards Faculty Development:

- i. To initiate and organize various faculty and staff development programs for continual education.
- ii. Motivate faculty for exploring new avenues for research work, consultancy and projects.
- iii. To assist faculty for applying to different agencies of Government of India & other agencies from National funding agencies like UGC, CSIR, DST, DBT etc. for research projects.
- iv. To form policies with consultation of the management for sponsoring faculty for attending conferences/seminars/workshops.

G. Dean- Research:

- i. Preparing presentation and seeking approval for Road Map of the R & D cell by Director - R & C.
- ii. Identify the Research and analyze the areas for Research and development.
- iii. Mapping of faculty member and assign task of research paper writing indexed in Scopus/SCI/Web of science etc., proposal writing for organizing conference/ seminar/workshop / symposium to various funding, sponsored research project, consultancy through industry & commercialization of IPR.
- iv. To carry out admission process of Ph.D. students of the Institute and to organize effective training program for Ph.D. students of the Institute.
- v. To monitor timely completion of the Ph.D. work of the students.
- vi. Priorities the R & D subjects, plan and initiate the work in consultation with Director Research and Consultancy.
- vii. Identify the Areas and Departments for Consultancy.
- viii. Coordinate with Departments and Industry and service sector for consultancy.
- ix. Identify the Departments, Labs and Equipments for consultancy, and R & D.
- x. Prepare the list of Facilities accordingly and upgrade/up-date it time to time and maintain.
- xi. Keep a watch on maintenance of these facilities.
- xii. Keep close liaison with Industry for Research & Development and the Consultancy.
- xiii. Keeping liaison and studying the functioning of agencies already in Research and Development and Consultancy.
- xiv. Guiding the faculty member for the preparation of research proposals, obtaining the approval and sanctions and monitoring the proposals till its logical end.

Responsibilities towards Industry Linkage and Consultancy:

- i. To formulate policy and facilitate the consultancy work in the institution.
- ii. To encourage Industry Institute Linkages, Collaborative Research programs and formation of new incubation centre.
- iii. To monitor Research projects on periodical basis and effective utilization of grants of research projects and timely completion of these projects.
- iv. To apply for intellectual properties generated from research at college and to market these patents in industry.

H. Dean- Project:

- i. Preparing the Road map for Industrial Project in line with Smart cities, Digital India, Make in India initiative in consulting with Director Research and Consultancy.
- ii. Motivate faculty members & students for exploring new avenues for consultancy and industrial projects
- iii. Identification of need of the Industry.
- iv. To encourage Industry Institute Linkages, Collaborative Research programs and formation of new incubation centre.
- v. To apply for intellectual properties generated from research at college and to market these patents in industry.
- vi. Preparing Road Map to improve the quality of student Academic Project.
- vii. Provide the solution to Industry for their problems and needs.

- viii. Identification of faculty member & students for the development of socio economic project.
- ix. Strengthening of Industry-Institute interaction for project development
- x. Identification of training need to the Industry and preparing detailed plan for fulfilling the same.

Responsibilities towards Industry Linkage and Consultancy:

- i. To formulate policy and facilitate the consultancy work in the institution.
- ii. To encourage Industry Institute Linkages, Collaborative Research programs and formation of new incubation centre.
- iii. To monitor Research projects on periodical basis and effective utilization of grants of research projects and timely completion of these projects.
- iv. To apply for intellectual properties generated from research at college and to market these patents in industry.

I. Professor:

A Professor shall provide academic leadership in creating an effective learning environment for students.

Duties:

- i. Research grants: Min. Three lakhs /year (or) Consultancy: Min. Three lakhs /year.
- ii. Publishing paper in International Journal: 1 papers in Scopus journals and 1 papers in Web of Science journals and Filing patents- Minimum 1 per academic year
- iii. Establishing Centre of Excellence with Industrial Collaboration: Rs 50 Lakhs to Rs 1 crore (only with reputed companies)
- iv. Signing MoU with Indian/Foreign universities for faculty and students to undergo exchange program for research consultancy and project base learning: Min. 1 per year
- v. Deliver lecture, practical skills, methods and techniques to students using innovative methods and technology
- vi. Prepare course material, lesson plans for the courses assigned
- vii. Take-up on priority mandatory works of the Institute like paper setting, invigilation, evaluation etc
- viii. Conduct internal tests and end semester examinations with utmost integrity as per University schedule
- ix. Monitor and counsel students
- x. Supervise [innovative] student projects
- xi. Conduct refresher courses for industry executives
- xii. Publish research papers jointly with industry persons
- xiii. Involve in the Departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities)
- xiv. Involve in the process of procuring course materials/ textbooks, laboratory equipments.
- xv. Participate in all Departmental and Institute activities as prescribed.
- xvi. Recognized supervisor by University,
- xvii. Any other responsibilities assigned by the HOD/ Principal/ Management from time to time

- xviii. Each Professor should guide / Mentoring at least two junior faculty for enhancement of their teaching, learning process and to motivate them to undertake Research / Consultancy Activities constantly in addition to teaching.
- xvix. To motivate the faculty:
 - a) To prepare and submit proposals for external funding agencies like UGC, AICTE, CSIR, DST, DBT etc.
 - b) For Research Paper publications in International and National Journals.
 - c) To assist faculty for applying to different agencies of Government of India & other agencies from National funding agencies like UGC, CSIR, DST, DBT etc for research projects

Responsibilities:

- i. Continuous research work
- ii. Prepare and submit proposals for external funding agencies like UGC, AICTE, DST, DRDO etc.,
- iii. Guide Research Scholars for Ph.D.
- iv. Make presentations at national and international conferences and similar events.
- v. Authoring Text Books/Manuals/Monographs etc. published by reputed book publishers.
- vi. Developing products & applying for commercial patents.
- vii. Undertake consultancy works / Sponsored research projects.
- viii. Keep abreast of current developments in their respective fields.
- ix. Conduct/organize FDPs [workshop/conference/STTP] once in a year
- x. Deliver Guest / Invited lectures [min. twice in a year] at other Institutions [without affecting the scheduled class works of the Department]
- xi. Take steps to be a member of board of Industry, executive council, R&D Cell, Academic council, Board of studies etc., in Industries or Institutions.
- xii. To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor.

J. Associate Professor:

Duties:

- i. Project Writing & proposal submission for grant (3 members can join)
- ii. Consultancy Fees received: Rs. 50,000 per year (3 members can join) (or) Product development: 1 per year (3 members can join) (or) Book writing: 1 per year (3 Members can join) (or) Start Incubation Lab: 1 per year (3 Members can join)
- iii. To Undertake consultancy works / Sponsored research projects.
- iv. One Industry MoU followed by consultancy, student Internships & Placement. Min. Average increase of class CGPA: 0.5 CGPA/Semester
- v. Involve in Design/revision and up-gradation of course materials
- vi. Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques
- vii. Prepare course material, lesson plans for the courses assigned
- viii. Take-up on priority mandatory works of the Institute like paper setting, invigilation, evaluation etc.

- ix. Conduct internal tests, end semester University examinations with utmost integrity
- x. Submit annual performance commitment before the commencement of the academic year and deliver the same
- xi. Each Associate Professor should guide / Mentoring at least two junior faculty for enhancement of their teaching, learning process and to motivate them to undertake Research/Consultancy Activities constantly in addition to teaching.
- xii. Monitor and counsel students.
- xiii. Supervise student projects.
- xiv. Publish at least one paper in International / National conference or one paper in Scopus indexed Journal in a year
- xv. Participate in all Departmental and Institute activities as prescribed
- xvi. One internship per year
- xvii. Any other responsibilities assigned by the HOD/Principal/Management from time to time
- xviii. To motivate the faculty:
 - a) To prepare and submit proposals for external funding agencies like UGC, AICTE, CSIR, DST, DBT etc.
 - b) For Research Paper publications in International and National Journals.
 - c) To assist faculty for applying to different agencies of Government of India & other agencies from National funding agencies like UGC, CSIR, DST, DBT etc for research projects

Responsibilities:

- i. Pursue research & Consultancy works
- ii. Guide research scholars for Ph.D.
- iii. To prepare and submit proposals for external funding agencies like UGC, AICTE, DST etc.,
- iv. To make presentations at National and International Conferences and similar events
- v. Keep abreast of current developments in their respective fields
- vi. Writing Manuals/Monographs etc.,
- vii. Conduct/organize FDPs [workshop/conference/STTP] one in a year
- viii. Deliver Guest / Invited lectures [one in a year] at other Institutions [without affecting the scheduled class works of the Department]
- ix. To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Associate Professor.

K. Assistant Professor:

a. Duties:

- i. Report to HOD
- ii. Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to you.
- iii. Complete the syllabi in the subjects assigned to you.
- iv. Prepare Lecture Plan/ Lecture Materials/ Course Material.
- v. Conduct at least three internal Tests during each semester in the subjects assigned to you.

- vi. Encourage students to participate in co-curricular and extra-curricular activities.
 - vii. Plan, deliver and evaluate theoretical / practical instructions.
 - viii. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise and assist the students in their project works.
 - ix. Participate in professional development activities.
 - x. Involve in at least one task for Institutional Development during a semester
 - xi. Any other responsibilities that may be assigned by the HOD.
 - xii. To produce 95% result in the subject taught.
 - xiii. To take all needful steps for Research and Development towards establishing a Centre of Excellence.
 - xiv. To take up Collaborative programs with leading organizations by exchange of know-how's and in turn help for placement.
 - xv. To publish at least one paper in international conference and journals of repute every year.
 - xvi. To organize an International Conference on any thrust area on relevant subject.
 - xvii. To take all efforts in bringing the name and fame of the institution to the top level in the nation.
 - xviii. To apply and get Central Assistance to the tune of Rs.5 to 10 Lakhs once every year.
 - xix. Conducting & Sending students to contest in Top Contests/ Competitions in various areas (Min 10 students/ Semester)
 - xx. Conducting Special classes for Hostel/Lateral Entry students making 95% as the pass percentage for that category (Min 3 hours per week)
 - xxi. Min. Average increase in class CGPA: 0.5 CGPA per semester. Taking Industry Training/ Internship: 1 week per semester
 - xxii. Prepare course material, lesson plans for the courses assigned.
 - xxiii. Deliver lectures using innovative methods and technology.
 - xxiv. Submit annual performance commitment before the commencement of the academic year and deliver the same.
- b. General Duties:**
- i. The Faculty Member should come to the college at least 5 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
 - ii. All the Faculty Members are expected to follow the rules and regulations of the institution as prevalent from time to time.
 - iii. He/she shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment.
 - iv. Take precautions to protect equipment, materials and facilities of the college;
 - v. They are required to conform to & follow the rules & regulations in force and brought in force from time to time;
 - vi. He/she shall not engage/take private tuitions;
 - vii. He/she shall wear a decent and formal dress;
 - viii. He/she shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD / Principal.

- ix. Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.
- x. Faculty Members are expected to update their knowledge by attending seminars / workshops / conference, after obtaining necessary permission from the Principal/Management.
- xi. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- xii. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality 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.
- xii. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

c. Duties towards Department:

- i. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- ii. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
- iii. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/ Principal in academic, co-curricular or extracurricular activities.
- iv. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
- v. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the department as soon as the classes/laboratory hours are over and also mark absentees roll number on line ERP / Moodle portal.
- vi. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- vii. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- viii. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

d. Behavioral:

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below;

- i. The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct;
- ii. The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents;
- iii. The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.

- iv. The faculty shall desist from exhibiting non-ethical behavior that jeopardize the moral standards of the Institution;
- v. The faculty shall comply with rules, regulations, policies of Management from time to time;
- e. Duties towards Academic:**
 - i. To conduct the assigned classes as per schedule;
 - ii. To maintain the record of lesson plans and other relevant documents of the courses handled by them;
 - iii. To implement designated curriculum with the said objectives;
 - iv. To participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery & also in practical sessions;
 - v. The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process.
- f. Duties towards Classroom Management:**
 - i. To come well prepared for the class and stay focused on the topic/content;
 - ii. Be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement];
 - iii. To mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance;
 - iv. To Commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas;
 - v. To share knowledge in a manner that encourages effective two-way communication;
 - vi. Be organized and in order to make efficient use of time and move in a planned and systematic direction;
 - vii. To be self-confident and facilitate quality delivery of the subject;
 - viii. Involve visual and activity based learning wherever possible, make power point presentations (PPT) in addition to conventional use of black board depending on the subject & necessity;
 - ix. Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning;
 - x. To pose questions to the students which inculcate out of box thinking;
 - xi. To summarize the concepts at the end of every class;
 - xii. After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it;
 - xiii. To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;
 - xiv. The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time;
 - xv. Shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal;
 - xvi. Shall handle the assigned practical classes and be available in the designated place for the full time;
 - xvii. A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;

xviii. Absence from duty without authorization is not permitted and will be viewed seriously.

g. Duties towards Student Related:

- i. To motivate students to show interest and learn the most;
- ii. To be available for the students even after class hours to clarify their doubts, if any;
- iii. To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently
- iv. To treat students with respect, and teach them to treat others with respect;
- v. To motivate and help students to do minor educational projects in related area/topics (suggested by you & chosen by the Student himself/herself), so that their analytical and self-learning skills improve;
- vi. Feel comfortable working with exceptional learners/slow learners and learners with diverse needs;
- vii. To handle gently but firmly, any misbehavior of students and weed out the cause

h. Role As Tutor/Counselor/Mentor:

- i. As a Tutor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from courses);
- ii. He/she must meet the assigned students at least once in every fortnight. Shall report to the Co-ordinator Tutor/HOD/Principal about those students who avoid meeting the Tutor;
- iii. He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed;
- iv. Keep the parents apprised about the academic progress and general behavior of their wards
- v. To demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators;
- vi. To ensure maintenance of Tutor diary in accurate, complete, and appropriate manner. The Tutor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;
- vii. The Tutor should serve as a friend, philosopher and guide.
- viii. Instruct all the students to attend the classes regularly and to follow the dress code.
- ix. Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- x. Submit the list of students absent for the internal tests to the HOD.
- xi. Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
- xii. Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
- xiii. Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results in the current Semester.
- xiv. Motivate the students to attend the seminars without fail.
- xv. Instruct the students to attend the internal / external exams without fail.
- xvi. Motivate the students to present papers in Conferences / Seminars at regional / national level.

- xvii. Inform the subject staffs of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
- xviii. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.

9.2 Duties And Responsibilities Of The Laboratory /Workshop Instructor / Technical Assistant:

9.2.1 Practical Classes:

a) Science Laboratories:

The technical supporting staffs are employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for

- i) Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
- ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
- iii) Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.
- iv) While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.
- v) While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.
- vi) After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
- vii) In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned.
- viii) Wherever items/chemicals which are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students.
- ix) Carry out any other work assigned to them by staff in charge and HOD.

b) Workshops Instructor/Technical Assistant:

The technical staffs such as Instructors and Technicians are employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical staff is responsible for

- i) Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.
- ii) Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.
- iii) Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it.

- iv) Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.
- v) Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.
- vi) Coaching the students in fitting and welding activities, and in plumbing works.
- vii) Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory / practical class.
- viii) Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students.
- ix) Technical staff should communicate with the students in English during Lab Classes.
- x) Carry out any other work assigned to them by staff in charge and HOD.

c) Testing and machine oriented laboratories:

There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,

- i) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.
- ii) Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.
- iii) Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.
- iv) Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.
- v) Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over.
- vi) Maintenance of the laboratory clean.
- vii) Carry out any other work assigned to them by staff in charge and HOD.

d) Electrical and Electronics laboratories:

- i) to assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.
- ii) to ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.
- iii) to ensure the safety of the students during lab classes by carefully following the safety instructions.
- iv) to issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.
- v) to help the students in the circuit debugging measurement observation, etc., in the regular lab classes.
- vi) keeping the working tables in their respective labs always in working condition by proper maintenance.

- vii) to help the students in the fabrication of working models, as a part of their project work.
- viii) Maintenance of the laboratory clean.
- ix) Carry out any other work assigned to them by staff in charge and HOD.

e) Computer related laboratories:

- i) Routine maintenance of all computer systems, UPS and other peripherals related to laboratory.
- ii) Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.
- iii) If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects.
- iv) Maintenance of computers attached to the College office and senior officials like Principal, Registrar, HOD and Dean Academics.
- v) Maintenance of networking of the laboratory concerned.
- vi) Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.
- vii) Attending to the problem faced by students with respect to hardware and system softwares.
- viii) Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- ix) Loading specific software and upgrading of system to meet the specific requirement of students during project works.
- x) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- xi) Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- xii) Reporting to the faculty member if the technical staff notice any misuse of the system by students.
- xiii) Keeping the laboratory clean.
- xiv) To carry out work assigned to them by staff in charge of Laboratory or HOD.

9.2.2 Cleanliness And Maintenance:

With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,

- i) Ensuring that the laboratory/workshop, in which the technical staff are posted is kept clean and neat by using the sweepers posted for the purpose.
- ii) All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- iii) The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the College posted for the purpose.
- iv) All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.
- v) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.

- vi) Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.
- vii) The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.
- viii) All the machineries and equipment are to be cleaned regularly by technical staff.

9.2.3 Record Keeping:

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for,

- i) Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.
- ii) Keeping the store room / cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.
- iii) Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.
- iv) Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.
- v) Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

9.3 System Administrator:

- a) Assessing system requirements and submitting proposal to management for procurement
- b) Vendor coordination for procurement, installation and maintenance of systems
- c) Maintenance of various firewalls including CYBEROAM firewall, Linux Firewall
- d) Monitoring the firewall load for better performance
- e) Vendor Coordination of Internet Services for the institution
- f) Monitoring internet bandwidth and making changes to systems accordingly
- g) Configuration and Maintenance of CISCO 3850 and 2960 Manageable Switches
- h) Installation, Configuration, Trouble Shooting and Maintenance of Windows 2008 and 2012 Servers including DHCP and DNS Servers
- i) Installation, Configuration and Maintenance of Net Core email server
- j) Implementation and Maintenance of TELNET and SAMBA Servers using Linux
- k) Installation, Configuration and Maintenance of WIRELESS ROUTERS AND ACCESS POINTS.
- l) Maintenance of SEQRITE Endpoint Security Anti-virus Server.
- m) Custom configuration and Designing of Network for New Laboratories
- n) Installation and Configuration of IIS Server for implementing NPTEL
- o) Installation, Configuration and Maintenance of FTP servers.
- p) Installation, Configuration and Maintenance of ORACLE 11G database server

- q) Installation, Configuration and Connecting SQL 2008 Server with Visual studio.
- r) CCTV Camera Monitoring, Downloading and Back-up Of Videos
- s) Backup and Restoration of Data on various servers
- t) Allocation of tasks to Lab Technicians for installation and maintenance of LCD Projectors
- u) Maintenance of BILL SMART Self Billing Machines installed at food court
- v) Backup support for CADEPLOY, SYSNAUTIX, CLOUD KINETICS AND BCT offices, which function out of Sandip Foundation.
- w) Disposal of unused IT assets by following procedure for e-waste disposal

9.4 Office Staff:

“Office Staff” means the employee of Academic, Administration, and Accounts Section.

- i. Sign in the attendance register at 9.50 AM on every working day unless and otherwise he/she is on leave.
- ii. Shall perform their duties with sincerity and maintain confidentiality.
- iii. Be conversant with the rules and regulations and the relevant procedures involved related to their works.
- iv. Perform as a team and do the assigned as well as any additional work as and when the in-charge allots.
- v. Pre-plan the day's/week's work and perform the duties assigned from time to time in a systematic way and create a courteous atmosphere. All are expected to improve/update their skills in filing, drafting, most essentially computer operation.
- vi. Inform well in advance about leave of absence and make alternative arrangement to the works assigned and give full co-operation to all other sections with proper dignity and decorum.
- vii. Deal with reasonable concern towards student's enquiries and ensure all possible help and deal politely while talking on telephone.
- viii. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
- ix. Wear ID card as long as you stay in the college campus.
- x. Follow the guidelines / instructions given by the principal from time to time.
- xi. Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.

9.5 Librarian:

- a) Overall Library Administration
- b) Arrangement of books following Dewey Decimal Classification
- c) Maintenance of Library Management System in IMPRES ERP
- d) Planning for and procurement of books and Periodicals
- e) Collect the requirement of student text books from faculty members, procure and issue the same
- f) Coordinate Photography and Videography and maintain photos and videos of various events
- g) Maintenance of soft/hard copies of project reports of students

- h) Issue of College ID cards to students
- i) Maintenance of Books and Periodicals
- j) Library Circulation Counter Activities (Issue and Receipt of books to students and members – Returning and Renewal – Overdue books fine collection)
- k) Displaying on the college notice board, news items of importance and news items that come in dailies about the college
- l) Periodic update the “SECE in Press” section of the college website with relevant content
- m) Increasing Library Utilization
- n) Maintenance of Digital Library comprising of DELNET, NPTEL, NDL & E Journals
- o) Maintenance of Photocopying Machines and Providing Copier Services
- p) Act as Single Point of Contact for initiatives like NAAC, NBA etc.
- q) Carry out stock verification once a year and report status
- r) Monitor the timely receipt of periodicals and follow up against delayed or non-payment of subscriptions
- s) Review of feedback received from students and members and initiating corrective action

9.6 Training and Placement Officer:

- a) Identification of eligible/interested students for campus placement.
- b) Maintaining student database and sharing the same based on eligibility to companies.
- c) Dividing the eligible students into sub groups based on their skill as Service, IT Product and Engineering Core company potential students.
- d) Organizing Aptitude, Verbal, Soft skill and Technical training for eligible students in association with department.
- e) Reviewing students’ performance on pre-placement training and plan for improvement through re-training.
- f) Organizing parents meeting in association with department during 5th semester to explain the placement process and corporate expectations.
- g) Maintain and update database of potential recruiters and follow up with them on periodic basis
- h) Interacting with prospective employers to determine corporate requirement, plan and provide company specific training.
- i) Interacting with the Past Recruiters for date of joining for selected students and recruitment.
- j) Organizing on-campus and off-campus interviews of the eligible students for providing suitable jobs.
- k) Coordinating all the activities related to Placement process such as Pre-placement talk, Online Tests, GD and Interviews.
- l) Collecting and analyzing employer feedback form.
- m) Sharing the employer feedback with department for enhancing the employability skills.

9.7 Accounts Officer:

a) Budget preparation:

Budget is an important instrument for the control of expenditure and financial management of the College. The duties and responsibilities of administrative staff include,

- i) Calling for budget details both for consumables and non-consumables from the Departments of the College.
 - ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
 - iii) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.
 - iv) Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.
- b) Account keeping and compilation:**
- i) Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
 - ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
 - iii) Management of accounts receivables by taking prompt action to recover the amount due to the College.
 - iv) Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
 - v) Accounting of caution deposit of students and refund/adjustment as the case may be.
 - vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
 - vii) Management of all payables by the College by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.
- c) Fund Management:**
- i) Investment of funds received from parent body (Sandip Foundation) and from income realized from students as per the decision of the Sandip Foundation.
 - ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
 - iii) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.
- d) Salary and wages:**
- i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.
 - ii) Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.
 - iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.
 - iv) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
 - v) Deduction of professional tax and remittance to appropriate authorities under the Act.
 - vi) Drawl of payment towards encashment of leave, leave salary, statutory payment like gratuity and recovery of dues from employees.

- vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the Sandip Foundation.
- viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

9.8 Stores Officer/Incharge:

a) Stores stocking & distribution:

- i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the College.
- ii) Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.
- iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
- iv) Maintenance of stock register and arranging for annual stock verification in all the Departments of the College.
- v) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

b) Bills processing:

- i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque.
- iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

9.9 Transport Officer:

- a) Collection of students' data at the end of every year for college bus usage
- b) Planning for the no. of buses based on the data of students collected
- c) Assignment of routes to students based on their requirement and route optimization
- d) Issue of bus passes to the students
- e) Identifying new routes and providing bus facility based on students' requirement
- f) Verifying the bus passes for proper usage
- g) Attendance, Leave and Payroll processing of drivers
- h) Redressal of grievances about bus services
- i) Ensuring that the drivers follow safety regulations
- j) Ensuring that the drivers comply with discipline and dress code
- k) Providing bus facilities for industry visits and beyond college hours
- l) Computation of bus fare on annual basis considering the factors like fuel price, insurance charges, drivers' salary and cost of maintenance
- m) To report to the management if any trip is made without a minimum of 80% regular passengers and take corrective action.

10**ROLES AND RESPONSIBILITIES OF COMMITTEES**

Various committees are formed in the Institution for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

- a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD) they approve the same in consultation with the Management. In case of any tie or any mismatch, the team reassigns the staff member.
- b) However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees with the approval of the Management.

10.1 Internal Quality Assurance Cell (IQAC):**Introduction:**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision:

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective:**The primary aim of IQAC is:**

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies:**IQAC shall evolve mechanisms and procedures for:**

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programs;
- c) Equitable access to and affordability of academic programs for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions:**Some of the functions expected of the IQAC are:**

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- e) Dissemination of information on various quality parameters to all stakeholders;
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g) Documentation of the various programs/activities leading to quality improvement;
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- j) Periodical conduct of Academic and Administrative Audit and its follow-up
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits:**IQAC will facilitate / contribute to:**

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- d) Provide a sound basis for decision-making to improve institutional functioning;
- e) Act as a dynamic system for quality changes in HEIs;
- f) Build an organised methodology of documentation and internal communication.

Composition of the IQAC:

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It is advisable to change the coordinator after two to three years to bring new thoughts and activities in the institution.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator:

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC:

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework:

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI’s for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC:

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR. Guidelines

10.1.1 Quality Assurance Committee (QAC)

1. Every programme will have a Quality Assurance Committee (QAC) approved by the Dean Academic of Faculties with the term of two years and extendable for another term.
2. The QAC comprises of
 - (a) A Chairperson (Chairperson of the Board of Studies of the concerned programme).
 - (b) Three members drawn from the respective programme keeping one senior professor, one Associate Professor and one Assistant Professor as its members.
3. Duties and responsibilities of QAC
 - (a) To check the Question paper quality during the formative and summative assessments.
 - (b) To ensure
 - (i) Bloom's Taxonomy while setting the question papers.
 - (ii) Incorporation of course outcomes in every question.
 - (iii) All questions set in the question paper pertains to the syllabus content and it should test the Knowledge level.
 - (c) Appropriate marking scheme is followed while setting the question papers and during the assessment of answer scripts.
 - (d) The Committee will also monitor the valuation process and offer suggestions to the faculty for the overall improvements.
 - (e) The Committee will meet twice in a semester and submit the consolidated report of the programme to the Principal through concerned Dean Academic for bringing appropriate changes in Teaching learning Process.

10.1.2 Quality Policy:

Introduction:

The purpose of higher education revolves around four major concepts such as: Production of qualified human resources, Training for a research career, Efficient management of teaching provision, and Matter of extending life chances. A well-defined, formal, transparent, and credible approach towards quality assurance is the need of the hour to make the higher education especially, professional education delivery system robust and industry updated in developing countries.

In India, implementation of a strong quality assurance policy at the Sandip Foundation's Group of Institutions level has become a necessity owing to various factors like higher education reforms, directives by UGC/MHRD, and entry of foreign universities. At Sandip Foundation's Group of Institutions, we are committed to deliver quality higher education of truly global standard to all the socio-economic sections of the society. Our approach to quality assurance involves both internal and external mechanisms that would help strengthen and align academic as well as administrative processes followed in the Sandip Foundation's Group of Institutions thereby achieving excellence in

all parameters set by regulatory bodies. The quality policy will act as a guide to develop the quality assurance framework stating principles, guidelines, and procedures for implementation of institutional quality assurance system.

Vision:

We strive to become a centre of academic excellence through high quality teaching, research, learning resources along with intact work ethics and human values contributing towards sustainable development of the society.

Mission:

V: Value – We make every attempt to impart value based education

I: Integrity – Our focus is to keep integrity through ethical practices in both academic and administrative procedures

K: Knowledge – Dissemination of knowledge through updated and relevant course curriculum is of prime importance to us

A: Agility – We strive to develop a very agile system that can be adapted by students, teachers, administrators, and the management

S: Skills – We work towards bridging the gap between industry and academia by equipping students with essential professional and life skills

H: Humanity – We aspire to serve humanity through various activities targeted towards upliftment of weaker sections of the society

Objectives:

The quality policy intends to achieve following broad objectives:

- To provide guidance in development and implementation of internal and external quality assurance procedures.
- To set internal standards that are consistent with international standards for various academic and administrative activities.
- To ensure the quality of academic delivery meet standards set by the regulatory authorities.
- To ensure skill development of students that are relevant to industry.
- To cultivate a culture focused on continuous quality improvement.
- To identify areas of improvement in various academic as well as administrative procedures and take corrective measures accordingly.

Implications Of The Concept Of Quality Assurance In Higher Education:

- Leadership and commitment of top management plays a significant role in quality improvement.
- Creating an environment for learning and staff development is crucial to do tasks right every time.
- Adopt new philosophies and technologies that can improve the quality.
- Encourage teamwork and participatory management.
- Develop a communication strategy to report progress and results.
- Recognize the efforts of staff without creating a competitive environment.
- Put appropriate systems and processes in place as per the needs of the stakeholders.
- Encourage quality circles and a culture of quality.

Ways Of Implementation Of Quality Assurance System In The Sandip Foundation's Group of Institutions:

Achievement of excellence is possible through continuous improvement in the following areas:

- Formation of the academic council to develop and implement academic policies throughout all the constituent of the Sandip Foundation's Group of Institutions.
- Conduct of periodic reviews of all academic and administrative departments of the Sandip Foundation's Group of Institutions.
- Promoting the use of technology, especially the Sandip Foundation's Group of Institutions IMS to monitor academic progress to create a eco-friendly paperless environment and cutting down unnecessary paper based activities like ADR (Academic Daily Report), FDR (Faculty Daily Report), SAR (Self Appraisal Report), SPR (Student Progress report).
- Implementation of a system of course coordinators at the individual SF's Institute level to monitor academic progress in each semester.
- Conduct of periodic review of course curriculum by the academic council.
- Implementation of a performance based incentive system for teaching and research.
- Establishment of processes to periodically collect data related to student experience and analyze them to find out areas of improvement.
- Implementation of students feedback for faculty members at the end of each semester and sharing the same with concerned faculty members.
- Establishment of a 360 degree appraisal system for evaluation of performance of faculty members and administrative staffs of the Sandip Foundation's Group of Institutions.
- Establishment of a system to periodically evaluate employee satisfaction and take corrective measures accordingly.
- Continuous monitoring of students' attendance in class through proper management of Sandip Foundation's Group of Institutions IMS.
- Development of a uniform format for developing course codes, course outlines and implementing the same throughout all the constituent SF's Institute of the Sandip Foundation's Group of Institutions.
- Provision of fund for faculty development through conducting or sponsoring for conferences, seminars, workshops, and training programs.
- Establishment of proper process for students' grievance redressal system.
- Establishment of a proper process for admission of students to various courses run by the Sandip Foundation's Group of Institutions.
- Provision of fund for various extra-curricular activities by students.
- Establishment of a centralized industry relations department to strengthen the industry interface of the Sandip Foundation's Group of Institutions thereby improving the placement scenario.
- Development of infrastructure of class rooms to provide an interactive learning environment (with special emphasis on installation of OHP with audio-visual facility in all the class rooms).
- Standardization of time table followed at the level of constituent SF's Institute.
- Maintenance of faculty-students ratio across all the Departments as per the guidelines issued by respective regulatory bodies.
- Formation of a committee to establish linkages with foreign universities for academic collaborations, students and faculty exchange programs.

10.1.3 Environmental Policy:

POLICY ON ENVIRONMENT, DIVERSITY CONSERVATION & SUSTAINABLE DEVELOPMENT



Preamble:

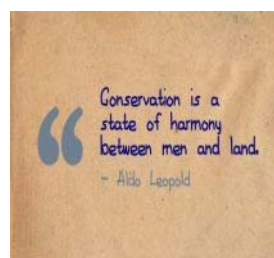
The National Environment Policy (NEP) of the country is highly committed to towards adopting strategies of sustainable development and diversity conservation as mandated in articles 48A and 51A(g) of the Indian constitution. While recognizing the conservation of environmental resources as necessary to secure the livelihood and well being of one and all, the NEP strives to ensure that people dependent on particular resources obtain better livelihood from their conservation, rather than degradation.

The NEP reiterates that only such development is sustainable, which respects ecological constraints and the imperatives of social justice.

The NEP takes a comprehensive view of our environmental concerns and also outlines a few guidelines which deserves mention as a preface to The Sandip Foundation's Group of Institutions Policy on Environment, Diversity Conservation & Sustainable Development (TGU-PEDCSD).

The key objectives of NEP are conservation of critical environmental resources, intergenerational and intergenerational equity, and integration of environmental concerns in economic and social development, efficiency in environmental resource use, environmental governance and enhancement of resources for environmental conservation. The policy highlights the normative principles underlying policy action, strategic themes for intervention, broad indications of the legislative and institutional development needed to accomplish the strategic themes, and mechanisms for implementation and review. It also intense to guide action in such areas as regulatory reforms, programs and projects for environmental conservation; and review enactment of legislation, by agencies of Central, State and Local governments.

In accordance with the India's National Environmental Policy the Sandip Foundation's Group of Institutions expresses its commitment to be a positive and a creative catalyst in the protection and enhancement of the local and the global environment and sustainable development through teaching, research, public service, administrative and support operations. The Sandip Foundation's Group of Institutions is committed to foster a culture of environmental responsibility, both within and outside the Sandip Foundation's Group of Institutions. Thus TGU-PEDCSD is hereby crafted to ensure that the protection and improvement of the environment remains the guiding principles for all our activities within and across the Sandip Foundation's Group of Institutions.



Principles:

In pursuing its environmental policy, the Sandip Foundation's Group of Institutions shall

1. ensure that the environment will not suffer as a result of various activities undertaken by the Sandip Foundation's Group of Institutions. This entails minimization of negative impacts on the environments, conservation and judicious use of natural resources, respect for biodiversity and rehabilitation of degraded environmental components.
2. provide safe and healthy environment for staff and students.
3. promote environmental awareness and sensitivity among the Sandip Foundation's Group of Institutions community by sensitizing how their actions can affect the environment, and how even small changes in their attitudes and actions can collectively contribute to a more sustainable future and improved quality of environment.
4. ensure compliances with all applicable environmental regulations.
5. develop environmental auditing and monitoring procedures effective for a Sandip Foundation's Group of Institutions setting.
6. ensure and encourage greater commitment to multidisciplinary researches in environmental issues at local, national and global levels.
7. participate and contribute to the environmental decision-making processes at the community level and launching initiatives to promote networks cutting across universities and civil societies, thus assuming the stewardship of the regional environment.

Implementation Of The Policy On Environment And Sustainable Development:

The Sandip Foundation's Group of Institutions shall establish an Environment Affairs Committee consisting of the academic and administrative staff and students. The role of the committee shall be to:

- a) develop and recommend programs to meet the objectives of environment protection and encourage community participation.
- b) to establish action groups and organizing interactive sessions within the Sandip Foundation's Group of Institutions and outside the Sandip Foundation's Group of Institutions for biodiversity conservation and environment protection.
- c) periodical review of Sandip Foundation's Group of Institutions policies and its impact on the environment and diversity of the campus and local area.
- d) carry out environmental audits and pilot projects.
- e) undertake education and training programmes to inform the Sandip Foundation's Group of Institutions community about various resources and its conservation.
- f) seek funding for environmental initiatives.
- g) monitor best practices and formulate and publicize environmental 'Do' and 'don't' for the residents from time to time.
- h) preparation of annual report on environment protection and diversity conservation
- i) Website update.

The Sandip Foundation's Group of Institutions shall designate an Environment Affairs Officer who shall act as Secretary of the Environment Affairs Committee (EAC). This officer shall receive complaints and suggestions from campus residents regarding environmental violations and shall take necessary follow up action in the matter/s.

Priority Areas:

- Energy conservation
- Water conservation
- Waste management
- Sandip Foundation's Group of Institutions Environment Management System (EMS)-ISO standards
- Environmental Audits and Natural Resource Accounting
- Environmental education, Training and awareness
- Publications and dissemination
- Biodiversity conservation
- Eco-friendly transport and sustainable resource acquisition

10.2 Lecture Monitoring Committee:

LMC is centralized (Institute level) committee responsible for regulating and implementing different academic activities. It is meant for smooth & uniform conduction of academics throughout the institute. Committee Hierarchy; LMC is headed by Academic Coordinator along with department coordinator. The representative from each department acting as Departmental Academic Coordinator is the member of LMC. All coordinators are involved in monitoring process. Class teachers & Teacher Guardians are pillars of LMC. All Teachers are responsible for implementing the same. (Annexure – VIII)

Lecture Monitoring Committee Members:

Sr. No.	Committee Members	Designation	Roles
1			
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Monitoring Conduction of Lectures:

- Carry and follow the Lesson/Session Plan prepared.
- Engage class for entire duration of 60 min.
- Reach the classroom 2 min before the schedule. This sends a strong message to students regarding your commitment & makes them to come on time.
- Allow latecomers to enter class, say only up to 10 min after scheduled time.
- Keep the door closed while conducting L/T so that you can conduct class without interruptions.
- Ensure writing on blackboard legible, large & neat.
- Make restricted use of the PPTs (no more than 15 min in one Hour) this ensures student participation.
- R&D coordinator, Role: Motivate students for research. Create opportunities to get sponsored research projects from industry.

Conduction of Tutorials, Assignments:

- All the Assignments/Tutorials (i.e. numeric problems, software programs) to be solved by respective subject teachers in advance.
- Make exhaustive list of problems for every assignment.
- Minimize/Avoid - Describe, Compare and Explain type of questions.
- Tutorial/Assignments are to be designed such that there is no repetition.
- Each Tutorial/Assignment must have at least 5 questions.
- Give Batch wise assignments per Unit.
- Make extensive use of Standard books for this activity.

Student Performance Improvement:**Extra Lectures:**

- Identify weak students and arrange extra lectures after college hours.
- Arrange extra lectures for difficult subjects

Remedial Coaching:

- Plan Remedial coaching for every subject and display time table on notice board
- For every unit prepare question bank using University question papers with model answers.
- Discuss Questions and answers with students in one lecture
- Conduct unit test per unit based on that question bank. Let's assume, if you have a question bank of 20 questions per unit then prepare a test paper with 8 questions and allow students to solve any five.
- In this manner, conduct 2 lectures per unit. Likewise, 12 lectures for one subject.
- Identify weak students on the basis of their overall performance and start remedial coaching during 1st month of each semester (before declaration of results).

Experimental Preparation/Setup:

- Perform the experiment/ Program on your own to ensure setup is ready & functioning well.
- Additions of set of practical assignments every semester with variations is mandatory.
- All equipment's should be tested, readings taken and calibrated.
- Ensure lab manuals are updated before the start of every term.
- The Experimental write up should be neatly typed. It should be error free, no typo mistake, grammatically correct and reviewed by HOD/Academic Committee/Peer review
- Enrich your journals with FAQs on each experiment so that students become ready to face orals exams. Make students write the answers of these FAQs.
- Add some innovation in practical assignments. Take help of seniors to ensure this.
- Follow the standard template for Lab Manual Preparation. Keep the uniformity across the department.

Lab Conduction:

- Complete practical & other assignment by students in the stipulated time of 2 Hrs. so that students (and you as well) need not carry the burden till the end of term.
- Ensure the students perform experiments & complete the write up in these 120 min.
- Avoid poor quality of submission by strict on time assessment.
- Keep Journals in the custody of Lab assistants and ask the students to sit in the Labs for completing the journal, if not completed.
- Printed journal write-ups for subjects having University examination are prohibited.
- Allow students to take program printouts only on dot matrix printer.

Policy for Continuous Evaluation:**Unit Test:**

- Conduct unit-wise class tests.
- Prepare & make available a comprehensive question bank for each unit and/or experiment.

- Refer previous years University question papers for making question bank.
- Give the model answers for the questions.
- The questions for the Unit Test should be from the question bank itself.
- Keep records of performance of the students in class and in Unit Test.
- Maintain a record of action taken on the results of the Unit Test for improvement (reappear/assignments).

Assignments:

- Give Unit wise assignments.
- Timely check the assignments & keep record for evaluation.
- Conduct mock exam for lab practical.
- Keep records of performance of the students.
- Follow university pattern for the conduction of mock exam so student will easily face University examination.
- Conduct oral in every lab session to ensure proper understanding by students.
Group Discussion/Presentation
- Arrange Quizzes, Group discussions, Questionnaire Sessions etc. for individual student.
- Schedule student presentations on beyond syllabus topics.

Policy for Monitoring Academics:**Responsibilities of Academic Coordinator:**

- Maintain departmental Academic file.
- Prepare departmental Academic Calendar.
- Report 10 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher.
- Make sure that daily attendance report of each class is filled properly before submitting.
- Monitor work of class teacher & teacher guardian for smooth conduction of academics.
- Conduct audit of course file & TG file records twice in a semester (at the beginning & at the end) and submit the report.
- Conduct interdepartmental Audit per semester.
- Observe lecture conduction of faculty member along with senior faculties.
- Maintain discipline among staff & students.

Responsibilities of Class Teacher:

- Maintain class teacher file.
- Report 10 minutes before commencement of classes and wait in corridor to maintain discipline.
- Adjustment of lectures and practical sessions in case of absenteeism of faculty members.
- Preparation of monthly defaulter list with the help of assigned lab assistant.
- Submission of daily attendance report.
- Display monthly defaulter list at the end of each month & final detention list at the end of semester.
- Monitor the attendance of each student and keep track of students who remain absent continuously and call their parent (involve Teacher Guardian of respective batch).
- Check Student I-card daily and uniform on every Tuesday and Friday.
- Take action on students who are using mobile phones in college campus.
- Maintain overall discipline among students.

Responsibilities of Teacher Guardian:

- Maintain Teacher guardian file in prescribed format.
- Maintain batch wise student roll call list.
- Keep contact details of students & parents.
- Record of student Previous Semester Result.

- Record of TG-Student meeting (Once in a month).
- Provide information about students to the class teacher whenever required.
- Student counseling whenever required.
- Maintain record of monthly defaulter list.
- Send letters to parent for parents meet.
- Telephonic call record of defaulter students should be maintained.
- Leave application form of students along with necessary documents should be kept.
- Maintain record of monthly undertakings of defaulter students.
- Maintain data of student's achievements.
- Maintain discipline among students.

10.3 Examination Committee:

Overview:

The Examination committee is an apex body of the Institute which is headed by Examinations In-Charge (EI) and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

Objectives: To help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by the University, from time to time. And to conduct Internal Assessment and External Assessment Examination related all work as per University notifications and ordinance.

Roles and Responsibilities:

- The Exam Cell shall distribute the Exam Forms of the University to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University within the stipulated time period.
- The Exam Cell shall put up notice inviting ATKT students to have the exam form collected and returned in due time.
- The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table of the University.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
- Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee in the specified format.
- The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice
- The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of A report of same shall be submitted to the Principal.
- The Exam cell in consultation with the EI shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.

- The EI shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
- The EI along with Exam Cell shall be in touch with the University for obtaining necessary approvals on time. All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website after 4pm. A copy of the same shall be sent to the respective HODs.
- Under the guidance of the EI, the Exam Cell shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal.
- Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- To ensure that the entire exam related documents reach the university in time.
- To conduct Internal Assessment examination as per academic calendar.
- Distribution of marks lists to the students after the results of various examinations received from the University.

Any Circular, Guideline, Office Order, Notification received by the University are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments/Students. **Annexure IX - Detail Exam Procedure**

10.4 Unfair Means Committee:

Objectives: 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.

Roles and Responsibilities:

- a) It shall be the responsibility of Exam Supervisors (University 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) Convener of the committee shall convey a meeting of the members and discuss the complaint received from the Principal
- c) The Committee may call the candidate to seek an explanation and hear him/her. Explanation shall be taken in writing.
- d) The Committee members shall make necessary enquires from Exam Supervisors and other related witnesses.
- e) After hearing all the above persons, they shall report their findings in writing, along with punitive action (if any malpractice was detected) to the Principal according to the University guidelines/norms.
- f) Any other duties the Director / Principal may assign.

10.5 Disciplinary Committee:

It consists of Sr. Faculty members, drawn from all the Departments. The following are the functions of the Disciplinary Committee.

Functions:

1. To maintain & enforce strict discipline in the college campus.
2. To enforce strict dress code among students.
3. To enforce total prohibition of Mobile Phone usage by the students inside the College Campus. Please note that Mobile phone is totally prohibited in the College Campus and if a student is found carrying Mobile Phone, the Mobile phone needs to be confiscated & returned to the Principal.

4. To Monitor the movement of the students in the College and prevent students loitering around in the corridors during the College working hours.
5. To ensure that all the students attend classes without bunking & prevent the Students from leaving the College early. Please note that no student can leave the College early without prior permission of the higher authorities (Gate pass issued needs to be produced)
6. To ensure that students maintain utmost silence in the Library.
7. To maintain proper discipline in the college Canteen, Student Waiting Room, Corridors and the Student Mess during the College Working hours.
8. To assist the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging campaign throughout the student's community.
9. To recommend suitable disciplinary action against that student indulging in acts of indiscipline, beyond doubt.

Observance of General Discipline:

In order to maintain serene, silent clear and studious environment in the college campus and to inculcate discipline in the students, the following Rules and Regulations are formulated:

1. Ragging (inside & outside the college) is strictly prohibited. Any such act is liable for suspension, Dismissal and Penal Punishment.
2. Student should neither involve nor encourage in acts of boycott/strike/quarrels, etc.
3. Students should strictly follow the college timings and adhere to the dress code prescribed by the college.
4. Students should be punctual to the starting time of the college and stay in the college until the final bell is given.
5. Students should not possess Mobile phones in the premises of college campus. If found, will be ceased with penalty.
6. Students should wear I.D. Card as long as they are in the college campus.
7. During the interval and lunch time the students are expected to maintain strict discipline and silence while moving in the corridors.
8. Students should cooperate to maintain cleanliness in the campus. Students are strongly advised to use the dust bins.
9. Students should maintain decency and decorum in the classroom.
10. Students should not slink or mess up with others items/cash/ books/calculators etc., in the classroom or college.

Students are strictly instructed to follow the listed Rules and Regulations. Any violation of the General Discipline is liable for punishment (such as Suspension from attending college/Rustication, penalty, etc) as decided by the Principal based on the recommendations made by the Disciplinary Committee. It is the responsibility of the students to safeguard the image and reputation of the college, in their own interest.

Disciplinary Committee:

Sr. No.	Committee Members	Designation	Roles
1			
2			
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10.6 Anti-Ragging Committee:

1. Measures for Curbing Ragging:

- 1.1 Every student shall submit, at the time of admission and at the time of re-registration for 2nd/3rd/ 4th year two Affidavits on Rs. 10.00 stamp paper each, duly notarized, one signed by the student and the other signed by the parent.
- 1.2 A student shall not be admitted or re-registered unless and until the Affidavits mentioned in Rule 1.1 are submitted.
- 1.3 Every student, at the time of admission/re-registration will be supplied Anti-Ragging Regulations of the Sandip Foundation.
- 1.4 The Sandip Foundation Authorities shall take necessary steps to sensitize students, parents, authorities about the gravity of ragging. This may be done with the help of audio-visuals, electronic and print mediums. Posters, banners and pamphlets highlighting the menace of ragging and its serious consequences shall be pasted on conspicuous places in the Sandip Foundation.
- 1.5 In addition to Regulations, Sandip Foundation will also provide instructions on whom to contact in case of incidence or attempt at ragging. This would include contact mobile numbers of Anti-Ragging Committees, Anti-Ragging Squad, Anti-Ragging Helpline, and relevant State, District and police authorities. The contact details are as follows:

S. No.	Name	Designation	Mobile Number	E-mail Id
1.				
2.				
3.				
4.				
5.				
6.				
7.				

2. Anti-Ragging Committee: Constitution and Functions:

- 2.1 The Sandip Foundation shall constitute an “Anti-Ragging Committee” in the Chairmanship of the Dean Student Welfare at the beginning of every academic year.
- 2.2 It shall comprise of faculty members, students from the fresher’s category as well as seniors and selected non-teaching staff as nominated by the Principal.
- 2.3 This Committee shall be fully responsible to ensure that no incidence of ragging as defined in Rule 2 of these regulations takes place and will also monitor and ensure that the instructions of these regulations are followed fully at all points of time.
- 2.4 The Committee will also maintain alert vigil at all times and ensure that the Anti-Ragging Squads/Anti- Ragging Helpline of the Sandip Foundation carry out their functions properly and efficiently.
- 2.5 The Anti-Ragging Committee will be responsible and function under the overall direction of the Principal.

3. Anti-Ragging Squads: Constitution and Function:

- 3.1 The Sandip Foundation keeping in mind number of students, hostels and hostel blocks shall constitute a number of Anti-Ragging Squads as it deem sufficient to implement Anti-Ragging Measures effectively.
- 3.2 Anti-Ragging Squads shall comprise of senior faculty members and responsible representatives of senior and fresher students. The Anti-Ragging Squads for the Academic Year 20__- 20__ are as follows:

Anti - Ragging Squad – Male:

S. No.	Name	Designation	Mobile Number	E-mail Id
1.				
2.				
3.				
4.				
5.				

Anti - Ragging Squad – Female:

S. No.	Name	Designation	Mobile Number	E-mail Id
1.				
2.				
3.				
4.				
5.				

- 3.3 The function of Anti-Ragging Squad will include taking around, patrolling the Sandip Foundation and the common areas in the academic/administrative/hostel/mess of the Sandip Foundation, maintain vigil at all times on all days by rotation as decided by Dean Academic/HODs and take action if they notice any incidence of ragging either in their Department or any other Institution / or in the Campus.
- 3.4 The Squads will also have the responsibility wherever required to investigate incidences of ragging and to report to the Anti-Ragging Committee / Anti-Ragging Help Line for immediate action.
- 3.5 On the report of Anti-ragging Squad or any other person who is the witness of the incidence of ragging or on the complaint of any fresher student, immediate action will be taken by the Anti- Ragging Committee to decide appropriate punishment from the list of punishments prescribed under the Rules and award it with intimation to the Sandip Foundation Authorities.

4. Anti-Ragging Helpline:

- 4.1 Anti-Ragging Helpline will be established in Sandip Foundation under the direction of Anti-Ragging Committee. The Helpline will function 24 hours.
- 4.2 Anti-Ragging Helpline will be equipped with land line and mobile telephone numbers which shall be made known to all concerned i.e. students, teachers, parents, Anti-Ragging Committee, Anti-Ragging Squad etc.
- 4.2 The Sandip Foundation Anti-Ragging Helpline Toll Free Nos.:
1800 233 2714 / 1800 123 2714

10.7 Time Table Committee:

Objectives: Smooth and efficient management of academic programme through the semesters.

Roles and Responsibilities:

- a) To prepare the class time table at the beginning of each semester with the active involvement of the committee members of the respective department in the Time Table Committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
- b) Prepare Time-Table well in advance before commencement of the semester/year.
- c) Distribution of individual Faculty work Load as per Policy of Sandip Foundation.
- d) To prepare the Academic Calendar.
- e) With the information gathered, prepare the class time tables in the prescribed format.
- f) By referring to the class timetables, prepare the timetables of individual faculty members and Laboratories.
- g) Communicate and widely publicize the class time tables to staff and students.
- h) Make the class time tables available in the Documentation Room for students' reference.
- i) Prepare Academic Calendar by collecting information from Conveners of various Committees, HODs and the Principal.
- j) To display and publicize the Academic Calendar for the information of students and staff.

10.8 Attendance Committee:

Aims and Objectives:

Attendance monitoring committee aims to institute discipline among students in terms of punctuality and every day and attendance. This implies that students come to college on time and should not be able to leave the campus without permission from their class counselors. In every lecture, attendance is taken and the student signs on attendance sheet. This data are computerized afterwards. Every week cumulative presence and absence of all the students of all courses is calculated. Students having less than 75% attendance in any week are informed and advised to improve their record.

Attendance Monitoring Committee (20__-20__)

Principal	Chairperson
	Coordinator
	Member
	Member
	Member
All Class Coordinators	Member

Roles and Responsibilities of the coordinator:

- a) Prepare attendance period's semester wise.
- b) Intimate subject teachers to complete online attendance on a daily basis.
- c) Display the attendance list for the information of the students and make corrections if needed.
- d) Generate the defaulters' list and hand over one copy to the Registrar so as to mail them to respective parents /guardians and give one copy to the respective class coordinator.
- e) Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on folder for subject teachers' ready reference.
- f) Advise the Principal regarding examination form withdrawal of students with authentic documents.

Specific responsibilities of class coordinators:

- a) Counsel highly irregular students, inform and involve their parents also.
- b) Issue monthly letters to parents by registered post.

10.9 R&D Committee:

(Detail Research and Consultancy Policy is uploaded on Website):

Objective:- To oversee and supervise Research and Development activities in the Institute and to ensure performance, by proper monitoring of research projects and engagement in all the research thrust areas, with the management.

Responsibilities:

- a) Exploring possibilities of research collaborations, nationally and internationally for long term development.
- b) Final assignment of work and fixing linkages and establishing monitoring framework.
- c) Reviewing and monitoring research and development activities in all the four thrust areas so that quality research can be encouraged and slippages can be reduced through pre-established schedules given at the time of allotment of projects.
- d) Arranging lectures and seminars periodically to providing academic support and guidance to researchers on the basis of recommendation from Empowered Counseling Committee members.
- e) Monitoring quality of dissertations and thesis topics and reports.
- f) Giving feedback to researchers and management periodically.

10.10 Entrepreneurship Cell Committee (E-Cell):

Aims: The Entrepreneurship Cell aims to IGNITE creative thinking and nurture entrepreneurial instincts in students. The Cell hopes to achieve this by conducting stimulating workshops, competitions and interactive sessions with eminent personalities who are role models when it comes to business development. The Cell's ultimate vision is to create independent business persons out of interested students so that they not only become self-employed but also become capable of providing gainful, fulfilling employment to others and thereby benefit society at large.

Objectives:

- To Foster the Spirit of Entrepreneurship and Intrapreneurship in all students.
- To Create an Environment providing diverse Opportunities for Growth and Development as Entrepreneurs and as competent Professionals.
- To Pioneer the Culture of Entrepreneurship in Sandip Foundation's Group of Institutions.
- To Enable Students to Start and Manage their own small business units.

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:

E-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.

Work Environment:

Work environment include the innovative mini projects and final year practical assignments undertaken by students, and independent creative projects undertaken by motivated group of students in their respective technology areas or projects of multidisciplinary nature. Organizations like National R&D Labs, Defense research Labs, Industry, Dept of Science and Technology, Technology Organizations etc.

The Process:

The students who are interested and also have an aptitude for entrepreneurship and self-employment are selected and admitted for internship in the E-cell. Three modules of academic inputs are given to them during the first two years by qualified internal faculty and external experts.

Entrepreneurship Committee

Sr. No.	Committee Members	Designation	Roles
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

10.11 Website Committee:

Objective: To ensure that the college website is regularly updated, improved and well maintained.

Responsibilities:

- a) Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.
- b) Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.
- c) Update all communications, notices, announcements etc on a regular basis.
- d) Strive to make improvement in the website with respect to design, preventability etc. on a continuous basis.

10.12 Library Committee:

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

Roles and Responsibilities:

1. To prepare the lists of books/journals as per the requirement of various departments.
2. To suggest improvements to run the library smoothly, orderly and satisfactorily.
3. To suggest the fine structure for the late returning of books.
4. To suggest the punishments to be awarded for the students violating the guidelines of the library.
5. To take stock verification of books, Journals and report the shortages to Principal & Management to take necessary action.

6. To assist the Librarian in formulating Library policy.
7. To look after general maintenance of the library in terms of reading material and infrastructure.
8. To effectively involve in fostering the reading habit of staff and students.
9. To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
10. To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.

10.13 Central Training and Placement Cell:

Objectives: To help the Training and Placement Office in conducting and coordinating campus placement process as well as training programs in the college.

Training and Placement is a vital department in the college and is constantly striving to provide assistance to the students in their efforts to probe for the employment. It also caters needs of various organizations to conduct the interviews. It plays an important role in counseling and guiding the students for their successful career placement. It arranges various technical and soft skills programs which augments the skills and increases the confidence of the students when facing the various tests and interviews conducted by the companies and to meet companies' expectations. The Training and Placement Cell takes pride in offering student services like consultation on a wide range of issues such as employment, career planning, opportunities etc. thereby preparing students effectively for their career to make them competent

Training and Placement Cell operates year round to facilitate contacts between graduates and Industry

The placement process has following elements:

- Pre-Placement Talks
- Aptitude Test
- Technical Test
- Personal Interviews
- Selection of Candidates
- Offer Letter distributions
- Acceptance of the offer

Objectives:

- To mould the students by providing training to meet corporate expectations and requirements.
- To probe for employment for all students.
- To create confidence in the students and develop right attitude.

Roles and Responsibilities:

- Providing best possible employment opportunities in India as well as abroad to our bright students
- Liaisoning with Industries regarding placement of our students for interview date and schedule of events
- Carrying out On-campus, Off-campus Placements
- Organizing Pool Campus Drives inviting various colleges and making arrangements like interview facilities at the campus and written test halls accordingly
- Inviting Human Resource experts to guide our students regarding expectations of various companies for enhancing their performance
- Sharing job opportunities with our wide Alumni network

- Maintaining rapport with existing recruiters
- Identifying potential recruiters for future placements
- Maintaining database of year-wise Offer letter, MoUs, Student Welfare Measure Activities, etc.
- Making students aware about recent trends and technologies as well as requirements of industries
- Grooming students to enhance their employability skill sets
- Providing students opportunities through organizing HR Summits, Job Fairs etc. Also, encouraging them to volunteer for such events for practical know-how
- Co-ordinating with departmental Training and Placement coordinators

Activities:

- Organize technical and non-technical programs for the students.
- Invite professional trainers to provide technical and soft skills training.
- Take feedback from the companies coming for placement.
- Arrange Training programs for soft skills and for interview facing skills for the students using institutional and external expertise.
- Invite reputed industries & organizations in the campus of the institute for the placement of students.
- Arrange Industrial visits and seminars for students to provide them practical scenario.

10.14 Cultural Committee:

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

Roles and 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 tube included in the academic calendar of the institute.) by delegating various tasks.
- c) To communicate about various festivals and events to be celebrated in the college and give a wide publicity.
- d) Arranging events/programs for staff and students in coordination with ‘Students Cultural Committee’.
- e) Procedure to organize cultural events:
 - i. To prepare the Annual Budget for various cultural events.
 - ii. To obtain formal permission from the College authorities to arrange programs.
 - iii. To decide the date, time and agenda of the programs.
 - iv. To inform members of staff and students about the events.
 - v. To arrange the venue and logistics (audio/video system, dais, podium etc).
 - vi. To invite the Chief Guest and other dignitaries.
 - vii. To arrange mementos for guests and gifts/certificates for the participants.
- f) The committee shall display on the Notice Board/Website information about festivals to be celebrated.
- g) Events arranged for students in coordination with ‘Students Cultural Committee’ are
 - i. Fresher’s Day
 - ii. Teachers’ Day

- iii. Festival Celebrations
- iv. Engineers Day
- v. National Science Day
- vi. Aayam
- h) Sandipotsav Events (including Revellers' Night, DJ night, Prom Night, Rock Show etc.)
- i) The Cultural Committee shall also be responsible for organizing the following events
 - i. FE Orientation Program
 - ii. Independence Day
 - iii. Republic Day
 - iv. Women's Day
 - v. Founder's Day
- j) Any other duties the Director / Principal may assign.

10.15 Sports Committee:

Objective: To provide healthy leisure time for every Sandipian.

Responsibilities:

- a) Coordinate with the Student Sports Secretary by
 - i. Keeping stock of previous and current years' sports goods,
 - ii. Ordering sports goods in consultation with the Deputy Director
 - iii. Arranging the venues for sports events in consultation with the Deputy Director
 - iv. Drawing lots for various sports.
- b) Coordination with the Management for,
 - i. Permission to hold sports events in the college campus
 - ii. To recommend students for permission to participate in the intra-or intercollegiate events
 - iii. To recommend sanction for Entry/Registration Fees to participate in various sports events
 - iv. To recommend attendance to students who have taken part in sports events as per rules
 - v. Sort out any issues taking place during matches (team selections, objections, quarrels etc).
 - vi. Maintaining discipline in all events happening in and outside the college.
 - vii. Holding sports events for staff members.
 - viii. Maintaining records of sports events attended by students outside the college, within the University and outside.
 - ix. Finalize the schedule of events for the whole academic year in advance in consultation with the Students' Sports Committee.
- c) To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.

10.16 Alumni Association:

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 College.
3. Plan and promote a platform for interaction between all stakeholders of Sandip Foundation.
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

10.17 Student's Grievance Redressal 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 Redressal 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 Management and Principal.
3. To convey the decision of the committee to the aggrieved students in writing by the Chairman of the Committee

10.18 Women Development Cell / Internal Complaints Committee:

1. Meaning Of Sexual Harassment And Sexually Oriented Behaviour:

- 1.1 As per Section 2(n) of the Act "Sexual Harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely;-
 - (i) Physical contact and advances; or
 - (ii) A demand or request for sexual favours; or
 - (iii) Making sexually coloured remarks; or
 - (iv) Showing pornography; or
 - (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- 1.2 As per Section 3 of the Act he following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment:-
 - (i) Implied or explicit promise of preferential treatment in her employment; or
 - (ii) Implied or explicit threat of detrimental treatment in her employment; or
 - (iii) Implied or explicit threat about her present or future employment status; or
 - (iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (v) Humiliating treatment likely to affect her health or safety.

- 1.3 Sexual harassment should not be confused with simple friendly behavior or with more intimate exchanges if these are desired and accepted. The difference between the friendly behavior and sexual harassment is that sexual harassment is neither solicited nor accepted by the recipient, it is unwelcome or imposed.

2. Constitution of Internal Complaint Committee:

- 2.1 The management shall constitute Internal Complaint Committee as per section 4 of the Act read with the Rules thereunder.
- 2.2 The members of the committee shall be constituted by the management consisting of the following;
 - a) A presiding officer who shall be a woman employed at a senior level at work place from among the employees.
 - b) Not less than two members from amongst employees preferably committed to cause of the women or who had experience in social work or have a legal knowledge.
 - c) One member from amongst non-governmental organization or association committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- 2.3 The SF's Institute shall decide the total members on the internal committee but shall ensure that at least one half of the total members so nominated shall be women.
- 2.4. The SF's Institute may appoint ICC for each office or may appoint one committee at the corporate level to deal with the complaints arising from any of the offices throughout India. However whenever a complaints relating to a campus is being enquired in to one of the senior officials of the said campus preferably a women officer shall also be associated with the committee.
- 2.5 The committee as far as possible shall hold the proceedings in the campus or in any other premises at the place in which the complainant is posted. However committee, at its discretion and without causing avoidable inconvenience to the complainant may hold the proceedings at the main campus of the SF's Institute or any other place as decided by the committee.
- 2.6 Every member of ICC shall hold office for a period not exceeding 3 years from the date of their nomination as specified by the SF's Institute. The SF's Institute may at their discretion appoint any member or the presiding officer for another term having regard to her expertise and the experience gained by her while being associated with the committee.
- 2.7 The names of members of the committee appointed from time to time shall be displayed for the information of the employees along with their designation, office of working, telephone number & email.

3. Procedure of Filing a Complaint:

- 3.1 As per Section 9 of the Act the complaint should be made by an aggrieved woman within a period of three months from the date of occurrence of incident and in case of a series of incidents, within a period of three months from the date of last incident. The complaint by an aggrieved woman employee shall be made to ICC in writing and be sent either by post/email or given in person to the ICC of the establishment or any officer authorized by ICC in writing.
- 3.2 The ICC may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the employee from filing a complaint within the said period. Where the employee is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir may make a complaint under this section. It is, however, pertinent to state that where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by—(a) her relative or friend; or (b) her co-worker; or (c) an officer of the National Commission for Women or State Women's Commission; or (d) any person who has knowledge of the incident, with the written consent of the aggrieved woman;

- 3.3 Where the aggrieved woman is unable to make a complaint on account of her mental incapacity, a complaint may be filed by—
- her relative or friend; or
 - a special educator; or
 - a qualified psychiatrist or psychologist; or
 - the guardian or authority under whose care she is receiving treatment or care; or
 - any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care she is receiving treatment or care;

Notes: (i) Where the aggrieved woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent.

(ii) Where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

- 3.4 The complaint should be accompanied by the supporting documents and the name and address of the witnesses if any to the incident.

4. Procedure To Be Followed Post Receipt Of Complaint:

- 4.1 If the complaint has been submitted to any one of the members of the ICC, the member concerned should forward the complaint to the presiding officer. If the complainant had explained any factual position relating to the complaint to the member the member may record the same separately in a note sheet and forward it to the presiding officer.
- 4.2 The presiding officer should go through the complaint and evaluate if there is a prima facie case or not. The presiding officer having regard to the nature of the complaint may at her discretion have a meeting with the other members of the committee to decide the further course of action of the complaint.
- 4.3 The process stated above should be completed expeditiously and delay should be avoided. The next step is to forward the copy of the complaint to the Respondent and seek his response within 7 working days from the date of receipt of the complaint. There is no need for serving a separate charge sheet. The complaint itself should be treated as the statement of imputation against the Respondent. The Respondent should be given adequate time and it should not be generally more than 10 days. However if the Respondent requests for extension of time limit for submission of the reply it may be considered by the presiding officer having regard to the reasons furnished by the employee for seeking extension of time and it may be considered or rejected by the presiding officer. The decision there on should be communicated to the Respondent. If the Respondent submits his response or fails to submit the same, the committee may proceed to conduct enquiry.
- 4.4 The enquiry should be conducted in accordance with the disciplinary procedure prescribed under the service rules. The date, venue and time fixed for the enquiry shall be notified to the complainant as well as the Respondent and requiring them to appear in person at the appointed place and time.
- 4.5 At the first sitting of the enquiry if the complainant requests/ desires a settlement between her and the Respondent through conciliation the committee may facilitate such settlement. Provided that no monetary settlement shall be made as a basis for a compromise. Where a settlement has been arrived at during the conciliation before the ICC, the committee shall record the settlement and forward the settlement to the disciplinary authority. However if the terms arrived at during conciliation have not been complied with by the Respondent, the ICC shall proceed to make enquiry in to the complaint or as the case may be forward the complaint to the police. The copies of the settlement as recorded during the course of conciliation shall be made available to the Respondent as well as the complainant.

- 4.6 If the complainant does not propose any settlement through conciliation or the Respondent does not agree for any settlement as proposed by the complainant, the committee may proceed to make enquiry in to the complaint in accordance with the procedure prescribed under the disciplinary proceedings.
- 4.7 The ICC may examine the complainant to present her case. If the CE desires to make a statement in camera and in the absence of the Respondent the committee should facilitate the same. In the event the statement of the complainant is recorded in camera copy thereof may be made available to the Respondent. The Respondent may be given opportunity to submit interrogatories to the complainant for being answered by her and the committee after examining the interrogatories submitted by the Respondent and if it finds that the interrogatories are relevant to the allegations and for establishing the case of the Respondent may forward the same to the CE. The committee should stipulate time limit within which both the parties should complete the process of interrogation. Thereafter the committee should record the statement of the witness cited by the complainant and provide opportunity to the Respondent to cross examine the witnesses. The documents if any produced by the complainant or the witnesses may be taken on record and marked as exhibits.
- 4.8 The next step is to record the statement of the Respondent and his witnesses if any. The documents if any produced by the Respondent be taken on record and marked as exhibits. If the complainant wishes to cross examine either the Respondent or his witnesses the opportunity may be made available to the complainant. However if the complainant choses not to remain present when the statement of the Respondent is recorded the same may be permitted. After the statement of the Respondent is recorded and the statement of witnesses produced by him is also recorded, the copies thereof may be forwarded to the complainant to submit her say if any. If she submits any response in writing the same may be taken on record.
- 4.9 After completion of the enquiry proceeding the committee should meet and hold discussion on the material available on the records and proceed to record the findings. The findings recorded be made available to the CE as well as the Respondent to submit their say if any within a stipulated time.
- 4.10 If the CE and the Respondent submits their say within the stipulated period the committee may examine the same and record their further finding if required. The committee after completing this exercise should finalize the report and forward it to disciplinary authority along with their recommendation as to the punishment if any to be imposed on the Respondent if the charges have been proved.
- 4.11 The committee should bear in mind that the enquiry proceedings and submission of the report therein should be completed within a period of 90 days from the date of receipt of the complaint.
- 4.12 Important: For the purpose of making an inquiry under sub-section (1), the Internal Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely:—
- (a) summoning and enforcing the attendance of any person and examining him on oath;
 - (b) requiring the discovery and production of documents; and
 - (c) any other matter which may be prescribed.
- 4.13 The ICC may at its discretion conduct the enquiry exparte if the complainant or the respondent fails without sufficient cause to present her or himself for three consecutive hearings convened by the committee. However such exparte order may not be passed without giving a notice in writing 15 days in advance to the party remaining absent from the proceedings.
- 4.14 The presence of three members of the ICC shall constitute quorum for conducting the proceedings. The outside member shall always be present in all the proceedings to ensure objectivity.

- 4.15 The parties shall not be allowed to bring any legal practitioner to represent them in their case at any stage of the proceedings before the ICC.
- 4.16 The ICC shall conduct the enquiry proceedings in a confidential manner.
- 4.17 In cases where the ICC arrives at a conclusion that the allegation against the Respondent is malicious or CE has made complaint knowing it to be false or the CE has produced forged or misleading document, the committee may recommend to the SF's Institute to take action against the CE in accordance with the section 14 of the Act.
- 4.18 In cases where the ICC arrives at a conclusion that during enquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the management to take appropriate disciplinary action.
- 4.19 The ICC at the request of the CE may recommend to the SF's Institute to
 - (a) To restrain the Respondent from reporting on the work performance of the aggrieved women or writing her confidential report and assign the same to another officer.
 - (b) To transfer the agreed women or the Respondent to any other workplace or
 - (c) Grant leave to the aggrieved woman i.e. upto a period of 3 months.
 - (d) Grant such other relief to the aggrieved woman as may be prescribed.
- 4.20 The Presiding officer shall keep the disciplinary authority informed about the progress of the enquiry at each stage to ensure that the management is aware of the status of the case and will be in a position to render necessary assistance to the committee for ensuring expeditious disposal of the complaint.

5. Other Functions of the Internal Committee:

- 5.1 The committee may meet periodically and at least once in a quarter and review the measures taken by the SF's Institute to suggest enhancing the measures taken by the SF's Institute to prevent any type of harassment at workplace and recommend remedial measures.
- 5.2 The internal committee shall submit its annual report to the management listing all the complaints received, action taken by the committee in respect of the said complaints, the number of cases in which the allegations made by the complainant have improved and not proved. The annual reports shall also include the recommendations sent by the ICC to the management for enhancing the measures taken for prevention and redressal of complaints of harassment.

6. Action On The Report Of The ICC:

- 6.1 The disciplinary authority shall initiate action on the report submitted by the ICC.
- 6.2 If the ICC has held that charges against the Respondent have been proved the disciplinary action against the Respondent in accordance with the Disciplinary policy of the SF's Institute shall be taken. There is no need for ordering for the fresh enquiry. The disciplinary authority shall examine the report and thereafter propose the punishment in accordance with the disciplinary policy of the SF's Institute. After receipt of there port, the disciplinary authority shall pass speaking order imposing the punishment. The disciplinary authority shall complete the disciplinary action against the employee within 60 days of the receipt of the recommendations of the ICC.
- 6.3 The Respondent shall have a right of appeal to the appellate authority in accordance with the disciplinary policy of the SF's Institute. If the disciplinary policy does not provide for appeal procedure the appeal shall be made to the next higher authority to the disciplinary authority. The appeal shall be preferred within 90 days of the recommendations of the ICC to the Disciplinary Authority.

7. Obligations of the SF's Institute:

- 7.1 The SF's Institute management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of the Policy.

- 7.2 The SF's Institute management shall ensure that the ICC shall be reconstituted once the term of the existing committee is over. In cases if there are any complaints against any of the ICC members the management shall take immediate steps to reconstitute the ICC. The time limit specified under this Policy shall be inclusive of the time taken for reconstituting the committee.
- 7.3 The SF's Institute Management will monitor timely submission of reports. For this, the Management will conduct periodic update meetings with the ICC to ensure that the said Policy is being implemented in letter and spirit.
- 7.4 The SF's Institute management shall provide assistance to the CE if she so chooses to file a complaint with the police in relation to the offence under the Indian Penal code or any other law for the time is being imposed.
- 7.5 The SF's Institute Management will also initiate action under the Indian Penal Code or any other law for the time being in force, against a perpetrator, where the perpetrator is not an employee of the establishment and there is complaint of Sexual Harassment against the said perpetrator in the workplace where the harassment took place.
- 7.6 The SF's Institute Management shall ensure that the annual report of the SF's Institute includes the measures taken for ensuring the provisions of the Act are fully complied with and the complaints received under this Policy and the action thereon.
- 7.7 The SF's Institute Management will create awareness amongst employee material on sexual harassment in the following manner:-
 - (i) Training cum Awareness session for employees (men and women)
 - (ii) Training cum Awareness session for ICC members
 - (iii) Training cum Awareness session for Human Resource teams and Senior Management.
- 7.8 The SF's Institute shall display any conspicuous place of its campuses, penal consequences of sexual harassment and the constitution of the committee.

8. Confidentiality And Non Disclosure:

- 8.1 The identity and address of the aggrieved woman, Respondent and witnesses, any information relating to conciliation and enquiry proceedings, recommendations of the internal committee, the action taken by the employer shall be treated as confidential and shall not be disclose to anyone who is not authorized to receive the said information.
- 8.2 The above restrictions shall be applicable to all the members of the internal committee and those who appear before the internal committee as witnesses and all those persons who are entrusted with the duty to handle or deal with the complaint, enquiry or any recommendations. That on any breach of confidentiality the person concern shall be liable for the consequences as stipulated under section 17 of the Act read with rule 12 of the Rules.
- 8.3 The provisions of the Right to Information Act are not applicable to the proceedings initiated under the Act in accordance with section 16 of the Act. Accordingly no disclosure shall be made even if an application under RTI Act is made seeking any information with respect to the complaint or the proceedings or the action taken on the recommendation of the internal committee.
- 8.4 The management may decimate regarding the justice secured to any victim of sexual harassment without disclosing the name, address, identity or other particulars calculated to lead to the identification of the agreed women and witnesses.

9. Time Line for Activities Under The Policy:

Sl. No	Action Point	Authority/Concerned Person	Time Limit
1	Complaint:	Complaint to be lodged by aggrieved woman Before Internal Complaints Committee	1) within the period of 3 months from the date of the incident, or 2) in case of series of incidents, within the period of 3 months from the date of last incident.
2	Initiation of Enquiry Proceedings	By the Internal Complaints Committee, by sending the copy of complaint To the Respondent	Within the period of 7 working days of receipt of the complaint
3	Reply by the Respondent along with his list of documents, names and addresses of witnesses	To the Internal Complaints Committee	Within 10 working days from the day of receipt of the copy of complaint forwarded by ICC.
4	Completion of Enquiry proceedings	By ICC	Within 3 months from the date of receipt of complaint
5	Submission of Enquiry Report and Findings along with Recommendations by ICC	To the SF's Institute Management	Within 10 days of completion of Enquiry Proceedings by ICC
6	Implementation of Recommendations made in the Enquiry Report of ICC	By the SF's Institute Management	Within 60 days of the receipt of the Recommendations made in the Enquiry Report by ICC
7	Appeal under clause 11.3 of the Policy.	By the aggrieved person	Within a period of 90 days of Recommendations by ICC.

Redressal

10. The complaints may be addressed as follows:-

- (a) The committee can ask the Institute to suspend the alleged harasser from an administrative post / classes if his / her presence is likely to interfere with the enquiry.
- (b) The victim of sexual harassment as per the Supreme Court judgment and as per the Act, will have the option to seek transfer of the perpetrator or their own transfer where applicable.
- (c) The Head of the Institution upon receipt of the enquiry report, shall refer the same to the Governing Body / Executive Council and Institute disciplinary action on the basis of the recommendations of the Complaint Committee under relevant service rules.
- (d) The disciplinary action will be commensurate with the nature of the violation.
- (e) In the case of Institute employee, disciplinary action could be in the form of:-
 - (i) Warning
 - (ii) Written apology
 - (iii) Bond of good behaviour
 - (iv) Adverse remarks in the confidential report
 - (v) Debarring from supervisory duties
 - (vi) Denial of membership of statutory bodies
 - (vii) Denial of re-employment
 - (viii) Stopping of increments / promotion
 - (ix) Reverting, demotion
 - (x) Suspension
 - (xi) Dismissal
 - (xii) Any other relevant mechanism
- (f) In case of students, disciplinary action could be in the form of

- (i) Warning
- (ii) Written apology
- (iii) Bond of good behaviour
- (iv) Debarring entry into a hostel / campus
- (v) Suspension for a specific period of time
- (vi) Withholding results
- (vii) Debarring from exams
- (viii) Debarring from contesting elections
- (ix) Debarring from holding posts such as member of Committee of Courses, membership of college union, etc.
- (x) Expulsion
- (xi) Denial of admission
- (xii) Declaring the harasser as “persona non grata” for a stipulated period of time.
- (xiii) Any other relevant mechanism

Protection against Victimisation

11. TU has an obligation to ensure that a person who registers a complaint in good faith and without malice is protected, and will not allow a person raising a concern to be victimized for doing so. In the unfortunate event where, despite the best of precautions, the Complainant would be victimized, TU shall treat this as a serious matter and take disciplinary action against the perpetrator.

‘Annual Report’

12. The chairperson of the committee will prepare an annual report at the end of each financial year, giving a full account of the activities of the committee during the year gone by, and provide a copy of this report to the chairman of TU. A copy of the report will also be sent to the Ministry of Human Resource Development.

TO BE PRINTED ON THE LETTER HEAD OF THE SF’S INSTITUTE:

Date:

NOTICE

CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE FOR INVESTIGATION OF COMPLAINTS RELATING TO SEXUAL HARASSMENT AT WORK PLACE.

In accordance with section 4(2) read with section 9(b) of the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act and the rules, 2013, the internal complaint committee consisting of the following members is constituted.

Mrs. _____	presiding officer.	Email _____	Off.Tel.No. _____
Mrs. _____	Member	Email _____	Off.Tel.No. _____
Mr/Mrs _____	Member	Email _____	Off.Tel.No. _____
Mrs. _____	Member		
(Independent Person)		Email _____	Off.Tel.No. _____

The formation of the committee shall be effective from _____ and shall be in force for a period of 3 years. Any vacancies arising during the said period will be filled up in accordance with the provisions Act and Rules read with the Policy of the SF’s Institute.

For _____

PRINT ON THE LETTER OF THE SF'S INSTITUTE

NOTICE

**Under section 19(b) of the
Sexual Harassment of Women at Workplace
(Prevention, Prohibitions and Redressal) Act & the Rules, 2013**

1. Punishment for false or malicious complaint and false evidence.

Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Note: Mere inability to substantiate a complaint or provide adequate proof need not attract action against complainant under this section.

2. Punishment for false evidence or producing forged or misleading documents:

Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

Note; Rule 9 prescribes action but on the basis of the conclusion of complaint committee and notice.

3. Penalty for noncompliance of settlement:

On failure of the conciliation as stipulated by section 10 and on the basis of complaint by the complainant (aggrieved woman) the ICC makes an enquiry in to complaint in accordance with the provisions of the service rules applicable to the Respondent and where no such rules exists, in such manner as may be prescribed or in case of a domestic worker the local committee shall, if prima facia case exists forward the complaint to the police, within a period of 7 days for registering the case under section 509 of the Indian penal code and any other relevant provisions of the said code where applicable. Provided that where aggrieved women informs the internal committee or the local committee as the case may be that any term or condition of the settlement arrived under sub-section 2 of section 10 has not been complied with by the Respondent, the Internal committee or the local committee shall proceed to make an enquiry in to the complaint or as the case may be forward the complaint to the police. Where the internal committee arrives at the conclusion the allegation against the Respondent has been proved it shall recommend to the employer

- (i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;
- (ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15 pertaining to determination of compensation which will be the mental trauma, pain suffering and emotional distress cost to the aggrieved women, the loss in the career opportunity due to the incident of sexual harassment, medical expenses incurred by the victim for physical or psychiatric treatment, the income and financial status of the Respondent, feasibility of such payment in lump sum or in installments.

4. Penalty for publication or making known contents of complaint and inquiry proceedings

Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

5. Penalty for noncompliance with provisions of Act

- (1) Where the employer fails to--
- (a) Constitute an Internal Committee under sub-section (1) of section 4;
 - (b) Take action under sections 13, 14 and 22; and
 - (c) Contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder, he shall be punishable with fine which may extend to fifty thousand rupees.

The contents of the above notice are only illustrative. For further details refer to the Act and the Rules.

Date:

For _____

10.19 Student's Welfare Committee:

Objectives:

1. To assist Dean - Student Affairs in creating and maintaining a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual developments of students in a holistic way.

Responsibilities:

1. To assist the Dean – Student Affairs in performing his responsibilities in the following areas:
 - a. Co-Curricular Activities/Overall development of the Student
 - b. Personal development of the Student
 - c. Channel between Management, Staff and Student Community

10.20 Hostel committee:

Objectives: Hostel Committee is responsible for smooth functioning of all the hostel related activities to resolve and upkeep the Hostel Administration.

A. Composition of the committee:

1. **One Member;** Chairman (Nominated by the Management)
2. One Member each from the Institutes (Nominated by the Principal)
3. One Member Student Representative from each Hostel.
4. One Rector each from the Hostel
5. Hostel Incharge – Convenor

B. Functions of Hostel Committee:

1. To ensure overall administration of all the hostels and office of the Hostel Supervisor.
2. To establish coordination with Wardens/ Assistant Wardens of various hostels for smooth running of day to day routine work of hostel
3. To act as Chairman of all Committees as called by him or by any Warden / Assistant Warden and to ensure the resolution taken are in the betterment of the students and in the interest of the Organization.

4. To maintain data base of students through the office of the Chief Warden.
5. To make the policy for allotment of hostels to students and deposition of hostel fee.
6. To ensure discipline in the hostels
7. To take an action against student who is doing the mischief and not following the rules and regulation of the Hostel.
8. To do the sudden visit and check the room of the entire hostel so as to maintain the discipline.
9. To formulate the Hostel policy
10. To check and monitor the maintenance of the Hostel.
11. To check whether the rooms and surroundings are cleaned properly or not.
12. To monitor the pest control activities are scheduled are done at regular intervals.

10.21 Canteen Committee:

Objectives: The canteen committee is responsible to the parent body. All decisions of the committee are subject to the approval of the parent body and should be made in writing.

A. Composition of Canteen committee:

1. Composition of Canteen committee will be as follows:

- a) One Member; Chairman (Nominated by the Management)
- b) One Member each from the Institutes (Nominated by the Principal)
- c) One Member Student Representative (Hostelite) from each Institute
- d) One Member Representative (Nominated by the Management who is
- e) having an similar experience of more than 10 years)
- f) One Member Representative (Nominated by the Canteen Contractors)
- g) Canteen Incharge – Convenor

2. Shall arrange regular meetings as decided upon, at mutually convenient times, with ample notice given to committee members

3. Roles and Responsibilities of committee:

Subject to the direction of the Organisation, the committee is responsible for:

- a. overseeing with discretion the general operation of the canteen and being supportive of all employed staff.
- b. ensuring compliance with the relevant government policy about the sorts of food and drinks that can/cannot be sold in the canteen.
- c. with input from the Canteen Manager, review prices, menus and goods for sale on a regular basis.
- d. ensuring that guidelines regarding safe food preparation, serving and storage in the canteen are followed
- e. to check the quality of the food prepared
- f. appointing, paying and defining the duties of employed canteen staff.
- g. Establishing a canteen policy
- h. to check the quality of the raw material along with the expiry date.
- i. to monitor the hygiene of the canteen
- j. to ensure the pest control activity is taken place at regular interval.
- k. reporting to the parent body if requested.

1. to check the grooming of the staff and medical fitness certificate obtained from time to time.

10.22 **Bus/Transportation committee:**

Objectives: to look into the matters pertaining to smooth functioning and safe transportation of the students.

1. **Composition of the committee:**

1. One Member; Chairman (Nominated by the Management)
2. One Member each from the Institutes (Nominated by the Principal)
3. One Member Parent Representative from each Institute
4. One Member; Traffic or Police Inspector of the respective Area
5. One Member Representative (Nominated by the Bus Contractors)
6. Transport Incharge–Convenor

2. **Roles and Responsibilities of committee:**

1. The committee shall meet at least once in three months prior to the commencement of each semester.
2. The committee shall ensure all the precautionary measure for the safety of the students.
3. The committee shall take all the feedback from the Transport Convenor and suggest if anything needs to amend or modify in the system.
4. The transport committee shall verify all the points as mentioned below:-
 - a. Safety norms of the bus
 - b. Transportation fees
 - c. Identification of bus stops
 - d. Verify documents of the Vehicle
 - e. Registration certificate
 - f. Certificate of fitness
 - g. Certificate of Insurance
 - h. Permit
 - i. Pollution under control
 - j. Driving license
 - k. Fire Extinguisher
 - l. First Aid Kit

3. **Duties of Transport Convener:**

1. Allocating of bus routes for the first year students during admission
2. Supervising the daily bus operation and giving instructions to the bus supervisors
3. Conducting meeting with all staff in-charges of buses once in three months.
4. Inspecting the condition of the buses and reporting for necessary actions
5. Periodically checking the documents of the buses (College & Contract)
6. Maintaining the documents as per the standard format.
7. Verifying the trips and passing the bill for making payment.
8. Maintenance of College vehicles and updating the insurance.
9. Allotting busses for Industrial visits/Placement and Training activities/ Co-curricular activities.
10. Reporting to the superiors as and when required.

4. Duties of Staff In-charges:

1. Check the starting and arrival time of the bus. Any unnecessary delay may be reported.
2. Ensure proper seating arrangement in the bus. Few seats may be earmarked for the staff members who travel regularly. Standing if any may be informed.
3. Maintain strict discipline while travelling in the bus. Keep vigil over the senior students during the beginning of the year (after the first year classes are started) to prevent ragging in the bus. Any incident of ragging must be brought to the notice of concerned persons.
4. Periodically check the students ID card to ensure that the students are travelling in the bus route allotted to them. In case of a need to go by a different route for any genuine reason, the student may be given permission.
5. In case of bus breakdown or any other problem during the journey, take appropriate steps immediately and inform to the transport convener.

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11**GENERAL GUIDELINES / POLICIES****11.1 Transportation Policy & Rules:**

1. Sandip Foundation provides bus transportation facility to students and staff of the Institutes in certain predetermined routes.
2. Bus facility is offered to eligible students at the discretion of the college management and cannot be claimed as a right by any student or parent.
3. All students who wish to avail the college bus facility should register their names with the account office on the date announced in the beginning each academic year.
4. Bus pass will be issued to the eligible students only on recommendation of “Bus managers” in the prescribed format and after paying the full bus fees.
5. Transport fee for full year will be charged even if a student leaves the transport facility in between the session, fee will not be refunded.
6. Staffs who wish to avail the college bus facility should register themselves with the account office.
7. No person shall be allowed to travel in the bus without permission of the college authorities concerned in writing. Bus managers are authorized to disallow travel by any person without proper authority.
8. Hostellers and day scholars without bus pass are strictly not permitted to travel in college bus
9. Two staff’s members from each bus are designated as ‘Staff In-charges. They are responsible for overall discipline and conduct of students in the Bus
10. Staff In-charges are expected to maintain the contact data of all passengers of their bus and that of the management authorities
11. In case of emergency and unexpected events Staff In-charges to inform management representative and or take any prudent action as the situation demands.
12. The Bus managers have the authority to assign seats to students and other passengers.
13. Bus manger may report to the management if any trip is made without a minimum of 33%regular passengers.
14. Intimation regarding cancellation of a trip will be notified to the concerned ‘Bus managers’ and passengers to the extent possible.
15. Staffs are requested to sit in the seats allotted to them and to take care of the students.
16. College bus charge will revised periodically based on the various operating expenses.
17. Normally College buses will be available to the already existing routes on all official working days. However, trip could be adjusted if number of passengers is very less.
18. During the university examinations transportation facility will be available irrespective of the strength of passengers.
19. Passengers will be picked up and let off at designated stops only.
20. The time schedule and the stages of trip can’t be altered in any situation unless prior permission is secured.
21. Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
22. Getting bus pass doesn’t ensure the passengers any reserved seat.
23. Girl and boy students are expected to occupy separate seats in the bus. Mixed seating by students is strictly prohibited.
24. Passengers must be possession of valid bus pass and is required to produce it as and when asked by any staff.

25. Music is not played in the bus until further information.
26. As college bus is an extension of the institution, all the code of conduct and rules of the college are equally applicable in the bus with special reference to use of mobile phone with headset and proper dress code.
27. College doesn't encourage any form of celebrations in the bus or during the travel (birthday, sendoff etc.)
28. Students are expected to wait in orderly lines and allow faculty to board the bus first. In similar manner students are expected to wait for staff members to disembark first.
29. Students must board and leave the bus carefully and courteously without shoving and pushing.
30. Students shall not extend their arms, head or any other part of their body out of the bus window nor shall they extend clothing or other articles through the bus windows.
31. Throwing articles within the bus or out of the windows at any time will not be condoned.
32. Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.
33. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
34. Students shall not write upon, disfigure or cause damage to any part of the inside or outside of the bus. Students are to take care of the bus; if not, damage will be charged to the offender, and as a minimum with loss of bus riding privileges until damage is paid.
35. Students shall behave in such a manner as not to jeopardize the safe operation of the bus.
36. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
37. Eating or drinking on the bus and littering are strictly prohibited.
38. Any other misconduct which may distract the driver from safe operation of the bus will not be tolerated.

11.2 Mobile Phone Policy:

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

Policy for the Entitlement of Group Calling Numbers

Sr. No.	Designation	Sanctioned Amount per month
1.	General Manager	
2.	Mentor	
3.	Principal	
4.	Dean (Admin / Academic)	
5.	HOD	
6.	OSD.	
7.	Public Relation Officer	
8.	A.O.	
9.	Training and placement Cell	
10.	Registrar (Institute)	
11.	Accountant	
12.	Housekeeping Incharge	
13.	Transport In charge	
14.	Purchase In charge	
15.	Drivers	
16.	Security Supervisors	
17.	Hostel Supervisors	
18.	Office Attendant	

1. The applicant has to give an application to the Management for the sanctioning of group calling cards, after the approval then only the system department will issue the card.
2. The Management will decide the allotment of the group calling cards.
3. The amount which is mentioned shall be fixed and if the billing amount crosses the sanctioned amount, the extra amount will be debited to the concern person.
4. The employee has to submit the group calling card while leaving the Organization.
5. If any employees wants the group calling cards (personal use), then they have to seek an approval from the Management and the concern person will be responsible for paying the bill.

11.3 Academic Auditing:

Objective: Academic auditing covers Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation
 There are two types of audit academic audit and ISO audit. The audit is mainly focused on

1. Adherence to the Academic calendar and semester plan,
2. Functioning of class/course committees
3. Schedule of class and Faculty Time Table
4. Attendance of students
5. Quantity & Quality of Assignments/ Internal Exam Questions
6. Subject/ practical coverage as per course plan
7. Evaluation of internal exams/ assignments with sample
8. Evaluation of student's performance in practical classes
9. Performance of students in internal exams and Award of internal evaluation marks
10. Maintenance of course diary and Course File
11. Performance of students in the previous semester
12. Faculty evaluation by students
13. Information on progress of students to their parents
14. Feed backs from students and stake holders

Instructions to Internal Quality Auditor:

QSP procedures should be followed very strictly during the auditing process:

1. The internal Auditors shall study the quality system documents before going for the audits
2. Deviations/Non-Conformities deficiencies if any shall be identified and recorded in Non-Conformance Report with the respect to the specific requirement
3. The Audited or his Representative shall write down the proposed corrective / preventive action and the proposed date of completion of the NCR found on the Non-Conformity report and return it to the Internal Auditor.

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12**GENERAL POLICY STATEMENT****12.1 General Policy:**

- a) **Policy for Physically Handicapped People:** Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."
- b) **Drug and Alcohol Free Workplace Policy:** The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment:
- i. Abide by the institute's policy on prohibited substances; and
 - ii. Inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.
- c) **Equal Employment Opportunity:** It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.
- d) **Sexual Harassment:** Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:
- a. Physical contact and advances. or
 - b. Demand or request for sexual favors. or
 - c. Sexually colored remarks. or
 - d. Showing Pornography. or
 - e. Any other unwelcome physical, verbal or non verbal conduct of sexual nature.
- e) **Soliciting / Canvassing:** Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the Group of Institutions resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.
- f) **Employment of Relatives:** No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management.
- For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.
- g) **Attendance:** Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

h) Conflict Of Interest /Commitment:

A staff member owes his/her primary professional allegiance to the Sandip Foundation and its mission to engage in the highest level of education, research and extension activities. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the College working hours.

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13**TRANSFERS/DEPUTATION AND PROMOTIONS POLICY****13.1 Transfer Policy:**

Transfer/deputation is an instrument for developing employees by means of widening their exposure to various situations and environments. Transfers/deputations are essential for ensuring the proper and effective functioning of various Institutions of the Sandip Foundation.

The major objectives of the transfer/deputation policy are as follows:

- (i) To meet the development needs of the Sandip Foundation and to facilitate the achievement of the objectives of the Sandip Foundation's Group of Institutions.
- (ii) To facilitate career growth.
- (iii) To meet the administrative exigencies.
- (iv) To minimize the hardship to employees.

The Sandip Foundation has the right to transfer/depute an employee to any position in any institution under its governance and at any time.

In the event of refusal to accept a transfer/deputation, the employee shall be considered absent from work and shall not be entitled for salary/wages during the said period. Such an employee shall also be liable for disciplinary action, including the termination of service.

Travelling expenses cannot be claimed by an employee on travel from one station to another if he/she is transferred at his/her own request.

13.1.1 Joining Time on Transfer:

- a. An employee shall be eligible for joining time of not exceeding five days, exclusive of the number of days spent on travel, to enable him/her to join the post to which he/she is transferred.
- b. No joining time shall be admissible to an employee when the transfer does not involve a posting to different place/station.
- c. No joining time will be admissible to an employee when his/her posting is of a temporary nature, irrespective of the fact that the posting is to a place or station other the one at which he/she is permanently posted.
- d. Where an employee applies for leave on transfer/deputation, ordinarily no leave shall be granted to him/her except on medical grounds.
- e. No employee shall be relieved from duties on transfer/deputation without verifying the necessary files/works handled by him/her in the relieving post with reasonable additional joining time. A 'No Objection Certificate' (NOC) from the concerned department/Head of the Department shall be obtained by the employee at the time of relieving.
- f. No grant of transfer benefits such as joining time, transportation allowance, etc., is permissible to an employee who is transferred/ deputed on a personal request.
- g. If there are any changes in the salary of the employee upon transfer, it will be communicated to him/her by an office order.

13.2 Promotion Policy:

- a. The promotion policy envisages that all promotions shall be linked to the vacancies in the next higher grade/scale. The vacancies shall be determined by the Sandip Foundation at its sole discretion.

- b. The Sandip Foundation reserves the right to promote an employee whenever a suitable post/vacancy arises and it also reserves the right to recruit people externally to fill up promotional vacancies. In the case of teaching faculty, promotions shall be taken up as per the UGC Regulations.

13.2.1 Rules of Promotion:

13.2.1.1 The promotion policy identifies the following factors as relevant for ascertaining the suitability of employees for promotion to the next higher grade/scale:

- a. Performance in the existing grade (performance appraisal report).
- b. Educational and professional qualifications.
- c. Potential as identified through performance/records/interview.
- d. Recommendations of the concerned HOD in this regard.
- e. Seniority in the grade/scale.

13.2.1.2 A special promotion to a higher scale of pay for an employee may be granted if recommended by the concerned HOD to employees who are stagnated in the same post held by them for a total continuous service of not less than 15 years. Such promotion shall be subject to the following conditions:

- a. An employee must have a satisfactory record of service and shall possess a consistently good performance report in the same post.
- b. The grant of a special promotion to a higher scale of pay is not to be treated as a regular promotion to the higher post and such employee shall continue to discharge the duties attached to his/her existing post.
- c. The grant of a special promotion to a higher scale of pay is permissible only once during the entire service of an employee in the Institution. The pay of such employees shall be fixed at the next stage in the higher scale of pay.
- d. The Sandip Foundation may review this policy from time to time depending upon the needs and requirements.

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14**EMPLOYEE GRIEVANCE REDRESSAL AND APPEALS
PROCEDURE****14.1 General Grievance Cell and Its objectives:**

A Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for redressal only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status. Employees who are adversely affected by re-organization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

Objectives:**Towards Students:**

- i. To Advise student leaders to refrain from inciting students against other students, teachers, college administration or Government.
- ii. To encourage the students to express their grievances/problems freely and frankly, without any fear of being victimized.
- iii. To advise students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Towards Teachers:

- iv. To advise teachers to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- v. To advise teachers to consider the feedback received by the Grievance Redressal Cell about their punctuality, behavior, classroom teaching and other teaching methods used by them.

14.2 Grievance Procedure:

- A Grievance Redressal Committee is to be set up and in station to address the grievances of the employees. The Grievance Redressal Committee will consist of at least three staff with representation from both genders. The Committee will be a permanent arrangement for in-house investigation to handle grievances of employees. The Chairperson of the Committee will be appointed by the Management.
- Any employee who feels that he/she is unjustly treated in the discharge of his/her duties either by the Management or by a colleague or a subordinate may submit such grievance in writing to the Chairperson of the Redressal Committee. Such grievance shall be duly considered by the Grievance Redressal Committee.
- The first step in grievance redressal shall be a verbal report by the grieved employee to his /her immediate superior who should listen to the employee, collect the relevant facts and try to settle the grievance. He/ she should also seek a verbal explanation from the person against whom the complaint is directed. Thereafter, he/she should in all cases submit a report in writing, particularly where the alleged grievance is not settled. The same is forwarded to the Management. Further,
- If the employee who has lodged the grievance is not satisfied with the decision of the Committee; thereafter he/she may approach the Management for redressal. It is only on exhausting this procedure, that an employee may appeal to the Chairman of Sandip Foundation's Group Of Institutions who may consult the Executive Committee if he deems fit.
- This procedure has been specifically provided so that disputes and differences, if any, are mutually and amicably resolved and settled within the organization as if within a family.

14.3 Procedure of Working:

Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute after the completion of two years of employment.

- i. First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.
- ii. Second Level – The second level includes the Head of the Department. If, however, the problem pertains with the Head of the Department he / she may proceeds directly to the third level.
- iii. Third Level – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.
- iv. Fourth Level - If the grievance cannot be resolved at the third level, the employee presents his / her grievance to the Management. **Annexure XII - Grievance Form**

14.4 Grievances Redressal Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances. This committee consists of:

- a. **Anti Ragging Committee:** Ragging complaints will be handled as per government guidelines.
- b. **Anti Woman harassment Committee:** Woman harassment complaints will be handled as per government guidelines by respective section.

Impact of this system should be to uphold the dignity of the college by ensuring strife free atmosphere in the college by promoting cordial relationship among all the stake holders.

14.5 Facility:

Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged; however one may choose to remain anonymous. The person concerned can personally approach and write / e-mail to any member of the cell. They can send email on sandipfoundation.gcell@gmail.com or write an application and submit it to cell convener. In case of women, you can use sandipfoundation.wcell@gmail.com.

14.6 Composition:

Table No. 5: General Grievance Cell Composition

S. No.	Committee	Designation
1	Chairman	Chairman
2	Core Members	Core Members
3	General Grievances Committee	Member as per AICTE guidelines
4	Anti-ragging committee	Member as per AICTE guidelines
5	Woman anti-harassment committee	A Woman faculty from each department
6	Member Secretary	Sr. faculty member

14.7 Recommendation of the members of the grievance redressal committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the Management through the Registrar within twenty days following the written decision of the Principal. This appeal states the decision regarding complain of and the redress desired. The decision of the Management on the appeal shall be final and binding on the employee.

14.8 Co-operation in internal investigation:

All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

14.9 The Arbitration in case of disputes between the employees and the SF's Institute and between the Students and the SF's Institute:

- (1) In case of any dispute, difference, claim in connection with any matter related to the university, the same may be referred to a sole arbitrator to be appointed by the Chairman, SF with concurrence of the other party.
- (2) The Arbitrator shall be a person having knowledge of law or long standing experience in administration, not connected with the SF's Institute and his decision shall be final and binding on both the parties.
- (3) No person shall have a right to take any matter to a civil court or any other Tribunal without first resorting to arbitration.

The matter regarding suspension, reduction in rank, removal, dismissal or otherwise termination of employees shall be laid down by the Governing Body of the SF's Institute.

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15

TRAVELLING ALLOWANCE / DEARNESS ALLOWANCE POLICY

15.1 Conveyance:

- a) Local conveyance- Staff members traveling within the city for official work are eligible for compensation according to following table-

Table No. 6: Conveyance Rates

Type	Rs. Per KM	Eligibility
Two Wheeler	2.00	All Staff
Four Wheeler	7.00	Head of Dept. with at least two other members or Group of at least three staff members
Auto	At Actual	All Staff, if carrying heavy Material

- b) Outstation conveyance- At actual for all staff. If Head of the Department with at least two other staff members or minimum three staff members are traveling, they can hire a taxi for such travel.
- c) Journey:
- i) Technical Staff and Non-teaching staff- Ordinary Sleeper class/ Bus, subject to production of tickets.
 - ii) Teaching staff- Associate Professor, Assistant professors, Head of the Department - III AC or Luxury bus subject to production of tickets for proof.
 - iii) Principal / Professor- For short-distance- AC car/ AC chair car. For long distance II AC.
 - iv) Staff members must clear all Travel Allowance / Dearness Allowance claims within 48hours after completion of the tour. They must submit the visit report to Head of the Department / Principal.

15.2 Dearness Allowance (DA) is Rs. 250/- per day in metro cities like Mumbai, Bangaluru, Delhi, Kolkata, Chennai. For other cities DA is Rs. 200/- per day.

15.3 Lodging- Staff members shall be eligible for lodging expenses as per table below-

Table No. 7 Lodging Rates

Staff Category	Lodging Charges	
	Metro Cities	Other Cities
Non-teaching Teaching	Rs. 1000/-	Rs. 800/-
	Rs. 1500/-	Rs. 1000/-
Associate Professors	Rs. 1800/-	Rs. 1200/-
Professors	Rs. 2000/-	Rs. 1500/-

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16

RESEARCH & DEVELOPMENT POLICY

(Detail Research and Consultancy Policy is uploaded on Website)

16.1 Research & Development Cell and its Objectives:

Sandip Foundation's Group of Institutions believes in a judicious combination of teaching and research for the benefit of student community at large. The institute envisages innovation and technological development through its R & D cell. It has plans to cultivate academic and research collaborations with national and international universities, governments and industries to meet the immediate needs of society and the industry. The institute also remains committed to long-term research as the foundation for future development.

Objectives:

- i. To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.
- ii. To motivate faculty for doctoral and post doctoral assignments at various national and international universities and organizations of repute.
- iii. To encourage faculty to undertake research projects in, thrust areas in science and engineering funded by various national and international agencies.
- iv. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- v. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
- vi. To convert Engineering institute into Center of Excellence.
- vii. To set up the incubation centers in the engineering discipline.
- viii. To adopt collaborative research with IIT, NIT, Research laboratory and industries.
- ix. To mentor the research projects to academics and industries.
- x. To publish the research works in renowned journals.

16.2 Constitution of R & D Cell:

The R & D cell comprises of faculty members from various departments in the institute. This committee oversees the smooth and efficient co-ordination of research and development activities in the institute, thus fostering overall growth. A senior faculty heads this cell in the capacity of Dean - R & D, with the Principal providing advisory support.

Research Committee has been formed, viz. Central R&D Committee

This Committee will contribute towards enhancing the inputs to research and developments at Sandip Foundation's Group of Institutions. The R & D Committee will plan, promote & evaluate R& D activity like R&D projects, UG projects, etc. at the institute level. The committee meets once in every month to discuss the status of ongoing projects & to plan for the future one.

All records are prepared & maintained by Principal's office. The Committee is formulated as:

Chairman : Principal
 Co-Chairman : Dean of R & D. Member Secretary
 Two members : Single point of contact (SPOC) from every department

16.3 Responsibility of the members towards R & D:

- i. To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.

- ii. To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various thrust areas of national and international importance.
- iii. To initiate and promote MoU with industries and R&D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- iv. To arrange talks and interactions by eminent personalities from industry, R&D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.
- v. To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums and faculty development programs.
- vi. To visit R&D organizations and disseminate information regarding the effective implementation of research projects.
- vii. To suggest peer reviewed national and international journals for subscription in central library as well as department library.
- viii. To keep everyone abreast of all announcements by various funding agencies like Department of Science and Technology, Department of Atomic Energy(DAE), Defense Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research (CSIR), All India Council for Technical Education(AICTE), University Grants Commission (UGC), University of Pune(UoP) etc.
- ix. To motivate students for presenting technical papers in National and International conferences and projects in competitions and exhibitions. B.E. projects can be considered as a mini research project.
- x. To encourage and organize R&D Interdepartmental / collaborative work positively.

16.4 Policy of encouragement to employees:

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing knowledge and is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data and analyzing the facts. The conclusions are reached either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level. **Annexure XIII – Research Policy and Undertaking for Teachers for Ph.D.**

16.5 Norms for organizing seminar, conference etc. in the Institute:

For In-house R&D events, the following guidelines may be used with the approval of Dean- R&D.

- i. 100 % concession may be given in registration fee for faculty of host department.
- ii. 100 % concession may be given in registration fee for faculty of other departments, to a maximum two faculty, on recommendation of the concerned Head of the Department.
- iii. The concession so granted shall be reimbursed on submitting the certificate of participation. All the participants shall initially pay the full registration fee and claim for reimbursement only after fruitful completion of the program.

16.6 Funded Projects and Consultancy Work:

- a) **Funded Projects:** The depth of R&D culture, in any institution is judged by the number of grants approved and funds generated via various projects. A large number of new research projects are initiated every year with funding from various national and international governmental organizations and industries. The R&D cell keeps the faculties, abreast of all such information encourages them to submit proposals for funding. **Annexure XIV- List of Funding Agencies**

- b) **Consultancy Assignments:** Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and the benefit of the consultancy to the institute; both intellectually as well as financially, sharing will be as per SF Research and consultancy policy.
- c) **Permission for accepting research or consultancy project:**
- All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.
- i. Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R&D committee before submission to the funding agency.
 - ii. All applications related with R&D shall be routed through the Dean - R&D along with one hard copy for R&D records. A soft copy shall also be emailed to the Dean - R&D, department representative in R&D cell and also to the Head of the Department.
 - iii. Separate dead stock registers shall be maintained for the entire R&D for the externally funded projects in every department.
 - iv. Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.
 - v. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
 - vi. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
 - vii. In case the Principal Investigator leaves the institute all the items, instruments, software etc. purchased shall remain as an asset of the institute.
 - viii. All Head of the Department must regularly and diligently update the R&D information on the institute website for department and give reports to Dean- R&D.
- d) **Progress Report submissions:** The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department by 1st of June every year. The Head of the Department along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.

16.7 Patents:

Receiving patent for one's research work is one of the most important factors denoting the quality of research. Full financial and legal assistance shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the name of Sandip Foundation's Group of Institutions. Name of the Institute with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher. If patent is filed jointly by Institute and Individual then 100 % expenses are borne by Institute.

16.8 R & D Budget:

The Head of the Department shall formulate the yearly R&D budget, in close co-operation with the senior faculty members in the department. The same is forwarded to, the Principal through Dean - R&D.

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The staff members have to follow the defined purchase procedure as below:

- i. Requisition (indent) for the required item/consumables/material should be raised by the staff/lab-incharge and submitted to the Head of Department for scrutiny and approval from the Principal and Management. **Annexure XV - Purchase Indent**
- ii. Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by the Management.
- iii. The approved indent will be sent to Central Purchase Committee (CPC) through Head of the Department and Principal for calling quotations from various vendors.
- iv. The (CPC) will select best three quotations and will prepare comparison statement and forward the same to the Management for the approval. The purchase order will then be prepared. Along with the purchase order, indent, 3-quotations, comparison statement, budget sanction document will be forwarded to the Accounts Dept. and Principal for signatures. The same bunch will be sent for approval of the Management. After the approval only the Purchase order will be sent to the supplier.
- v. Once the material is received at Stores with duly stamped by Security Dept., the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Dead Stock Register.
- vi. Stores will receive the material, duly checking with the help of the indenter and issue the material to the concerned person. The invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment. Without passing remarks by Stores Department, Account Department will not process for payment and the payment to supplier will be delayed.
- vii. In case of urgent requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and CVC and then follow all the above procedures.
- viii. While passing Invoice, following documents in original are compulsory:
 - i. Purchase Order
 - ii. Invoice
 - iii. Delivery Challan
 - iv. Comparative Report
 - v. Budget Report
 - vi. Quotations
 - vii. GRN Report

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ANNEXURE - I
[See Byelaw 2.1 (d)]

ELIGIBILITY CRITERIA FOR VARIOUS POSTS

I. Professor:

Eligibility (A or B):

A.

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals.
- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- B.** An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

II. Senior Professor:

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC- listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

III. Associate Professor:

Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals.

IV. Assistant Professor:**Eligibility (A or B) :****A.**

- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

V. College Librarian:

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- ii) A consistently good academic record, with knowledge of computerization of a library.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

VI. Chief Systems Officer:

- i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- ii) Ten years' of experience as a Lecturer in a Institute or a University with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

5 to 7 years of administrative experience as Assistant Registrar or in an equivalent post.

OR

Ten years of administrative experience of which 8 years as in the field of specialization or an equivalent post.

VII. Assistant Registrar / Personal Secretary / Systems Officer / Officer and equivalent posts:

- i) Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- ii) Seven years' of administrative experience as Superintendent or in an equivalent post.

Personal Secretary should have done Course in Personal Secretary from a recognized institution.

VIII. Senior Stenographer / Stenographer / Junior Stenographer:

- i) A Bachelor's degree of any statutory university and in addition the qualification prescribed by the Board of Management.
- ii) For Senior Stenographer, six years experience as Stenographer and should have a speed of 120 w.p.m.

For Stenographers, 3 years experience as Junior Stenographer and should have a speed of 120 w.p.m.

Junior Stenographers should have a speed of 80 w.p.m.

IX. Assistant / Animal House Keeper / Lab Technician and equivalent posts:

- i) Bachelor's Degree of any statutory university or the qualification prescribed by the Board of Management.
- ii) Administrative Experience of 3-5 years in similar capacity.

X. Jr. Assistant / Jr. Lab /Technical Assistant / Jr. Lab Technician and equivalent posts:

- i) Bachelor's Degree of any statutory university or the qualification prescribed by the Board of Management.
- ii) Administrative experience of 1-3 years in similar capacity.

XI. Category 'D' employees:

- i) Minimum Xth Standard.
- ii) Not less than 18 years and more than 28 years of age.

Note:

Specific additional qualifications and experience may be prescribed keeping in mind specific requirement of a post.

For all the Technical Position the qualification should be attained in the Technical field depending on the level of the posts it may be Diploma/Degree/Post Graduate

For Steno's position, certificate course or a diploma in Secretarial course with Stenography and typing is essential.

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ANNEXURE II
(See Byelaw 4.6)



SANDIP FOUNDATION

 Name of Institute:

**FORM OF SIX-MONTHLY REPORT FOR TOTAL MISSION DURING THE PERIOD OF
 PROBATION AND FOR CONFIRMATION IN SERVICE OF THE TEACHER**

SECTION – A: PERSONAL

(To be filled-in by Teaching Staff Member)

1	Name			
2	Designation			
3	Department			
4	E-mail Address			
5	Mobile Number			
6	Date of Birth (eg.4 th November 1983)			
7	Qualification			
8	<u>Experience:</u>			
	1. In SF			
	2. In SUN			
	3. Other than SF/SUN			
	4. In Industry			
9	<u>Date of Appointments:</u>			
	1. In the SF/SUN			
	2. In the Present Post			
10	Area of Specialization			
11	Whether Higher qualification is acquired during the academic year?			
12	Present Salary (Pl. Tick) (Sixth Pay / Consolidated).	Pay Band :		
		Pay : _____	AGP: _____	Gross(Rs.) _____



Sr. No.	Performance Indicators	Outstanding	Excellent	Very Good	Good	Satisfactory	Marginal	Poor	Equivalent Rating
		10	9	8	6	5	4	2	
A	Teaching & Learning (25%):								
	1. Formulates / adopts objectives of lesson plan								
	2. Selects content and prepares appropriate instructional materials / teaching aids								
	3. Selects teaching methods/strategies								
	4. Clearly defines and communicates course objectives.								
	5. Relates new lesson with previous knowledge/skills								
	6. Provides appropriate motivation								
	7. Conveys ideas clearly								
	8. Assigns work that is helpful to learning course material.								
	9. Utilizes the art of questioning to develop higher level of thinking								
	10. Percentage of Syllabus completion								
	11. Ensures pupils/students participation								
	12. Is available to meet with students during office hours or in individual conferences.								
	13. Treats all students fairly and does not discriminate.								
	14. Student Feedback (from ERP Report)								
	15. University/Board Exam Result								
	16. Addresses individual differences								
	17. Shows mastery of the subject matter								
	18. Diagnoses learner's needs								
	19. Assesses lesson to determine desired outcomes within the allotted time								
	20. Maintains clean and orderly classroom								
	21. Maintains classroom conducive to learning								
Total Score									
Total Rating [(Total Score/21) x 25%]									
B	Dependability (5%):								
	1. Meets commitments								
	2. Works independently								
	3. Leadership Skill								
	4. Professional Attitude								
Total Score									
Total Rating [(Total Score/4) x 5%]									
C	Communication (5%):								
	1. Listens effectively								
	2. Responds clearly and directly								
	3. Seeks to clarify and confirm the accuracy of their understanding of unfamiliar or vague terms								
	4. Oral and written communication clear and easy to understand								
Total Score									
Total Rating [(Total Score/4) x 5%]									

Sr. No.	Performance Indicators	Outstanding	Excellent	Very Good	Good	Satisfactory	Marginal	Poor	Equivalent Rating
		10	9	8	6	5	4	2	
D	Professional and Personal Characteristics (10%):								
	1. Contributes to team performance								
	2. Decisiveness								
	3. Honesty/Integrity								
	4. Dedication / Commitment								
	5. Initiative/Resourcefulness								
	6. Promotes mutual respect								
	7. Works cooperatively with others and offers assistance and support when needed;								
	8. Courtesy								
	9. Human Relations								
	10. Leadership								
	11. Stress Tolerance								
	12. Fairness/Justice								
	13. Proper Attire / Good Grooming								
Total Score									
Total Rating [(Total Score/13) x 10%]									
E	Punctuality and Attendance (5%):								
	1. Punctuality – number of times tardy during the rating period								
	2. Attendance – number of days absent during the rating period								
Total Score									
Total Rating [(Total Score/2) x 5%]									
F	Department Contribution (10%):								
	1. Placement								
	2. Tutor System Contribution								
	3. Co-curricular & Extra Curricular Activities (VAP, WS, Expert Lect. L, IV, Exam, Hobby Club etc.)								
	4. Admission Contribution								
	5. Recommendations of Teaching Staff								
	6. Contribution to Accreditation Work								
Total Score									
Total Rating [(Total Score/6) x 10%]									
G	Research & Consultancy and Interaction with Outside World (40%):								
	1. Research Papers Publication in Scopus/Web of Science/UGC/Journals								
	2. Saleable Patents / Copyrights								
	3. Consultancies Undertaken								
	4. Funded Research Project								
	i) Applied								
	ii) Grant Received in Rs.								
	5. Details of invited talks out of college								
	6. Community Service (Give brief account of your contribution in activities such National Integration, Humanism, Peace, Scientific temper, Disaster relief, NCC etc.)								
Total Score									
Total Rating [(Total Score/6) x 40%]									
TOTAL RATING									

Summary of the Rating Claimed

CATEGORY	CRITERIA	Equivalent Rating
A	Teaching, Learning (25%)	
B	Dependability (5%)	
C	Communication (5%)	
D	Professional and Personal Characteristics (10%)	
E	Punctuality and Attendance (5%)	
F	Department Contribution (10%)	
G	Research & Consultancy and Interaction with Outside World (40%)	
TOTAL DESCRIPTIVE RATING		

Place: NASHIK.

Name & Signature of Teacher

Date: / / 2019

NOTE: IF THE SPACE PROVIDED ABOVE IS INSUFFICIENT, INFORMATION MAY BE GIVEN ON A SEPARATE SHEET, WHICH SHOULD BE ATTACHED TO THIS FORM.

Assessment of the teacher by the respective Head of the Department:

a) Overall assessment of work (Please tick)

Poor / Marginal / Satisfactory / Good / Very Good / Excellent / Outstanding

b) LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

Date: / / 2019

Name & Signature of HOD
(EVALUATOR)

Remarks of the Principal:

Signature of the Principal

KEY TO DESCRIPTIVE RATING

Outstanding	8.2 – 10
Excellent	7.2 – 8.1
Very Good	5.5 – 7.1
Good	4.5 – 5.4
Satisfactory	3.6 – 4.4
Marginal	2.4 – 3.5
Poor	2.3 & below

-----x-----

ANNEXURE III (Form A)
(See Byelaw 4.6)



SANDIP FOUNDATION

 Name of Institute:

PROFORMA OF THE ACADEMIC PERFORMANCE INDICATORS (API)

(PERIOD OF REPORT: From..... To.....)

Academic Year 2018-19

(Ver. 1 Dated: 3.5.2019)

SECTION – A: GENERAL

1.	Name of the Faculty	:	
2.	Designation of the Faculty	:	
3.	Name of the Department	:	

CATEGORY - I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES-

Sr. No.	Nature of Activity	Maximum API Score	Self-Appraisal API Score	API score Verified by Screening Committee
1	Lectures, Practical, Tutorials, Projects/Seminars etc. conducted (contact hours) till today as compared to the total workload assigned	05		
2	Additional teaching workload (other than regular assigned teaching weekly workload without any additional remuneration)	25		
3	Student centric Teaching-Learning Innovative methods used apart from regular lecture method (e.g. Seminar, Group Discussion, Project, Demonstration etc. for students)	05		
Total Score of Category – I (Maximum Marks: 35)		35		

CATEGORY - II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum API Score	Self-Appraisal API Score	API score Verified by Screening Committee
1	Organizer convener / co-convener of Self sponsored Inter College Events / FDP / Conference(Sponsorship need to be arranged from outside)	20		
2	Worked through students related co-curricular activities (Such as NCC, NSS, Student Welfare, Sports, Annual Social Gathering, Other Cultural and/or Technical Events and Counseling to students)	05		

3	Contribution in development of the Department / Faculty / University through active participation in Academic Committee, Administrative Committee, and different other committees like BOS, LIC, Selection, NAAC, NBA, LMC, etc.	05		
4	Active role in organizing different activities such as Seminar, Conference, Workshop, Faculty Development Program etc. and Any Faculty Development program attended.	05		
Total Score of Category – II (Maximum Marks: 35)		35		

CATEGORY- III: RESEARCH AND ACADEMIC CONTRIBUTION-

Sr. No.	APIs	Nature of Activity	Max. points		
			API Score allotted	Self-Appraisal API Score	API score Verified by Screening Committee
III (A)	Research Publication/ Patent Publications (Journals/Go vt Journals)	Self Sponsored Research papers in UGC listed Solo / 1 st / 2 nd Author etc.	02 per publication		
		Research papers in Refereed and Indexed Journals (SCI, Web of Science, Elsevier, Scopus, Listed) Unpaid (Irrespective Solo / 1 st / 2 nd etc.)	25 per publication		
		Research papers like IEEE / ACM Conference proceedings as full papers with corresponding author (Not Local College Level)	03 per publication		
		Patent Published (Indian)	30 per Patent		
Total Score of Category - III (A) (Max. Marks: _ No limit)		60			
III (B)	Research Publications (Books, chapters in books, Other than refereed journal articles)	Text / Reference Books Published by International Publishers by Sole or Two authors (60 % Contribution)	40 per book		
		Text / Reference Books Published by National Publishers by Sole or Two authors (60 % Contribution)	20 per book		
		Text / Reference Books Published by Local Publisher Techmax / Technova	10 per book		
		Chapter contributed to edited knowledge based volumes published by International Publisher.	10 per chapter		
		Chapter contributed to edited knowledge based volumes published by National Publisher.	5 per chapter		
Total Score of Category - III (B) (Max. Marks: _ 40)		40			
III (C)	RESEARCH PROJECTS:-				
III (C) (i)	Sponsored Projects carried out/ ongoing/ Sponsored Lab etc	(A) Major Project amounting Rs. 5,00,000/- & above	20 per project		
		(B) Minor Projects with amount below Rs. 5,00,000/- (Min. Rs. 10,000/-)	10 per project		
III (C) (ii)	Project completed with Quality Evaluation	Project completed and report accepted by Funding Agency: (A)For Major Project (B)For Minor Project DST/AICTE/....BCUD Funding Proposal accepted	20 per Major Project & 10 per Minor Project		
III (C) (iii)	Consultancy Project carried out / ongoing	a) Amount mobilized more than Rs. 1,00,000/- b) Amount mobilized more than Rs. 10,000/-	20 per Consultancy 10 per Consultancy		
Total Score of Category - III (C) (Max. Marks: _ No limit)		90			

Sr. No.	APIs	Nature of Activity	Max. points		
			API Score allotted	Self-Appraisal API Score	API score Verified by Screening Committee
III (D)	IPR (Patent, Copy right, Trademark) published & Granted / Technology Transfer / Product developed / Process approved.				
III (D) (i)	Project Outcome / Outputs / IPR / Startup	IPR			
		1. Patent Commercialized	40		
		2. Copyright	15		
		3. Trademark	05		
		4. Design	05		
Total Score of Category - III (D) (Max. Marks:_ No limit)			65		
III (E)	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS:-				
III (E) (i)	Papers in Conference etc. (that are not included in III(A))	Papers Invited or (Self Sponsored)			
		a) Outside India	15 each		
		b) Within India	05 each		
III (E) (ii)	Invited Expert Lectures/ Seminars /Session Chair/ Keynote Speaker	FDP / Seminar Resource person / Keynote Address / Session Chair	10 each		
Total Score of Category - III (E) (Max. Marks:_ No limit)			30		
III (F)	FELLOWSHIPS, AWARDS AND INVITED LECTURERS DELIVERED IN CONFERENCES / SEMINARS				
		(a) International Award/Fellowship from Academic Bodies/Associations. Certificate of Recognitions	15 per Award / 15 per fellowship		
III (F) (i)	Fellowships /Awards	(b) National Award/Fellowship from Academic Bodies / Associations / Govt. of India. Certificate of Recognitions	10 per Award / 10 per fellowship		
		(c) State/University Level Award from Academic Bodies/Associations, Certificate of Recognitions	5 per Award		
Total Score of Category - III (F) (Maximum Marks: 30)			30		
III (G)	DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL:				
(G)	Development Of E-Learning Delivery Process / Material	MOOCS / Youtube channel professional approved	10 per Video		
Total Score of Category - III (G) (Maximum Marks: 20)			10		

CATEGORY - IV: CONTRIBUTION TO SOCIETY

S. No.	Semester	Activity	Credit Point	Criteria	Self Appraisal Score	API Score Verified by Screening Committee
1		Social Innovation, Additional Courses / Programs / Workshops for Society SP / Mayer / Sarpanch / Deputy Collector's. Certificate of Recognitions	12			
2		Induction Program	2			
3		Unnat Bharat Abhiyan/ PMKVY/ Professional society's activities	2			
4		Yoga Classes/EDP / personality development programs	2			
5		Blood Donation/Gathering/ Sports	2			
Average Score of Category - IV (Maximum Marks: 30)			20			

CATEGORY-V: UTILIZATION/CONTRIBUTION TOWARDS UNUTILIZED RESOURCE LIKE LAB/MACHINES/INFRA (5 pm to 9 am & Holidays/Weekends)

Sr. No.	Nature of Activity	API Score Allotted	Self-Appraisal API Score	API score Verified by Screening Committee
1	60 Hrs. Diploma /Certificate Course Fees Rs. 10,000 to Rs. 30,000 for 6 months / 3 months (Training / Testing / Camps)	30		
2	40 Hrs. Training Hands on Rs. 1000 to Rs. 5000 per Head	15		
Total Score of Category - V (Maximum Marks: 45)		45		

CATEGORY - VI: CONTRIBUTION IN ADMISSION PROCESS

Sr. No.	Nature of Activity	API Score Allotted	Self-Appraisal API Score	API score Verified by Screening Committee
1	No. of Seminars Conducted	1 mark Per Seminar		
2	No. of I/C duties	1 mark per duty		
3	Students data collected through Tutor System	1 mark Per 5 Students		
4	Actual conversion to admission through Tutor systems of previous year	5 marks Per student		
Total Score of Category - VI (Maximum Marks: 30)		08		

CATEGORY - VII: CONTRIBUTION IN STUDENTS DEVELOPMENT

Sr. No.	Nature of Activity	API Score Allotted	Self-Appraisal API Score	API score Verified by Screening Committee
1	Student Mentor for Startup Registered with Startup India (DIPP)	10		
2	Student Mentor for State / National level Hackathon / Project Competitions Winner	05		
3	Student Mentor for State / National level Hackathon / Project Competitions Participation	02		
4	Student Placement – Employability / Soft Skills etc. (Approval from TPO)	03		
Total Score of Category -VII (Maximum Marks: 30) /		20		

CATEGORY - VIII: STUDENT FEEDBACK

Sr. No.	Courses Taught	Feedback (%)	Students Feedback	API Score Allotted	Self Appraisal Score	API Score Verified by Screening Committee
Feedback during the period of API						
1			Above 50% - 70%	05		
2			Above 70% - 80%	10		
3			Above 80% - 90%	15		
4			Above 90%	20		
Average Score of Category - VIII (Maximum Marks: 20) /				20		

Summary of the Scores Claimed

CATEGORY	CRITERIA	API Verified by Screening Committee	Poor	Avg	High
I	Teaching, Learning And Evaluation Related Activities				
Total Score Of Category – I (Out of ____)					
II	Co-Curricular, Extension And Professional Development Related Activities				
Total Score Of Category – II (Out of ____)					
III(A)	Research Publication In Journals (Out of ____)				
III(B)	Book Publication Or Chapter In Book (Out of ____)				
III(C)	Research Projects (Out of ____)				
III(D)	IPR				
III(E)	Training Courses And Conference / Seminar / Workshop Paper (Out of ____)				
III(F)	Awards, Fellowship, Paper , Lectures (Out of ____)				
III(G)	Development Of E- Learning Material (Out of ____)				
Total Score Of Category – III (Out of ____)					
IV	Contribution to Society				
Total Score Of Category – IV (Out of ____)					
V	Utilization / Contribution				
Total Score Of Category – V (Out of ____)					
VI	Contribution in Admission Process				
Total Score Of Category – VI (Out of ____)					
VII	Contribution in Student Development				
Total Score Of Category – VII (Out of ____)					
VIII	Student Feedback				
Total Score Of Category – VIII					
Total Score Of Category – I + II + III + IV + V + VI + VII + VIII (Out of ____)					

OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.N.	Details (Mention Year, Value etc. where relevant)

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I certify that the information provided is correct as per records available and/or documents enclosed along with the duly filled API Format.

Date:

Signatures of Screening Committee Signature of the Candidate

Sr. No.	Name	Signature
1.		
2.		
3.		
4.		
5.		

GUIDELINES FOR COMPUTATION OF OVERALL EVALUATION

Remarks	Max. Range 550+ Points	%
Outstanding	451 to 550	82% above
Excellent	400 to 450	72% to 81
Very Good	300 to 399	55% to 71%
Good	250 to 299	45% to 54%
Satisfactory	200 to 249	36% to 44%
Marginal	125 to 199	23% to 35%
Poor	Below 125	Less than 23%

-----X-----

ANNEXURE III (Form B)
(See Byelaw 4.6)



SANDIP FOUNDATION

SANDIP POLYTECHNIC

PROFORMA OF THE ACADEMIC PERFORMANCE INDICATORS (API)

(PERIOD OF REPORT: From..... To.....)

Academic Year 2018-19

SECTION – A: GENERAL

1.	Name	:	
2.	Present Position	:	
3.	Academic Year	:	
4.	Teaching Process	:	

CATEGORY - I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum API Score	Self-Appraisal API Score	API score Verified by Screening Committee
1	Additional teaching workload (without Remuneration) (other than regular assigned teaching weekly workload)	25		
2	Additional resources provided to the students in the form of notes, power point presentation and other resources	2		
3	Student centric Teaching-Learning Innovative methods used apart from regular lecture method (eg. Seminar, Group Discussion, Project, Demonstration etc. for students)	2		
4	Involved in Examination duties as per allotment (Such as – Question Paper setter, Practical examiner, Exam Co-ordinator, Senior Supervisor, Invigilator and Assessment of answer script)	1		
Total Score of Category – I (Maximum Marks: 10)		30		

CATEGORY - II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

A. Departmental Activities (Max credit 20)

S. No.	Semester	Nature of Activity	Credit Point	Criteria	Self Appraisal Score	API Score Verified by Screening Committee
1		Lab I/C	01	1 Point/ semester		
2		Consultancy (Monitory / Revenue)	10	10Point/semester		
3		Timetable/Unit test I / C / Academic co-ordinator / Website / Magazine etc	01	1 Point/ semester		
4		NBA work	02	2 Point/ semester		
5		Ind. Visits	01	1 Point/ event		
6		Expert Lectures (Outside Organization)	04	4 Point/ event		
7		Class teacher/Tutor	01	1 Point/ semester		
		Total	20			
Average Score of Category – II(A) (Maximum Marks: 20)						

B. Institute Activities (Max Credit 10)

S. No.	Semester	Nature of Activity	Credit Point	Criteria	Self Appraisal Score	API Score Verified by Screening Committee
1		Incharge internship / Other responsibilities like DC / RAC / RRAC / MSBTE TH exam etc	4	4 Point/ semester		
2		Coordinator appointed by Head of Institute	2	2 Point/ semester		
3		Organized by Faculty Conference / Students Paper presentation / Value added program / Poster / Quiz competition (Self sponsored / Inter college)	10	2 Point/ event to be divided between all co-coordinators		
4		FDP / Conference/Inplant training / Project competition of Students	05 per event	1 point / event, to be divided between all co-coordinators		
5		Role in Industry Institute Interaction / Active MOU / Student Internships	05			
Average Score of Category – II (B) (Maximum Marks: 10)						

CATEGORY- III: RESEARCH AND ACADEMIC CONTRIBUTION-

Sr. No.	APIs	Nature of Activity	Type & No. of Research Papers	Max. points		
				API Score allotted	Self-Appraisal API Score	API score Verified by Screening Committee
III (A)	Research Publication/ Patent Publications (Journals/Govt Journals)	Self Sponsored Research papers in Refereed / UGC listed Solo / 1 st / 2 nd Author etc.		02 per publication		
		Research papers in Refereed and Indexed Journals (SCI, Web of Science, Elsevier, Scopus, Listed) Unpaid (Solo / 1 st / 2 nd etc.)		25 per publication		
		Research papers like IEEE Conference proceedings as full papers with corresponding author (Not Local College Level)		03 per publication		
		Patent Published (Indian)		30 per Patent		
Total Score of Category - III (A) (Maximum Marks: _____)					No limit	

Sr. No.	APIs	Nature of Activity	Type & No. of Research Papers	Max. points		
				API Score allotted	Self-Appraisal API Score	API score Verified by Screening Committee
(B)	Research Publications (Books, chapters in books, Other than refereed journal articles)	With Reputed Publisher Except like Technova / Techmax by Sole or with one co-author.		10 per book		
		Text / Reference Books Published by Sole or with two co-authors (Local)		3 per book		
		Chapter contributed to edited knowledge based volumes published by National Publisher.		2 per chapter		
Total Score of Category - III (B) (Maximum Marks: 10)						
III (C)	RESEARCH PROJECTS:-					
III (C) (i)	Sponsored Projects carried out/ ongoing	(A) Major Project amounting Rs. 5 Lakhs & above		10 per project		
		(B) Minor Projects with amount below Rs. 5,00,000/-		05 per project		
III (C) (ii)	Project completed with Quality Evaluation	Proposal accepted for funding: (A) For Major Project (B) For Minor Project		10 per Major Project & 05 per Minor Project		
III (C) (iii)	Consultancy Project carried out / ongoing	a) Amount mobilized more than Rs. 1,00,000/- b) Amount mobilized more than Rs. 10,000/-		10 per Consultancy 05 per Consultancy of Minimum 1 Lakh		
Total Score of Category - III (C) (Maximum Marks: ____)					No limit	
III (D)	IPR (Patent, Copy right, Trademark) published & Granted / Technology Transfer / Product developed / Process approved.					
III (D) (i)	Project Outcome / Outputs / IPR / Startup	IPR				
		1. Patent Commercialized		40		
		2. Copyright		05		
		3. Trademark		05		
		4. Design		05		
Total Score of Category - III (D) (Maximum Marks: ____)					No limit	
III (E)	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS:-					
III (E) (i)	Papers in Conference/ Seminars/ Workshops etc. (that are not included in III(A))	Papers Invited or (Self Sponsored)				
		a) Within India	No. of Papers:-	05 each		
		b) International conference	No. of Papers:-	10 each		
III (E) (ii)	Invited Lectures or Presentation for Conferences/ Symposia	FDP / Seminar Resource person / Keynote Address / Session Chair		10 each		
Total Score of Category - III (E) (Maximum Marks: ____)					No limit	

Sr. No.	APIs	Nature of Activity	Type & No. of Research Papers	Max. points		
				API Score allotted	Self-Appraisal API Score	API score Verified by Screening Committee
(F)	DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL:					
(i)	Development Of E- Learning Delivery Process /Material			1 per module		
Total Score of Category - III (F) (Maximum Marks: 05 ___)						
Total Score of Category - III (A + B + C + D + E + F) (Maximum Marks: ___)						

CATEGORY - IV: CONTRIBUTION TO SOCIETY

S. No.	Semester	Nature of Activity	Credit Point	Criteria	Self Appraisal Score	API Score Verified by Screening Committee
1		Social Innovation, Additional Courses / Programs / Workshops for Society SP / Mayor / Sarpanch / Deputy Collector's. Certificate of Recognitions	12			
2		Induction Program	2			
3		Unnat Bharat Abhiyan/ PMKVY/ Professional society's activities	2			
4		Yoga Classes/EDP / personality development programs	2			
5		Blood Donation/Gathering/ Sports	2			
Average Score of Category - IV (Maximum Marks: 20)						

CATEGORY-V: UTILIZATION/CONTRIBUTION TOWARDS UNUTILIZED RESOURCE LIKE LAB/MACHINES/INFRA (5 pm to 9 am & Holidays/Weekends)

Sr. No.	Nature of Activity	API Score Allotted	Self-Appraisal API Score	API score Verified by Screening Committee
1	60 Hrs. Diploma /Certificate Course Fees Rs. 10,000 to Rs. 30,000 for 6 months / 3 months (Training / Testing / Camps)	30		
2	40 Hrs. Training Hands on Rs. 1000 to Rs. 5000 per Head	15		
Total Score of Category - V) (Maximum Marks: 75)				

CATEGORY - VI: CONTRIBUTION IN ADMISSION PROCESS

Sr. No.	Nature of Activity	API Score Allotted	Self-Appraisal API Score	API score Verified by Screening Committee
1	No. of Seminars Conducted	1 mark Per Seminar		
2	No. of I/C duties	1 mark per duty		
3	Students data collected through Tutor System	1 mark Per 5 Students		
4	Actual number of admission converted.	2 marks Per student		
Total Score of Category -VI (Maximum Marks: 15)				

CATEGORY - VII: CONTRIBUTION IN STUDENTS DEVELOPMENT

Sr. No.	Nature of Activity	API Score Allotted	Self-Appraisal API Score	API score Verified by Screening Committee
1	Student Mentor for Startup Registered with Startup India (DIPP)	10		
2	Student Mentor for State / National level Hackathon / Project Competitions Winner	05		
3	Student Mentor for State / National level Hackathon / Project Competitions Participation	02		
4	Student Placement – Employability / Soft Skills etc. (Approval from TPO)	03		
Total Score of Category -VII (Maximum Marks: 30)				

CATEGORY - VIII: STUDENT FEEDBACK

Sr. No.	Courses Taught	Feedback (%)	Students Feedback	API Score Allotted	Self Appraisal Score	API Score Verified by Screening Committee
Feedback during the period of API						
1						
2			Above 50% - 70%	05		
3			Above 70% - 80%	10		
4			Above 80% - 90%	15		
5			Above 90%	20		
Average Score of Category - VIII (Maximum Marks: 20)						

Summary of the Scores Claimed

CATEGORY	CRITERIA	API Score Verified by Screening Committee
I	Teaching, Learning And Evaluation Related Activities	
Total Score Of Category – I (Out of ___)		
II	Co-Curricular, Extension And Professional Development Related Activities	
	(A) Departmental Activities (Max credit ___)	
	(B) Institute Activities (Max Credit ___)	
Total Score Of Category – II (Out of ___)		
III(A)	Research Publication In Journals (Out of ___)	
III(B)	Book Publication Or Chapter In Book (Out of ___)	
III(C)	Research Projects (Out of ___)	
III(D)	IPR (Out of ___)	
III (E)	Training Courses And Conference / Seminar / Workshop Papers (Out of ___)	
III(F)	Development of E- Learning Material (Out of ___)	
Total Score Of Category – III (A+B+C+D+E+F) (Out of ___)		
IV	Contribution to Society	
Total Score Of Category - IV(Out of ___)		
V	Utilization / Contribution	
Total Score Of Category - V(Out of ___)		
VI	Contribution in Admission Process	
Total Score Of Category - VI(Out of ___)		
VII	Contribution in Student Development	
Total Score Of Category – VII (Out of ___)		
VIII	Student Feedback	
Total Score Of Category – VIII (Out of ___)		
Total Score Of Category – I + II + III + IV + V+VI+VII+VIII (Out of ___)		

OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.N.	Details (Mention Year, Value etc. where relevant)

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I certify that the information provided is correct as per records available and/or documents enclosed along with the duly filled API Format.

Date:

**Signatures of Screening Committee
Candidate**

Signature of the

Sr. No.	Name	Signature
1.		
2.		
3.		
4.		
5.		

GUIDELINES FOR COMPUTATION OF OVERALL EVALUATION

Remarks	Max. Range 400+ Points	%
Outstanding	325 to 400	82% above
Excellent	290 to 324	72% to 81
Very Good	215 to 289	55% to 71%
Good	180 to 214	45% to 54%
Satisfactory	145 to 179	36% to 44%
Marginal	90 to 144	23% to 35%
Poor	Below 90	Less than 23%

Annexure IV (Form A)
(See Byelaw 4.6)



SANDIP FOUNDATION
Non Teaching Staff Evaluation Format
 (Period of Report: From To)
 Academic Year _ _ _ _ _

Assessment for the year :

1. Name :	2. Date of joining the post :
3. Designation :	4. Pay Band : Rs.
5. Department/Section :	6. Grade Pay : Rs.
7. Academic/Technical Qualification :	
8. Details of Educational courses being pursued :	
9. Any other information to be pointed out : Details of the present duties :	

Date :

Signature of the staff member



SANDIP FOUNDATION

Non Teaching Staff Evaluation Format

(Period of Report: From To)

Academic Year _ _ _ _ _

Name of Institute: _____

NAME :				YEAR OF ASSESSMENT :			
DESIGNATION :				DATE OF APPOINTMENT TO THE POST :			
PAY BAND : Rs.				GRADE PAY : Rs.			
DEPARTMENT/CENTRE/SECTION :							
CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
1.1 Contribution in Admission							
1.2 Knowledge of rules, regulation and procedure							
1.3 Co-curricular Activities (VAP, WS, IV, Exam., NSS, E&L etc)							
1.4 Ability to learn new duties							
1.5 Ability to organize work and carry it out							
1.6 Ability and willingness to take up additional load in times of exigencies							
1.7 Creativity and innovation							
1.8 Capacity to supervise*							
2 PERFORMANCE							
2.1 Work Efficiency & Effectiveness							
2.2 Neatness & tidiness of work							
2.3 Maintenance of Files / Records							
2.4 Accuracy & Speed of work							
2.5 Completion of work on schedule							
2.6 Attitude towards learning & working of other Dept's work							
2.7 Commitment to Organization							
2.8 Diligence and sense of responsibility							

CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3 WORKING IN GROUP WORK							
3.1 Attitude towards Students.							
3.2 Attitude towards Colleagues.							
3.3 Tact in dealing with others.							
4 PERSONAL CHARACTERISTICS							
4.1 Attendance							
4.2 Punctuality & Regularity							
4.3 Discipline							
4.4 Interaction with colleagues							
4.5 Integrity (Specific view on integrity along with appropriate grade may be recorded)							
4.6 Clarity of Thought & independence of Judgment.							
4.7 Initiative							
4.8 Presentability and Etiquettes.							
4.9 Behavioural Attitude							
4.10 Planning & Organisation*							
TOTAL POINTS :	/270			/290			

* For supervisory staff only

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
5. Any outstanding contribution made by the Employee :						
6. Special remarks if any of the Reporting Officer :						
Date :				SIGNATURE OF THE REPORTING OFFICER		
7. Remarks if any of reviewing officer :						
Date :				SIGNATURE OF REVIEWING OFFICER		

COMPUTATION OF OVERALL EVALUATION	290 Points*	270 Points
Outstanding	273 to 290	254 to 270
Excellent	261 to 272	243 to 253
Very Good	232 to 260	216 to 242
Good	174 to 231	162 to 215
Satisfactory	145 to 173	135 to 161
Marginal	116 to 144	108 to 134
Poor	58 to 115	54 to 106

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Annexure IV (Form B)
(See Byelaw4.6)



SANDIP FOUNDATION
Non Teaching Staff Evaluation Format
(For Technical Asst. / Lab. Asst./ W/s Instructors)
 (Period of Report: From To)
 Academic Year _ _ _ _ _

Assessment for the year :

1. Name :	2. Date of joining the post :
3. Designation :	4. Pay Band : Rs.
5. Department/Section :	6. Grade Pay : Rs.
7. Academic/Technical Qualification :	
8. Details of Educational courses being pursued :	
9. Any other information to be pointed out : Details of the present duties :	

Date :

Signature of the staff member



SANDIP FOUNDATION

Non Teaching Staff Evaluation Format (For Technical Asst. / Lab. Asst./ W/s Instructors)

(Period of Report: From To)
Academic Year _____

Name of Institute: _____

NAME :				YEAR OF ASSESSMENT :			
DESIGNATION :				DATE OF APPOINTMENT TO THE POST :			
PAY BAND : Rs.				GRADE PAY : Rs.			
DEPARTMENT/CENTRE/SECTION :							
CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
1.1 Contribution in Admission							
1.2 Knowledge of rules, regulation and procedure							
1.3 Co-curricular Activities (VAP, WS, IV, Exam., NSS, E&L etc)							
1.4 Ability to learn new duties							
1.5 Ability to organize work and carry it out							
1.6 Ability and willingness to take up additional load in times of exigencies							
1.7 Creativity and innovation							
1.8 Capacity to supervise*							
2 PERFORMANCE							
2.1 Work Efficiency & Effectiveness							
2.2 Arranging the equipment / instruments in proper working conditions for conducting experiments before start of practicals.							
2.3 Maintenance of Files / Records							
2.4 Helping students while conducting practicals.							
2.5 Maintenance of register regarding breakage of items by students.							
2.6 Attitude towards learning & working of other Dept's work							



CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
2.7 Arranging equipments / measuring devices periodical calibration with the help of faculty in-charge or getting it done by outside.							
2.8 Diligence and sense of responsibility							
3 WORKING IN GROUP WORK							
3.1 Attitude towards Students.							
3.2 Attitude towards Colleagues.							
3.3 Tact in dealing with others.							
4 PERSONAL CHARACTERISTICS							
4.1 Attendance							
4.2 Punctuality & Regularity							
4.3 Discipline							
4.4 Interaction with colleagues							
4.5 Integrity (Specific view on integrity along with appropriate grade may be recorded)							
4.6 Clarity of Thought & independence of Judgment.							
4.7 Initiative							
4.8 Presentability and Etiquettes.							
4.9 Behavioural Attitude							
4.10 Planning & Organisation*							
TOTAL POINTS :	/270			/290			

* For supervisory staff only

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
5. Any outstanding contribution made by the Employee :						
6. Special remarks if any of the Reporting Officer :						
Date :			SIGNATURE OF THE REPORTING OFFICER			

7. Remarks if any of reviewing officer :		
Date :	SIGNATURE OF REVIEWING OFFICER	
COMPUTATION OF OVERALL EVALUATION	290 Points*	270 Points
Outstanding	273 to 290	254 to 270
Excellent	261 to 272	243 to 253
Very Good	232 to 260	216 to 242
Good	174 to 231	162 to 215
Satisfactory	145 to 173	135 to 161
Marginal	116 to 144	108 to 134
Poor	58 to 115	54 to 106

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Annexure V
[See Byelaw 4.6(b)]

Duties and Responsibility of Non-Teaching Staff:

1. Role & Responsibility of Deputy Director (Administration)

- (i) Managing & maintaining various services like security, housekeeping, canteen, landscaping, electricity, water supply, etc with specific emphasis on cleanliness.
- (ii) All the classrooms and office cabins/cubicles should be well maintained to carry out lecturers and administrative work more efficiently. To ensure that all classroom related infrastructure like LCD Projectors, screen, mike, etc are properly functioning all the time.
- (iii) Allocation of Classroom/MDP Room/Hall/Auditorium for various lecturers and other training programs/workshops/meetings to be conducted at the SF's Institute by proper coordination within the Sandip Foundation and other external agencies.
- (iv) Managing the support staff and their efficient utilization at Mumbai Campus.
- (v) Timely Renewal & maintenance of various contracts & licenses, etc and ensuring efficient services.
- (vi) Coordination for all students' activities and event management of various programmes of the entire SF's Institute.
- (vii) Matters relating to staff grievances and Union matters.
- (viii) All HR related issues including appointments, review, appraisal and matters relating to leave, discipline, etc.
- (ix) Providing efficient service relating to vehicle hire, catering, photography & video shooting services, binding & photo copying services, Ticket booking (Air/Rail/Bus), Hotel booking, etc.
- (x) Ensuring proper running of the canteen/catering services including hygiene, quality, etc.
- (xi) Any other responsibility assigned to him by the Registrar/ Principal from time to time.

2. Chairperson Corporate Relations/Placement Officers/Public Relationship Officers

- (i) The Chairperson-Corporate Relations shall be under the direct control of the Registrar and shall assist the Registrar in the matters as per needs.
- (ii) He shall be responsible to ensure that the information relating to the Institute is discriminated. He shall have to accordinate the provision of media for communication purposes, publicizing of social events, academic achievements of the Institute as concurred by the Registrar.
- (iii) He shall have to maintain the enquiry service for students; staff and also for visitors to the Institute regarding courses being conducted, the examination and admission rules.
- (iv) He shall have to forward information about the views and reaction of the community on the various Institute decisions, feedback to review its existing programmes and plan for the future. He should keep liaison in institutions of academic/ research, government research and development organizations or similar institutions and shall disseminate information through periodicals, booklets, press advertisements and audio visual media.
- (v) He shall have acquaintance with printing techniques.
- (vi) He shall assist the Principal / Registrar in calling and organizing press conferences as and when required by the Principal /Board of Management.
- (vii) The Public Relations Officer shall have all disciplinary powers and responsibilities as that of the Deputy Registrar in respect of the staff working under him.

3. Assistant Registrar Section Officers and Equivalent cadres

- (i) The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Principal, Registrar, Deputy Registrar or Head of the concerned section where the Assistant Registrar is working as a Head of the Section and he shall have the powers and responsibilities analogous to the powers assigned to the Deputy Registrar above.
- (ii) He shall be in-charge of the units/sections and shall be responsible for their normal and smooth working.
- (iii) He shall look after day-to-day work of the Section/Unit of which he is in-charge as per the instructions from the higher authorities from time to time.
- (iv) He shall be responsible for planning and scheduling of the entire work the section/unit/department well in advance and shall take the periodical reviews of its execution.
- (v) He shall assign/reassign specific jobs to his subordinates, and shall also decide the time-dimension in respect of each of the jobs so assigned where the norms are not laid down.
- (vi) He shall ensure and maintain proper co-ordination and follow up with other Department/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the Institute authorities.
- (vii) He shall be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
- (viii) He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- (ix) He shall deal with non-routine cases referred to him by the supervisory staff working in his section/unit/department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.
- (x) He shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer, with clear and specific comments. He shall also prepare item for consideration of the Board of Management/Academic Council or for other authorities/bodies of the SF's Institute.
- (xi) He shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceeding of the work.
- (xii) He shall exercise constant vigilance, which is sine/quanon of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviour of the staff.
- (xiii) He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Registrar through Deputy Registrar. The Assistant Registrar shall also issue warning, in writing, to the staff working under him from time to time and report the cases of erring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.
- (xiv) He shall record verbal discussions, orders and instructions, which shall be attested by the Registrar.
- (xv) He shall hold meeting every fortnight with section officers/ assistant Section Officers to discuss the arrears of work, procedural knot-points and other problems which create bottlenecks in the quick disposal of cases of his Unit/Department.
- (xvi) He shall apprise the plan which he may prepare and its time schedule to employees working under him, watch results, apprise responses and motivate individuals towards achievement of objectives. He shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would look after the welfare of the employees working under him.

(xvii) Any other work assigned to him from time to time.

4. Superintendent, Supervisor, Coordinators and Equivalent Cadres

- (i) To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
- (ii) To deal with letters which he himself can dispose off without the assistance of the officers and those letters which, in his opinion, are important enough to be seen by the higher Officers at the initial stage or on which he desires their instructions.
- (iii) To mark and to distribute the letters in the name of dealing assistants.
- (iv) To exercise, check and follow up of letters received from the Government of India / Chancellor / State Government / U.G.C. / Office of the Director of Education / Universities etc.
- (v) To draft notes and independently deal with cases, which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedences and implications etc. on special cases and submit to higher officers, and give interim replies.
- (vi) To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance, absentees etc.
- (vii) To scrutinize notes/cases submitted by the lower staff put his own remarks/ suggestions, if any, and submit the same to the Assistant Registrar and/or Deputy Registrar, as the case may be.
- (viii) To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
- (ix) To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
- (x) To inspect the racks and tables of assistants/and/or senior assistants working under him and satisfy himself that no papers of files have been over-looked and that there are no old receipts or bills lying undisposed off.
- (xi) To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.
- (xii) To attend to such other work as may be given to him with the approval of the Registrar/Head of the Department.

5. Personal Secretary/Assistant

- (i) The Assistant shall be responsible to the Officer under whom he is working.
- (ii) He shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.
- (iii) He shall perform the duties and responsibilities assigned to him by the concerned Officer from time to time.
- (iv) He shall maintain programme sheets of his officers; prepare drafts of meeting and correspondence of routine nature. He shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody. He shall sort out the mail and dispatch it promptly to relevant section. He shall issue reminders etc. in respect of such cases, where the officer has called for information/date or has suggested or ordered immediate action in any of the cases. He shall maintain absolute confidentiality and integrity in respect of the work assigned to him.

6. Sr. Assistants/ Assistant Coordinators

- (i) To exercise, check and to follow up the incoming letters received from the Departments/SF's Institutes/Students etc.
- (ii) To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
- (iii) To submit notes/drafts for approval of the officers through the Superintendent.
- (iv) To scrutinize notes/drafts submitted by the lower staff, put his own remarks / suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.
- (v) To ensure the prompt dispatch of letters.
- (vi) To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
- (vii) To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent /Assistant Registrar.
- (viii) To maintain calendar of periodical returns for incoming and outgoing, separately.
- (ix) To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.

7. Assistants/Jr. Assistants

- (i) To enter the mail and letters and inter-departmental correspondence/files etc., letters, documents etc. addressed to the officer by name will be received by the officers themselves or through P.A's, Stenographers/ Secretaries.
- (ii) To acknowledge letters received.
- (iii) To submit dak to the Section Officer/Assistant Section Officer daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
- (iv) To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
- (v) To send relevant extracts or any part of a receipt, through Section Officer /Assistant Registrar/ Superintendent to the section, branch concerned for remarks and/or necessary action.
- (vi) To open and maintain service-book/new files(s)-note-book(s), do copying work / rubber stamping and to attend to all types of administrative / clerical work.
- (vii) To maintain different registers, forms etc.
- (viii) To keep a notebook to watch timely disposal of urgent papers.
- (ix) To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
- (x) To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
- (xi) To prepare routine letters/replies for approval where noting is not required issue reminders.
- (xii) To maintain daily work sheet, and to submit weekly arrears report to the Section Officer and/or Assistant Section Officer.
- (xiii) To prepare monthly arrears report and submit it to the Assistant Section Officer and/or Section Officer for perusal and guidance/instructions..

Any other work assigned from time to time, with the approval of the Assistant Registrar.

8. Deputy Chief Accountant/Accounts Officer

- (i) To ensure that the various payments made from the SF's Institute funds are within budget provision and with the sanction of competent authorities.
- (ii) To attend to correspondence with State/central Government/ U.G.C. and other higher authorities with the assistance of the Assistant Accountant.
- (iii) To ensure proper attendance of staff working under him.
- (iv) To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
- (v) To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
- (vi) To recover grants due to the SF's Institute from the outside bodies including State and Central Government.
- (vii) To report to the Assistant Registrar (Finance and Accounts) / Deputy Registrar (Finance and Accounts) about such of the financial provisions of Act and Accounts Code that are followed by the departments/sections which are attached to him.
- (viii) To attend to such other works assigned to him with the approval of the Finance Officer.

9. Assistant Accountant

- (i) To prepare bank reconciliation statement, budget and final accounts of funds entrusted to him.
- (ii) To prepare periodic accounts of funds entrusted to him and to assist the deputy Accountant in furnishing of figures of expenditure to higher authorities.
- (iii) To maintain books of accounts, payment register and funds entrusted to him.
- (iv) To attend to all the matters pertaining to statutory deduction of Income Tax, Service Tax, Professional Tax and L.I.C. Premia from the salary of individual employee.
- (v) To attend to routine correspondence with Banks and other Departments.
- (vi) To supervise the work of Accounts Clerk under him and to pass the bill for payment as per relevant rules.
- (vii) To attend to such other works as may be assigned to him with the approval of the deputy Registrar (finance and Accounts), from time to time.

10. Accounts Assistant

- (i) To write various books of accounts such as ledger, salary register, income tax register.
- (ii) To ensure filing of vouchers and papers.
- (iii) To prepare bills for payment.
- (iv) To prepare various returns.
- (v) To report to the Assistant Accountant/ deputy Accountant about any mistakes noticed by him in books of accounts.
- (vi) To attend to such other work as may be assigned to him with the approval of the Assistant Registrar (Finance and Accounts) /Accountant, from time to time.

11. Receptionist

- (i) The Receptionist shall work under the direct control of the Public relations Officer or deputy Registrar/Assistant Registrar as the case may be.

- (ii) He shall have to receive the guests, visitors, members of the various organizations and student community etc. and guide them to the proper sections to meet their requirements.
- (iii) He shall be well acquainted with exam dates, various programmes of the SF's Institute meetings, SF's Institute publications and announcement of result etc.
- (iv) He shall perform such other duties and responsibilities as may be assigned to him by the concerned Officer from time to time.
- (v) He shall display on the notice-board important notices, circulars etc. received from the various sections.

12. Telephone Operator

To operate the telephone Board and take messages if required, inform the telephone department/the mechanic if there is any fault with the Board. Follow up the payment of telephone bills. Maintain records of the outward calls attended.

To ensure that no unofficial local/trunk calls are made without prior permission of the Registrar/Deputy Registrar and without prior payment of requisite charges. Any other works as assigned by the concerned officer from time to time.

13. Hawaldar

He shall perform ordinary duties of a peon in addition to the following duties:

- (i) He shall Supervise and control all the peons working under him and see that they attend punctually, work properly and maintain office discipline, report absentees, late attendance, misbehavior etc. to the authorities.
- (ii) See that peons observe office timings.
- (iii) See that peons open windows and blinds at the start of the day, switch on lights, fans etc.
- (iv) Arrange for distribution of peons and account for their movements.
- (v) Arrange for moving of muster rolls to and from Administrative Branch.
- (vi) Arrange for distribution of office circulars in office.
- (vii) Arrange rest-intervals of peons to suit the convenience of the Officers or departments.
- (viii) Maintain leave roster of peons, so that strength of peons is not abnormally impaired, and submit it to the Administrative Branch by making necessary arrangements during leave etc.
- (ix) Open and close office premises, where necessary.
- (x) See that cleanliness of the office is maintained by supervision.
- (xi) Distribute uniforms and dusters, receive and give material to Dhobi and keep account thereof.
- (xii) See that peons and all others who are expected to be in uniforms and badges wear the same punctually.
- (xiii) Wherever the post of Jamadar/Daftary is not in existence the Hawaldar shall perform the duties of supervising the Hamals and sweepers.
- (xiv) Get the floor cleaned with water (net scrubbing), insecticides etc. periodically.
- (xv) Any other work that may be assigned by the concerned officer from time to time.

14. Machine Operator

The operator shall

- (i) Carry out the work of photocopying according to instructions given to him

- (ii) Be responsible for keeping the following accounts of:
- (iii) Day-to-day receipt of stencils received by him for photocopying.
- (iv) Receipt of duplicating paper from the Administration Branch.
- (v) Duplicating paper and stencils actually used, spoiled if any, during photocopying and the balance at hand,
- (vi) Be responsible for neat and careful preserving of the stencils received by him and destroy them as per instructions given to him by the Sectional Head under whom he is working and/or concerned Branch of Officer/Assistant Registrar/Deputy Registrar, as the case may be.
- (vii) Be responsible for proper maintenance of photocopying machines and shall report, in writing, defects/faults, if any, immediately to the officer, in-charge under whom he is working.
- (viii) Supervise the attendance working of the Hamals and other menial staff attached, if any.
- (ix) Any other work as may be assigned to him by the concerned office from time to time.

15. Peons/Peon-cum-Hamals

Persons shall

- (i) Open windows etc. in the morning and switch on fans and lights and after working hours to close the same, when not required.
- (ii) Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines.
- (iii) Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Section Officers/Brand Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
- (iv) Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
- (v) Carry messages, papers, registers, files, circulars, bags, and portable size parcels etc., from one place to another inside office or outside, as the case may be.
- (vi) Carry papers, franking machines, etc. within building and other such portable items (office equipment) from one place to another.
- (vii) Operate franking machine, wherever necessary.
- (viii) Operate cyclostyling machine, if he could operate that, wherever necessary.
- (ix) Carry out any other work of similar nature which the Officer in-charge / Dy. Registrar / Assist. Registrar / Section Officer / Dean Academic / Office Superintendent may instruct.
- (x) Serve drinking water to employees and to visitors, when required.
- (xi) Despatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
- (xii) Any other work as may be assigned to him by the concerned officer from time to time.
- (xiii) Peon-cum-Hamal shall also have to attend to the duties assigned to Hamals.

16. Hamals/Hamal-cum-Peons

Sweeping, cleaning rooms and furniture and electrical fittings like fans and lights and shifting records, binding in bundles, furniture etc. as per needs.

Any other work as may be assigned to him by the concerned officer/Hawaldar/ Mukadam from time to time.

Hamal-cum-Peon shall also have to attend to the duties assigned to peon.

17. Sweepers

Sweeping and cleaning the Lavatories, latrines, floors in the building and SF's Institute premises and any other office work related to cleaning as assigned by the Hawaldar/Mukadam.

Any other work as may be assigned to him by the concerned officer from time to time.

18. Technical / Other Staff not noted above

Where the duties of the staff undertaking a specialized operation or where the employee having same nomenclature is required to perform diverse duties, no specific duties and responsibilities can be laid down without disturbing the individual requirements of the each of the Universities. Duties of other staff should be as assigned to him/her by his/her Superior from time to time.

Note: For all the above positions, the non-teaching staff, in addition to their defined duties, will carry out duties assigned to him/her by the superiors from time to time.

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Annexure VI (A)

GUIDELINES FOR SETTING UP STAFF GRIEVANCES REDRESSAL COMMITTEE

A Staff Grievances Redressal Committee will be constituted to deal with the individual grievances of employees belonging to the non- academic category. The Staff Grievances Redressal Committee will observe the following guidelines:

1. This committee will entertain complaints and grievances from individual employees and normally no collective complaints shall be entertained. However, in exceptional circumstances, collective complaints /grievances affecting a section of employees may also be entertained by the Committee.
2. The complainant shall have to submit his/her complaint / grievance in writing.
3. The complainant shall address the complaint / grievance to the Registrar and submit the same to the Personnel Officer, In case, the complainant is against the Personnel Officer, the same shall be sent by the complainant to the Registrar, directly.
4. The complainant shall attach copies of all documents which he/she deems necessary to support his/her complaint.
5. Every complaint which is received will be entered in a register and serially numbered and scrutinized by the Personnel Department.
6. All such complaints shall be placed before the Staff Grievances Redressal Committee by the Personal Department along with office note.
7. The complainant and the respondent shall personally remain present before the Staff Grievances Redressal Committee. In the event, the complainant and respondent is not present, the Committee shall be free to take ex-parte decision and this shall be binding on the complainant.
8. After hearing the complainant and examining the evidence placed before it, the Staff Grievances Redressal Committee shall take its decision and recommend the same to the Principal for approval.
9. Final decision will be communicated by the Personnel Officer to the aggrieved employee soon after the recommendation of the Committee is approved by the Principal.
10. The complainant will have an option to appeal to the appellate authority against the decision on his/her grievance within two weeks of receiving the same. The Principal shall be the appellate authority in all cases.
11. The decision of the appellate authority shall be final and binding. No appeal shall lie against the decision of the appellate authority.
12. The Staff Grievances Redressal Committee will meet at least once in three months and may meet as often as required.

The composition of Staff Grievances Redressal Committee will be as follows:

1. Vice-Chancellor-Chairman
2. One Dean Academic of the faculty to be nominated by the Board of Management..... - Member
3. two members to be nominated by the Board of Management from amongst themselves..... - Members
4. two SF's Institute teachers to be nominated by the Vice-Chancellor out of which one shall be female..... - Members
5. one non-teaching staff from amongst the non-teaching staff of the SF's Institute to be nominated by the Principal.....- Member
6. one member of academic council to be nominated by the academic council..... - Member
7. Registrar.....- Member Secretary

The tenure of the committee members shall be three years from the date of issue of this order. These orders come into force with immediate effect and until further orders.

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FORM (a)

Annexure –VI (B)
[See Byelaw 7.25 (b)]

FORM OF APPOINTMENT OF INQUIRY AUTHORITY / OFFICER

As it has been decided to hold a Departmental inquiry into the conduct of Shri _____ on the charge(s) mentioned in the margin, an Authority/Officer consisting Shri _____ (Designation) _____ is appointed to hold the inquiry in accordance with the prescribed procedure. A proforma in which the charge sheet is to be served on Shri _____ is attached _____ Shri _____ is requested to see that they/he complete/s the inquiry and submit/s their/his report expeditiously and in any case on or before _____

Place:

Competent Authority

Date:

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FORM (b)

Annexure –VI (C)
[See Byelaw 7.25 (c)]

FORM OF CHARGE SHEET

I, (Name and Designation) _____ appointed Inquiry
 Authority/Officer by the order issued by _____ under his
 No. _____ of _____ to hold a
 Departmental Inquiry into your conduct do hereby charge you (Shri
 _____) as under:-

(1)

(2)

etc.

2. A statement of allegations on which the charges are based is attached herewith. A list of documents and of the witnesses by which each article of charge is proposed to be sustained is also enclosed.
3. You are called upon to put in your written statement of defence along with such documents as you intend to rely on in your defence in answer to the above charges within _____ days from the date thereof and to state at the same time whether you desire to be heard in person. If you desire to examine any witness in your defence, you are called upon to furnish at the same time the names and addresses of your witnesses. On your failure to put in your statement to furnish the names and addresses of your witnesses within the time allowed to you, it will be presumed that you do not wish to make a statement or to furnish the names and addresses of any witnesses.
4. You are further called upon to state why the above charges or any of them, if held proved, should not be considered as good and sufficient ground for imposing upon you anyone of the penalties specified in the Byelaw 7.2.24 of the Sandip Foundation. Any representation that you may make with regard to the action taken against you would be considered by the competent authority before the final order of punishment is passed. You may, if you so desire, apply for copies of the relevant documents.

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FORM (c)

Annexure –VI (D)
[See Byelaw 7.31]

FORM OF SUSPENSION ORDER

Shri _____ is hereby informed
that the charge(s) of (1) _____
(2) _____ (3) _____
_____ etc. has been proved prima
facie.

2. Shri _____ is hereby
suspended with effect from _____ pending further investigation in the
matter. He should hand over the charge of his post as directed by his superiors.

Registrar

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Annexure VII - Student Feedback Format A & B

(A) Administrator Feedback

Branch Name:	
Year:	
Division:	

Poor – 1

Average – 2

Good – 3

Very Good – 4

Excellent – 5

1.	About SF's Institute Transport Facility?	
2.	About Library Facility?	
3.	About Canteen Facility?	
4.	About Office (Student Section)?	
5.	About Office (Account Section)?	

(B) Student Feedback For Teaching Staff

Enter the Marks between 0 to 5

Feedback of Theory Subject

Sr. No.	Questions	Marks (Between 0 to 5)
Q.1	The Faculty member comes to class on time?	
Q.2	The faculty member is well prepared?	
Q.3	The faculty member uses different teaching aids to help student learn?	
Q.4	The faculty member's Clarity of communication and speed for the subject?	
Q.5	The faculty member's Encourages students for asking questions & provides satisfactory answers?	
Q.6	The faculty member's Neatness and clarity of writing on the blackboard?	
Q.7	The faculty member uses maximum of class time for teaching the subject (as against deviating towards irrelevant or general matters)?	
Q.8	The faculty member solves or discusses SF's Institute question paper in classroom?	
Q.9	Classroom control & discipline?	
Q.10	The faculty member reviews the last lecture topics & concludes the lecture properly?	
Q.11	% Syllabus Completed?	
Q.12	Motivates students to study the subjects?	
Q.13	The Faculty member gives practical applications of the subject?	
Q.14	Understanding of topic by student?	
Q.15	Overall impact of the faculty member?	
Q.16	Treats all students fairly and does not discriminate	
Total Marks		
Percentage of Marks		

Feedback of Practical Subject

Sr. No.	Questions	Marks (Between 0 to 5)
Q.1	Practical knowledge of faculty member?	
Q.2	The Experiments conducting expertise?	
Q.3	Regularity of the faculty member in practicals?	
Q.4	Overall impact of the Faculty Member?	
Q.5	Conducting extra Skill Based Practical other than syllabus?	
Total Marks		
Percentage of Marks		

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Annexure VIII – Lecture Monitoring Form

Name of the Staff Member / Candidate:
 Dept.: Subject: Date:

Dear Colleague/ Candidate,
 Your lecture on the above subject was attended by:

1. Sign:
2. Sign:
3. Sign:

On above date the findings of monitoring team are as under:

Parameter	Rating*	Points Appealed to Monitoring Team	Suggestions for Improvement	Remarks
Communication Skills				
Subject knowledge				
Preparation for lecture				
Board Coverage				
Interactive aspects Class control				
Questions and answers				
Any other point				

Ratings *: A - Excellent [10]; B – Good [6]; C – Average [4]; D-Poor [Less than 4]

You are requested to work on suggestions and show the improvements. I am confident that you will take up the suggestions seriously and with a positive attitude and in the right spirit.

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Annexure IX - Detail Exam Procedure

- 1) **Oral/Practical/Term Work Examination (Exam Month OCT/NOV/APRIL)**
 - a) Circulate the notice within dept. To submit the schedule of Oral/Practical/Term Work, Online on SPPU website)
 - b) Upload the Term Work Marks on UOP website – through respective subject teachers.
 - c) Collection of file (Sealed Envelops) of Oral / Practical / Term Work Mark-sheets generated online.
 - d) Allotment of HOD on University Online Mark Entry URL from Institute Login
 - e) Confirmation of TW marks which is submitted by department from Institute Login, all the subjects (FE to BE)
 - f) Distribution of required stationery to Department for Oral Practical Examination
 - g) To send the Name list & Subject wise summery to department for conduction of Examination
 - h) Collection from department & Preparation of final budget for Snacks (Tea Breakfast) for Examination

- 2) **Online Examination (Exam Month SEPT /OCT /JAN / MARCH)**
 - a) Display & Circulate Exam time table & circulars to notice Board as well as communicate to the concern staff & Students
 - b) Verification of Exam remuneration Bills of External Senior Supervisor
 - c) Submission of required format to concerned department & staff for attendance & mark list
 - d) Verification of Exam token along with student summery and after verification forward to concern departments
 - e) In case discrepancy in token such as name missing of student etc communicate to university and after verifying the details submit the students information to system department
 - f) Preparing seating arrangement for online examination along with senior supervisor
 - g) After conduction of examination collect mark list from system department and forward to concern department
 - h) At end of all online Examinations take printout of all mark lists & forward to department with sign of concerned authorities for display on NB to students
 - i) After completion examination collect all the record online examination (Attendance, Mark list) for submission to University

- 3) **During In Sem Examination (Exam Month Aug /March)**
 - a) Preparation of Name list for TE & BE Students for theory Examination
 - b) Preparation of seating arrangement as per Name list for Examination
 - c) Appointment order of senior supervisor & supporting staff as per instruction from College Exam officer & Principal Sir
 - d) Conduction of Examination as per time table
 - e) Verification Blocks for Conduction of Examination
 - f) Preparation requirement of stationery for Examination
 - g) Maintain record of utilize answer sheets during the Examination as per format in the stock register

- h) Printing of question paper along with COE for distribution to the Block
- i) Before starting of paper preparation of tray of answer sheets, Jr. Supervisor report, holograph, threads as per seating arrangements
- j) Submission of details of copy case to the university which is forwarded by Squad / senior supervisor of Examination
- k) Collection of answer sheet bundles and preparation of senior Supervisor report each day.

4) In Sem Examination CAP (AUG/SEPT/MARCH/APRIL)

- a) Collect answer sheet bundles & seal in strong room
- b) Preparation CAP Report of examination as per senior supervisor report
- c) Distribution of answer sheet bundle to examiner for assessment after the assessment take return of answer sheet bundle seal it in strong room of examination
- d) Communicate daily assessment status to the respective HOD through Mail
- e) After completion of assessment unmask the all answer sheet bundles for marks entry
- f) Prepare mark entry format & submit to the department

5) Pre-Exam Task Theory Examination

- a) Information of exam schedule from University of Pune web-site
- b) Display of exam time table / list of exam centers
- c) Display of notice filling On-line exam forms along-with details of fees, time, date & venue.
- d) Display of notice/schedule to take printout of filled on-line exam forms along-with details of fee challan.
- e) Display the schedule of exam form collection from students after a payment of exam fee.
- f) Scrutinize the forms and in-ward on University web-site, make correction (on-line) where ever if necessary.
- g) Prepare & submit requirement of exam stationery to University of Pune.
- h) Prepare internal stationery requirement chart for theory examination.
- i) Printing of Hall Ticket of examination & distribution to the department.
- j) Verification of Barcode stationery which is received from University.
- k) Verification of exam forms and ensures every student has submitted the exam form.
- l) Prepare the final challan of exam form of the students and verifying the total examination fee.
- m) Submit the student list (if required) and exam fee to the University within stipulated time.
- n) Display the time table of examination.
- o) Forward the budgetary requirement of Exam remuneration for Senior Supervisor (External) & Oral Practical Examination.

6) During Theory Exam (Exam Month NOV-DEC /MAY JUNE)

- a) Ask the names of Jr. Supervisor, Sr. Supervisor & Custodian from each department
- b) Prepare the master time table with student strength
- c) Prepare the office order of Sr. Supervisor, Custodian, Assistant to Sr. Supervisor and Jr. Supervisor and others.

- d) Distribution of the office orders to the staff
- e) Call the meeting for staff those who are involved in examination work.
- f) CORRESPONDANCE
 - i) Letter to police
 - ii) Letter to Security (Internal).
 - iii) Letter of Vehicle requisition. (For Pune & Local trips)
 - iv) Forward student strength of Theory as well as online Examination to Transport Dept.
 - v) Bell schedule (to Dept. of System & IT Support)
 - vi) Letter to Electrician (For Electrical Maintenance)
 - vii) Letter to canteen for Tea, Breakfast & lunch
- g) Maintain record of utilize answer sheets during the examination as per format in the stock register
- h) Printing of question paper along with COE for distribution to the block
- i) Before starting of paper preparation of tray of answer sheets, Jr. Supervisor report, Holograph, Threads as per seating arrangements
- j) Submission of details of copy case which is forwarded by squad / senior supervisor of examination
- k) Preparation of senior supervisor report day wise collection of answer sheet bundle
- l) Prepare the chart examination hall/block strength for seating arrangement.
- m) Prepare date wise seating arrangement.
- n) Submission of answer sheet bundle to CAP Center
- o) Display the seating arrangement on notice board for the students

7) Post Exam Task (As per scheduled in the academic Year)

- a) Prepare remuneration bill in SPPU Format of all the staff involved in Examination duty (Theory exam as well as On-line exam)
- b) Maintain exam remuneration bill in soft copy as per SPPU format in the annexure theory examination
- c) Forward the exam remuneration bill to the accounts section for final settlement of the bills and for audit purpose.
- d) After Final Settlement of Exam remuneration bills prepare remuneration distribution list of examination forward accounts section for final verification, distribution & approval
- e) Receive the information of the date of declaration of the result
- f) Collect the result (Statement of the marks as well as Gazette.)
- g) Prepare mark sheet distribution chart & submit the mark sheet to department concern for distribution
- h) To enter all the declared result on DTE portal for result & concession management
- i) To enter all the declared result on AICTE portal
- j) To enter all the result in excel sheet
- k) Prepare eligible & not eligible student list as per declared result in excel sheet & forward admin section for various record
- l) Maintained DSE vacancy data year wise in excel format & update the result of FE regular & backlog students on DTE portal for vacancy purpose.



- m) Display the notice for filling on-line verification & revaluation, photo copy of answer-sheets
- n) Collection of on-line applications of verification & revaluation, photo copy from students, after a payment of Fee.
- o) Scrutinize the forms and in-ward on university website; make correction (on-line) where ever if necessary.
- p) Verifying the forms & getting certified from the Principal
- q)
 1. Submission of the proposal of photo copy with fee Challan to the University (Godown Section).
 2. Submission of the proposal of revaluation with fee challan to the university (revaluation section).
- r) Received the result and revised list of marks from the University.
- s) Display the notice of submission of old mark-sheets in case of change in marks.
- t) Submit old mark-sheets to the university and collect revised gazette as well as statement of marks from university
- u) Working on provisional admission confirmed student list as per revaluation result & submit final list
- v) Display the notice to the student to collect their corrected Mark-sheets.

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Annexure XI - Exit Interview Format

Sandip Foundation

Mahiravani, Nashik

PERSONAL & CONFIDENTIAL

Dated:.....

Dear Mr. / Ms

Position.....

Department.....

EXIT INTERVIEW

On behalf of Sandip Foundation, may I say how sorry I am to hear that you are leaving the Institute. We are thankful to you for the invaluable services rendered by you and wish you every success in your future endeavors. As part of the Sandip Foundation commitment towards improving the working conditions and retention, I on behalf of the Sandip Foundation invite you to take part in Exit Interview with a member of Human Resources team.

I would be grateful if you would also take a few minutes to complete the enclosed questionnaire and bring it with you at the time of interview. However, if you do not wish to attend the interview, I would be grateful if you could complete the enclosed questionnaire and return to the HR department as soon as possible.

Your views are important to the SF's Institute and information gathered from exit interviews together with other initiatives will be used to improve the employment practices and the retention of staff.

I look forward to seeing you soon.

Yours sincerely,

Dy. Registrar-HR

Sandip Foundation

Mahiravani, Nashik

Exit Interview Format

The purpose of this interview besides determining the reasons behind your leaving the Sandip Foundation is also to share your experiences at Sandip Foundation. Your input is vital and we appreciate and value your time and comments. All information provided will be treated with strict confidentiality and will be used for improvement in our system wherever required. Please consider this feedback as a parting gift to us.

Please read the questionnaire carefully before responding.

Name: _____	Position _____
Department _____	Employee ID _____
Permanent Address _____	
Contact No (Landline) _____	Mob.No. _____

1. What is the reason of leaving the Job?

1	Earnings		8	No Promotion	
2	Pressure of Work		9	Job Content	
3	New Job		10	Pregnancy	
4	Working Hours		11	Care for Dependants	
5	Fixed term Contract		12	Travel Problems	
6	Working Relationships		13	Working Conditions	
7	Accommodation		14	Moving Home	

Other reason, please specify: _____

2. What if anything would have made you stay with the Sandip Foundation?

1	Increased salary	
2	Role Clarity	
3	Better work/life balance options	
4	Development opportunities	
5	Increased benefits	
6	Recognition	
7	More challenging work	

3. What were the most positive aspects of your time with the Sandip Foundation?

1	Job satisfaction	
2	Appraisal & recognition	
3	Co-worker interaction	
4	Community work	
5	Remuneration	
6	Employee development	
7	Flexibility	
8	Others: (please state)	

4. What are your plans for future?

- a) Another Job Y/N _____ Name of the Organization _____
- b) Returning to Education Y/N _____ Name of Institution _____
- c) Public sector research institution Y/N Name of Institution _____
- d) Private industry / commerce Y/N _____
- e) Self-employed Y/N _____
- f) Other, please specify _____

Annexure XIII – Research Policy and Undertaking for Teachers for Ph.D.

Research Policy for Teachers for Ph.D. of Sandip Foundation

1. Preamble:

The Research Policy aims at enhancing the academic and intellectual environment in the SF's Institute. The policy has been drawn to encourage teachers to carry out research leading to Ph.D. degree.

2. Incentive for teachers:

The SF's Institute shall sponsor teachers of Departments under Sandip Foundation for doing research leading to Ph.D. in IIT/NIT and reputed National and International Institutes. The terms and conditions such as financial support, leave of absence and other details related to carry out research for Ph.D. shall be decided by the SF's Institute on the basis of nature of research topic and facilities required for execution of the research project.

The teachers shall also be allowed to get sponsorship from other organizations/agencies. The terms and conditions of such sponsorship shall be as may be stipulated by the sponsored organizations/agencies and approved by the SF's Institute.

Teacher intending to do research for Ph.D. degree whether sponsored or otherwise may be granted leave of absence as may be required up to period of two years. Extension of one year may be granted on the recommendation of Research Supervisor, and the Dean of Faculty/ Principal of the SF's Institute, as the case may be.

3. Eligibility Conditions/Criteria:

- i) The teacher should have at least three years of teaching/research experience on the date of application.
- ii) The teacher should not be more than fifty years of age.
- iii) Not more than 20% of the teachers of the SF's Institute shall be eligible at any point of time.

4. Selection:

There shall be a scrutiny committee to scrutinize the applications of teachers and to recommend to the Management names of teachers for sponsoring for Ph.D. degree.

The committee shall consist of:

- (i) Mentor, Sandip Foundation Chairman
- (ii) Dean Academic of the concerned SF's Institute.....Member
- (iii) Professor or Head of the Department of concerned subject Member

The decision of the Chairman shall be final and binding on the teacher.

5. Monitoring:

The teacher must submit to the Dean Academic of the SF's Institute, as the case may be, a 'Progress Report' duly endorsed by his Research Supervisor at the end of every year. If a Research Supervisor gives negative remark, the leave of absence granted to the teacher will be cancelled forthwith and he will be called back to join duties in the Institution as the case may be.

6. Leave

If the teacher doing Ph.D. avails vacation/leave other than Casual Leave or Medical Leave, he shall report to the concerned Dean Academic and do the work assigned to him in the Institution as the case may be.

7. Service after completion of Ph.D.

The teachers after successful completion of Ph.D. degree shall render his services in the Institution as the case may be for a period of at least five years failing which the teacher shall have to pay an amount of Rs. Two Lakhs in addition to the expenses or part of the expenses incurred on him as may be decided by the management.

8. Failure to complete Ph.D.

If the teacher does not complete Ph.D. or leaves it midway the amount of expenses or part of expenses incurred on him by the SF's Institute or other sponsoring organization/agency during his leave of absence in the SF's Institute are liable to be recovered from him. If it is found that the failure to complete Ph.D. is due to non seriousness and negligence on the part of the teacher he shall be liable to pay in addition to expenses incurred on him penal charges as may be decided by the SF's Institute and sponsoring organization/agency.

9. Undertaking

The teacher shall before joining the Institute for research for Ph.D. degree give an undertaking to the effect that he/she shall abide by the terms and conditions specified by the Management.

Undertaking

I, Dr./Mr./Mrs. _____ son/daughter/wife of _____ resident of _____ Pin _____ and presently working as _____ (Designation) in _____ (Department) in Sandip Institute of Technology and Research Centre (SITRC)/Sandip Institute of Engineering and Management (SIEM)/Sandip Institute of Pharmaceutical Sciences (SIPS), Mahiravani, Nashik 422 213, hereby undertake to comply with the following terms and conditions:

1. Regarding Financial Support

2. Leave of Absence

3. Other relevant details

4. _____

5. _____

6. I will submit Progress Report at the end of every year to the Dean Research/ Principal.

7. I am aware that if my Research Supervisor give negative remark regarding my progress my leave of absence will be cancelled. In such an event I will join back my duties in the Sandip Foundation, Nashik.

8. I will report to the Principal, Sandip Institute of Technology and Research Centre (SITRC)/Sandip Institute of Engineering and Management (SIEM)/Sandip Institute of Pharmaceutical Sciences (SIPS), Nashik and join the Sandip Institute of Technology and Research Centre (SITRC)/Sandip Institute of Engineering and Management (SIEM)/Sandip Institute of Pharmaceutical Sciences (SIPS), Mahiravani, Nashik if I get any vacation or leave other than Casual Leave (CL) or Medical Leave (ML).

9. I agree and I shall render my services in the Sandip Institute of Technology and Research Centre (SITRC)/Sandip Institute of Engineering and Management (SIEM)/Sandip Institute of Pharmaceutical Sciences (SIPS), Mahiravani, Nashik for a period of at least five year after completion of Ph.D.

10. I agree and I shall pay Rs. Two Lakhs in addition to the expenses incurred on me that may be recovered in the event of failure on my part to render five years services in Sandip Institute of Technology and Research Centre (SITRC)/Sandip Institute of Engineering and Management (SIEM)/Sandip Institute of Pharmaceutical Sciences (SIPS), Mahiravani, Nashik.

11. I agree and I shall pay an amount as may be decided by the Management towards expenses or part of expenses incurred on men during period of my research work pending to Ph.D. degree.

12. I shall carry out my research work with utmost honesty, devotion and seriousness and if any negligence or non seriousness is found on my part, I agree and I shall pay penalty as may be decided by the Management in addition to the expenses or part of expenses that may recovered.

Date:

Signature:

Place:

Name:

Witness:

1. Name and Address

Signature:

1. Name and Address

Signature:

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Annexure XIV - List of Funding Agencies**List of Funding Agencies**

1. Aeronautical Development Agency (ADA)
2. Aeronautical Research & Development Board (ARDB)
3. All India Council for Technical Education (AICTE)
4. Council of Scientific & Industrial Research (CSIR)
5. Department of Atomic Energy (DAE)
6. Department of Biotechnology (DBT)
7. Defence Research & Development Organization (DRDO)
8. Department of Science & Technology (DST)
9. Indian National Science Academy (INSA)
10. Indian Space Research Organization (ISRO)
11. Institution of Engineers (India) (IE)
12. Ministry of Agriculture and HRD
13. Ministry of Communications and Information Technology
14. Ministry of Non-Conventional Energy Sources
15. University Grants Commission (UGC)
16. National Science Fund, U. S. (NSF)
17. Industry - IBM, TCS, Infosys, TATA Motors, Honeywell, etc.
18. In addition to research projects, Government grants are received under the following schemes:
19. Funds for Improvement of Science and Technology Infrastructure (FIST)
20. Fast Track Scheme for Young Scientists
21. Swarnajayanti Award Projects
22. Career Award for Young Teachers
23. Better Opportunities for Young Scientists in Chosen Areas of Science and Technology (BOYSCAST)
24. Modernization and Removal of Obsolescence (MODROBS)-AICTE
25. Thrust Area Programme in Technical Education (TATE)
26. Women Scientists Scheme
27. Young Scientists Research Award

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Annexure XV - Purchase Indent

Indent No.:

Date:

Name of the Department:

Sr. No.	Name of Item	Requisitioned Qty	Approved Qty	Justification & Date By which item is required

Required By	Recommended By
DSGN:STAFF	DSGN:HOD
Sign & Name	Sign & Name

Budget Head: Recurring / Capital

Total Budget Provision	Budget Utilized till date	Balance - Budget

Verified By	
DSGN: Clerk (Account office)	DSGN: Accountant
Sign & Name	Sign & Name

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Annexure XVI - Guidelines & Rules for Recommendation of Vacation

- i. Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
- ii. Vacation / holidays may be taken in one / two slots. Only on the recommendations of the Principal shall exceptions be allowed.
- iii. All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the Head of the Department must take utmost care while recommending the vacation/ holiday period.
- iv. Vacation / holidays can be recommended by the Head of the Department only and sanctioned by the Principal if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the Head of the Department before proceeding on vacation/ holidays.
- v. Vacational staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
- vi. All the employees proceeding on vacation/holidays must give all necessary details in the vacation/ holiday format available with respective Head of the Department.
- vii. Head of the Department shall ensure that the regular functioning of the department is not hampered and that no work is held up merely due to the non-availability of an employee by way of his/ her availing vacation/ holidays.
- viii. Teachers who have put in more than 24 months of continuous service are entitled to total 70 days of vacation in one academic year. Typically the winter vacation shall be declared from time to time.
- ix. Staff members who have put in more than 12 months but less than 24 months of continuous service can avail 50% of the vacation
- x. Vacation shall not be granted to teachers who have put in less than 12 months of continuous service at Sandip Foundation.
- xi. Vacation to staff appointed on Adhoc basis is at the discretion of Principal.
- xii. The college authorities reserve the right to cancel the vacation to the extent of 1/3rd the number of eligible days for any important college related work. Teachers are not entitled for any compensation for these days. In case the work requires involvement of a teacher for more than 1/3rd number of vacation days in one academic year, then the same will be treated as detention. For every three days of detention, one earned leave will be credited to the account of the teacher. As far as possible, teachers should avail such earned leave non-active periods of the semester.
- xiii. Vacation days cannot be clubbed with any other type of leave. All staff members must be present in the college on days adjacent to the vacation slot.
- xiv. It is binding on part of staff members to perform University examination duties that may fall in the vacation period. There will be no compensation [by college] of any kind for such working. It is the responsibility of staff members to keep in touch with the Examination in-charge.
- xv. Any change of duties for junior supervision will be allowed only in genuine cases with prior written approval by Principal only.
- xvi. Staff members are required to inform and seek permission of Head of Department, prior to going for CAP Work after the semester begin.
- xvii. The Vacation slots, duration and the starting date of semester is defined, decided and circulated to all staff members through Head of Department from the Principal's office.
- xviii. The staff members who are on leave [any type] for 2 & 1/2 months and more during the previous semester are not entitled for the vacation during the forthcoming slot.

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