

Jayawant Shikshan Prasarak Mandal's
Bhivarabai Sawant Institute of Technology and Research
Wagholi,Pune

(Accereditd by NAAC, with A+ grade)
(NBA Accredited Programs: Electrical Engg., E&TC Engg.
and Information Technology)

DTE Code: EN6311

Staff Hand Book

Services

Rules for teaching and non-teaching staff

CHAPTER I

INTRODUCTION:

JSPM's Bhivarabai Sawant Institute of Technology and Research is affiliated to Savitribai Phule Pune University and approved by Directorate of Technical Education (Government of Maharashtra) and the All India Council for Technical Education (AICTE), New Delhi. All the norms and standards set by AICTE, DET as well as SPPU are gratified by the institute. The JSPM's Bhivarabai Sawant Institute of Technology and Research was rendered the approval by AICTE vide their letter no. : **F-09/01/MS-Engg/2009/02 dated 12/06/2009.**

JSPM's Bhivarabai Sawant Institute of Technology and Research was established in 2009 primarily to provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.

JSPM's Bhivarabai Sawant Institute of Technology and Research caters to the need of students willing to pursue technical education after 10+2 examination. JSPM's Bhivarabai Sawant Institute of Technology and Research is having the best infrastructure and facilities supported by an equally competent teaching faculty and a matching academic environment to make a delightful learning experience.

As stated in the mission statement JSPM's Bhivarabai Sawant Institute of Technology and Research takes the responsibility of providing quality technical education for social and economic growth of the nation. To ensure this; management is committed to offer quality technical education and is persistently determined to improve its value by taking appropriate measures.

QUALITY POLICY:

JSPM's Bhivarabai Sawant Institute of Technology and Research strives to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching processes for the benefit of students and making the Institute a center of excellence for Engineering studies.

Institute Vision

"Satisfy the aspirations of youth force, who want to lead nation towards prosperity through techno-economic development."

Institute Mission

“To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.””

ACCREDITATION:

JSPM's Bhivarabai Sawant Institute of Technology and Research **is accredited by National Board of Accreditation(NAAC) with A+ grade for its excellent performance in** key performance indicators like Faculty Development, Curriculum Implementation, Continuous Assessment, Result Analysis, Library Facilities, and Laboratory Standards etc.

Also, Electrical Engg., E&TC Engg. and Information Technology, these three programs are NBA accredited.

CHAPTER II

JOB DISCRIPTION

2.1 REPORTING FOR DUTIES ON TIME:

1. Institute working hours is, from 8.30 AM to 4:30 PM. However, those who have academic, administrative, examination or any other such work shall follow any other timing as directed by Administrator/ HOD/ Principal.
2. A six day working schedule from Monday to Saturday is followed except first and Third Saturdays. Classes are scheduled from 8.30 AM to 3.30 PM.
3. All members of the staff shall be at their workplace 10 minutes in advance (offices, classrooms, Labs etc.) at least 5 minutes before their reporting time.
4. Anyone coming late / leaving early for more than 15 minutes on 3 occasions in a month may be considered as Casual Leave.
5. Anyone needing to go out of the College premises during working hours shall seek necessary permission from HOD/Principal and register his/her absence (i.e. OUT and IN timing Register kept at gate).
6. Staff members shall compulsorily wear College ID while in the institute premises.
7. Staff members shall submit their investment details to the Account Section before 7th June each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
8. Faculty shall ensure that discipline is maintained in the classroom, labs and institute premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal.
9. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
10. All members of staff are expected to present themselves in decent attire.
11. Faculty shall communicate to each other and with students only in English.
12. Staff members may arrange meeting of any kind with permission/request to HOD/Principal/Management only.

2.2 THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY:

2.2.1 General:

- a) The Faculty Member should come to the college at least 10 minutes before the commencement of classes and should leave the college not earlier than 30 minutes after the end of the last hour.
- b) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- c) The work load of the teacher should not be less than **40 hours a week**, of which teaching-contact hours should be at least as follows as per AICTE norms:

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

- a) Faculty Members are expected to update their knowledge by attending Seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- b) Faculty Members should attempt to publish text books, research papers in reputed International journals/ Indian Journals / Conferences.
- c) 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.

2.2.2 IN DEPARTMENT:

- a) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- b) The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization.
- c) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- d) Every Faculty Member should maintain student's attendance records and the absentee's roll number should be noted everyday in the attendance book as soon as the classes/laboratory hours are over.
- e) 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 and teacher must be informed with appropriate alternate arrangements suggested.

- f) The faculty member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- g) The Teacher must update the course file regularly and put up for inspection by AMC/HOD/Principal as the case may be.
- h) To give counseling to the students if needed.
- i) To bring the student's misbehavior in the class to the knowledge of the Class Teacher/HOD/Principal.
- j) To carry out the administrative works of the department given by the HOD.

2.2.3 IN CLASS ROOM TEACHING:

- a) Once the subject is allotted, the faculty member should prepare the lecture and hour wise Teaching plan.
- b) The faculty member should get the teaching plan and course file - approved by module coordinator and HOD.
- c) The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. The course file consists of preface, previous year question papers, notes, hand outs, PPT, test/exam question papers, three model answer scripts for each test/exam, Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD/module coordinator.
- d) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- e) The Faculty Member should engage the full period and should not leave the class early.
- f) Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
- g) The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
- h) The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- i) The Faculty Member should take care of academically weak students and pay special attention to their needs in special classes.

- j) In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems / workbooks have to be handed over to the students at least one week in advance of actual class.
- k) The Faculty Member shall give all possible pattern (2-marks, 4-marks, 6-marks and 8 –marks) questions of each unit with different difficult level to the students.
- l) The Faculty Member should interact with the class teacher or counselor and inform him / her about the habitual absentees, academically weak student, objectionable behavior etc.
- m) The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- n) The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- o) The Faculty Member should make himself/ herself available for doubt clearance in department.
- p) The Faculty Member should motivate the students and bring out the creativity / originality in the students.

2.2.4 In Laboratory:

- a) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- b) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- c) The lab observations/records must be checked and corrected on the same time slot. While checking the observations some questions should be asked to verify whether the students have understood the fundamental of the experiment conducted.
- d) During the submission of the experiment write up mock oral should be conducted on the experiment.
- e) Doubts of the students should be cleared during mock oral and give crystal clear instructions.
- f) Continuous assessment should be carried out and the marks obtained should be declared.
- g) Incomplete TW should be accepted. Certificate should be signed only on TW which is complete in all respects.
- h) Faculty conducting practical / projects shall be responsible to take all precautionary measure to avoid any injury to students or damage equipments.
- i) Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge.
- j) In order to prevent theft, faculty members are advised to take the following action -
 - i) Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.

- ii) As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
- iii) Students shall not be permitted to carry bags into the labs.
- iv) In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

2.2.5 Student – Faculty relationship:

- a) The Faculty Member should have a good liaising and control of students.
- b) As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student permitted to attend the class but should be counseled to attend lecture in time. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bringing any change the student must be directed to meet the class Teacher, HOD for further counseling.
- c) The Faculty Member should act with tact and deal with insubordination by students maturely.
- d) The Faculty Member should be strict but not harsh. They should never use harsh words, which would hurt the feeling of students.

2.3 DUTIES AND RESPONSIBILITIES OF CLASS TEACHER:

Objective: To assist students in their knowledge building and to maintain a close watch and build relationship with students and parents.

- a) To ensure that every student is well supported to fulfill his/her learning potential.
- b) In order to monitor the progress and quality of students, appraise them and consult their parents.
- c) To encourage the students to learn beyond the syllabus contents.
- d) Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- e) To maintain student discipline in the class as per the college policies.
- f) To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.
- g) Address students' queries.
- h) Meeting the parents of students, especially defaulters.
- i) To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent.
- j) To produce and update student handbook, department brochure for placement/consultancy and updating of information on college website pertaining to the Class.

- k) To lead an effective induction program and value added course for students in consultation with HOD.
- l) To produce the assessment plan for every semester well in advance.
- n) Implement the actions based on the minutes of class committee meetings.
- o) Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- p) Arrange Parent meetings and all common functions of the college to represent the class.
- q) Take charge of any special projects assigned by the management from time to time.
- r) Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- s) Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- t) Be the academic leader of the designated class in the Department.
- u) To lead the development and maintenance of appropriate standards and quality assurance in the delivery of course materials, assignment and question paper setting and its valuation.
- v) To monitor the semester progress regularly based on semester and assessment plan.
- w) To arrange industrial visits and guest lectures for students to improve their learning experience in the consultation with HOD.
- x) To encourage the students to participate in technical competitions conducted outside the college.
- y) To maintain the desired academic standards in the assignments and tests administered in the class.
- z) Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- aa) Prepare a subject wise list of the final attendance, practical and lectures together and display on notice board within 3 days of a month closing in the prescribed format through HOD.
- bb) Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- cc) Arrange class committee meetings.
- dd) Any other duty the HOD/ Chairman/ Principal/Administrator may assign.

2.4 DUTIES AND RESPONSIBILITIES OF THE LABORATORY /WORKSHOP IN-CHARGE AND LAB ASSISTANT:

2.4.1 Laboratory and workshop:

Objective: *To facilitate students for examining, assessing & building themselves through experiments, what they learn in the classroom.*

- a) To maintain the Dead Stock Register and Consumable Registers.
- b) To find out the requirements of consumables for the laboratory and procure the same, before the start of every semester.
- c) To plan for the procurement of equipment for the coming semester well in advance. This can be done by contacting teachers who are teaching or have taught similar subjects in college.
- d) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- e) To organize the laboratory for oral and practical examinations.
- f) To hold those who are responsible for any breakage / loss etc. and recover costs.
- g) To ensure the cleanliness of the lab and switch off all equipment after use.
- h) Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- i) The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- j) Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute.
- k) All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- l) Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- m) Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Chairman /Administrator from time to time.

2.4.2. In order to prevent theft/damage, the Lab In-charge shall take the following action:

- a) Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- c) If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

CHAPTER III

GENERAL GUIDELINES/POLICIES:

3.1. RULES AND REGULATIONS OF INTERNAL EXAMINATIONS:

The Examination cell at Bhivarabai Sawant Institute of Technology and Research is headed by College Examination Officer (CEO) appointed by affiliating university on recommendation of the head of the institute. CEO is permanently approved senior faculty working in the institute. The principal of institute shall be Chief Officer in charge of Examinations conducted by Savitribai Phule Pune University (SPPU).

Department Examination Coordinator is nominated by the HOD on rotation basis for conduction of internal and external examinations.

CEO of institute is responsible to conduct university examination as per the guidelines of the university. Department Coordinator of Examination will create his/her own team with the approval of the HOD of the College. The team shall consist of Departmental faculties; the number of persons to be nominated shall depend on the quantum of work in the Examination cell. An Office Assistant will be deputed by the HOD to the examination cell who will be under the Coordinators to carry out the work related to internal examinations (preparation of invigilators list, time table, notices, seating arrangement, exam hall preparation etc)

3.1.1 General guidelines for Internal Examinations: In order to measure outcome of the education internal direct and indirect methods and External direct methods should be used to find the Course out comes (CO), Program Outcome (PO) and Program Specific Outcomes (PSO). The guidelines given in SOP of Curriculum Implementation and CIE should be followed.

3.1.2 Appointment of Paper Setters and Examiners for internal examinations.

- a) Paper setting shall be done by the concerned faculty who is teaching the course.
- b) If multiple faculty members are teaching a single course, then they together shall setup the question paper.
- d) The concerned faculty who is teaching the course shall follow all paper setting related guidelines.
- e) Head of the department will appoint a teacher from his department as examination Coordinator.
- f) A committee of Module coordinators shall be constituted for the purpose of quality checks on question paper setting and evaluation, appointed by HOD.
- g) As per the academic schedule, the faculty member, teaching a course shall set the question papers for each of examinations in that semester.
- h) The concerned faculty who is teaching a course shall forward the question paper to Module Coordinators for ensuring the quality.

- i) If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, the HOD shall arrange for alternative faculty who shall do the paper setting and all related work.
- j) The faculty who has set the question paper should prepare the solution for the questions paper set by him.
- k) Module Coordinators shall forward the approved question paper to concerned HOD and HOD shall forward to department Coordinator of Examinations.
- l) The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.
- m) The exam cell take printout of question paper and kept in sealed packet .The coordinator shall keep all packets in the exam cell and use each packet as per the examination schedule.
- n) Internal examination assessed answer book for theory course shall be shown to students.
- o) Absence in an examination will mean zero marks scored.
- p) Internal Examination (IE) shall be conducted at department level.
- q) Seating arrangement shall be made at department level by examination cell taking into considerations the total number of students appearing for the examination.

3.1.3 Conduct of University Examination:

- a) External examinations shall be conducted in accordance with the Academic Rules and Regulations as given by Savitribai Phule Pune University (SPPU) and also as per the Examination Schemes. College Examination Officer (CEO) shall be responsible to conduct theory paper examination.
- b) Term work/Practical/Oral examination for different courses is conducted as per the Academic Rules and Regulations as given by Savitribai Phule Pune University (SPPU) and also as per the Examination Schemes
- k) Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior and copying to the examination coordinator for further necessary action.
- l) At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand over it to coordinator in the exam cell. The concerned faculty shall collect the answer books from respective coordinator within one day from the date of examination.

3.1.4. GUIDELINES/INSTRUCTIONS TO THE INVIGILATORS:

- a) Appointment of invigilation's for both theory and/or lab examinations shall be made a week before the commencement of Internal Examination.
- b) It is mandatory for the faculty members to accept the appointment as Invigilator.
- f) Invigilator: One invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.
- g) Invigilators, additional invigilator, shall be appointed centrally among the faculty of all departments. Depending on the need and availability, CEO may change the number of staff for conducting examination.
- h) The invigilators shall enter the examination hall at least 15 minutes before the start of examination.
He/ She shall,
 - a) Ask the students to keep their books, note books, and their written materials at the front of the hall/outside the hall. Enter correct seat numbers; use only blue/black ink for writing.
 - b) Check whether the students have occupied their seats as per the seating arrangement.
 - c) Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
 - d) Distribute the question papers to the students at the beginning of the examination,
 - e) Check the identity cards of the students and sign on their answer books, if all details are correct,
 - f) Take the signature of students on the attendance proforma, mark "AB" for absent students and maintain the attendance record of his/her examination hall,
 - g) Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
 - h) Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
 - i) Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the Senior supervisor for further necessary action,
 - j) Give instructions to the students to tie their supplements, 10 minutes before the end of examination,
 - k) Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately,
 - l) Hand over the answer books to Exam cell.

3.1.5 Procedure for Reporting of Malpractice:

- a) When a case of malpractice is detected at an examination center by any Invigilator/Teacher/Squad member, he/she shall immediately seize all documents and materials concerned which are suspected to be the evidence of the malpractice and detain the candidate and send intimation to the exam in charge along with written report of the invigilator of that examination hall and a written statement from the candidate.
- b) If the candidate refuses to hand over the incriminating material, or destroys or runs away with the material, the facts shall be brought to the notice of the principal and the matter may be recorded and duly witnessed by one members of the supervisory staff.
- c) If the candidate refuses to give a written statement, the candidate shall be asked to record in writing the reason for his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by any one Squad member /exam in Charge witnessed by the invigilator.

3.1.6 .Guidelines/Instructions for Examiners:

- a) It shall be mandatory for every faculty of institute, to assess the answer books of his/her course or answer books of other courses as instructed by HOD, within stipulated time.
- b) All the assessment of a course shall be done by the concerned faculty.
- c) Collect bundle of answer books from office in-charge (assessment); count all the answer books in the bundle. If any difference in number of answer books is found, the examiner shall get it clarified immediately from office in-charge (assessment).
- d) Collect question paper and solution/scheme of marking of the course from office in-charge (assessment). If a copy of solutions/scheme of marking is not available, he/she shall prepare solutions/model answers.
- e) Award step-wise marks for each answer.
- f) Write the total marks in double digits (e.g. 01, 02, 12 etc) in the space provided on the front page of the answer book.
- g) The assessed answer books shall be scrutinized further. “Scrutiny” shall include checking for un-assessed answers, totaling of marks, and transfer of marks to main page, blank pages scratched etc. In case of any corrections, it shall be brought to the notice of concerned faculty. The faculty shall do required correction and enter the marks.
- h) Concerned Course faculty /Coordinator shall prepare and display the marks of internal examination of respective course, as per academic calendar. He/ She shall allow the students to see the evaluated answer books after assessment. She/he shall enter the final marks in prescribed formats within seven days after the last date of completion of concerned internal exam.

i) All assessed answer books shall be preserved by the concerned faculty till the internal marks finalized.

j) The concerned Faculty shall display the marks of Internal Assessment of Lab Course to the students at the end of each experiment.

3.2 CONSULTANCY, R&D AND TEACHING ASSIGNMENTS:

1. The College encourages its teachers to take consultancy assignments. The teacher shall undertake such assignments When the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/administrator in writing.

2. A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

4. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

- Where it is a project assignment, testing, consultancy assignments, involving the infrastructure facilities and work time, 100% to faculty.

3.3 TRANSPORTATION POLICY & RULES:

1. Institute provides bus transportation facility to students and staff in predetermined routes.

2. Bus facility is offered to all students at the discretion of the college management.

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 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.

6. Transport facility is free of cost for teaching as well as non-teaching staff.

7. Staffs who wish to avail the college bus facility should register themselves with the account office.

8. No person shall be allowed to travel in the bus without permission of the college authorities concerned in writing. Bus Drivers 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. Bus Drivers and Supervisors are responsible for overall discipline and conduct of students in the Bus.
10. Bus Drivers 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 bus drivers should inform management representative and or take any prudent action as the situation demands.
12. Intimation regarding cancellation of a trip will be notified to the concerned Supervisors and passengers to the extent possible.
13. Staffs are requested to sit in the seats allotted to them and to take care of the students.
14. College bus charge will revised periodically based on the various operating expenses.
15. Normally College buses will be available to the already existing routes on all official working days.
17. Passengers will be picked up and let off at designated stops only.
18. The time schedule and the stages of trip can't be altered unless prior permission is secured.
19. Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
20. Getting bus pass doesn't ensure the passengers any reserved seat.
21. Girl and boy students are expected to occupy separate seats in the bus. Mixed seating by students is strictly prohibited.
22. Passengers must be possession of valid bus pass and is required to produce it as and when asked by any staff.
24. 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.
25. College doesn't encourage any form of celebrations in the bus or during the travel (birthday, sendoff etc.,)
26. 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.
27. Students must board and leave the bus carefully and courteously without shoving and pushing.

28. 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.
29. Throwing articles within the bus or out of the windows at any time will not be condoned.
30. Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.
31. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
32. 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.
33. Students shall behave in such a manner as not to jeopardize the safe operation of the bus.
34. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
35. Eating or drinking on the bus and littering are strictly prohibited.
36. Any other misconduct which may distract the driver from safe operation of the bus will not be tolerated.

3.4 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.

1. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.
 - a) The mobile phones shall be kept in silent mode / off while in Classroom/Laboratory.
 - b) All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
 - c) Staff members are allowed to use mobile phones in their respective cabins.

3.5 BUDGET AND PROCEDURE FOR PROCURING LAB CONSUMABLES, VALUABLES AND STATIONERY:

3.5.1 Budget

- a) Head of the institute shall initiate the process of preparation of budget of institute through circular to all Heads of departments and section heads asking them to submit the budget under various heads. Heads of department and section heads collect the budget from laboratory in charges, faculty members, workshop superintendent, etc under various heads namely laboratory equipment, industrial visits, Research and Development etc. Heads of department, librarian and section heads prepare consolidated budget and submit it to head of the institution. Head of the institution will have discussion with HOD, librarian and sections heads if required and ask them to

make changes wherever required. Final consolidated budget is prepared and it is kept in the meeting of College Development Committee (CDC). College Development Committee will approve the budget, with changes, if necessary and required. The CDC will send the budget to Governing body for its final approval. The GB approved budget is sent to head of the institution. Head of the institute will forward this to all departments and section heads.

Expenditure should be incurred with reference to the approved budget. Accounts department of the institute is responsible to maintain the expenditure details. Departments shall make expenditure through proper channel and within the sanctioned budget.

3.5.2 Procedure for Purchase

1. GB approves the budget put up by institute for an academic year.
2. After approval by GB, shall be communicated with the departments and concerned stakeholders. This enables to begin the budgeted purchase procedure.
3. Institute /Department collect the quotations from different vendor as per material requirements.
4. Institute /Departmental concerned authorities evaluate proposals and negotiate with suppliers.
5. After negotiation and finalization, purchase order is placed to selected vendor along with half payment against purchase of the material.
6. Institute /Departmental concerned authority verify the invoice and delivery of material along with its functionality.
7. After verification of delivered material, balance payment is been paid to vendor.

3.5.3. Stationery

1. Soon after the last working day of an academic year, HODs' should assess the requirements of stationery needed for the administration of their Department (including ISO related works)
2. After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
3. After procurement, the stationery required for each Department will be distributed by the Store keeper.
4. Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.

5. As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. (The stationery obtained for a specific purpose shall not be used for normal work of the Department)

3.5.4 MAINTENANCE OF STOCK

1. In case of laboratory, the following stock registers have to be maintained

A. Consumables stock register

B. Non-consumables/valuables stock register

C. Other register(s) based on the requirement of the Department concerned.

2. The staff in charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory, faculty member in charge of verification and the HOD concerned.

3. The staff in charge is nominated among the members of the Department. He/she will be in charge of the concerned laboratory of the department.

4. Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately through the HOD to the Principal.

5. If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.

6. Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.

7. Similarly, loss of any item shall also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.

8. After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.

9. If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.

10. No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.

11. If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.

12. Periodic service and maintenance of equipments / machineries is a must.

3.5.5 STOCK VERIFICATIONS

1. Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year. Principal or any member of the Management may also conduct surprise checks.

2. Apart from surprise checks, annual verification has to be carried out by a team appointed by principal.

3. Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

3.6 ACADEMIC AUDITING:

The process of academic Auditing intends to verify the planning, design and implementation of academic processes and activities based on the indicative guidelines framed by Academic Monitoring Committee (AMC) of the institute.

Frequency of Academic Audit: It is conducted twice in a semester to achieve the objectives as mentioned in Table 3.6.1. Academic Audit Report is forwarded through HOD to AMC for further action.

Frequency of academic audit

Academic Audit	Objective of the Audit	Auditors
Mid-Semester	To verify implementation of planned academic activities and processes, Internal continuous evaluation and evaluation of COs	1.Department Academic coordinator of respective department 2.Two senior faculty members from the same department 3.Senior faculty member from other institute
End Semester	To verify implementation of planned academic activities and processes, Internal continuous evaluation and evaluation of COs, POs and PSOs.	1.Department Academic coordinator of respective department 2.Two senior faculty members from the same department 3.Senior faculty member from other institute

The criteria to be verified during academic are as listed in Table 3.6.2

Table.3.6.2 Criterion for academic audit.

Sr. No.	Criterion (Weightage of each criteria=10 marks)
1.	Course notes verification done by module coordinators in department as per quality parameters.
2.	Regular conduction of lectures and practical by teachers
3.	Verification of Syllabus coverage of subjects
4.	Number of activities conducted under department students association
5.	Number of activities conducted under professional bodies and student chapters
6.	Number of Industrial Visits arranged as per the syllabus
7.	Number of students permitted for internships
8.	Course dependent Teaching Methods used by teachers
9.	Extent of Utilization of Teaching Aids by teachers
10.	Utilization of E-Learning Modules prepared by faculty
11.	No. of unit tests conducted and assessment.
12.	No. of assignments given and assessment.
13.	No. of Quizzes conducted
14.	Extra / remedial lectures conducted for slow learners / DSE students
15.	Project group finalization with title and guide allocation.
16.	Progress of Students Projects
17.	Students feedback on Teaching-Learning and its analysis and action taken
18.	Number of Collaborative Activities conducted to Improve the skills sets of students
19.	No of Guest lecturers conducted to fill the curricular gaps, if any
20.	Number of Conference / Seminar / Workshop / FDP conducted / attended
21.	Number of community approach extension activities conducted
22.	Result analysis of SPPU examination of previous semester / year.
23.	COs and POs attainment calculation
24.	Guardian Faculty Member meetings and remedial actions taken
25.	Participation of students in technical events at other institutes
26.	Publications by faculty and students
27.	Number of NPTEL certification by faculty
28.	Number of NPTEL certification by students
29.	Number of training programs conducted for students
30.	Number of patents filed by faculty members/students

CHAPTER IV

SERVICE RULES AND REGULATIONS:

The rules that will be followed as follows:

4.1 RECRUITMENT:

- 1) Recruitment is normally done twice in a year during May and November.
- 2) Number of vacancies both teaching and non teaching is notified by Principal/ HOD/ Designated Authority based on student strength / resignations or separations of staff members, to the management for approval / information.
- 3) Screening of applications received is done by the respective Department Head.
- 4) Short listed candidates are informed through call letters /over telephones from the office.
- 5) At times, Walk- in interviews is also conducted for immediate postings.
- 6) The minimum qualification as per AICTE Regulations.
- 7) All the teaching staff shall be paid AICTE scale of pay.
- 8) In addition to the Basic Salary, a monthly dearness allowance and other allowance shall be paid as per management policy.
- 9) Management can also decide other allowances for Professor, Principal and Special Posts.
- 10) Interview Committee consists of Chairman, Administrator, Principal/Designated Authority, and respective Heads of the department.
- 11) A demo lecture is conducted for faculty post and short listed candidates shall be called for personal interview and selection be made on merit.
- 12) Direct interview is conducted for senior posts.
- 13) On completion of the interview, the selection committee will record its final recommendations with signature of every member present. The selection committee may recommend suitable advance increments for exceptionally outstanding candidates. Recommendations of the selection committees will be placed before the Chairman of JSPM, along with details of sanctioned posts, for final approval and subsequent issue of appointment orders by the Chairman.

4.2 Service Conditions for the Staff:

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
2. There shall be designations in the respect of teachers in institute namely Assistant Professor, Associate Professor and Professor and Principal.
3. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under

whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.

4. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman.

5. Any staff member, on appointment, except on contract, shall be on probation for a period one year.

6. A member of the staff shall have his / her service separated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given. But during the close of academic year, one month notice is sufficient for separation from service of JSPM for permanent staff. 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. However, the management reserves the right to waive the notice period or the compensation thereof.

7. A security amount equivalent to one month salary is deducted from staffs during the service in convenient installment.

8. A service book for keeping the record of service of staff shall be maintained in office ,by Principal in respect of each employee of the College. All activities of an employee in his/her official position shall be recorded in this service file.

4.3 PROMOTION POLICIES:

1. All promotions shall be considered on the basis of merit- cum –seniority basis or as decided by the management from time to time.

2. The Chairman shall appoint a committee for promotion, in which he shall be the Chairman, with Establishment Director, principal and experts in the respective area.

3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

4. The staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the three years of service after probation in the present position and should have obtained AICTE prescribed qualification.

5. Special preference to the faculty who is undergoing PhD and completing the course work and comprehensive viva for PhD and on publication of 5 International Journal papers, being in the authors' area of specialization for the promotion to the post of HOD with Minimum of 5 yrs experience in teaching/research/ industry or (Equivalence for PhD is based on publication of 5 International Journal papers, being in the authors' area of specialization) and subjected to condition that, they fulfill the AICTE requirement within four years from the date of promotion.

6. The following information is required in the CV for reappointment and promotion of candidates:

Educational background:

- Academic and other relevant employment history.
- Awards and appreciation if any.
- Research and/or creative works, publications journal, conference proceeding, text book publications etc.
- Teaching accomplishments: List classes taught with results, List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list etc.

7. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

8. All decisions on promotions shall be taken up from the month of April/October every year.

9. All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.

Career Advancement Scheme (CAS)

Eligibility criteria:

The rules and regulations as per the AICTE gazette 5th March 2010 has been followed for pay scale, service condition and qualification.

Process of Career Advancement Scheme:

- i) The faculty should apply in writing to the Head of the institute under CAS every year in the month of May.
- ii) The faculty shall submit the Application form and supporting documents as per the guidelines from AICTE.
- iii) The Head of institute shall form screening committee for evaluation of received applications.
- iv) All the candidates applied under CAS appear for interview in the month of June in-front of screening committee.

v) The recommendations given by the committee shall be forwarded to Management for final approval.

4.4 RETIREMENT FROM SERVICE:

1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 60 years.
2. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
3. If the retiring employee has accumulation of annual leave to his/her credit ,the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
4. The age of superannuation as mentioned above shall not be applicable to the Special Category appointments.

4.5 SEPARATION OF SERVICES OF AN EMPLOYEE:

1. Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
3. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal.
4. The Principal shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:
 - i. Serious misconduct and willful negligence of duty;
 - ii. Gross insubordination;
 - iii. Physical or mental unfitness; and
 - iv. Participation in any criminal offence involving moral turpitude. The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.

5. 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.

6. 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 or the employee has failed to do his duty or negligence of duties.

4.6 CODE OF CONDUCT:

1. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

2. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

3. Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

4. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college 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.

5. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

6. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

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. 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.

9. 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 grievance/s.

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

A. Failure to exercise efficient supervision on the subordinate staff.

B. Insubordination or disobedience to any lawful Order of his/her Superior Officer.

C. Gross negligence in teaching or any other duty assigned.

- D. Any act involving moral turpitude punishable under the provisions of the IPC.
- E. Intemperate habits affecting the efficiency of the teaching work.
- F. Failure on the part of an employee to give full and correct information regards his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer

4.7 PERFORMANCE APPRAISAL OF EMPLOYEES & INCREMENTS:

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of JULY.
2. Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
3. Annual Staff Performance Appraisal Systems consists of:
 - A. Employment record of faculty
 - B. Academic performance
 - C. Research work by faculty
 - D. Administrative Work
 - E. Workshop Conducted/Conference
 - F. Publications by Faculty
 - G. Higher Studies
 - H. Awards and achievements

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Principal and Administrator will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments

1. Paper publication -Journal/conference,
2. Patent –Apply/sanction,
3. Project –Apply/sanction
4. Testing/consultancy
5. Conduct/coordinate –Conference/seminar/FDP/ Workshop/any similar event.

4.8 DISCIPLINARY PROCEDURE

1. Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
2. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc
5. He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
7. The course of action for disciplining a teacher shall be under the following categories:
 - Memo and Censure.
 - Warning in writing, with recovery of money, where financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal or discharge from service.
8. Any staff member receiving more than two memo or warning will be given punishments. Where the punishment proposed is in this categories Principal/ chairman shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

4.9 GRIEVANCE REDRESSAL PROCEDURE

1. The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
2. The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal, Director/Dean, administrator and Chairman.
3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
4. The Grievance committee shall: have a member secretary, to monitor the proceedings meet once every month on a stipulated day and time

5. Any teaching or non-teaching staff having a Grievance, he or she shall make a representation to the Committee.
6. The member Secretary of the Grievance Committee shall include such Grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the Grievance warrants a meeting to be commissioned immediately.
7. The Grievance shall be redressed immediately by the committee and by the Chairman/Correspondent.
8. The Member-Secretary shall record and maintain the minute's the meetings.

4.10 LEAVE

4.10.1 General

1. Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
2. **Leave Application:** The leave application shall be submitted on well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged
3. The lab staff shall make alternate arrangements/internal adjustments to keep the students engaged. The same must be informed to concerned teachers and HOD's. Casual Leave and Duty Leave application should be submitted in office. All other leaves forward to chairman for sanctioning through proper channel.
4. No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deduction.
5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
6. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.
7. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

4.10.2 Kinds of Leave:-

The staff members are entitled to enjoy the following leave benefits:

- a) Casual Leave CL
- b) Leave without Pay LWP
- e) Earn Leave EL
- f) Duty Leave DL
- g) Compensation Duty Leave COFF
- h) Study Leave ST
- i) Vacation Leave VACATION
- j) Maternity Leave ML
- k) Medical Leave MED

4.10.3 CASUAL LEAVE (CL)

1. Every employee held on the roster of the college is entitled to One (1) day casual leave for each twenty four (24) days block of duty performed by him/her subject to a maximum of Fifteen (15) days of casual leave in one calendar year.
2. A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
3. CL can be pre-fixed/suffixed with all types of holidays/leaves.
4. Total no. of days of C.L. to be availed at a spell should not exceed 6 days for regular employees.
5. CL up to total accumulated period may be granted under special circumstances.
6. For contract /probationary staffs CL can be available proportionate to accumulated CL up to the date of application.
7. CL will not be carried forward to next calendar year and will lapse at the end of the calendar year.

4.10.4 LEAVE WITHOUT PAY

1. No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of one's authorization he may be granted, "Leave without Pay" at the discretion of the Chairman /Management subject to exigencies of service.
2. Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.

3. Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category. "Leave without pay" shall also be got sanctioned in advance as any other leave.

4. But If the quantum of LOP [LOSS OF PAY] is more than 15 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

5. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.

6. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

4.10.5 EARN LEAVE

As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following:-

- a) Prolonged sickness of self or a family member
- b) Higher education
- c) Forced exile/renunciation

Although there cannot be fixed guide line for the duration of such a leave, yet it shall not exceed 300(three hundred) days at the time.

4.10.6 DUTY LEAVE (DL)

1. An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.

2. Duty leave may be granted for one or more of the following purposes:

- a. To deliver academic lecture
- b. To work on behalf of the College or to attend technical workshops/ symposium of National/International level.
- c. To read/present a research paper in a Conference/ Symposium of National/International level.
- d. To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
- e. To inspect academic institutions attached to a statutory body or a University recognized by the Government.

The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

1. There exists a written request from the competent authority.
2. The paper has been accepted for presentation and a communication to this effect received in writing/mail.

4.10.7 OUT-STATION DUTY (OD):

1. OD will be granted when staff members are required to go out on official duties as approved by the Principal/Designated Authority. When staff members go for examination work other than MSBTE, OD will not be granted.
2. Number of days on OD is limited to 14 days for a year at the rate of 7days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the Designated Authority. This limit is applicable to conduct of Board Practical Examination, Theory Examination and paper assessment. However, this limit is not applicable to centralized assessment centres.
3. Head of the Department has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
4. Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing O.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.
5. In all the cases, prior written permission has to be obtained from the Principal through HOD.
6. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

4.10.8 COMPENSATION DUTY LEAVE

It is the policy of JSPM that staffs is expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Chairman, Principal, administrator and H.O.D concerned of the college. Such approval of COFF rests solely at the discretion of the Principal/Designated Authority.

Approved CDL

- a) Can also be combined with C.L.
- b) This leave must be availed within three months from the day of the duty carried out.
- c) COFF can be availed as full day only

4.10.9 STUDY LEAVE

I. JSPM appreciates and encourages faculty development by acquiring higher qualifications such as PhD. Study leave of up to 4 years will be granted to faculty who wish to pursue full time PhD.

II. Faculty should have completed a minimum of 3 years of service at JSPM to avail the above facility.

III. Faculty those who wish to avail study leave for fulltime PhD shall give an undertaking to the effect that after the completion of the PhD, they shall rejoin JSPM and shall serve minimum period of one year or shall pay liquidated damages accordingly. Faculty while rejoining JSPM after the successful completion of PhD will be eligible for 3 increments.

IV. To pursue PhD under part-time/part-time external schemes, faculty will be permitted under the following conditions.

1. Faculty shall give an undertaking to the effect that they will be continuing with JSPM after completion of their PhD for a minimum period one year.
2. Faculty should have completed a minimum period of 3 years of service at JSPM before applying for PhD under part-time.
3. The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
4. Permission to avail this facility will be given by the management based on the recommendation of the HOD/principal and considering the overall performance and seniority of the faculty.
5. Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
6. It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at JSPM
7. An employee will not be entitled to draw the salary during study leave

4.10.10 MATERNITY LEAVE

The leave period is as per norms of Maternity benefit act of Govt. of India. As per the Act, to be eligible for maternity benefit, a woman must have been working as an employee in an establishment for a period of at least 80 days in the past 12 months. Payment during the leave period is based on the average daily wage for the period of actual absence.

4.10.11 VACATION LEAVE

1. The total number of VL days for members of permanent staff (vacation staff) is limited to 45 (forty-five) days, for a continuous service of 12 months in the institution. These 45 days includes the declared vacation during Diwali / summer.
2. The remaining days can avail any time during the academic year in a single stretch. If any staff wants to avail in multiple stretches, the two days (Sunday, Saturday) not inclusive in their applications, the same will be deducted from their Vacation Leave.
3. If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.
4. A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year.
5. Any unused part of VL cannot be carried over to the next academic year.
6. The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning are not hampered.

4.10.12 MEDICAL LEAVE

1. The entitlement of Medical leave is @10 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
2. The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application
3. Medical leave application shall always be accompanied by a medical certificate
4. Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.
5. Medical leave is sanctioned with full salary benefits.
6. Medical leave will be granted by the Chairman as per the recommendation of the HOD and Principal.
7. Institute grants 20% discount on medical expenditure with only tie up hospital.

4.10.13 OTHER FACILITIES

1. Institute provides 1.5% interest exemption on their personal loan.
2. Institution avails 25 % school fees exemption to the faculty child.
3. Free accommodation to the institute non- teaching faculty.
4. Free uniform for institute non- teaching faculty.

This is to state that the following expert team has framed, reviewed and recommended the Staff Handbook for Bhivarabai Sawant Institute of Technology and Research, Wagholi, Pune.

The Policy is published and implemented after approval from Governing Body (GB).

Dr.Ravi Joshi.

Dr.Anil Wanare

Dr.N.N.Ghuge.

Dr.Y.S.Angal.
Vice- Principal

Dr.T.K.Nagaraj
Principal

The GB approved recommendations and Policy Documents of '*Staff Handbook*' in GB meeting dated 04/06/2012, vide resolution no 2.

Dated:

Member secretary