



## **H. R. MANUAL**

# **DR J.J.MAGDUM COLLEGE OF ENGINEERING JAYSINGPUR**

**(H.R. Manual is being amended, as per approval of Bog, in its meeting dated 30<sup>th</sup> November 2022)**

## **1) About trust**

Dr. J. J. Magdum Trust was established in the year 1977 by the Pioneer Medical Practitioners of Jaysingpur Late. Dr. J. J. Magdum and Late Dr. Mrs. P. J. Magdum. Being an instrumental in the development of medical field at Jaysingpur and around, both have sacrificed their through-out life for the well-being and development of this area by serving a lot for the society. Proud to say, the trust that commenced with humble beginning from pre-primary section has now developed to a veritable knowledge hub with educations like Degree and Diploma Engineering College, Ayurveda College, Homeopathic Medical College with Hospital set-up, Nursing School, Diploma Colleges in Pharmacy, Degree College in Pharmacy, Study center of YCMOU, Hospital etc. In-fact the trust has grown leaps and bounds and has made a strong impact in the field of education. The establishment of the Institutions have brought Jaysingpur on the map and is recognized as Educational Hub, thereby Catering Educational and Medical needs of the society in large.

At present Dr. J. J. Magdum Trust is efficiently and successfully running under the guidance of Chairman Dr. Vijay. J. Magdum and Vice-Chairperson & Secretary Adv. Dr. Mrs. Sonalee Magdum.

## **2) About College**

Dr. J. J. Magdum College of Engineering was established by Dr. J. J. Magdum Trust, Jaysingpur in the year 1992 with an objective to promote the cause of higher education. The institute is approved by All India Council of Technical Education (AICTE), New Delhi and Government of Maharashtra, affiliated to Shivaji University, Kolhapur. The institute offers Six UG programs (B.Tech) and two PG programs (M.Tech and M.C.A).

The serene campus, vibrant with aesthetic bliss in an exhilarating convenient location, well connected by road, rail and air is easily accessible. The eco-friendly ambience creates and bestows a healthy learning atmosphere.

The institution is meticulous with modern laboratory, workshop facilities and state of art computer center providing an excellent infrastructure.

The teaching and learning process is made more efficient by adopting a learner-centric approach, giving each student individual attention, effectively implementing their insightful ideas acquired through a continuous feedback mechanism, and using "Student Teacher Interaction pedagogy." Our secret to success is choosing and keeping the most effective and talented employees to raise the standard of instruction and management.

By supporting the staff members in their pursuit of research and higher education, a specific emphasis is placed on the improvement of the quality of the students. 'Tutor System for Counseling' is another noteworthy component. To promote its students' overall growth, the institute works to provide them with a holistic education. Qualified, experienced, versatile and efficient faculty members mould the students diligently in ethical, moral and academic aspects. Because we care about the students' bright futures, we help them to achieve their goals.

### **3) GENERAL INFORMATION**

#### **3.1- Name of the College :**

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

#### **3.2- Address of the College :**

Gat No. (314/330),Shirol – Wadi Road,(Agar Bhag), Jaysingpur :,

Tal : Shirol,Dist : Kolhapur. 416101 State : Maharashtra

#### **3.3- Contact Details :**

(02322) – 221123.

campusdirector@jjmcoe.ac.in

principal@jjmcoe.ac.in

#### **3.4- Anti-Ragging No :**

## **4) Vision/Mission/Quality Policies/Core values**

### **4.1- Vision –**

To be a leading academic organization, creating Skilled and Ethical Human Resource by leveraging Technical Education for Sustainable Development of Society.

### **4.2- Mission –**

1. To produce Competent Technocrats to meet modern societal and industrial Challenges.
2. To create ethical and skilled human resources through quality Education and various extension activities and outreach programs
3. To leverage technical expertise to solve societal issues for its Sustainable Development.

### **4.3- Quality Policies –**

We strive for continual improvement in our performance through methodical academic monitoring, student participation, and use of the innovative teaching-learning processes with Management of Intellectual Property.

### **4.4- Core Values –**

- Transparency
- Integrity
- Inclusivity
- Empathy

## **5) Terminologies (Terms used in this policy)**

**In this policy manual, unless the context otherwise requires :**

- 5.1** “JJMCOE” or “College” means “Dr. J. J.Magdum College of Engineering, Jaysingpur”.
- 5.2** “Employer” means the Chairman/Vice Chairperson/Secretary are appointed by “Dr. J.J.Magdum Trust” or any one duly authorized by the trust to act on its behalf.
- 5.3** “College Premises” means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college campus.
- 5.4** “Employee” means any person who is employed for salary in any kind of work associated with JJMCOE & who gets his/her salary directly from JJMCOE.
- 5.5** “Calendar Year” means period commencing from 1st day of January of the year and ending with 31st day of December in the same year.
- 5.6** “Academic Year” means the normal period stipulated in the academic calendar for activities from odd and even semester in the present system. It is stipulated from June to May (as per guidelines from Affiliating University).
- 5.7** “Financial Year” means the period commencing from 1st April of the current year ending with the 31st day of March of the succeeding year.
- 5.8** “BOG” means Board of Governors of JJMCOE.
- 5.9** “CDC” means College Development Committee of JJMCOE.
- 5.10** “Faculty” includes all employees who teach subjects to the students in various departments.
- 5.11** “Staff” includes all employees who assist the faculty in various departments and assist Campus Director/Principal in the administrative works.
- 5.12** “HoD” means Head of the Department.

## **6) Board of Governors (BoG)**

**As per AICTE Process handbook 2022-23 recommended Composition of Board of Governor's (BoG) will be as below-**

- 6.1. The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six Members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.
- 6.2 Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.
- 6.3 Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society / Company.
- 6.4 Nominee of the affiliating University/ Board (Not applicable to PGDM Institutions).
- 6.5 Nominee of the All India Council for Technical Education (Ex-officio) (Applicable to PGDM Institutions Only).
- 6.6 Nominee of the State Government/ UT(Ex-officio).
- 6.7 An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government/UT.
- 6.8 Principal of the concerned Technical Institution (as nominee of the Trust / Society / Company) – Member Secretary.
- 6.8 Two Faculty members to be nominated from amongst the Regular Staff, one at the Level of Professor and one at the Level of Associate Professor/Assistant Professor.

- 6.9 The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of Education is from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body, however, shall not exceed 21.

## **7) College Development Committee (CDC)**

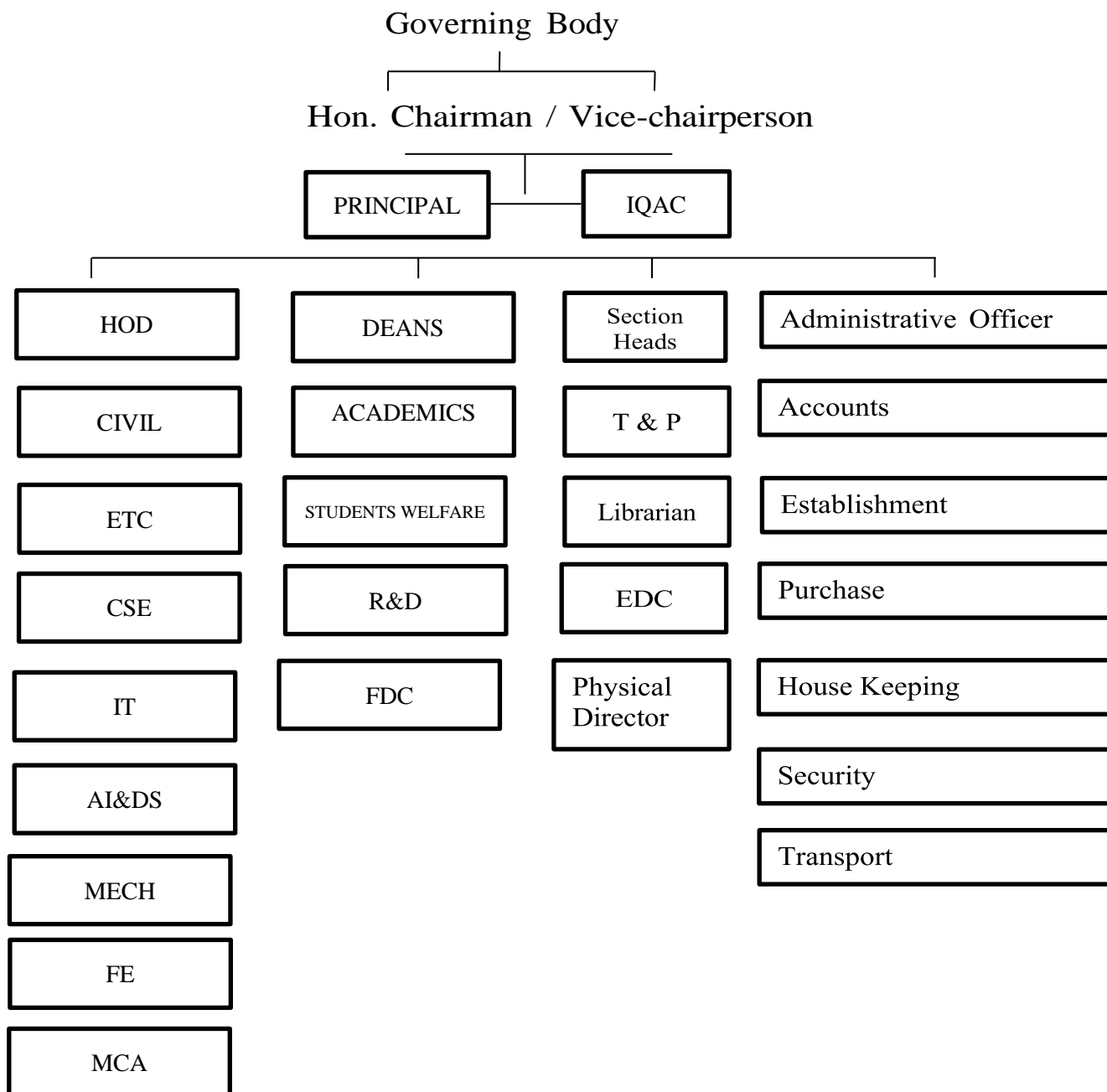
**As per Maharashtra Public University Act 2016 recommended**

**Composition of College Development Committee (CDC) will be as below-**

- 7.1 Chairperson of the management or his nominee ex-officio Chairperson ;
- 7.2 Secretary of the management or his nominee ;
- 7.3 One head of department, to be nominated by the principal or the head of the institution ;
- 7.4 Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman ;
- 7.5 One non-teaching employee, elected by regular non-teaching staff .
- 7.6 Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
- 7.7 Co-ordinator, Internal Quality Assurance Committee of the college ;
- 7.8 President and Secretary of the College Students' Council;
- 7.9 Principal of the college or head of the institution - Member - Secretary.

## 8) Organization Structure

### GOVERNANCE, INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES





## **9 Classification of Employee**

### **9.1 “Employee” shall be classified as:**

- (a) Permanent
- (b) Probationer
- (c) Temporary/Ad-hoc
- (d) Adjunct
- (e) Part Time
- (f) Visiting
- (g) On-Contract

- a) **Permanent** - A "Permanent" employee is one who has successfully completed the required probationary period or the extended probationary period and received confirmation in writing from the Campus Director / Principal / Registrar.
- b) **Probationer** -A person who is hired on probation without receiving written approval of confirmation from the Management is referred to as a "probationer" employee.
- c) **Temporary/Ad-hoc** - A "Temporary" employee is one who has been hired for work that is essentially temporary and likely to be finished within a limited period. The person so employed will not be eligible for any future temporary or permanent positions, either.
- d) **Adjunct** -A faculty member employed by the institution to teach but who is not a full member of the faculty is referred to as a "adjunct" employee. A contingent or part-time lecturer is known as adjunct faculty. He or she must be a renowned professional, scientist, or engineer who is well-known both nationally and internationally and has produced some of the best work ever
- e) **Part Time** -A “Part Time” faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.

- f) **Visiting** - A person hired on an hourly basis each day for a specific time period specified in his appointment order is referred to as a "Visiting" faculty member or staff.
- g) **On-Contract** -A person hired on a contractual basis for a certain length of time is referred to as a "on-contract" employee.

**To maximize institutional efficiency, employees are organized according to their functions, with each level's power and responsibilities as below-**

- a) Faculty
- b) Staff
  - i) Technical Staff.
  - ii) Administrative Staff.
  - iii) Supporting Staff.

**a) Faculty**

It consists of persons who devote their full time to teaching, training, and research and other associated work at the Institute.

**b) Staff**

**i) Technical staff**

It comprises of staff at the Institute's laboratories, library, workshop, and computing / Internet center for technical activity.

**ii) Administrative staff**

It comprises of the Registrar, Librarian, T&P, Section Heads, Physical Education Director, Medical officer and various assistants and staff in the Academic departments, Examination Section, Student section, Stores & Purchase, Human Resource Department, Accounts, placement, estate management, hostel and sports etc.

### **iii) Supporting staff**

It comprises of Class IV staff involved in the academic departments, administrative departments, transport , security and other department.

## **10) Designation & Eligibility**

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Degree) Regulation, 2019 and subsequent amendments/new Regulations issued by AICTE from time to time.

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

### **10.1 Engineering :-**

<b>Sr. No</b>	<b>Cadre</b>	<b>Qualification</b>	<b>Experience</b>
01	<b>Assistant Professor</b>	B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.	
02	<b>Associate Professor</b>	A) Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND B) At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

03	<b>Professor</b>	<p>A) Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.</p> <p style="text-align: center;">AND.</p> <p>B) At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Cosupervisor till the date of eligibility of promotion.</p> <p style="text-align: center;">OR</p> <p>At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.</p>	<p>Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.</p>
----	------------------	--	---

04	<b>Principal / Director</b>	<p>A) Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch</p> <p>B) At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.</p>	<p>Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.</p>
----	-----------------------------	---	---

## **10.2 Workshop Superintendent :-**

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering.

### **10.3 Training and Placement Officer :-**

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post

### **10.4 MCA :-**

<b>Sr. No</b>	<b>Cadre</b>	<b>Qualification</b>	<b>Experience</b>
01	<b>Assistant Professor</b>	B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees. OR B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees. OR Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.	
01	<b>Associate Professor</b>	c) Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND d) At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

03	<b>Professor</b>	<p>c) Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.</p> <p style="text-align: center;">AND.</p> <p>d) At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co supervisor till the date of eligibility of promotion.</p> <p style="text-align: center;">OR</p> <p>At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.</p>	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
----	------------------	---	--

### **10.5 Librarian :-**

Sr. No	Cadre	Qualification	Experience
1.	<b>Librarian</b>	<p>Master's degree in Library science/ information science/ Documentation of and equivalent professional degree with at least 60% 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</p>	Experience in teaching computerization on of library.

### **10.6 Director of Physical Education :-**

Sr. No.	Cadre	Qualification	Experience
01.	<b>Director of Physical Education</b>	<p>A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 60% 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>	Represented the university/ College at the inter-university / inter collegiate competitions or the State in national championships.

### **10.7 Technical, Administrative, Supportive and non-teaching Staff :-**

Sr. No.	Cadre	Qualification	Experience
01	<b>Registrar</b>	A Graduate from any recognized University	(10) Years' experience in responsible administrative position preferably with knowledge of working in an Education Institution
02	<b>SUPERINTENDENT</b>	A Bachelor's Degree or equivalent	5 years of service as Senior Assistant.
03	<b>SENIOR ASSISTANT</b>	A Bachelor's Degree or equivalent	5 years services in the lower category.
04	<b>STENOGRAPHER</b>	<p>A Bachelor's Degree of equivalent technical qualification.</p> <p>Typewriting English Grade High</p> <p>II)Shorthand English Lower Grade( III)</p> <p>Knowledge of MS Office</p>	1 or 2 years of service as Stenographer is desirable.

05	<b>Accountant</b>	A Graduate from any recognized University	
06	<b>Head Clerk</b>	A Graduate from any recognized University	
07	<b>Senior Clerk</b>	A Graduate from any recognized University	5 years services as Jr. Clerk
08	<b>Assistant Librarian</b>	<p>a) Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.</p> <p>b) Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.</p>	
09	<b>Deputy/ Assistant Accountant</b>	A Graduate from any recognized University	
10	<b>Store-Keeper</b>	A Graduate from any recognized University	



11	<b>Junior Clerk/Store Clerk/Library Clerk/ Typist</b>	A Graduate from any recognized University	
12	<b>Network Administrator</b>	First Class Diploma in CSE/IT/ETC/Elect, Engineering.	Three years of experience in recognized Academic Institution or Industry of repute.
13	<b>System Engineer</b>	First Class Diploma in CSE/IT/ETC/Elect, Engineering.	Three years of experience in recognized Academic Institution or Industry of repute.
14	<b>Technical Assistant/Laboratory Technician</b>	First Class Diploma /I.T.I./B.sc in relevant Trade/ branch of concerned.	Preferred 1-2 years of experience in a recognized Academic Institution or Industry of repute.
15	<b>Draughtsman</b>	First Class Diploma in Civil/Mechanical Engineering.	Preferred 1-2 years of experience in a recognized Academic Institution within or Industry of response.
16	<b>Laboratory Technician</b>	A certificate from I.T.I. in relevant Trade	Preferred 1-2 years of experience in recognized Academic Institution or Industry of repute.
17	<b>Electrician/ Plumber Welder</b>	A certificate I.T.I in relevant Trade	Preferred 1-2years' experience is desirable.
18	<b>Laboratory Attendant/Library Attendant/ Field Collector</b>		
19	<b>Peon, Hamal</b>	10 <sup>th</sup> Standard	
20	<b>DRIVER</b>	10 <sup>th</sup> Standard, and should posses professional driving license	1 or 2 Years experience as Driver is desirable.

21 **HOUSE KEEPING ASSISTANT** No formal education is required

## **11) Pay Scale**

Pay scale for employees will be as per AICE / State Government /University / Management norms and approval.

## **12) Service Condition**

Service conditions shall be as that given in AICTE norms /State Government / University Statute, HR Manual of Institute and as per conditions in appointment order.

## **13. Positions & Roles (Positions, Duties & Responsibility)**

Given below is the set of roles and responsibilities of various designations in the organization.

### **a. CAMPUS DIRECTOR**

- i. Develop and implement all short term and long term strategies and ensure consistency in same.
- ii. Assist management with accurate information as required for all campus
- iii. associate activities and initiate decisions.
- iv. Develop various new academic programs and provide modification to all current programs, if required.
- v. Ensures adequate and effective hiring, supervising, evaluation of faculty

and staff as needed.

5. Monitoring the functioning of the academic and administrative staff in terms of their regularity, discipline & conduct and to see that they fulfill all their responsibilities as prescribed.
6. Provide support to all services and ensure completion of all student demands.
7. Evaluate campus operations and activities; recommend improvements and Modifications ; prepare various reports on operations and activities; recommend improvements in workflow, procedures, and the use of center facilities, equipment, and other resources such as renovation, maintenance of buildings, campus.
8. Prepares and supervises the campus budget, resource allocation and reduction in expenses and increase in saving for the campus.
9. Collection of informal feedback from students for improvement of processes.
10. Monitoring and decision to the procurement and purchasing / ordering, inventory and distribution of materials and equipment , entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
11. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
12. Monitoring all the liaisioning activities with government, corporate and inspections of the institution conducted by the regulator bodies such as AICTE, DTE, university and other academic bodies / institutions.
13. Supervise effective working of all subordinates and assistance to all and Develop effective team by motivating them.

14. Provide information regarding college policies, procedures and processes to Faculty, staff, and students.
15. Monitors teacher and student success in classes by formal observation and Evaluation.
16. Co-ordinate activities with other departments, offices, students, the public, and outside agencies.
17. Manages campus facilities, develops disaster, safety, crisis, and evacuation plans, and ensures the security of buildings.
18. To monitor functioning of all statutory and non-statutory committees.
19. To take initiatives and attempt accreditation processes such as NAAC, NBA, ISO 9001, Autonomy etc.
20. To enhance strong Industry Institute Interface.
21. To take all necessary efforts for Placement of students.
22. To take efforts for establishment of Incubation center / Start Up in college Campus and and entrepreneurial initiatives.
23. To ensure initiatives for Testing & Consultancy services at Institute.
24. Monitor functioning of Canteen and Transport facility etc,
25. Develop calendars of campus activities, student's extracurricular activities, Meetings and various events.

### **13.2 PRINCIPAL**

1. Providing direction for programs through institution's Vision and Mission
2. Provision of input to Board of Governors(BOG) Meeting/College Development (CDC)meeting and Implementation of improvement initiatives suggested by BOG/CDC
3. Approval of Annual Academic Calendar at Institution Level
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE.

5. Effective implementation and monitoring of Proctor system.
6. To take all necessary efforts for the Research and Funding proposal
7. Review of attainment of program outcomes by departments
8. Establishing an ecosystem conducive for academic excellence, research
9. Review of Department activities through HOD meetings.
10. Monitoring the faculty and student performance in University results.
11. Preparation of faculty appraisal, evaluation and collecting the data.
12. Conducting student feedback periodically and corrective measures on it.
13. To prepare all the liaisoning activities with government, corporate and Inspections of the institution conducted by the regulator bodies such as AICTE, DTE, university and other academic bodies / institutions.
14. Supervision of students' welfare, health and security services.
15. Guidance and counseling of students.
16. Monitoring and smooth conduction of both Theory Examination and Practical Examination (university and institute).
17. Acts as Warden for Gents and Ladies Hostel.
18. Review and approval of co-curricular activities of the institution
19. Identifying and implementation of staff welfare measures
20. Review of proposal of projects to various funding agencies
21. To implement and monitor ERP
22. To implement and monitor Website of Institute.
23. Any other task that may be assigned by the Campus Director from time to time.
24. Reporting to Campus Director on all above points.

### **13.3 DEAN –RESEARCH AND DEVELOPMENT**

1. To regularly have R&D meetings with coordinators and members.
2. To make certain that each department hosts at least one national or international conference each year.
3. To raise faculty members' understanding of technical writing and the value of publishing papers in reputable journals with high impact factors.
4. To identify the various funding agencies and create awareness to all faculty members.
5. To assist the research scholars in obtaining their Ph.D. as quickly as feasible.
6. To inspire the academics to publish books in their fields of expertise
7. To develop policy and support the institution's consulting activities.
8. To promote partnerships between industry-institutes, cooperative research initiatives, and the establishment of new incubation centers.
9. To inspire academic staff to look for programmes with a focus on industry to complete consulting projects.
10. To encourage faculty members to apply for getting fund/grant for conducting programs.
11. Organizing idea contests
12. To raise faculty members' awareness of intellectual property rights.
13. To encourage our faculty to submit patent applications (IPR).
14. To inspire academic staff to work on original and imaginative projects with students.
15. Encourage faculty members to take part in and make presentations at national and worldwide symposium and conference.
16. Establishing and managing University Approved Research Centers

## **13.4 DEAN – ACADEMICS**

1. Launch of new academic programs, up gradation of existing programme structure, course content, etc.
2. Development of human resources teaching and nonteaching technical.
3. Deciding the number of divisions, batches for each theory and lab. Courses.
4. Preparation of time table.
5. Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, directing and supervising student activity programs.
6. Adherence of academic rules by all teaching faculty.
7. Regular and effective conduct of classes by teaching faculty.
8. Monitoring the functions of Class Advisors.
9. Monitoring the academic progress of the concerned year students in each department.
10. Helping faculty in planning effective remedial instruction.
11. Monitoring the faculty performance in University results
12. Maintaining proper records for each of the faculty with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.
13. Guiding younger faculty in identifying their fields of interest
14. Creating professional development opportunities for all.
15. Motivating faculty and others
16. Students' Feedback - collection, analysis and proper action.
17. Transparency in Evaluation System.

## **13.5 DEAN –STUDENTS**

1. Responsible in campus discipline of the students and coordinate the same with the hostel wardens
2. Encourage the students to take part in intercollegiate competitions held by reputable colleges.
3. Chairperson of the Proctorial Committee to prevent ragging
4. Fostering a positive campus culture among the students
5. Encourage students to participate actively in cultural events.
6. Plan and organize various co- and extra-curricular activities
7. Manage, and act as Faculty Advisor for Students events, coordinate dates, timing, preparation of budgets and provision of funds
8. Interact with students to keep them informed about the latest market trends and skills demands so that they can update themselves and prepare best for their career
9. Boost up student morale and counsel them
10. To inculcate strong value system among students community.
11. Build relationships with Alumni through seminars, annual meets, etc.
12. Act as Institute-Industry interface including publicity, news bulletins, brochures preparation/distribution, etc.
13. Liaison with parents/ guardians about their progress and problems.
14. To monitor the working of Sports, NSS, Hostel, Mess, Canteen, and Stores.



## **13.6 DEAN –FACULTY DEVELOPMENT**

1. To boost the faculty and staff knowledge of both organizational and personal growth in the field of education.
2. To inform the faculty and staff about the culture and procedures of the organization.
3. To motivate the staff members to create positive attitude (Vibration) among student community in all the aspects.
4. To motivate the faculty members act as a resource person inside the college, other colleges, and government and private organizations. To motivate the faculty to create strong networks within the teaching community.
5. To encourage faculty members to take an active part in FDPs as well to Departments to organize FDP at our own Institutes.
6. To motivate faculty members to create strong corporate networks
7. Determining the training and faculty development requirements for every employee.
8. To inspire faculty members to do better in both academic and extracurricular activities.
9. To appreciate and recognize the faculty members as and when required.
10. To provide for the needs of the teachers and build leisure spaces
11. To manage and update each faculty member's competency mapping scorecard
12. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
13. To encourage faculty to organize national, international seminars and conferences.
14. To take care of the faculty welfare and create recreational facilities to keep an eye on and assist the teachers in improving their knowledge of their respective fields.
15. To uphold and uphold professional ethics among teaching personnel and

other staff members.

16. To run recurring internal FDP programmes and employee training initiatives.
17. To encourage employees to actively participate in sporting and cultural events.
18. To oversee and ensure that nonacademic staff members are competent and meet requirements
19. Conducting faculty appraisal, evaluation and collecting the data.
20. To inform the personnel of their responsibility for producing ethical citizens for the country through our institution.
21. To periodically inform the employees of the importance of outcome-based education and Bloom's Taxonomy.
22. To schedule a yearly staff tour for all faculty members, both teaching and non-teaching.
23. To plan a get together and cultural activities.

### **13.7 HOD**

1. Before the start of the semester, assign the subjects to the faculty members.
2. Gather lesson plans from the faculty members before the start of the class and make sure the information is in line with the format.
3. Approval and Publication of Department Level Academic Calendar and Time Table
4. Review and Monitoring of Teaching-Learning Process and attainment of Course and Program Outcomes
5. Identification and monitoring of Program Outcome Improvement Initiatives
6. Preparation of Department Budget and approval of expenses
7. Planning, Allocation and Utilization of Human Resources
8. Planning, Procurement and Utilization of Department Level Infrastructure/Labs/Equipment
9. Interact with students (Section wise) of their branch 15 days once, identify

the problems and find solutions in consultation with the Campus Director/Principal.

- 10.** Verify the student attendance registers maintained by the staff members once a week and submit to the Campus Director/Principal for verification once in a fortnight
- 11.** Give the faculty members guidelines on how to set the test questions, how to ensure student confidentiality, and how to analyze the scripts quickly enough to meet the Campus Director/Principal's deadline. According to the schedule provided, the graded answer sheets and reward sheet filled out by the concerned faculty member must be turned in to the exam section.
- 12.** Give the appropriate class advisers instructions on how to enforce the clothing code for the students.
- 13.** Once a week, have a meeting of the departmental staff on the designated day, and take minutes.
- 14.** Collect the student feedback about the faculty member's subject wise and communicate the feedback to the concerned faculty members in the standard format. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from semester to semester.
- 15.** Encourage the faculty to create the master registers for publishing attendance and internal grades within a week of the start of the semester's classes.
- 16.** With the assistance of the class teacher, periodically inform the concerned parents of the students' internal grades and attendance details.
- 17.** Students who miss the assessment, examinations or are erratic in class should be counseled.
- 18.** Create student groups and distribute project guides .
- 19.** Assign a faculty member to serve as the HOD I/C while he or she is away, and make sure that the HOD I/C has access to all files and documents.
- 20.** Appoint faculty as mentors and allocate students to the mentors in the

beginning of the academic year.

21. Observe any recommendations or instructions occasionally provided by the Campus Director/Principal.
22. Chairing Department Review Meetings and Class Committee Meetings
23. Give the Campus Director/Principal the information they need to conduct meetings of the governing and academic councils.
24. Prepare meeting minutes and plan regular committee meetings for MOOCs. Additionally, let the Campus Director/Principal and the concerned members know what was said in the meeting's minutes.
25. Identification and provision of co-curricular programs
26. Approval of student and staff leave and OD requests
27. Review and monitoring of support initiatives for Slow Learners
28. Review and monitoring of support initiatives for Advanced Learners
29. New faculty induction and evaluation
30. Annual Performance Appraisal for Department Staff Members
31. Approval of Reference Books for courses
32. Nurture Industry Relationship, Research & Entrepreneurial spirit among students
33. Ensuring discipline among students and initiating disciplinary action where required
34. Creating and maintaining a departmental database of alumni and students.
35. Any significant incidents that occasionally occur in the Department should be reported to the appropriate authorities.
36. Make sure the department maintains academic integrity.

### **13.8 PROFESSOR/ ASSOCIATE PROFESSOR/ ASSISTANT PROFESSOR**

1. Prepare lesson plan and get it approved by HOD well before commencement of classes
2. Prepare lecture notes, power point presentations, video lectures etc. for subject allotted to them
3. Maintain course file along with the current copy of the syllabus for theory subjects
4. Identify and deliver minimum 1 topic as "beyond syllabus" coverage
5. Undertaking specific and special tasks assigned by the head of the department.
6. Complete the curriculum, including the practical.
7. Plan for and conduct coaching classes for slow learners and maintain attendance of students attending coaching classes
8. Follow up on absences closely.
9. Answer script valuation and Mark statement submission as mentioned in the procedure
10. To perform the duties of both examiners and invigilators over the course of exams.
11. Assisting students with a specified task, such as an instructional tour or an industrial visit.
12. Maintaining ethical standards both in and outside the campus on their part and students
13. To work on extra duties such as wardenship, timetable in-charge, purchase in-charge, maintaining student records, delivering progress reports, obtaining feedback from students, student counselor / class in-charges, and project guide, etc.
14. Participate and organize FDP/Refresher Courses, Summer Schools, Winter Schools, conferences and Seminars, etc. to make sure that their knowledge

level is continually increased.

15. To publish the papers in reputed Journals such as Web of science & Scopus etc.
16. To keep abreast of the state-of-art technologies in their field by utilizing journals in library. to let the students under his (or her) jurisdiction leave.
17. To assign internal grades for each student's performance.
18. Maintains the course file with the lesson plan, makes sure that each unit's syllabus is covered on time, and obtains the HOD's certification of the "Attendance record" and the summary of class work and assessments (Academic Diary)
19. Ensure that all Laboratory projects and programmes are well-planned and finished on schedule.
20. Makes sure that any student who has fallen behind on their laboratory program—for whatever reason—has their arrears addressed and is given assistance to finish the programmed as soon as possible.
21. The faculty makes sure that all of the routine exams and mock tests for theory and practical are held as scheduled on the calendar.
22. Makes sure that the course is delivered properly and efficiently, ideally with the aid of teaching materials and course files.
23. Ensures that maximum possible references to various university questions are made possible by widening the scope of question banks in advance to university examination.
24. Makes certain that students are appropriately motivated and encouraged to take part in seminars, competitions, projects, and visits.
25. Ensure that special classes are scheduled as needed, and makes himself or herself available to students who need clarification or who have questions.
26. Faculty assists HOD in getting the exam result analysis, progress report, maintaining student record and feedback from students etc to ensure improvement wherever needed.
27. Make alternate arrangements for taking classes against leave or permission

28. Discharge assigned duties as external examiner
29. Maintain students discipline in the class room/campus
30. Enter lesson plan in the ERP Software – before commencement of classes
31. Upload in the ERP, lecture notes, power point presentations, video lectures etc. related to the subject allotted to them, previous university question papers, test marks and attendance

### **13.9 MENTORS :-**

1. Maintenance of list of students under them.
2. Monitoring students attendance, performance in tests and behavior / discipline and counsel them against attendance shortage, failure in examination / tests as well as undisciplined behavior.
3. Maintaining students' record and update the same against students' performance in examinations and curricular and extracurricular activities.
4. Calling parents of students having attendance shortage, failure in examination as well as undisciplined behavior.
5. Update the details of counseling in counseling register .
6. Preparation of students' marks and cumulative attendance % after every internal tests and forwarded to college office for further communication to parents.
7. Maintaining students details on industrial visits and ensure that each student attends at least one industrial visit before he/ she enters 8th semester.
8. Review of students' grievance if required in consultation with the Class advisor, HODs or Campus Director/Principal
9. Organizing class committee meetings and preparing minutes of the meeting.

### **13.10 LABORATORY I/CS**

1. To keep the Consumable and Permanent Stock Registers up to date.
2. Prior to the beginning of each term, ascertain the needs for laboratory consumables and the necessary purchases.

- 3.** To make thorough plans far in advance for the purchase of equipment for the upcoming term.
- 4.** Collection of quotations and preparation of comparative statements.
- 5.** Verification of items received from the suppliers. Maintaining the equipment's in the laboratory and ensure that they are in working condition for offering to conduct the experiments for students as per the cycle of experiments planned.
- 6.** Setting up the lab for the oral and practical exams.
- 7.** To recover costs and hold those accountable for any damage, loss, etc.
- 8.** To ensure the lab's cleanliness and turn off all equipment after use.
- 9.** Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Campus Director/Principal for necessary action.
- 10.** Any other tasks that the HOD, Principal, Campus Director, or other official may occasionally assign.
- 11.** The lab in-charge must take the following steps to stop theft and damage:
  - a.** As soon as they become aware of the lost or damaged item in their lab, the lab in-charge and lab assistants must immediately report the situation in writing to the HOD. Additionally, it is their duty to learn about the missing or damaged object or product and to make suggestions for follow-up steps that will both make up for the loss and stop it from happening again.
  - b.** The missing items are to be noted in the appropriate Lab Register by each Lab Assistant.
  - c.** If the loss or missing item is the students' fault, a fine in the amount of the item's price will be imposed on the offending students. Students are not permitted to buy the item on their own and bring it as a replacement for the lost or missing item.



## **13.11 LABORATORY ASSISTANTS**

1. To ensure that the laboratories run smoothly, the lab assistants must help the relevant lab in-charge.
2. Lab assistants must be available for the upkeep and maintenance of institute resources and services.
3. All lab assistants are required to report maintenance/repair, theft, damage, etc. within their particular labs to the HOD in cooperation with the individual lab in-charge.
4. Keep the experiments ready before the laboratory classes.
5. Issue of equipment's and consumables for the students for practical classes and to receive back and maintain records of issue and receipt.
6. Report to the faculty/ laboratory in charges against any loss or damage of the equipment's and consumables while carrying out experiments by the students or otherwise.
7. Update the stock record as well as maintenance records.
8. Making sure to open the laboratories on all working days and to windows are closed before they leave the lab in the evening session.
9. To check and ensure on all working days electrical items are switched off and the ensure to close after working hours.
10. To monitor and to ensure that all the laboratories are kept clean.
11. Walk around the labs and see who needs help. Ask that person if they need assistance, and provide them with support to the best of your capabilities.
12. Lab Assistants in coordination with Lab In-charge should display the relevant information, charts, circulars etc.
13. Any other assignments as given by HOD/Principal/Campus Director.

## **13.12      REGISTRAR**

1.     AICTE - Activities for Approval and Renewal
2.     Activities connected to the university's affiliation and other
3.     DTE - Activities Concerning Admission and other
4.     New, Lateral, Transfer, and Re-admission Activities Related to Admission
5.     Giving students certificates for education loans, Scholarship Related Activities – For various communities - Scrutiny and Processing
6.     Activities Related to Course Completion - Distribution of TC, CC, and Original Certificates
7.     Students/Staff Group Insurance Scheme - Premium Payment, Policy and Claim Tracking
8.     Fee Collection: Cash Deposits, Check Payment, and DD
9.     HR duties include collecting resumes, reviewing them, scheduling interviews, and dealing with any
10.    New Faculty Induction, Joining Formalities, and Appointment Letter, Students Admission, Staff Attendance, Leave, Payroll Processing through ERP System
11.    Point of Contact for NBA, NAAC for data pertaining to Faculty Recruitment and Retention
12.    Liaison with Governmental Departments regarding Building Approval and Payment of Taxes
13.    Maintaining repository of Rules and Regulations of AICTE, University and DTE
14.    Maintenance of Training Records, Qualification improvement documents of employees.
15.    Display of payment of examination fee and other fees related circular with the approval of Campus Director/Principal.
16.    Display of all administrative circulars related to employees and students.
17.    MIS reports for governmental departments viz., Ministry of HRD, AICTE

and University, Employment Exchange

18. Single Point of Contact for Medical Emergency for students and staff members
19. Official Communication with various agencies.
20. Maintenance of service books of employees.
21. Maintaining personal files of employees.
22. Monitoring and effective use of ERP modules.

### **13.13 EXAMINATION CELL**

1. Planning the dates of internal tests based on academic calendar and guidelines from the university.
2. Release of circular on internal tests and the name of invigilators with the approval of Campus Director/Principal
3. Display of the internal and university examination time table in the notice board
4. Deciding the hall allocation for class tests at the beginning of the semester and display the details
5. Collection of the question papers from the subject handling faculty for the internal and class tests
6. Arranging copies of the question papers for the class tests, internal tests and university examination
7. Handing over the answer sheets of internal / class tests to the subject handling faculty
8. Maintaining the current university examination pattern for individual subjects
9. Deciding the hall allocation, seating arrangement and invigilation duty for the internal tests/ model & university examinations and display the same prior to the tests.
10. Overall responsibility for the smooth conduct of both internal and university

examinations

11. Forwarding the panel of internal examiners and list of faculty members who have completed 3 years of teaching experience to the University within the date announced by the University
12. Ensuring update of students' and faculty profile in the university portal
13. Deciding the internal examiners for the practical examination ( University Examination) in consultation with the Campus Director/Principal
14. Identification of alternate internal examiners if it is not convenient for the identified examiner to attend the duty in consultation with the Campus Director/ Principal.
15. Informing University to allot an alternate external examiner in case it is not Convenient to attend the practical examination
16. Co-ordinate the practical examination marks from the internal &external examiners on university portal.
17. Coordinating with University Representative and University Squad for the university examinations
18. Updating the departments with communication received from University on examinations
19. Selection of internal and external invigilators for the university (theory) examinations
20. Communication of university examination invigilation duty to the internal invigilators
21. Maintaining the attendance of invigilators in the university examinations
22. Coordinating with University Office for the smooth conduct of Practical Examinations
23. Issue of attendance certificates for the external examiners with the authorization of Registrar/Principal.
24. Maintaining the stock of stationary received from the University
25. Ensuring periodic update of internal test marks and attendance of students in the University Web Portal

26. Responsible for facilitating reevaluation and challenge processes where solicited by students
27. Receipt and handing over of degree certificates to students, as received from University
28. Analysis of university examination results and providing the Campus Director/Principal with detailed insight

### **13.14 LIBRARIAN**

1. General Library Administration
2. Dewey Decimal Classification Book Arrangement
3. Organizing and purchasing books and periodicals
4. Collect the requirement of student text books from faculty members, procure and issue the same
5. Maintenance of Library Management System in ERP
6. Arrange for photography and videography and keep track of images and recordings of various events.
7. Maintaining student project reports in both hardcopy and electronic form,
8. Issuing library cards to students,
9. Maintaining books and periodicals.
10. Activities at the library's circulation desk (issuing and receiving books for members and students, returning and renewing them, and collecting overdue items from the fine collection).
11. Displaying on the college notice board, news items of importance and news items that come in dailies about the college
12. Regularly prepare the press notes concern to Institute's activities and further follow up to release in daily newspapers.
13. Perform stock verification once a year and report the results.
14. Keep track of when periodicals are received and follow up on late or unpaid subscriptions.

15. Reviewing student and member comments and taking appropriate corrective measures

### **13.15 PHYSICAL DIRECTOR**

1. Arranging the ground and all related facilities.
2. Arranging and planning selection processes.
3. Choosing the home team or college team.
4. Giving students TA/DA in exchange for their participation in outside competitions.
5. Running practice events before representing the college in outside competitions.
6. Arranging for purchase of sports goods.
7. Examining student comments on physical education and associated exercises
8. Keeping an adequate supply of common furnishings in classrooms and other common places
9. Analyzing data pertaining to the physical education process and developing development plans in cooperation with the Campus Director/Principal
10. Making arrangements for routine furniture inspection and repair in the classroom and communal areas.
11. Get maintained Gym equipment's and scheduling of Gym.

### **13.16 TRAINING PLACEMENT OFFICER**

1. To build and maintain a healthy and strong network with top MNC's for Arranging on-campus drive.
2. Initiating relationship with corporate regarding industry relations and interaction.
3. Interact with HR heads of corporate regarding internships, recruitment opportunities & in plant training.
4. Identification of students who are qualified or interested in placement on

campus.

5. To encourage and direct the placement coordinators of each department in assisting the students with interview preparation.
6. To set up a programme for students to interact with HRs from core companies in each field during each semester in order to understand what the companies demand.
7. Keeping a student database and distributing it with corporations who qualify based on criteria.
8. Organizing aptitude, verbal, soft skill, and technical training in collaboration with the department for qualified students.
9. Reviewing the performance of the students during pre-placement training and formulating a retraining plan for improvement.
10. Organize a meeting with parents in collaboration with the department to go over the placement procedure and company expectations.
11. Keep a database of possible recruiters up to date, and follow up with them periodically.
12. Interacting with potential employers to identify business needs, design, and deliver company-specific training.
13. Interacting with the Past Recruiters for date of joining for selected students and recruitment.
14. Organizing interviews for eligible students both on and off campus in order to provide suitable opportunities.
15. Coordinating all of the placement process's activities, including the pre-placement talk, online tests, group discussions, and interviews.
16. To arrange Internship for students in reputed organization
17. To identify the reputed companies for signing of MoUs.
18. Sharing the employer feedback with department for enhancing the employability skills.

## **13.17 NETWORK /SYSTEM ADMINISTRATOR**

1. Evaluating the system requirements and presenting a procurement proposal to management
2. Coordination of vendors for system installation, maintenance, and purchase
3. Upkeep of many firewalls, such as the Linux Firewall and the Cyberoam Firewall
4. Monitoring the load on the firewall for improved performance
5. Vendor coordination of the institution's internet services
6. Keeping track of internet bandwidth and adapting systems as necessary
7. Installation, configuration, troubleshooting, and maintenance of Windows Versions and servers, including DHCP and DNS servers.
8. Configuration and maintenance of Servers and Switches.
9. Net Core email server installation, configuration, and maintenance Linux TELNET and other server implementation and maintenance Wireless routers and access points installation, configuration, and maintenance
10. Maintenance of Endpoint Security Anti-virus Server.
11. Network design and specialized configuration for new laboratories
12. IIS server setup and configuration for incorporating NPTEL
13. FTP server setup, configuration, and maintenance.
14. Database server installation, configuration, and maintenance installation, configuration, and connecting SQL Server with Visual Studio.
15. Monitoring, downloading, and backing up of videos from CCTV cameras
16. Data backup and restoration on different servers
17. Giving lab technicians work to do for installing and maintaining LCD projectors
18. Disposal of unused IT assets using the e-waste disposal process



### **13.18 TRANSPORT INCHARGE / COMMITTEE-**

1. Collection of students' data at the end of every year for college bus usage
2. Planning for the no. of buses based on the data of students collected
3. Assignment of routes to students based on their requirement and route optimization
4. Issue of bus passes to the students
5. Identifying new routes and providing bus facility based on students' requirement
6. Verifying the bus passes for proper usage
7. Attendance, Leave and Payroll processing of drivers
8. Preventive and Break Down Maintenance of buses
9. Renewal of Insurance and Registration of buses
10. Insurance claims initiating and follow up on compensation
11. Redressal of grievances about bus services
12. Ensuring that the drivers follow safety regulations
13. Ensuring that the drivers comply with discipline and dress code
14. Providing bus facilities for industry visits and beyond college hours
15. Computation of bus fare on annual basis considering the factors like fuel price, insurance charges, drivers' salary and cost of maintenance.

### **13. 19 WARDEN/ HOSTEL RECTOR**

1. Maintaining list of admitted students
2. Allocation of rooms to students
3. Ensuring dress code among hostellers when they go to classes
4. Providing medical assistance to hostellers, whenever required

5. Ensuring discipline among hostellers including adherence to study hours and upkeep of rooms
6. Ensuring timely provision of food to the students
7. Collecting feedback from students on overall hostel facilities including food, hygiene etc.
8. Communication to parents on status of studies, health and outdoor visits of hostellers
9. Monitoring hostellers' leave and permission
10. Alert the management on any disciplinary issues observed
11. Vendor coordination for proper maintenance of hostel infrastructure including electricity, water, plumbing, house-keeping etc.
12. Ensuring hygiene and cleanliness in the hostel premises
13. Counseling the students if any indiscipline is observed
14. Regular monitoring of hostellers' activities including study hours
15. Managing security guards stationed in different places of the campus
16. Ensuring attendance of hostellers for coaching classes conducted after college hours.

#### **14. FACULTY ON CONTRACT or ADHOC BASIS**

1. If the faculty positions are not filled completely as per AICTE norms, then such positions can be filled on contract basis, for the period of 11 months.
2. The advertisement shall be given in newspaper for walk-in-interview.
3. Interviews shall be conducted by Local selection committee comprising of members of management, Campus Director, Principal, Head of the department and subject expert.

## **15. RECRUITMENT PROCEDURE**

### **15.1 REGULAR TEACHING FACULTY**

1. Post approval must be obtained from Shivaji University in Kolhapur in accordance with workload
2. The roster must be completed in accordance with the authorized posts and approved by Shivaji University, Kolhapur. The roster that must be kept up to date in accordance with government regulations for posts in open and reserved categories.
3. To be sent to Shivaji University, Kolhapur, together with information on the number of postings that have been approved, filled, and open positions, as well as the TRUST / CDC and BC cell resolution for the draught advertisement's approval.
4. Advertising must be placed in accordance with university-approved advertisements in a variety of newspapers (at the local, district, and state levels, as well as in the university weekly newspaper and national-level journals).
5. To call applications from candidates in accordance with the advertisement within a month of the date the advertisement was published.
6. To call lists from various authorities for open and category candidates, including the B. C. Cell organization, the local and district level EmploymentExchange.
7. To get a Selection Committee Panel from University such as Subject experts, V. C.'s nominee, V. C.'s ladies nominee, nominee from V. C's B.C nominee and nominee from DTE Mumbai(as per norms of affiliating university).
8. To choose a day for the interview that will work for all participants.
9. To compile a scrutinized list of all qualified candidates from the committee of scrutiny.
10. To give eligible candidates fifteen days' notice before the date of the interview, Call letters must be delivered via open regular mail (Except Open

category all letters should be sent through Register AD post).

11. To send call letters to every member of the selection committee at least seven days prior regarding interview schedule.
12. To send the staff selection committee report to Shivaji University, Kolhapur, with the signatures of the V. C. nominee and V. C. B. C. nominees (post- and category-specific, selection committee report, list of candidates called for interview, list of candidates attended interview, recommended candidate information with all necessary documents). (As permitted by the affiliating university)
13. To send appointment orders to candidates in accordance with the Shivaji University of Kolhapur staff selection committee's approved report.
14. To deliver Shivaji University, Kolhapur, modifications to staff appointment forms and candidates' appointment orders, joining reports, qualifications documents, and self-addressed stamped envelopes.
15. Within three months, Shivaji University, Kolhapur, separately notifies the concerned college and the appointed candidates of any changes to the staff approval lists.

## **15.2. RECRUITMENT OF NON-TEACHING STAFF POLICY**

1. Advertising required positions in a variety of newspapers (at the local and district levels).
2. Scrutiny of applications received till the last date mentioned in the advertisement..
3. Selection committee is constituted which accommodates
  - a. Chairman /Management representative
  - b. Campus Director
  - c. Principal
  - d. Registrar / Administrative Officer

e. All HODs

4. Intimation to candidates about the date and time of interview.
5. Higher authority approval is taken based on the recommendations made by the Selection committee.
6. Appointments are issued to the selected candidate.

All the appointment (Faculty and Staff) made after selection are forwarded to the Board of Governance for ratification.

### **15.3 FACULTY ON CONTRACT or ADHOC BASIS**

1. If the available faculty posts cannot be filled entirely in accordance with AICTE regulations, such positions may be filled for an 11-month period on a contract basis.
2. A newspaper advertisement for the walk-in interview is required.
3. A local selection committee made up of members of management, Campus director, Principal, Head of the department, and a subject expert will conduct the interviews.
4. Appointments are issued to the selected candidate.

Occasionally senior positions at Professor and Assistant Professor level are filled by inviting retired persons or those taking Voluntary Retirements from teaching institution and/or industry on contract basis for specified period.

## **16. INDUCTION & TRAINING**

- After the formalities are finished, all newly hired personnel must go through an induction programmed to ensure their seamless integration into the organization.

- The approach would be one of guided interaction with the different staff groups to provide an overview of the institution, its history, general policies, facilities, and human resource practices.
- Under the signature of the Campus Director/Head of Institute, a memo informing the Institution personnel of the new staff member's hiring will be distributed.
- The induction process may be phased over a few days so as not to disrupt the daily work of staff and those conducting the induction.

The Induction Program focuses on the following topics:

1. Vision and Mission
2. Quality Policy
3. Review the job description with the employee
4. Do's and Don'ts
5. Facilities Available
6. Career Opportunities
7. key office norms and policies, systems, manual of procedures etc.

Recurring workshops and training sessions are held to inspire teachers and advance their managerial, technical, and leadership skills.

## **17. PROBATION & CONFIRMATION**

1. All New joiners Employed by JJMCOE and approved by affiliating University shall be under the 'Probation
2. Period 'unless specified otherwise.
3. This probation period must last at least two years.
4. Depending on an employee's performance, JJMCOE has the full discretion to shorten or lengthen this period.
5. Performance deficiencies will be brought to the attention of the affected employee, who will then receive appropriate advice from their respective HODs on how to address the situation.

6. If, in spite of the advice, to improve his performance, he continues to be deficient in his work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.
7. The affected employee needs to be informed of the problems in the letter extending the probationary period.
8. The extension of the probation period shall be to the maximum extent of twelve months. If the employee does not reach the expectation even at the end of the extended period of probation, his appointment will be terminated / reverted to the post held prior to the promotion.
9. To become a Regular or Confirmed Employee, you must pass the "Confirmation Appraisal.

## **18. PERSONAL FILE**

**A personnel file shall be opened for all employees. The personnel file shall contain the following :**

1. Application of the candidate
2. Bio-data
3. Certificates of birth, education and medical fitness
4. Appointment letter / Contract letter
5. Joining Report
6. Job Description
7. Personal details of employees like permanent/Current address/blood group
8. Relieving letter or experience certificate from the previous employer or last Employer
9. Details such as Qualification improvement ,FDP Details, Publication details, Book publications, Conference and other related information
10. Letters of annual salary revisions & copies of performance appraisal

11. Two color passport size photograph
12. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc.
13. Any other personal memos
14. Resignation / Contract termination letter
15. No Claim Certificate
16. Any other information deemed appropriate by JJMCOE.
17. No Claim Certificate
18. Any other information deemed appropriate by JJMCOE

The employees would have to inform in writing when there are changes regarding marital status or contact address.

## **19. LEAVE/LEAVE MANAGEMENT POLICY (LEAVES/VACATION/HOLIDAYS)**

1. To accommodate the varying needs of its employees, JJMCOE offers a variety of leave options.
2. If taking a leave of absence, it is important to give adequate notice so that the organization's work is not hampered.
3. The authority, who sanction leave, has the right to refuse or cancel any type of leave.
4. Leave cannot be requested as a matter of right.
5. Leave will not be granted to staff under suspension.

The following types of leaves are available for employees :

### **19.1 CASUAL LEAVE-**

#### **19.1.1 - REGULAR TEACHING STAFFS**

1. Only one CL per month, If CL is not availed in a month it can be carried forward to next month



2. Eligible after completing one month of service in JJMCOE
3. Eligible for one CL per month (15 Days per Year)
4. Out of 15 days, maximum of 7 days CL will be granted in a semester

### **19.1.2. - ADHOC TEACHING STAFFS**

1. Only one CL per month, If CL is not availed in a month it can be carriedforward to next month
2. Eligible after completing one month of service in JJMCOE
3. Eligible for CL as per experience of faculty at  
JJMCOE.Experience > 5 years    15 days  
Experience 3- 5 years    12 days  
Experience 2- 3 years    10 days  
Experience < 2 years    08 days
4. Out of eligible casual leaves, maximum of 50% days of CL will be granted in a semester

### **19.1.3.- REGULAR NON - TEACHING STAFFS**

1. Only one CL per month, If CL is not availed in a month it can be carriedforward to next month
2. Eligible after completing one month of service in JJMCOE
3. Eligible for one CL per month (15 Days per Year)
4. Out of 15 days, maximum of 7 days CL will be granted in a semester

### **19.1.4- ADHOC NON - TEACHING STAFFS**

1. Only one CL per month, If CL is not availed in a month it can be carriedforward to next month
2. Eligible after completing one month of service in JJMCOE
3. Eligible for CL as per experience of the staff at  
JJMCOE.Experience > 5 years    15 days

Experience 3- 5 years      12 days

Experience 2- 3 years      10 days

Experience < 2 years      08 days

4. Out of eligible casual leaves, maximum of 50% days of CL will be granted in a semester.

## **GENERAL**

- A. An employee can get a half-day of casual leave.
- B. For unusual circumstances three casual leaves at once may be permitted with the Campus Director's / Principal's permissions.
- C. A holiday or series of holidays may fall between the time of casual leave and may be preceded or suffixed with any number of Sundays and/or public holidays. However, the entire amount of time spent on casual leave and holidays at once should not exceed seven days, unless there are extraordinary circumstances and Campus Director/Principal approval in advance, in which case it may be extended up to nine days.
- D. Mass-scale casual leave is not to be considered casual leave. It will be handled as an unlawful absence and treated as such. Mass casual leave is considered a form of indiscipline and misconduct.
- E. Unused casual leaves are not carried over to the following year's calendar.

## **19.2 MEDICAL LEAVE**

1. A permanent teaching or non-teaching employee are entitled 10 days of medical leave in an academic year.
2. If not availed, Medical leave can be accumulated up to a maximum of 180 days.
3. Medical Leave must not be prefixed or suffixed to vacation or other type of leave.

4. Holidays and weekly off falling in between shall be treated as Medical leave.
5. For one to three days of ML, there is no need to produce Medical Certificate.
6. If an employee requests medical leave more than three days, they must provide a medical and fitness certification at the time of joining. The medical officer must certify it. When returning to work after a hospital stay, the admission and discharge cards as well as the certificate must be given to Establishment.
7. An oral or written request will be required to avail ML due to illness or injury.
8. The Management has the right to refer the application to a doctor/hospital of their choice in case of doubt on the genuineness of the application.

### **19.3 EARNED LEAVE**

1. Permanent employee who are not entitled to vacation, are eligible to 30 days of earned leave per year subject to maximum accumulation as per Government norms.
2. During the semester's non-teaching periods, employees may use such EL.
3. The unused ELs may accumulate for up to 300 days during the service year and will be carried over to the following year at the end of the calendar year.
4. EL may be used for a period of at least three days.
5. Prefixed /and suffixed weekly off and/ holiday shall be treated as earned leave.
6. Employees who retire on superannuation, pass away while in service, or resign from their positions are not eligible for the cash equivalent of unused paid time off that was accrued to their account as of the date of their retirement, death, or resignation.

## **19.4 MATERNITY LEAVE**

1. Maternity leave is available to all permanent women employees for a total of 90 days or as per government norms subject to the submission of a medical certificate from registered medical practitioner.
2. A female employee who uses the aforementioned leave but doesn't return to work within the allotted time will need to defend herself in front of head of Institute. The Head of Institution reserves the right to take service continuity into consideration. Even if the employee is reinstated, the maternity pay benefit may still be lost.
3. This leave shall be applicable only one in the total career.
4. Leave application has to be submitted at least one month before proceeding on leave.
5. Maternity leave may be granted to temporary employee on without pay basis and will be at the discretion of the management

## **19.5 ON DUTY LEAVE**

The Campus Director/Principal alone has the option to grant Duty leave on any applicants' requests with relevant supporting documents.

**For the following circumstances, on-duty leave may be authorized:**

1. Representing the Institute at meetings, seminars, and conferences.
2. External Exam Duty (UR / Invigilation / Practical exam), Attending Workshops & Conferences, and Higher Studies & Research purpose.
3. To participate in committee meetings or invited lectures.
4. Faculty or non-teaching staff members assigned by the institute to work on institute-related matters.
5. Teachers may do professional enhancement courses.
6. The faculty members who are pursuing Ph. D can avail On Duty to carry out any Ph. D related activity.

## **19.6 COMPENSATORY OFF**

1. The employee will be entitled to compensatory off, if the appropriate authorities notifies them in writing that they must work on Saturdays, Sundays, or public holidays for any assigned work of the Institute.
2. The Campus Director/Principal has complete discretion over who is eligible for compensatory time off for work done on the aforementioned dates.
3. Compensatory time off can be added before or after any other type of leave, such as casual leave, earned leave, or medical leave.
4. It is necessary to take compensatory time off within the same calendar year.
5. One day compensatory leave cannot be split into half days.
6. Compensatory leave cannot be claimed for outside office hours to complete work left undone due to the negligence of employee in prescribed time.

## **19.7 VACATION LEAVE**

### **Permanent faculties are eligible to avail Vacation as under-**

1. On the first and last days of each term, an employee must be present, unless the Campus Director/Principal gives an exception.
2. Vacation period will be as per Government and University norms for permanent employee.
3. There are a total of 70 vacation days or as per norms of affiliating university that may be granted, with 40 days being provided in the summer and 30 days being granted in the winter (which includes Diwali holidays).
4. Granting vacation is meant to encourage them to pursue professional

development by participating in FDPs, attending seminars or conferences, or engaging in industrial training in addition to taking a break from their regular duties.

5. Vacation/holidays may be taken in one/two slots and will be at the discretion of the Campus Director/Principal Only. Campus Director/Principal will allow exceptions, if any.
6. During vacation, supervisory tasks, examination tasks, and central assessment program (CAP) tasks will be treated as mandatory.
7. Vacations however cannot be carried forward, under any circumstances.
8. Every employee who departs for vacation or holidays must provide the HOD or the section head with all pertinent contact information.
9. Management/ Campus Director/Principal is free to give eligible staff vacation time. Vacation time may be reduced or cancelled in the event of academic or other Institute-related duties. If the Governing Council agrees, an equivalent number of EL (i.e., in a ratio of 3:1) will be deposited to the account of vacation employees.

## **19.8 ENTITLEMENTS :**

1. Continuous service refers to work performed by an employee continuously under the same qualified authority.
2. Break in service: According to the aforementioned definition, any type of leave given to an employee while they are still working does not qualify as a break.
3. Before sending the vacation request to the Campus Director or Principal, HOD or section heads must sign it and make sure the applicant's task has been properly distributed. All leaves must be reported to Establishment  
Section within two working days or they will be considered unpaid leaves (LWP). Additionally, the leave application must be

countersigned by the section assistant who is responsible for maintaining leave records at the college level, stating that they have verified the application's date of submission and the availability of leaves for the applicant before submitting it to the HOD or section head. Therefore, it is crucial that leave requests not be submitted to HOD or section heads without first being reviewed by them.

4. Leaves of Absence Without Pay: An employee may request a leave of absence without pay if the HOD or section head recommends it, and the Head of Institution or Campus Director approves it, if it is for a prolonged illness or injury that exceeds accrued vacation or sick leave, or for any other exceptional personal or institutional reason (or the competent authority appointed on his behalf).
5. When LWP is used continuously from Monday through Friday, the subsequent Saturday and Sunday are considered to be "Leave without Pay."
6. For any request for a leave of absence lasting longer than three days owing to illness or injury, a registered medical practitioner's (RMP) statement stating that they have no conflicts of interest with the applicant will be necessary. The relevant HOD and Establishment will take requests for leave extensions owing to illness or injury into consideration.
7. Planned Absences - Any other excused absences, whether paid or unpaid, must be sought and authorized ahead of time. The appropriate HOD or section head must also give their approval for any scheduled surgeries and medical appointments.
8. Unplanned Absences - The effectiveness of the workplace can be severely harmed by unplanned absences. An employee should contact his or her boss right away in the event of a sudden illness or other unforeseen circumstances. In the event that this is not feasible, a family member

should notify HOD or section head as soon as possible to explain the circumstance and provide the anticipated day and time of return.

9. Employees are not permitted to prolong their absence, with the exception of uncontrollable circumstances. If the employee continues to act in this manner, Establishment section may bring up the issue with the Campus Director/Principal to take appropriate disciplinary action.
10. If an employee is absenting continuously for more than three days without good cause, the institution may take appropriate disciplinary measures.
11. If there is not enough leave at the time of application, leave cannot be claimed in advance.
12. If an employee tenders his or her resignation from the JJMCOE , all leave provisions will expire as of the date the resignation is submitted.

Leave Calendar Year: 1 July to 30 June ( Academic Year)

## **19.9 LEAVE SANCTIONING AUTHORITY**

<b>Sr. No</b>	<b>Employee</b>	<b>Type of leave</b>	<b>Recommended by</b>	<b>Approved by</b>
<b>1</b>	Campus Director	All types applicable	N/A	Management
<b>2</b>	Principal	All types applicable	N/A	Campus Director
<b>3</b>	Dean	All types applicable	Principal	Campus Director
<b>4</b>	HOD	All types applicable	Principal	Campus Director
<b>5</b>	Section Heads	All types applicable	Principal	Campus Director
<b>6</b>	Faculty	CL, ML,	HOD	Principal
		Vacation, Maternity	HOD, Principal	Campus Director
<b>7</b>		CL, ML,	HOD, Registrar	Principal



8	Non-Teaching Staff	EL, Vacation, Maternity	HOD, Registrar , Principal	Campus Director
---	--------------------	-------------------------	----------------------------	-----------------

## **19.10 HOLIDAY**

A holiday is a day that the institution observes as a paid day off. In accordance with instructions from the affiliating University, the list of holidays, including National Holidays, will be distributed to the staff.

**Imp Note :** Any changes to the aforementioned list of holidays may be made at the sole discretion of the Campus Director/Principal (or the qualified person nominated in his place).

### **1. Vacation Employees:**

Faculty members, HOD, Section Heads, Non-teaching staff, Technical assistant & lab assistant.

### **2. Non Vacation Employees :**

Campus Director, Principal, Librarian, Training & Placement Officer, Physical Instructor/director, Rectors, non –teaching staff

## **20. CODE OF CONDUCT & DISCIPLINE**

### **20.1 CODE OF CONDUCT FOR STUDENTS**

1. The Institute's administrators have the authority to penalize and oversee all students admitted to the Institute. The Institute authorities may occasionally set forth rules and regulations, and the students are expected to rigorously abide by them.
2. Successful graduation and a bright future for the students depend on proper observance of the Institute's discipline, excellent conduct, and

involvement in curricula, co-curricular, and extracurricular activities.

3. Students must consistently and punctually attend all of the Institute's events, including classes. Make sure the students maintain a minimal level of attendance in accordance with university standards. The students must also adhere closely to the reporting requirements on the first day of class and at the end of each semester.
4. On the days specified by the Institute, every student is required to wear the Institute uniform. Students must arrive on campus in a clean, organized, and well-groomed state.
5. Students must carry his/her identity card while in the campus and also outside the campus while representing the Institute
6. Students should regularly read the notices posted on the institute, department, and office notice boards. Additionally, students are required to check their Institute emails every day because all relevant messages from the office and exam division are delivered there.
7. If a student will be absent from lectures and/or practical's for longer than a week, they must obtain the prior written consent of the Teacher Guardian, Class Teacher, and the HOD. Students should help to maintain the campus clean, tidy and plastic free. Also, students should take care of the flora and fauna in the campus.
8. Students' behavior both within and outside of campus should improve both their own and the Institute's reputation in society.
9. No students may engage in any antisocial behavior. The student is subject to strict disciplinary action if any unacceptable behavior by him or her is noticed or reported inside or outside the Institute's grounds. No notice of any kind shall be circulated among the students or pasted on the notice-board without the previous written approval from the Campus Director/Principal.
10. According to the verdict of the Supreme Court and the University

Act. 1956-Regulation 26(1)g-2009, the students found guilty of ragging are liable for punishment.

11. The College retains the right to modify the aforementioned rules and regulations as and when it deems them essential.

## **20.2 The following acts shall constitute misconduct.**

1. Any member of the campus has been subjected to physical violence or threats.
2. Possession, discharge, or threat of use of any weapon.
3. Violation of the status, dignity and honor of a student belonging to the scheduled castes, scheduled tribes and/or any religion.
4. Any action that disrespects women, whether it be verbal or nonverbal.
5. Preaching hate or intolerance on grounds of religion or community. Disrupting any teaching, study, assessment or research activities or the administration of the institute.
6. Impeding an Institute official or employee from performing their duties.
7. Destroying or improperly handling Institute-owned property, property on Institute, or property on a site where a student is present while acting on behalf of the Institute.
8. Disobeying or failing, without reasonable cause, to observe any provision of the Bye-Laws, or any rule made by AICTE/DTE/University/ Institute of which students have been duly notified.
9. Withholding pertinent information or providing incorrect or deceptive information for reasons related to academic advancement.
10. Using social media to distribute or convey content that is against the law.
11. Participating in any antisocial behavior.

## **20.3 CODE OF CONDUCT FOR PARENTS**

1. Students are explicitly required to abide by a code of conduct. Parents are expected to go through the same process and watch over their children to make sure they adhere to the code of conduct strictly. You can access this code of conduct on the Institute's website.
2. Throughout the academic year, students are required to participate in all academic and related events at the Institute from the first day of operation to the last day of each semester. Parents should make sure that their children continue to attend school as required by the university.
3. Parents should be aware that failing to submit the internal assessment activities in a timely and accurate manner will result in the student's term not being approved. Any reported or observed objectionable conduct by any student, within or outside the premises of the Institute, will make him / her liable for strict disciplinary action.
4. In order to improve their own reputation as well as the reputation of the Institute, parents should make sure that their children behave well.
5. The student may be expelled from the institute for any direct or indirect support of ragging or comparable behavior on the part of your ward.
6. Parents should follow up with Teacher Guardians , Class Teachers, and HOD regarding their children's academic and general improvement.
7. Parents are required to attend the Parents-Teacher meetings held by the department/institute in order to monitor their ward's progress and discuss any challenges that may arise.
8. Parents should make sure that their children abide by the policies of

the Training & Placement Cell and take part in placement activities if they are eligible.

9. Before disclosing any information about the institute to external organizations, parents should obtain permission from the institute's administrators.
10. Parents should make sure that their ward do not miss school without the HOD's or class teacher's consent.

## **20.4 CODE OF CONDUCT FOR TEACHERS**

1. The institute will abide by the teacher conduct code established by the affiliated university . This code of conduct is provided at the universitywebsite.
2. In addition the institute being quality conscious and tries to keep the pace with professional development, own code of conduct for the teachers hasbeen prescribed as given below-Teacher and College.
3. Be prompt and consistent in your work as a teacher, your correspondencewith others, and your appointment keeping.
4. Work together with the department or institute's head and other students on extracurricular, co-curricular, and academic projects.
5. All Teachers must commit their time and best efforts to the advancementof the Institute and be prompt, truthful, and consistent in their approach.
6. Teachers should focus their efforts on boosting the overall standard of education.
7. The teacher should participate in research and development activities by working on research projects.
8. The teacher should frequently update his or her expertise by attending FDPs and STTPs and stay up with the evolution of technology.

9. To improve the teaching-learning process, the instructor should employ more ICT tools.
10. In order to increase industry-institute connection, the teacher should engage with businesses.
11. Encourage students to acquire knowledge of and appreciation for possibilities and responsibilities.
12. Acquaint students about civic duty and environmental preservation.
13. Guide the students in developing their moral, intellectual, emotional, physical, and spiritual selves.
14. Treat everyone fairly and impartially, regardless of the social, economic, regional, or religious background of the parents.
15. Regularly update parents on the accomplishments and shortcomings of the students. Be responsible and interact positively with parents.
16. In all feasible ways, mentor and assist in junior colleagues and those through training and induction.
17. Refrain from speaking negatively about your colleagues.
18. Show respect for and equality with your colleagues.
19. Accept as a professional the personal obligation to bring to the attention of the competent authorities. All matters that are thought to be detrimental to the interests of the students and the growth of the institute.
20. Neither on-campus nor off-campus, teachers should not engage in any political activities.
21. The results of his or her study should be published in reputable publications that are indexed by Scopus, the Web of Science, and Indian journals, magazines, and periodicals.
22. Act in a way that upholds moral and ethical principles.
23. Should not take any action that may harm the institute's or the teaching profession's reputation.
24. Use your expertise and skills to further the wellbeing of people

while providing any aid you can to the society's progress.

25. Continue to actively participate in professional groups and maintain active membership while working hard to meet their aims and goals.

## **20.5            CODE OF CONDUCT FOR NONTEACHING STAFFS**

1. All employees of the Institute are required to carry out their duties effectively, diligently, and in accordance with the rules and regulations. The employees' participation in work related to a examination administered by the university or institute shall be required.
2. No employee may skip a day of work without prior authorization. If there are good reasons, he or she should abide by the institute's attendance and leave policies.
3. Through appropriate engagement, collaboration, and upholding of professional boundaries, the staff should establish and maintain strong relationships with students and teachers.
4. The personnel ought to respect the pupils' dignity and treat them with consideration and kindness.
5. It is the duty of every employee to adhere to the standards for each job that they are assigned. The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
6. The staff member is responsible for looking after and safeguarding any equipment and Institute property that has been given to them.
7. No employee may directly or indirectly engage in any trade or activity without first receiving approval from the appropriate authorities.

8. Before taking any honorary job that does not interfere with the employee's regular responsibilities, the concerned staff member shall receive written approval from the Campus Director/Principal.
9. Staff members must notify the Campus Director/Principal if they get involved in any legal proceedings.
10. The personnel is not allowed to affiliate with any political party or group that participates in politics, nor are they allowed to subscribe to or otherwise support any political movement.
11. No employee shall engage in or support any activity that is anti-secular or that contributes to exacerbate social unrest.

## **20.6 DISCIPLINE**

1. Every employee must adhere precisely to the college's HR policy and code of ethics.
2. Every employee is required to act with the utmost impartiality, honesty, and dedication in all of their professional interactions.
3. Every employee must always act courteously when interacting with other staff members, students, and members of the public.
4. All employees are expected to adhere to the set working hours during which they are obliged to be on-site. The employees must register their morning and evening attendance in the biometric system as described below.

<b>Employee type</b>	<b>In time</b>	<b>Out time</b>
Teaching & Administrative and Technical staff	<b>9.30 am</b>	<b>4.30 pm</b>
Lab attendant/ Peons	<b>9.00 am</b>	<b>5.00 pm</b>

5. All complaints must be directed through the proper channels to the



Campus Director, Principal, Chairman, Secretary, or Correspondent.

6. The employees must adhere to the specified dress code. The male employee must wear shoes, a tucked-in shirt, and a tie.
7. All complaints must be directed through the proper channels to the Campus Director, Principal, Chairman, Secretary, or Correspondent.
8. The employees must adhere to the specified dress code. The male employee must wear shoes, a tucked-in shirt, and a tie.
9. ID cards are required to be worn at all times on campus by all staffmembers, including teaching and non-teaching.
10. Cell phone use inside the campus is only permitted in silent mode.
11. The faculty members are expected to uphold the dignity of their position and maintain a highly positive teacher-student interaction. They are also expected to maintain the highest level of student discipline.
12. Faculty and staff members must uphold the code of conduct and serve as role models for the students.
13. The college's instructors and staff are required to abide by all current and future rules and regulations.
14. ID cards are required to be worn at all times on campus by all staff members, including teaching and non-teaching.
15. The faculty members are expected to uphold the dignity of their position and maintain a highly positive teacher-student interaction. They are also expected to maintain the highest level of student discipline.
16. Faculty and staff members must uphold the code of conduct and serve as role models for the students.
17. The college's instructors and staff are required to abide by all current and future rules and regulations.

## **21. HOURS OF WORK**

1. The institution works six days a week, which excludes two tea breaks one in the morning and one in the evening for 15 minutes each and a lunch for 30 minutes.
2. The weekly off will be on 2<sup>nd</sup> Saturday, 4<sup>th</sup> Saturday and all Sundays.
3. The Campus Director/Principal may choose working hours in consultation with management, taking into account institute necessities as well as statutory authority regulations. However the following table lists the work hours for office, teaching, and non-teaching workers. However, the Campus Director/Principal is permitted to reschedule working hours or days in order to complete particular responsibilities.

The College shall function from 9.30 AM to 4.30 PM for Faculty, Technical and Administration Staff. For Peons it will be from 9.00 AM to 5.00 PM.

### **21.1 GRACE TIME, HALF DAY & LATE COMING**

#### **21.1 GRACE TIME**

1. After their official in-time, employees have up to 15 minutes of grace time if they arrive late at their assigned workplace.

#### **21.2 LATE COMING**

1. Any employee who arrives beyond the grace period up to 15 minutes will be regarded as tardy and otherwise will be treated as leave.
2. Three (3) late assignments result in the loss of one (1) half-day of leave.
3. If an employee is running late, they must notify their reporting authority.
4. If an employee will not be reporting to work due to an emergency, they must notify their reporting authority as soon as they become aware of

theemergency.

### **21.3 HALF DAY**

1. A half-day is four hours of work, not including lunch.

## **22. PROMOTION POLICY**

1. Promotion to a higher level of service will depend on the availability of positions, the eligibility of the employees based on merit and efficiency standards, and the dedication of the personnel to the institution's overall development and enhancement of its corporate culture. Promotions will be based on seniority and an appraisal system score of at least 75%.
2. The criteria for promotion will also take into account research efforts, consulting value, professional standing, student club activities, and additional money brought in by the department.
3. No employee who is on suspension or who is the subject of disciplinary action that has been taken or is likely to be taken may be promoted until such time as he has been cleared or fully restored.
4. The management has the exclusive authority to approve promotions.

## **23. Performance, Recognition & Rewards[PBAS]**

### **23.1 INCREMENT POLICY-**

1. JJMCOE uses an annual cycle of increments, or once every year.
2. All regular employees are qualified for an annual raise based on the findings of their performance appraisal (PBAS).
3. Ad-hoc increments may occur based on management discretion.
4. Following the performance appraisal, all employees will receive written notice of their annual raises.

## **23.2 PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)**

### **23.2.1 - OPERATING PROCEDURE -**

1. The yearly performance appraisal programme is only open to permanent workers who have worked for the institution for a full year.
2. In the month of July of every year, official information is sent through the Circular for the process of the Performance Appraisal Programme.
3. The Performance Appraisal Form must be completed by the employees and submitted to the reporting authority.
4. Following the evaluation of the appraisal forms, the final score for each employee is determined by weighing each field against a predetermined score card.
5. Performance Appraisal Meeting is then scheduled and the panel that includes the HoD, IQAC Coordinator, the Campus Director/Principal will confirm the score card.
6. The performance report will be kept in front of BOG for their approval.
7. The Employer decides the increment based on the recommendations of BOG.
8. The Management has the right to update, modify and design the PBAS form.

## **24 WELFARE SCHEMES -**

1. Provident fund facility will be available for permanent employee.
2. Gratuity facility will be available to eligible employee.
3. Through the University, group insurance will be accessible.
4. Internet facility is made available in the campus.
5. Free uniforms are made available for Peons.
6. Staff Tour & dinner/ Rules of Travelling Allowance/Guidelines for sponsoring faculties for Higher Studies.

## **25. TRAVEL ALLOWANCE –**

**Applicability of the Rules**:- All the regular, ad-hoc/ local Teaching staff, Technical/Laboratory, supporting staff, Administrative & other menial employees of the units run under by Dr. J. J. Magdum Trust including employees of the office of the Trust for college/ school work, admission campaigning, medical camp, industrial project visits/ tours, examination work, audit work, purchase etc.

**25.1 Journey by four wheeler/ two wheeler( Own car)** : - Road mileage allowance shall be paid only after Prior Written permission from the Campus Director / Principal for the use of four wheeler and hired vehicles. However, the permission should be forwarded by the Principal/ Principal I/C with clear Recommendation/ remark regarding necessity for the four wheeler vehicle.

Four Wheeler ( Car/Jeep) (Rates Rs. Per KM)		Two wheeler (Motor cycle/Scooter/Moped/other vehicle) (Rates Rs. Per KM)	Any other means of conveyance (Rates Rs. Per KM)
Petrol	Diesel		
09.00	09.00	03.00	01.00

**25.2 Daily Allowance**: Daily allowance rates for breakfast, lunch & dinner as applicable:-

If on duty for less than four hours - Nil

If on duty for more than four hours - Rs.150/-

If on duty for more than eight hours -Rs.350/-

**25.3** The college has established online grievance redressal portal on college website through which all stake holders can launch their grievances.

JJMCOE-HR Manual

**25.3 Lodging Charges:-**

Delhi/Mumbai/Hyderabadl Chennai/Bangalore	'A' Class cities Pune & Nagpur	'B' -1 class cityNashik	Other than 'A' and 'B'-1 classcities
Rs. 3,000/-	Rs.2,000/-	Rs.1,500/-	Rs.1,000/-

- The rates prescribed above or the actual Hotel charges whichever is less shall be paid. Above rates are **inclusive/Exclusive** of taxes.
- For claiming of boarding charges for stay in Hotel sufficient proof regarding

**25.4 Journey by Air-** Air Journey by the employee will be strictly allowed, on merit of the case with prior written permission of the Management only.

Tickets/Boardingpass/ photocopy of the tickets must be supported with T. A. bill.

- If the employee has to cancel the tickets due to administrative reasons for any journey to be performed by Air/Rail/Bus & if the same has been certified by the Principal then the expenditure incurred against cancellation charges shall be paid.
- The details of advances availed to be submitted within seven working days from the lodging and boarding should be produced along With the T.A. bill.
- Completion of travelling date. Otherwise, the particular advance will be deducted from salary without assigning any reason. The decision to accept the submission thereafter will be with the Principal thereof.

JJMCOE-HR Manual

- If TA and DA claim are not supported with proper bills only 50% of the charges as specified shall be admissible
- Principal should verify comparison regarding the probable expenses on account of means of travelling & minimum expenses should be accepted.
- As far as possible advance for travelling should be paid by the cheque only.
- The employees should submit the TA, /D.A. bills along with tour report as per the
- Specimen enclosed and should be compulsorily forwarded by the concerned H.O.D./
- Functional/ Sectional head/ Training & Placement officer/ Registrar/Office
- Superintendent/ Librarian/ Workshop Superintendent/ Medical Superintendent/ Dean/ Transport Officer/ Physical Director as applicable.
- Notwithstanding anything herein before contained the Management shall have power to deal with special cases as per merit.

## **26 HIGHER STUDIES**

1. The employees are motivated to pursue Higher Education.
2. The Management approves OD for the faculties who are to appear forexaminations.
3. Those Faculty Members who are pursuing Ph.D can avail On Duty to carryout the activities of Ph. D
4. Permanent faculty members who have worked at JJMCOE for at least fiveyears regularly are eligible for sponsorship.
5. Each year, depending on the applications, candidates will be permitted forPhD and higher education.

## **27. POLICY ON ADVANCE AGAINST SALARY**

1. Advance will be sanctioned for following reasons:
  - A. For medical treatment – self, parents, spouse or children.
  - B. For Payment of fees - self, parents, or children .
  - C. For marriage – self, or children.
2. The management has the exclusive authority to approve an advance.
3. Application form to be submitted with necessary supporting documents.

## **28. GRIEVANCE POLICY & REDRESSELFORUMS**

1. The Institution respects the right of its employees to voice their complaints and look for a resolution to any disputes that may develop between the Institution and its employees over working conditions, working relationships, employment practices, or differences in how the Institution interprets policy.
2. Additionally, complaints may be made to the relevant committee



alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

3. Employees and students should submit their compliance to the proper authorities through the proper channels in order to be heard by the committee, where applicable, as stated below.

**A) FOR TEACHERS –**

Grievance Redressal  
committee. Internal  
Complaints Committee.  
SC/ST  
Committee.  
Standing  
Committee.

**B) FOR STUDENTS –**

Grievance Redressal  
committee. Internal  
Complaints Committee.  
SC/ST Committee.  
Anti-ragging  
committee. Standing  
Committee.

**28.1 PROCEDURE FOR REDRESSEL OF GRIEVANCES :**

1. The complainant shall be submitted in written & signed to the Secretary of the Grievance Committee with copy to the Chairman within 7 days after the commitment of grievance.
2. Within ten working days, the chairman must contact the complaint via

the secretary to schedule a meeting of the grievance committee.

3. The Committee shall examine the petition, review the pertinent documents, consult with the parties involved, and present its recommendations and report to the Head of Institution as soon as practicable, but no later than 30 working days following the petition's receipt.
4. Before making a judgment, the Grievance Committee must consult with the institution's head in the event of any issues.
5. The Grievance Committee's recommendations must not contravene with the Institution's fundamental principles and norms in order for the Head of the Institution to be led by them.

#### **28.2 SUGGESTION BOX -**

The college established suggestion boxes in all visible locations so that all staff members and students could submit their ideas and create a culture around it.

#### **28.2 Online Grievance Redressal Portal -**

The College has established online Grievance Redressal Portal on College website through which all stake holders can launch their Grievances

## **29. DISCIPLINARY ACTION –**

1. Any employee who disobeys the conduct guidelines outlined in this manual will face appropriate disciplinary action from the Campus Director / Principal.
2. Anyone may notify the Campus Director/Principal in writing if a staff member violates the code of conduct by engaging in misbehavior or a misdemeanor.
3. The Director/Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
4. Depending on the reality of the alleged infringement, the Director/Principal will move on with the disciplinary process if he/she is satisfied with the facts of the complaint after conducting such an investigation.
5. He or she will proceed with issuing a Show Cause Notice, thoroughly outlining the offence and the suggested course of action, and allowing the accused employee enough opportunity to explain.
6. The Campus Director/Principal shall review the merit of the explanation upon receipt or after the deadline for submission of an explanation has passed and choose the course of action, which may include following punishment.
7. Verbal Warning:- A verbal warning for a minor offense will be given during a formal meeting with the employee, the HOD, and the Campus Director/Principal.
8. Written Warning (Memo):-If the administration is satisfied that prima facie the employee is guilty of serious misconduct, the Campus Director/Principal will issue written warning specifying charges and asking the employee to show cause why disciplinary action may not be initiated against the employee.
9. The employee will be treated negatively if he or she fails to respond to

the show cause notice in writing within a reasonable amount of time (maximum seven days).

10. An employee may be verbally told of the charges in front of two witnesses if he or she refuses to accept a charge sheet or any other communication.
11. If the employee's response is deemed unsatisfactory or if the administration is persuaded that the employee's behavior has not changed or is likely to be harmful to the organization's interests, the employee will be placed on suspension pending enquiry by the enquiry committee constituted for the purpose provided however, that no such enquiry will be necessary if the employee concerned admits the charges in writing.

### **30. RESIGNATION POLICY.**

1. Employees who desire to resign should first contact their HOD/Section Head. Given the required contractual notice period, they must specify exactly when they intend the resignation to take effect.
2. No resignations will be entertained during the academic term.
3. Employee must serve the notice period or pay as outlined in their contract letter or appointment letter
4. Employee will be relieved after clearance of formalities.

### **31. TERMINATION.**

1. The services of a temporary employee are liable to terminate at any time without assigning any reasons whatsoever.
  2. The Management reserves the right to terminate the service of an employee whether probationer, ad-hoc, regular on medical grounds, for no workload as well as absenteeism for 30 days giving 1/3 months' notice or in lieu thereof 1/3 month's pay.
3. The Management may terminate an employee whether probationer, ad-hoc or

permanent if he/she is involved in political activity, strike against the Institute, defamative activities.

4. Any service rule, which involve financial commitments, will be subject to availability of funds due to non-admitted students in any branch/institute and decision of the Management will be final.
5. 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.

## **32. SUSPENSION.**

1. The responsible authority may suspend an employee for any act of alleged misbehavior, pending a domestic investigation, after receiving a report in writing from the Campus Director/Principal.
2. The suspension order will go into effect as soon as it is communicated to the employee. Within seven days, the charge sheet shall be delivered.
3. An employee is terminated from their position immediately if they spend more than 48 hours in police or judicial custody—whether for a criminal offence or another reason—or if they receive a jail sentence that lasts longer than 48 hours.
4. An order of suspension that has been issued or that is presumed to have been issued will stay in effect until it is changed or cancelled by the appropriate authority.
5. A suspended employee will get a subsistence stipend at 50% of their income for a maximum of three months, provided they do not accept any other job during that time.

OR

If an employee is later reinstated after being fired or suspended without pay, they are entitled to recoup their lost wages at their usual rate, unless

the head of the institution decides otherwise.

6. Leave will not be granted to an employee under suspension.
7. The decision of the management is final in all such cases.

### **33. CONFLICT OF INTEREST –**

Any conflicts of interest must be avoided by employees while they are working for the College. Any participation that interferes with a staff member's job duties or obligations or impairs the staff member's decision-making ability will be viewed as a conflict of interest.

Employees are free to pursue personal or professional interests or activities outside of the scope of their employment with the College. The College stipulates that these pursuits must not jeopardize a staff member's ability to carry out his or her duties or give rise to misaligned loyalties.

OR

Employee may not hold any type of outside employment. Employee may not receive any income or material gain from individuals outside JJMCOE for material produced or services rendered while performing their jobs.

### **34. NON-DISCLOSURE. –**

The Employee is required to maintain strict confidentiality and secrecy regarding all Confidential Information that he or she may obtain or possess while working for JJMCOE. The Employee is not permitted to use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photographs on the premises of the INSTITUTE and its ASSOCIATES, or permit to be divulged or disclosed such Confidential Information in any way, whether directly or indirectly.

## **35. - RETIREMENT. -**

The retirement age of employee will be as per norms of Government.

### **34.1 - Extension of Retirement**

After retirement, a worker may be rehired by management once a year with the right Memorandum of Understanding (MoU) / Re-appointment order.

1. The employee must submit their written request for a service extension after retirement. The written request will be sent towards management for approval.
2. He must provide a physical fitness certificate from a recognized M.D. doctor.
3. The order of extension will only be temporary, lasting for 11 months, and will be renewed annually for three years depending on performance.
4. No additional benefits, such as PF, Regular Scale, or Vacation, are applicable in this situation; however, management's judgment is final in all cases of this nature.

### **34.2 . - VOLUNTARY RETIREMENT. -**

By providing the proper notice as outlined in their contract letter or appointment letter, an employee may resign from their position. As soon as the Management accepts the resignation in writing, it takes effect. A worker's resignation might not be able to be revoked after it has been accepted. All dues payments must receive management permission before being made. Employees who choose to resign must submit a "No Claim Certificate" before the Management may issue a relieving order.

### **36. HANDING OVER :**

Before being relieved, all employees must hand over the charge and inform the same to the section Head/HOD.

It is the responsibility of concern section Head/HOD to take the required steps to guarantee that all of the institution's equipment and property, including

keys, ID cards, tools, etc., are returned by the end of the working week or earlier.

### **37. HR POLICY REVISIONS. –**

1. It is assumed that this document will fully describe the employee's workplace environment. The provisions of this human resources policy may be amended, modified, withdrawn, deleted, supplemented, or added to as necessary from time to time in the College's sole and unfettered discretion.
2. To be effective, a change to this HR policy must be made in writing by the Campus Director/Principal and acknowledged by the college's chairman, secretary, or correspondent. The College will make an effort to notify you as soon as any additional changes take place.

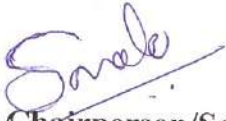


### **38. - JURISDICTION**

The organization may only litigate or be sued in matters that are under the purview of the courts of law in Jaysingpur, which may be regarded to have jurisdiction over all disputes relating to these regulations.

**This Revised and amended HR Manual is deemed to be in force from 1st December 2022.**

Signature :-

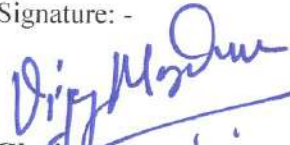


**Vice Chairperson/Secretary**

Dr. J. J. Magdum Trust, Jaysingpur.



Signature: -



**Chairman**

Dr. J. J. Magdum Trust, Jaysingpur.