



H.R. MANUAL

2009 ONWARDS

**Dr. J. J. Magdum College
of Engineering,
Jaysingpur**

(H.R. Manual is being amended, as per approval of BoG, given vide Resolution No. 06 in its meeting dated 18th August,2010)

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Vision

To contribute to the growth of technical education by providing competent technical manpower with high ethical values.

Mission

To have a holistic development all the courses by following participating management methodology, healthy H.R. practices, strong industry participation and continuous development in physical resources.

Quality policy

We promise a conducive environment to our faculty, staff and students to realize the vision.

Environment Policy

Our institution strives not only for betterment of education activities but also for creating environmental awareness among the youth, so as to make the world a better place to live in.

CHAPTER 1

Dr. J. J. MAGDUM COLLEGE OF ENGINEERING

1.1 COLLEGE AT A GLANCE –

Dr. J. J. Magdum College of Engineering (JJMCOE) started in 1992 by Dr. J. J. Magdum Trust, is a non-profit organization dedicated to the cause of imparting Quality Education.

JJMCoE is a self-financed Engineering College and it is affiliated to Shivaji University, Kolhapur, approved by All India Council of Technical Education (AICTE), New Delhi vide AICTE approval letter no. F. 27-59/91-AICTE/BH-223 dated 15/06/1992 and recognized by the Government of Maharashtra. The institute has been awarded the status of 'A' Grade by the Government of Maharashtra. The institute is reputed for its high academic standards, excellent infra-structural facilities, knowledgeable and dynamic faculty and an atmosphere of well maintained discipline.

The Institute has a beautiful campus with 1,88,000 sq. feet built-up area, separate hostel for boys and girls, canteen, mess, 24 hours wi-fi internet connectivity etc.

1.2 LOCATION –

The institute is situated in Jaysingpur town. Jaysingpur is located on Kolhapur-Sangli state highway. It is 38 kms. from Kolhapur and 10 km away from Sangli. Jaysingpur is well connected by rail and road network.

CHAPTER 2

BOARD OF GOVERNORS

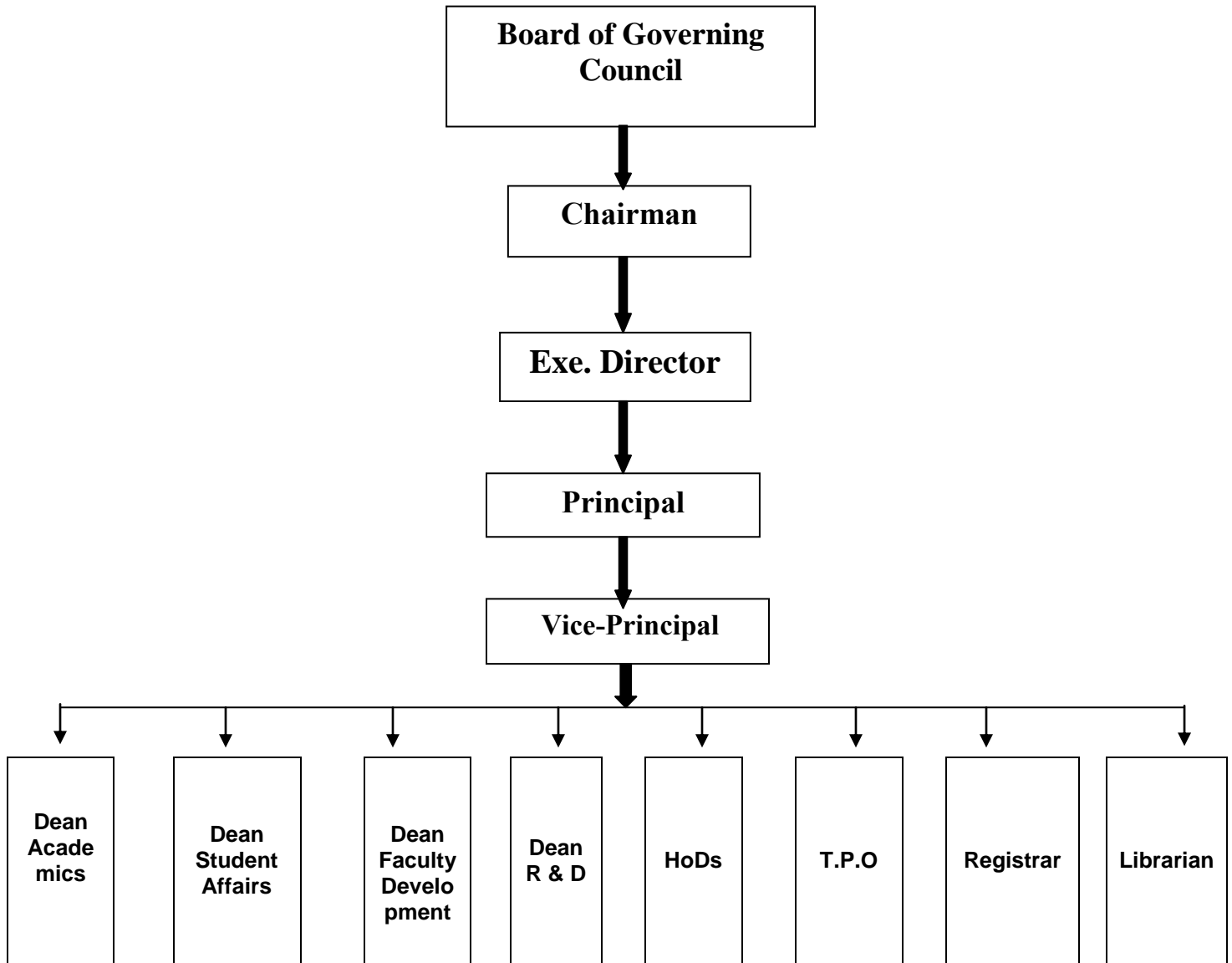
2.1: The College is governed by the Board of Governors, the constitution of which in shown below:

Sr. No.	Name of Governing Council Member	Governin g Council Members Designati on	Office Address, Phone Number Mobile if any	Selection procedure Through
1	Dr.J.J.Magdum	Chairman	Dr.J.J.Magdum Trust, Jaysingpur- 416 101 Ph.No- 02322-222873 Mobile- 9422711171	Founder Trustee
2	Mr. V.J.Magdum	Member	Exe-Director, Dr.J.J.Magdum College of Engineering, Jaysingpur 02322- 221825,221828,221830 Mobile-9960644731	Trust Nominated
3	Mr.R.S.Kulkarni	Member	“Trimurthi” KPT Housing Society, Shirol-Kolhapur bye pass Road, Jaysingpur Mobile- 9763727624	Trust Nominated (w.e.f- 26.02.2007)

Sr. No.	Name of Governing Council Member	Governing Council Members Designation	Office Address, Phone Number Mobile if any	Selection procedure Through
4	Dr. P. J. Kulkarni	Member	Dy. Director, WCE, Sangli	Trust Nominated (w.e.f. 01/04/2011)
5	Dr. Awale S.D.	Member	Ex-Director, NIETI	Trust Nominated (w.e.f. 2/07/2011)
6	DR. D.M. Dewaikar	Member	Professor, (Civil) Indian Institute of Technology, Powai, Mumbai. 400076	Trust Nominated (w.e.f. 04/08/2008)
7	Dr. A. K. Shukala	Member	Regional officer, & M.S. Western Regional Committee, A.I.C.T.E, Churchgate, Mumbai	Ex-Officio of A.I.C.T.E. (Regional) officer , WRC Mumbai
8	Prof. G.A. Patil	Member	Prof. in Department of Computer Sci. & Engg. Dr. D.Y. Patil College of Engg. Kolhapur	Nomination of the Affiliating body / University
9		Member	Director, Tech. Education-Maharashtra State Directorate of Tech.	Ex-Officio - Director, Technical Education,

Sr. No.	Name of Governing Council Member	Governing Council Members Designation	Office Address, Phone Number Mobile if any	Selection procedure Through
	Dr. S. K. Mahajan		Edu.- Mumbai 022- 22620601/22641150	Mumbai
10		Member	Awaited	AICTE Nominee
11		Member	Awaited	DTE Nominee
12	Prof. A. K. Gupta	Member	Vice-Principal, Dr.J.J.Magdum College of Engineering, Jaysingpur 02322-221825,221828 Mobile-9372720011	Institute Level
13	Dr. A.S. Yadav	Member	Associate Prof. Dr. J. J. Magdum College of Engg. Jaysingpur	Institute Level
14	Dr.Prakash R.Mutgi	Member Secretary	Principal, Dr.J.J.Magdum College of Engineering, Jaysingpur 02322-221825,221828 Mobile-9860716413	Ex-officio

2.2: ORGANIZATIONAL CHART



2.3: RECRUITMENT

ELIGIBILITY CRITERION:

With reference to AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff. (05th March 2010)

2.3.1 For Faculty members: Faculty Members are recruited based on the qualifications prescribed by AICTE and Shivaji University, Kolhapur for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated 05/03/2010

Engineering and Technology

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
02	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech. and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry.

			<p>In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p>
04	Principal	<p>BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech & PhD or equivalent, in appropriate discipline.</p> <p>Post PhD publications and guiding PhD students is highly desirable Qualification as above that is for the post of Professor as applicable.</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p> <p>Flair for Management and Leadership is essential</p>

Humanities & Science

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience require
02	Associate Professor	Qualification as above that is for the post of Asstt.Prof, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the

			<p>Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p>
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If a class/division is not awarded at BE/ME/equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to First class/division. If a grade point system is adopted the CGPA will be converted into equivalent marks as given below.

Grade Point	Percentage Equivalent
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

2.3.2: Staff/Non-Teaching: The eligibility criteria for various posts of staff are given below.

a) Librarian

Sr. No.	Cadre	Qualification	Experience
	Librarian	<p>Master's degree in Library science/information science/ Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record.</p> <p>Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree</p>	

b) Director of Physical Education

Sr. No.	Cadre	Qualification	Experience
01.	Director of Physical Education	<p>A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and consistently good academic record.</p> <p>Passed the physical fitness test. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>However, candidates , who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET</p>	<p>Represented the university/College at the inter-university/inter-collegiate competitions or the State in national championships.</p>

c) Administrative

Sr. No.	Cadre	Qualification	Experience
01	ADMINISTRATIVE OFFICER /REGISTRAR	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	At list 5 years experience in academic Institution or equivalent post in academic administration
02	SUPERINTENDENT	A Bachelor's Degree or equivalent	3 years of experience of administration
03	SENIOR ASSISTANT	A Bachelor's Degree or equivalent	2 years services in the lower category.
04	SENIOR STENOGRAPHER	A Bachelor's Degree or equivalent Technical I) Typewriting English Grade Higher and II) Shorthand English Higher Grade III) Knowledge of MS Office	2 years of service as Stenographer.
05	STENOGRAPHER	A Bachelor's Degree of equivalent Technical I) Typewriting English Grade High e and II)Shorthand English Lower Grade III) Knowledge of MS Office	1 or 2 years of service as Stenographer is desirable.
06	JUNIOR ASSISTANT (TYPIST)	A Bachelor's Degree or equivalent Technical 1) Typewriting English Higher Grade II) Knowledge of M.S. Office	1 year experience is desirable
07	JUNIOR ASSISTANT/CLERK	A Bachelor's Degree or equivalent and knowledge of MS Office	
08	Senior Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	
09	Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	
10	Laboratory Instructor (Science)	First Class B.Sc in branch of Science concerned	

11	Workshop Instructor	A certificate from I.T.I. in relevant Trade	
12	Electrician/ Plumber Welder	A certificate I.T.I in relevant Trade	
13	DRIVER	10 th Standard, and should posses professional driving license	1 or 2 Years experience as Driver is desirable.
14	PEON	10 th Standard Able to ride a bicycle in respect of male members	
15	HOUSE KEEPING ASSISTANT	No formal education is required	

2.4: MODE OF SELECTION.

2.4.1: Faculty Members

A) PROCEDURE

The procedure as specified by AICTE in their regulation dated 05th March, 2010 is followed-

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

1. Shivaji University approval for filling the post is obtained.
2. Advertisement in leading Newspapers.
3. Scrutiny of applications received till the last date mentioned in the advertisement.
4. Selection committee is constituted by the Shivaji University Kolhapur.
5. Fixing of schedule for conduct of interview.
6. Intimation to candidates about the date and time of interview.
7. Reporting of candidate and verification of certificates.
8. Process of interview.
9. Submission of recommendation report to university for consideration and approval.
10. Issue offer of Appointment to the selected candidate.
11. Inclusion of the candidate in regular muster roll.
12. Submission of report on "Change in Staff" for university approval. On receipt of approval, regularization of appointment.

2.4.2: Non-Teaching Staff

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

- (a) Executive Director
- (b) Principal
- (c) Vice - Principal
- (d) Respective Head of Department
- (e) Registrar

The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue offer of Appointment to the selected candidate.
8. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.

CHAPTER 3

SERVICE RULES AND REGULATIONS

3.1: SERVICE CONDITIONS INCLUDING PROMOTION POLICY

- I. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.

Assistant Professor	15600-39100 AGP 6000, 7000 & 8000
Associate Professor	37400- 67000 AGP 9000
Professor	37400-67000 AGP 10000

- IV. The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by Government,

Sr. No.	Designation	Pay Band	AGP
01	Registrar	9300-34800	4400
02	Stenographer	9300-34800	4400
03	Superintendent	9300-34800	4300
04	Accountant	9300-34800	4300
05	Stenographer (Lower Grade)	9300-34800	4300
06	Head Clerk/Assistant Superintendent	9300-34800	4200
07	Deputy Accountant	9300-34800	4200
08L	Library Assistant/Assistant Librarian	5200-20200	2800
09	Technical Assistant /Laboratory	5200-20200	2800

	Technician		
10	Senior Clerk	5200-20200	2400
11	Accountant/Assistant Accountant	5200-20200	2400
12	Steno Typist/Stenographer	5200-20200	2400
13	Senior Laboratory Assistant	5200-20200	2400
14	Skilled Technician	5200-20200	2400
16	Laboratory Assistant	5200-20200	2400
17	Store Keeper	5200-20200	2000
18	Library Assistant	5200-20200	2000
19	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
20	Semi-Skilled Technician/ Wiremen / Plumber	5200-20200	1900
21	Laboratory Attendant/Library Attendant / Field Collector	4440-7440	1600
22	Peon/Hamal	4440-7440	1300

- V. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- VIII. Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Principal and copy thereof shall be furnished to employee concerned.
- IX. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

3.2: POLICY RELATED TO PROBATION

- i. Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management incase of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- iv. If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- v. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

3.3: POLICY RELATED TO INCREMENTS:

- i. Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- ii. In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.

3.4: POLICY RELATED TO PROMOTION

Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution. Other things being equal, seniority will be the deciding criterion.

3.5: POLICY RELATED TO RETIREMENT

An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.

However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

3.6: POLICY RELATED TO RESIGNATION

- i. Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally they will not be relieved in the middle of a semester.**
- ii. Any member of the Support Staff in permanent service shall give two months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay two months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Again, normally they will not be relieved in the middle of a semester.**

- iii. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally Teaching faculty members will not be relieved in the middle of a semester.**
- iv. However, the management reserves the right to waive the notice period or the compensation thereof.

3.7: POLICY RELATED TO TERMINATION OF SERVICES OF AN EMPLOYEE

- i. The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- iii. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity, or in a criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.
- iv. A service file shall be maintained in case of all employees.
- v. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vi. The Management, subject to the ratification of the BoG, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.

3.8: CODE OF CONDUCT:

- i. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- iii. No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
- iv. No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
- vi. Any faculty/staff members, who reports incidents ragging will be given a certificate of appreciation, which will part of service record.
(As per decision taken by BoG in its last meeting dated 07/09/2011)
- vii. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the College.
- viii. 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 take part in any other election as independent or on any party ticket.
- ix. **No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.**

- x. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- xi. The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- xii. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xiii. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
- xiv. No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

3.9: DISCIPLINARY PROCEEDINGS

No order imposing any punishment on a Member shall be imposed except after.

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii. Such representation, if any, is taken into consideration by the competent authority.

No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

3.10: TEACHING FACULTY JOB RESPONSIBILITIES – AICTE GUIDELINES

The job responsibilities as a faculty consist of four components viz.

- a) Academic
- b) Research & Consultancy
- c) Administration and
- d) Extension Services.

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components.

3.11: JOB RESPONSIBILITY OF FACULTY

As per AICTE Pay Commission recommendations. The job responsibility of faculty consists of the following components

- a) Academic
- b) Research & Consultancy
- c) Administration.
- d) Extension Services.

Each of them is described below.

3.11.1: Academic

- Class Room Instructions.
- Laboratory Instructions.
- Curriculum Development.
- Development Learning Resources Material & Laboratory Development.
- Student Assessment & Evaluation including examination work of University.
- Participation in Co-curricular & Extra Curricular Activities.
- Students' guidance & Counseling & helping their ethical, moral, and overall character development.
- Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books publication, seminars, etc.
- Counting Education Activities.
- Self development through upgrading qualification, experience and professional activities.

3.11.2: Research & Consultancy

- Research & Development Activities and Research Guidance.
- Industry sponsored Projects
Provide Consultancy and Testing Service Promotion of industry institution interaction and R & D.

3.11.3: Administration

- Academic and Administrative management of the Department/Institution.
- Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
- Design and development of new programs.
- Preparing project proposals for funding in areas of R & D work. Laboratory Development, Modernizations, Expansion, etc.
- Monitoring and Evaluation of Academic and research activities.
- Participation in policy planning at the Regional/National level for development of technical education.
- Helping mobilization of resources for the institution.
- Develop, update and maintain MIS.
- Plan and implement Staff Development activities.
- Conduct Performance Appraisal.
- Maintain accountability.

3.11.4: Extension Services.

- Interaction with Industry and Society.
- Participation in Community Services.
- Providing R&D Support and consultancy services to industry and other User agencies,
- Providing non-formal modes of education for the benefit of the Community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Providing technical support in areas of social relevance.

Any other relevant work assigned by the Head of the Institution.

3.12: WORKING HOURS OF THE COLLEGE

The college's working week consists of 38 working hours. This excludes lunch break. The normal working hours of the College is from 9.30 a.m. to 4.30 p.m. with a 45 minutes lunch break. The College remains closed on second and fourth Saturdays.

3.13: TEACHING DAYS

The College shall have at least 180 full teaching day per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/ tours/ sports etc.

3.14: WORK LOAD

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

Principal	:	4 hours/week
Professor	:	8 hours/week.
Associate Professor	:	12 hours/week.
Assistant Professor	:	16 to 18 hours/week.

CHAPTER 4

PERFORMANCE APPRAISAL OF EMPLOYEES

4.1 : PERFORMANCE APPRAISAL SYSTEMS : Annual Staff Performance Appraisal Systems have been introduced. The System consists of

- Appraisal by Students
- Appraisal by Head of Department
- Appraisal by Peer group

The weight age for various levels of appraisal will be as follows-

- | | |
|-----------------------------------|-----|
| • Appraisal by Students | 50% |
| • Appraisal by Head of Department | 25% |
| • Appraisal by peer group | 25% |

4.2: TRANSPARENCY

The Management, Principal and vice Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- Internal promotions.
- Selection to HOD's/Chairman's of Committees
- Selection Grade Promotions.
- Eligibility for Study Leave and other benefits.
- Awards.

Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with.

4.3: LEAVES RULES

It may please be noted that any leave or compensatory off including permission/movement is not a right of the employee by a privilege and should be treated as such

4.3.1: Casual Leave

- All Faculty and staff are eligible for 15 days CLs in a year during the calendar year.
- Faculty and Staff who have not completed one year of service can avail CLs only on pro-rata basis.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in a calendar year will lapse.
- Half a day casual leave can be availed if an individual starts working immediately after lunch for the afternoon session or going for the lunch immediately after half day's work, in the forenoon, and not returning for duty for the rest of the day.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- Saturdays (if not a working day), Sundays/public holidays/restricted holidays/weekly offs can be prefixed and/or suffixed to casual leave.

Casual leave is availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after informing concerned authority or telephone immediately on rejoining duty. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telegram or by telephone to the competent authority. The competent authority for all employees will be the concerned Heads of the Department. For all the Heads of the Departments, the competent authority is the Principal or Vice-Principal (in absence or Principal).

It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will

monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal or Vice-Principal.

- HOD should maintain the casual leave register and permission granted for the faculty/staff under his/her control and should submit before the last working day to the Accountant for preparing the pay bill.
- The rules and regulations given above may be followed while working out the pay bill for that month,
- Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

4.3.2: Permissions/Movements

Depending on urgency of the matter faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the *competent authority. Such permission can be given two times per month only.

***Competent Authority:**

For all teaching faculty- Principal/Vice-principal (in absence of principal)

For all other staff - Respective Heads of Department/section

4.3.3: Vacation Leave

Faculties who have completed 1 year of service are eligible for a vacation leave of 70 days.

4.3.4: Earned Leave

Support Staff and Principal, Librarian, TPO & Physical Director will be eligible for 30 days of earned leave per year. Teaching faculty (other than those mentioned above) will not be eligible for Earn Leave)

4.4.: APPOINTMENTS TO IMPORTANT FUNCTIONAL POSTS.

The position of Head of Department, Deans, Chairman of Committees, representation in management Committee, etc, if any, to be made by rotation on tenure basis. This gives to all the Senior Professors faculty members a sense of involvement and enhances their commitment to the institution.

CHAPTER 5

FACULTY DEVELOPMENT & WELFARE MEASURES

5.1: FACULTY DEVELOPMENT

5.1.1: Higher Studies.

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at institutions like IITs and IISc, Bangalore and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

- 1) Preference will be given to those opting for doctoral programs, followed by Master's degree and second master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program and 3 years after completion of masters program.
- 2) In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

5.1.2: Seminars/ workshops/Conferences

Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as "ON DUTY".

The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.

The period of absence is treated as “ON DUTY” during the period of attending the courses.

5.1.3: Promotion of Research

The College aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations.

5.1.4: Awards

Excellent Teacher Awards and Excellent Support Staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

Faculty members are encouraged to take up minor research and development projects. Grants will be sanctioned to the extent possible. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

5.2: STAFF DEVELOPMENT AND TRAINING: SUPPORT STAFF (ADMINISTRATIVE)

Arranging in house training programme for improving communication skills, particularly skills of writing (with such inputs as grammar at basic level) with the help of the Department of English.

Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training

programme covers different functional and ministerial skills as required by the office of a private engineering College.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

5.3: STAFF DEVELOPMENT & TRAINING: SUPPORT STAFF (TECHNICAL)

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads. Service Benefits & Welfare Measure.

5.4: WELFARE MEASURES

The following are service benefits and welfare measures extended to the employees of the College.

- Provision of canteen in the campus.
- In the event of death of an employee while in service, an ex-gratia of Rs.10000/- is granted to the dependants of the deceased employee, towards funeral expenses.
- The Management grant maternity leave to the women employees, for a period of 180 days and limited to the first two living children.

5.5: GRIEVANCES REDRESSAL CELL

- To redress the genuine grievances of staff and students/ so that congenial atmosphere for studies and smooth working of administration, the College has constituted a grievances redressal cell.

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