



Rules and Regulations for
Employees and Students
of
**Jaihind Comprehensive
Educational Institute**

Revised on 25.05.2022

Certificate

This is to certify that Jaihind Comprehensive Educational Institute (JCEI), running Diploma, Degree, ITI, and School has revised and approved the Rules and Regulations for Employees and Students.

The revised Rules and Regulations have been implemented with effect from 25th May 2022. and are applicable to all employees and students of the institution. These policies are framed to ensure discipline, transparency, academic excellence, and smooth administrative functioning of the institute.

All concerned stakeholders are required to read, understand, and strictly adhere to the rules and regulations mentioned in this Policy Book. The management reserves the right to amend, modify, or update these rules as and when required, in the best interest of the institution.

This certificate is issued for official record and reference and is placed at the beginning of the Policy Book.


Date: 10.05.2022

Place: Kuran

For Jaihind Comprehensive Educational Institute


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INDEX
For Employees

S. N.	Chapter	Page No.
1	Introduction	1
2	Human Resource Policy Manual	2
3	Administrative Structure	3
4	General	4
5	General Procedure of Recruitment (Appointment Rules)	5
6	Service Rules	20
7	Leave Rules	24
8	Duties of Institute Employees	36

For Students

S. N.	Chapter	Page No.
1	Admission Procedure	50
2	Scholarship and Fees	50
3	Rules of Conduct	51

Introduction

The Jaihind Comprehensive Educational Institute (hereinafter called as JCEI) was established in the year 1996. JCEI is recognized as one of the foremost and dedicated providers of higher education in Maharashtra and is credited with running prestigious Institutes like

- Jaihind Polytechnic(Diploma)
- Jaihind College of Engineering (UG & PG Engineering)
- Jaihind International School and Junior College (Pre-Primary, Primary, Secondary and Higher Secondary School, Junior College)
- Jaihind Industrial Training Institute(ITI)
- Jaihind College of Pharmacy (D & B. Pharmacy) (Proposed)
- All other institutes which will be established under JCEI after approval of this policy.

The above institutes are approved by AICTE, New Delhi, PCI New Delhi , State Government of Maharashtra, Recognized by Directorate of Technical Education, Maharashtra State, affiliated to Maharashtra State Board Of Technical Education, Mumbai, Savitribai Phule Pune University, Pune, Dr. Bababsaheb Ambedkar State Technological University(BATU) Secondary and Higher Secondary State Board of Maharashtra.

Vision: Contribute to socio-economic development of the nation by imparting “High Quality Technical Education” to the students of rural background in the country.

Mission : Realize the dream of building a great nation through development of rural students in a healthy environment of highly qualified faculties and boosting up their technical skills by providing excellent knowledge of engineering fundamentals and the best education in the country.

Human Resource Policy Manual

As the need of conduct of rules for the Institution, the Management and Principal formulated the guidelines in order to effectively recruit, hire, manage and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are made up to date and departmental heads are kept abreast of them.

This manual does not supersede the requirements of the statutory / non-statutory bodies like AICTE, PCI, NBA, NAAC, DTE,MSBTE, SSC & HSC Board of Maharashtra, ISO 9001: 2008 QMS/EMS, JCEI, or those of any other. It is aimed at ensuring that Institutes run by JCEI, Narayangaon Tal-Junnar Dist-Pune 41051 l(hereinafter called as “Institute”) adheres to those, so that Institute becomes an employer of choice while spearheading its goal of value based quality education meeting global aspirations.

This Human Resource Manual is an effort to begin to develop consistent policies and procedures complying with the norms of various regulatory bodies like AICTE, PCI, DTE, MSBTE and the legal employment framework of the state government. Hopefully this Guide will prove to be a useful tool to departmental heads as well as begin to establish uniform policies and procedures for our personnel.

The Institute is committed to help in the interpretation of any policy. All employees are expected to read the Human Resource Policy Manual during each term in order to know the policy updates made from time to time. Updates will also be informed to employees by e-mails/ written notice. Any update can be made as and when required with the permission of the management of the Institute and as per the statutory requirements.

A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users. Suggestions and contributions to make the manual more comprehensive are welcome from all the employees.

Administrative Structure

The Director/ Principal of the Institute reports all the matters on day to day basis or as required to the Chairman of Managing Committee appointed by Chairman JCEI, Narayangaon.

The Institute has a Director/ Principal to oversee the academic and other matters to facilitate the Chairman's responsibilities.

The Director/Principal is the chief officer of the Institute. Broadly speaking, the Director/Principal is directly responsible for all administrative functions, training and placement functions and extension services in the form of revenue earning programmes to be carried out by the Institute.

The Dean, Academics looks after the academic matters and reports to the Director/Principal. The Chief Proctor shall look after all matters relating to indiscipline and ragging problems. The Dean Students Welfare shall look after the welfare activities of the students. The Controller of Examination shall be responsible for the smooth conduct of examinations. The Head of Departments report to the Director/Principal with regard to all the matters of their respective Departments.

General

These rules shall be called the JCEI's "Service Rules". These rules apply to all employees, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of the Institute and at any other Institute or Institute by whatsoever name called, which is or may hereinafter be established or managed, anywhere in India, by JCEI.

The Managing Body of the Institute reserves the exclusive right, at any time hereafter and without notice, to amend, alter, modify, add or delete any provision(s) to all or any of these service rules, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the Managing Body.

Such amendments, alterations, modifications, additions, deletions if any shall become binding on all the employees covered by these service rules from the date of their notification by the Managing Body.

The Chairman of Managing Body shall have the exclusive power to clarify any issue or to remove any doubt relating to these "Service Rules" and or its implementation.

General Procedure of Recruitment (Appointment Rules)

The members of staff of the Institute shall be classified as:

- **Faculty** - which term shall include Director(s)/Principal(s), Professor, Associate Professor, Assistant Professor, Senior Lecturers, Lecturers, Placement and Training Officer, Visiting Faculty, Workshop Superintendent, Director/Asst. Director of Physical Education and such other academic posts as may be decided by the Managing Body.
 - **Technical** - which term shall include Superintendent, Foreman, Supervisor (Workshop), Mechanic, Overseer, Workshop Instructor, and other Technical staff as may be decided by the Managing Body.
 - **Administrative and others** - which term shall include Registrar, Librarian, Assistant Librarian, Accounts Officer, Audit Officer, Stores Officer, Medical Staff, House Surgeon and other Medical Staff, Chief Store Keeper, Office Superintendent, Wardens / matron and such other administrative and other staff as may be decided by the Managing Body.
 - **Supporting Staff** - which term shall include Security Guards, Gardeners, Sweepers, Electricians, Skilled and Unskilled Attendants, Peons etc. and such other staff as may be decided by the Managing Body.

- **Manpower Planning Process(MPP)**

MPP is the first step in recruitment; it is to be carried out at the start / end of each academic semester of the Institute. Staff employment during the semester will be avoided as far as possible. MPP is the process whereby each HOD puts up the requirement in his / her respective department to the Director/Principal during the semester. The Director/Principal then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Director/Principal will ensure that all existing employees are given the opportunity to apply for any new vacancy if they so desire.

- **Filling in of temporary vacancy**

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. 6 months) the Director/Principal on the recommendation of the Managing Body shall make an appointment.

- **Creating a New Position**

Position Description Form must be completed by HODs and submitted to the Director/Principal, who will review and assign the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data.

- **Job Announcement**

All positions must be advertised externally for fifteen working days. Exceptions may be approved only in the rarest of circumstances by the Director/Principal. Our website too will be listing new openings available at the Institute from time to time.

- **Closing-date**

All classified positions must be open for a period of fifteen working days.

- **Advertising**

Once the job advertisement is ready, the advertisement will be posted on the website and / or in the newspaper. When placing an external advertisement, the advertisement will specify that all resumes or applications be sent to Director/Principal.

- **Employee Selection**

If an applicant contacts any of the department, he/she should be referred immediately to Director/Principal. The Director/Principal/Head of Department may also approach leading institutions and outsourcing firms so as to fulfill the organization's manpower and research requirements.

- **When a position closes**

The department must contact Director/Principal to ensure they have received all applications. At least three applicants must be interviewed for each position. If there are fewer than five applicants, all applicants meeting the minimum qualifications must be interviewed. Decisions on who to

interview are based on the review of application materials and references. It is, therefore imperative that evaluation procedures are consistent for each applicant and that all application material required be available and reviewed for each applicant.

- **Evaluation criteria**

The Director/Principal or scrutiny committee appointed by Director/Principal should develop an applicant evaluation form, which lists the advertised post and preferred qualifications. Evaluators are to indicate whether the applicant possesses the credentials to qualify for further consideration for the position.

- **Interview Guidelines**

Some court decisions indicate that regardless of the outcome of an employment decision, if discrimination occurs at any stage of the employment process, the employer may be found guilty of discrimination. Questions about any information can only be asked when these factors are bonafide occupational qualifications (BFOQ). It is imperative, therefore, that persons interviewing applicants or asking questions in other interview settings be aware of and follow the guidelines on information, which should not be sought, from applicants.

All questions posed to candidates must be related to the skills and knowledge necessary to successfully perform in the position. This is to be accomplished by predetermining the questions that will be posed during the interview. Allow sufficient time for the interview. The more technical or complex the position, the more time is required to learn the best information about the candidate.

- **Internal applicants**

All internal applicants must be treated in the same manner as external applicants. It is inappropriate to conduct "courtesy" interviews simply because an applicant is already on campus.

- **Reference Checking**

Some employers do not release information about the performance of current or past employees. They may limit information to dates of employment and position held. This is not a reflection of the quality of the performance of the candidate; rather it may be a company policy.

It is not appropriate to contact friends, acquaintances, or co-workers of the applicant for "unofficial" information about the applicant without the

applicant's knowledge or permission. At Institute reference checking is a prerequisite to employment and is done with prior intimation.

- **Job Offer**

All selections must be reviewed and approved by Chairman of Managing Body prior to extending a job offer. To ensure consistency, Managing Body will extend the official written offer. The Director/Principal must submit the following in writing to Managing Body.

- Names of applicants interviewed -Name of applicant to be offered the position
- Salary recommendation-Salary justifications if over minimum of pay plan
- Fixation of pay at the time of appointment then Managing Body will review the Director's/Principal's decision and contact the Director/Principal to ascertain whether or not an offer may be extended.

- **Induction**

The Director/Principal/Head of Department will conduct the induction for any new employee.

- **Orientation**

All new employees are to attend a formal orientation session as soon as possible after beginning their employment with the Institute. Orientation sessions provide necessary information concerning the history, facilities and major policies of the Institute, staff responsibilities, faculty and staff members' benefits and educational opportunities etc. Departmental heads are responsible for providing each new faculty / staff member with the necessary on-the-job orientation and report of the same should be submitted to Director/Principal.

- **Approval of Faculty Members by the DTE/UNIVERSITY/MSBTE/EDUCATION DEPARTMENT**

The Institute will ensure that, within the best of its capacity the DTE/UNIVERSITY/MSBTE/EDUCATION DEPARTMENT approves all faculty members.

General Guidelines -

- Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.

- Every employee shall wear a proper uniform in the campus as well as shall have kept valid identity card in the campus.
- An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
- Unless otherwise stated specifically in terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties as may be assigned to him/her by the Director/Principal or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays. These duties *inter alia* shall include attendance at meetings of committees to which he/she may be appointed by the Institute.
- An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the Institute are required to work effectively for at least 45 hours per week.
- Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
- No employee shall leave station except with the prior permission of the Director and in his/her absence, the Head of Department.
- Whenever leaving the station, an employee shall inform the Director/Principal and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
- All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
- All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
- Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
- Any association, active or passive by any employee with any unlawful organization is strictly forbidden.

- Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institute's premises, is strictly prohibited.
- All correspondence addressed to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute, circulars and all other papers and document of any nature whatsoever, relating to the Instituted affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever deliver up the same to the Institute on demand and without claiming any lieu thereon.
- An employee shall receive all correspondence sent to him/her by Institute and not refuse to receive it. Any such correspondence shall be deemed to have been served to him in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Registrar by suitably informing the office.
- Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office.

Guidelines for Faculty Members

No Faculty Member (Teacher) shall:

- 1 Knowingly or willfully neglect his/her duties.
- 2 Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- 3 Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- 4 Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.
- 5 Show negligence in correcting term or assessments or exam work of the students.
- 6 While being present at the Institute, absent himself/herself, except with the prior permission of the Director/Principal, from class which he/she is required to attend provided that where such absence without leave or

without the prior permission of the Director/Principal is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post-facto, the necessary sanction for the leave availed.

- 7 Accept or give private tuition to any student of the Institute or any other person without the written permission of the Director/Principal.
- 8 Prepare or publish any book(s) commonly known as guides, or assist, in their publication other than under authority of the Institute, obtained through the Chairman of Managing Body.
- 9 Enter into any monetary transactions with any student or parent; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay;
- 10 Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the Institute .

Note:

A casual meal, lift or other social hospitality of a casual nature shall not be considered as a gift.

On occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social customs, a teacher may accept a gift from students/parents if the value thereof does not exceed Rupees One Hundred only.

- 11 Hesitate to provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well. If in any event student(s) does not show any improvement despite counseling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Director and in his/her absence the concerned student(s) and the Head of Department.
- 12 Not be unreasonable in his/her demands from student(s) and should avoid favoritism of any kind. Whilst the teacher may be firm and consistent with his/her students(s), every teacher must remember that student(s) have their self-respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

Every Employee Shall:

1. be punctual in attendance and in respect of his/her class-work and also for any

2. other work connected with the duties assigned to him/her by the Director/ Principal/Head of Department.
3. abide by the rules and regulations of the Institute and also show due respect to his/her higher authority on every working day sign the staff attendance register, and record their “reporting to” & “signing off” from duty through the Biometric attendance machines at the time of arrival and at the time of leaving the Institute, located at the gate or elsewhere as the case may be, and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register, or marking attendance wrongfully either the previous day or subsequently, impersonation in attendance or not recording the attendance through Biometric attendance machine is a serious violation of the rules.
4. be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute and its students, employees may, from time to time, allotted such duties to maintain discipline and orderliness at the Institute.
5. be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
6. Train students to make extensive use of the Library facilities and to take care of the property of the Institute including, books, journals, equipment and machinery, furniture, fixtures and fittings.
7. ensure that no student(s) indulge in ragging, canvassing and/or cause
8. harassment of any kind to other student(s) by whatsoever name called as it
9. strictly prohibited under law
10. not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the Institute .

Taking Part in Politics and Elections

1. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he / she

subscribe and aid or assist in any manner any political movement or activity

2. No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.
3. Provided that an employee of the Institute qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

Connection with press or radio or patents

1. No employee shall, except with the previous sanction of the Director/Principal, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
2. No employee shall, except with the previous sanction of the Director/Principal or any other authority empowered by him/her in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.
3. Provided that no such sanction shall be required if such broadcast or such contribution is as a purely literary, artistic or scientific character.

NOTE:

- Members of the staff are at liberty however, without any sanction, to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the article they want to publish, previous sanction of the Director/Principal will be necessary.
- Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters related to the Institute. They shall be free from all political leanings.
- Publications of articles relating to India's boundary areas and the tribal population in such areas is prohibited without previous permission of the Director/Principal and if necessary, of the Government of India.
- If during the term of his/her employment, an employee shall make any inventions or improvements relating to the manufacture of any materials or products, all rights in respect of such invention or improvement shall belong to the Institute, and he/she will, if required, at the cost of the Institute cause such inventions or improvement to be patented in such country as the Institute may desire and shall at like cost if any, when

required to do and concur in all things necessary to procure any patent or patents so obtain, to be vested in the Institute or as it may be added, and in the mean time whole such patents in trust for the Institute.

Criticism of the Institute

No employee shall, in any radio broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:

which has the effect of an adverse criticism of any current or recent policy or action of the Institute ; or Which is capable of embarrassing the relations between the Institute and the Central Government or any State Government including any of their agencies or any other Institute or Organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or view expressed by an employee in his/her official capacity or in the due performance of duties assigned to him/her.

Evidence Before Committee or Any Other Authority

No employee shall, except with the previous sanction of the Director/Principal, give evidence in connection with any inquiry conducted by any person, committee or authority. Where any sanction has been accorded, no employee giving such evidence shall criticise the policy or any action of the Institute or the Central Government or any State Government or their respective agencies.

Nothing in this paragraph shall apply to:

- evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
- evidence given in any judicial enquiry; or
- evidence given in any departmental enquiry ordered by the Director/Principal of the Institute .

Unauthorized Communication of Information

1. No employee shall, except in accordance with any general or special order of the Director/Principal or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

2. During the term of his/her employment with the Institute , or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute , nor countenance any act prejudicial to the interest of the Institute .
3. By virtue of his/her assignment with the Institute, an employee will acquire technical know-how and gain access to secrets relating to the Institute's activities. It is therefore, distinctly understood that in the event of his/her relinquishing his/her employment with the Institute, he/she will under no circumstances divulge the technical know-how and secrets of the Institute or use these in any manner detrimental to the Institute. In the event of an employee violating this condition, the Institute will be entitled to claim damages at his/her cost and take any action, as it may deem fit against him/her.

Gifts

No employee shall, except with the previous sanction of the Director/Principal, accept or permit his wife or any other member of his family to accept from any person other than relations any gift of more than trifling value. The interpretation of the term, 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules.

Private Trade Employment, Investments, Lending & Borrowing

1. No employee shall, except with the previous permission of the Chairman of Managing Body engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Director/Principal which may be given subject, to as regards acceptance of remuneration, as may be laid down by the Managing Body.
2. No employee shall speculate in any business nor shall he/she make or permit his wife or any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
3. No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings of any kind whatsoever.

Insolvency, Habitual indebtedness and Criminal Proceedings

- An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.
- An employee who gets involved in some criminal proceedings shall immediately inform the Director/Principal through the Head of Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not
- An employee who is detained in police custody whether on criminal or otherwise for a period longer than 8 hours shall not join his/her duties at the Institute unless he/she has obtained written permission to that effect from the Director/Principal of the Institute .

Vindication of Acts and Character of Employees

No employee shall, except with the previous sanction of the Director/Principal, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee, from vindicating his private character or any act done by him/her in his/her private capacity.

Grievance and Appeals Procedure

1. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees.
2. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

3. “Grievance Definition”- Any complaint by an employee concerning any aspect of the employment relationship other than merit increases, performance evaluations and job reclassifications, unless such exceptions include an allegation of prohibited discrimination or other illegality.
 4. Employees who are adversely affected by reorganization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this handbook.
 5. Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute after the completion of one year of employment.
- **First Level** - The employee attempts to remedy the problem through consultation with his / her immediate head. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.
 - **Second Level** - The second level includes the HOD. If however the problem pertains with the HOD he / she may proceed directly to the third level.
 - **Third Level** - If the grievance cannot be resolved satisfactorily at the earlier stages, the employee may present his/her grievance to the Director/Principal.
 - **Fourth Level** - If the grievance cannot be resolved at the third level, the Director/Principal will arrange for an impartial review by the Managing Body within ten (10) working days after written request. This evidentiary hearing shall be informal in nature. The employee may select an advisor, to assist and advise the grievant.
 - **The recommendation** of the members shall be forwarded to the Managing Body for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the Managing Body through the Director/Principal within 20 calendar days following the written decision of the Director/Principal. This appeal shall state the decision complained of and the redress desired.
 - **Co-operation in internal investigation** All employees of the Institute shall cooperate to the fullest extent possible in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate department head or such other persons who have been

given investigative authority by the Director/Principal of the institution. Failure to cooperate fully shall be grounds for adverse action, including possible termination of employment.

- **Jurisdiction-** Dispute(s) if any, arising out of these Service Rules or any other rules that may be force from time to time or the terms of employment of any employee shall be subject to the jurisdiction of Magistrate Court, Junnar only.
- **Identification** -It shall be mandatory for every employee of the Institute to carry on his/her person, at all times, when at the Institute and produce the same on demand, an identity card or any other mark of identification, as may be prescribed by the Managing Body from time to time.

An employee shall on resigning and/or termination from the services of the Institute, immediately hand over such identity card and/or mark of identification to the Director/Principal of the Institute or any other official designated for the purpose, failing which, full and final settlement of his/her account shall be withheld.

The use of such identity card and/or mark of identification shall be governed by the terms and conditions of the Institute from time to time.

Disciplinary Action Suspension

The Director/ may place a member of the staff appointed at the Institute under suspension:

- a) where a disciplinary proceeding against him is contemplated or is pending or;
- b) where a case against him in respect of any criminal offence is under investigation or trial.
- c) An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry
- d) Sufficient time of not less than one week shall be given to him/her to prepare and given his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defense. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.
- e) At the conclusion of inquiry, the inquiry officer who shall be appointed by the Director/Principal in consultation with the Chairman of Managing Body shall prepare a report of the inquiry regarding the findings of each charge.

- f) The Director/Principal shall consider the findings of the inquiry and propose to the Chairman of Managing Body to impose a major penalty, a minor penalty or no-penalty at all. The action taken by the Director/Principal shall necessarily need to be ratified by the Chairman of Managing Body.

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:

- a. censure;
- b. withholding of increments or promotion;
- c. recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
- d. reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time- scale;
- e. compulsory retirement;
- f. removal from service which shall not be a disqualification for future employment in the Institute ;
- g. dismissal from service which shall ordinarily be a disqualification for future employment in the Institute ;

No order imposing on any member of the staff any of the penalties specified at (a) to (d) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

No order imposing on any member of the staff any of the penalties specified at (a) to (c) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the Managing Body through the Director/Principal.

Notwithstanding the above provisions, it shall not be necessary to follow the procedure mentioned above in the following cases:

- a. where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on criminal charges(s);
- b. where the Managing Body is satisfied that, for some reason to be recorded by it in writing, it is not reasonably practicable to give that person an opportunity of showing cause.

Pending the outcome of an inquiry, the employee may be suspended and he/she may receive a subsistence allowance, as approved by the Managing

Body, from case to case, but shall not be paid salary when under suspension.

SERVICE RULES

- **Probation Period 1. Probation and temporary appointment**

Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for eventual sustentative appointment to the post. With the exception of certain employees, all regular employees are required to serve the first twelve months of employment on probation or as case may be. Temporary appointment means appointment made on purely temporary basis either in a permanent post or tenure post or against a temporary post.

- **Evaluation in Probation Period**

This probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Prior to the completion of the probation period, the department head will evaluate the job performance, and the employee will be notified in writing and may be terminated at that time without right of appeal while on probation.

- **Voluntary Resignation**

It may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

- **Continuance of Probation**

If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probation status should be forwarded by the department head to Director/Principal. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probation period.

Salary Increment and Adjustments

These are subject to statutory requirements like those of the State Government pay scales and AICTE besides Merit Increases, Market Adjustments, Promotions, Demotions / Lateral Transfers etc.

- **Time Scale of Pay**

This is made for each job classification. “Time scale of pay,” means a scale in which pay rises, subject to the conditions prescribed in the statutes, by periodical increments, from a minimum to maximum.

- **Debt Repayment and Fiscal Responsibility**

The Institute is authorized to withhold paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

- **Payroll Schedules**

Employees are paid for 30/31 (28 / 29) days. Payment is directly deposited with a bank allocated by the Institute in the individual’s account or given in cash for employees who are paid for visits or whose job is menial in nature of employment.

- **Payroll Deductions**

Income-tax, professional tax and provident fund are deducted wherever applicable. An employee may also authorize deductions for Institute-sponsored health benefits, insurance, and employee’s emergency fund. All other deductions will be notified to the employees.

- **Muster**

The employees must fill muster during time- in and time-out, the record for the same is kept. Those going out for work related matters need to fill an on-duty form or else they will be marked absent for the day. This applies to all employees.

- **Attendance**

Employees shall record their “reporting to” & “signing off” from duty through the Biometric attendance machines installed in the building nearest to their place of work. Employees are expected to be prompt in reporting to work after lunch. It is expected that employees will remain on the job until the end of the workday unless excused by the department head in writing. A normal workday requires eight (8) hours of presence at the college premises. An employee, who knows he / she will be absent from work, should report such absence to one’s department head prior to that workday. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

- **Time Record**

It is the duty of the staff to be at the Institute on time irrespective of the mode of transport used. All employees shall check-in to & out from duty through the biometric attendance machines installed near their workplace. Late in-coming & early out-going beyond a standard accepted buffer shall be treated as half/full C.L /L.W.P/ M.L by the respective head depending on the severity of each case.

- **The standard workweek**

Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard workweek for all employees is 9:00 a.m. to 5:00 p.m., Monday through Saturday, with a break of 30 minutes for lunch.

- **Overtime**

No overtime charges are provided to any employee. The employees however may be given a compensatory off if they work on public holidays and weekly offs for unscheduled work only. No C'offs shall be given for postponing regular work to holidays or weekends.

- **The workweek**

Workweek may be made different for the staff by the various HODs in order to facilitate the student's access to additional lectures, trainings, library, and Internet center, workshop or admission procedures. Care should however be taken to ensure that the employees do not exceed a fifty hour workweek under any circumstance.

- **Change**

Any change of workweek / breaks / work timings etc. should be with the prior approval of the Managing Body/ Director/Principal. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the Director/Principal. The Director/Principal may intervene when a deviation that is not suitable to the HR policies of the Institute is noticed. HODs and employees will be informed from time to time of any changes made by the Director/Principal, in this matter however it is the responsibility of each employee to ensure that the Director/Principal is made aware of the change in work week or timings etc. that he / she has been assigned. The institution is also authorized for paying remuneration on a case-by-case basis depending on the merit of the case. When offering a candidate more than the minimum, the Director/Principal will review the salaries of similar positions in order to avoid creating any disparity among similar staff with approval of Managing Body.

- **Performance Evaluation**

Job evaluation is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work.

For performance appraisals job evaluation is a prerequisite in order to form a proper job matrix of jobs in the Institute so as to meet authority with corresponding responsibility head.

Appraisals factors used to appraise an individual's performance in a job or position are measured collating the following:

Education - depth of knowledge normally acquired through education or specialized formal training;

Experience - depth and breadth of knowledge or skill in terms of related work experience and on-the-job training;

Job scope - decision-making requirements including job complexity, independence of action, analytical and creative job requirements;

Inside relationships - responsibility for contacting and dealing with administrative staff, faculty member, students and others within the Institute;

Outside relationships - responsibility for representing the Institute in the Society –

Managerial responsibility - influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development.

Position conditions - degree to which the position has certain undesirable working conditions present.

Performance Appraisal form will be provided by the Director/Principal for the same to department head. It is the employee's responsibility to ensure that he / she has had at least 1 performance appraisal in six months or 2 performance appraisals during 12 months of service. Each employee of the Institute is evaluated in a systematic manner on a biannual basis. The immediate department head will lead Performance appraisals with the Director/Principal assisting in the same. Areas to be evaluated will include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

Process of Performance Appraisal - A self-appraisal is the first step in the appraisal process. The employee will be asked to sign the appraisal form. The employee's signature does not imply that the employee agrees with the appraisal, but that the employee has seen it. The employee can discuss the differences with the Director/Principal. Who will then do an independent analysis on the issue. Productivity and non activity are the key words while evaluating any employee.

It is to be noted that all performance appraisals will be used to provide a positive and developmental assessment of individuals and will not be used as tools of personal vendetta under any circumstance.

Training & Development

From time to time the Director/Principal will depute staff for training both outside and within the organization on the recommendations of the departmental head. Basic trainings will be as far as possible be organized in-house like ISO 9001:2008 awareness, medical issues awareness etc. Employees will also be encouraged to go for trainings sponsored by

AICTE,,ISTE, DTE, MSBTE, etc. However the Institute encourages its entire staff to undergo QIPs and attend other trainings & seminars as part of its faculty development programme. Each department at the beginning of an academic year will be made aware of the budget allocated for that year, to meet such expenses. Heads of departments / sections shall ensure that every employee gets an even opportunity to undergo faculty development programmes. A record of trainings will be kept by the Head of Department as well as will hand over the copies of the same to Establishment Section through Director/Principal to keep record of all employees in their personal files. The Institute will encourage and support the training and development of all its staff members and is dedicated to promoting a vibrant team of employees.

Promotion, Transfer & Increment

- Transfers and promotions during probation period will be subject to an administrative approval for the same by Managing Body.
- A promotion is the shift of an employee from one position to another having more responsible duties or involving more skill. Promotions are based on merit and an employee must meet the qualifications required by the higher position. A pay rise is eminent but may not be compulsory to provide.
- A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range. Transfers must be based on mutual agreements between departments and consent of employee.
- Employees are encouraged to apply for any position for which they are qualified and should contact the Director/Principal for specific information.
- When an employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

LEAVE RULES

- **Holiday:** Holiday means a day declared by a notification of the Institute to be non-working day for all employees except those otherwise specifically asked to attend the institute.
- **Salary:** Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, special pay, HRA etc.

- **Retirement:** The term refers to superannuation and will be applicable as per notifications of AICTE and State Government.
- **Release:** The term refers to termination of employment in accordance with terms of employment.

General

- **Leave is a privilege and not a right:** It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.
- **Leave Application:** The Application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.
- **No leave can commence unless it has been sanctioned:** Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action besides penal deductions.
- **Acceptance of alternate** employment/ engaging in trade /business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.
- **No leave will be sanctioned on telephone** except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.
- **Continued absence** of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.
- **HODs must sign the leave application** before submitting the same to the Director/Principal and must ensure that the work of the applicant is suitable delegated. All leaves must be notified to the Director/Principal within 3 working days or it will be Leave Without Pay (LWP).

Kinds of Leave

Provision exists for the following kinds of leave:

- Casual Leave (CL)
- Medical Leave (ML)

- Earned Leave (EL)
- Leave Without Pay (LWP)
- Extra-ordinary Leave (EOL)
- Sabbatical
- Maternity Leave ((ML)
- Study Leave
- Duty Leave / On Duty (OD)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the Managing Body in its sole discretion. The decision of the Managing Body in this regard shall be final and binding.

Casual leaves

All employees are granted eight (8) days casual leave or part thereof on pro-rata basis depending on the date of joining in the calendar year. All employees are given two casual leaves every quarter. Casual leaves are paid offs to be used at the discretion of the employee, subject to department head's approval. Unused casual leaves do not get carried over to the subsequent calendar year.

A minimum of half ($\frac{1}{2}$) day or a maximum of three (03) days of CL can be availed of at one time. Half day CL will not be granted on half working days. The Holidays or Sundays falling in between shall be treated as Casual Leave. Five (5) casual Leaves at a time can be availed of in exceptional circumstances with permission of the Director/Principal and with final approval of Managing Body.

Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except special leave (i.e. Leave for any conference/Paper Presentation/seminar)

Employee must necessarily fill up Casual Leave form and get it sanctioned from the concerned Authorities. Only then will it be treated as Casual Leave. If proper documents duly signed are not submitted in due time to the Establishment Section, leave can be treated as "Leave without pay".

The application for casual leave, if not submitted beforehand must be got sanctioned within 2 days time from the date of availing the "Casual Leave". All Casual Leave forms must necessarily be sanctioned by the concerned HOD and further submitted to Director/Principal.

Availing Casual leave Casual leaves may be used at the discretion of the employee, subject to department heads approval. Any balance of unused casual leaves is carried over with an employee getting transferred

from one department or campus to another. All unused casual leave days are lost at the end of the year, even if the employee is on leave.

Record of Leaves Establishment section will maintain a permanent record of leaves granted and used for each employee.

Leaves of Absence without Pay:

No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he may be granted in advance as any other leave, “Leave without pay” at the discretion of the Director /Principal/Managing Body subject to exigencies of service. A leave of absence without pay may be granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason if requested by the employee and recommended by the department chairperson or administrative head, and approved by the current authority.

If **LWP** is availed in continuation from Monday to Saturday, then the following Sunday, will be treated as “Leave Without Pay”. Leave of absence without pay shall by default reduce the CL/ML/EL/vacation etc. proportionately, since these leaves are credited as per the days worked by the employee. LWP may also affect the annual increment. LWP beyond 10 days shall only be sanctioned by the Managing Body.

Any regular employee may be granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits. A leave of absence may be granted only if the employee has a bona-fide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than six (6) months service.

Return to Work Upon expiration of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted. Should a position not be available upon expiration of the leave of absence or return to work, the department chairperson or administrative head may request an extension until such time as a position for which the employee is qualified becomes available.

A physician's statement will be required for each request for leave of absence for more than 2 days due to illness or injury. Request for extension of leave of absence due to illness or injury will be considered by the department head / Director/Principal.

Scheduled Absences Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical

appointments and scheduled surgery must also be approved by the Head of the department through Director / Principal section.

Unscheduled Absences Unplanned absences can be very detrimental to work place efficiency. In the case of sudden illness or other unexpected circumstances, an employee should notify his/her superior immediately. If this is not possible, a family member compulsory in person should alert the department head as soon as possible to explain the situation and indicate the expected date and time of return.

Medical Leaves

All employees are entitled to Medical Leave of 10 days at full pay each year. For every 6 months of service, 5 days of medical leave shall be credited to the leave account of the employee (on 1st July in the calendar year). Medical leave may be combined with other leaves.

The Medical Leave for more than 2 days shall be granted on the submission of a Medical and Fitness certificate at the time of joining certified by the Gazetted Medical Officer. Un-availed medical leaves will be carried forward into the subsequent years and accumulated upto maximum of sixty (60) days.

Maternity Leave Eligibility:

The permanent lady employees having more than two year service at the Institute and having no children or at most one surviving child are eligible for grant of maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application.

Maternity leave can be granted for a period of 90 days at the maximum.

During the leave period, a medical certificate and progress report from a competent doctor must be submitted. In the absence of such report, the leave salary shall not be paid.

The salary for the leave period shall be paid in three equal installments in three consecutive months after the employee joins the duty (on completion of leave period). If the employee joins the duty in first half of the month then the first installment shall be paid in that month itself. Else the first installment shall be paid in the next month. Each installment shall be paid along with the salary.

In case of miscarriage, leave up to a maximum period of 45 days on each occasion (up to a maximum of two) may be granted, provided that the application for the leave is supported by a certificate from a competent Medical Officer. The leave salary shall be paid in three equal installments as per the procedure given above.

In all other cases the Director/Principal shall fix a period of leave to be granted as Maternity Leave without Pay.

A lady employee, availing the above leave, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Director/Principal reserves the rights to consider the continuity of services with final approval of Managing Body. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.

Extraordinary leave:

A permanent teacher can go on extraordinary leave with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available. The limit for maximum LWP in the service period shall be binding on the employees as per the AICTE norms. Duration of such leave shall not exceed one year at the time.

Extraordinary leave shall not count for increment except in the following cases:

Leave taken on the basis of medical certificates;

Cases where the Director/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;

Leave taken for pursuing higher studies; and Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

Vacation

Employees in the organization are classified into two types vocational and non- vocational. Vocational employees are the faculty members, laboratory assistants, technical assistants. All remaining employees are non-vocational.

Using Vacation. As far as possible the vocational employees must take vacation in the slots allocated for the same.

Only the Director/Principal on the recommendations of the Managing Body will allow exceptions. Vocational Employees who have exhausted vacation time, with department head's approval, can take casual leave in whose absence leave without pay may also be taken in exceptional circumstances.

Unused Vacation Any balance of unused accumulated vacation time is transferred with an employee transferring from one department to another. Vacations however cannot be carried forward, under any circumstances.

Workshops, conferences, STTP, FDP. Industrial training etc. attended by the Faculty members shall be adjusted against the vacation period. **Moreover, it shall be mandatory for every vacational employee to attend Industrial training equivalent to 15 days in every two years.**

A permanent record of vacation and use is maintained for each employee annually. Vacational employees are entitled to two types of vacations - summer and winter. The period for the same is given as -

Summer Vacation

Period of vacation for vacational employees **Period of Service Vacation period**

More than two years 40 days

More than 1 year but less than 2 years 15 days

Note :

- 1) Number of days should not exceed vacational period, including prefixed or/and Suffixed Sundays and holidays.
- 2) The day(s) prefixed or/and suffixed on the vacation should be a working day.

Winter Vacation-

Period of vacation for vacational employees **Period of Service Vacation period**

More than two years 20 days

More than 1 year but less than 2 years 10 days

Note :

1. Number of days should not exceed vacational period, including prefixed or/and Suffixed Sundays and holidays.
2. The day(s) prefixed or/and suffixed on the vacation should be a working day.

These are exclusive of the holidays declared by the Institute in lieu of Diwali/ any other festival.

Rules / Guidelines for availing summer vacation

Vacation/holidays may be taken in one/two slots. Supervisory duties/ examination duties/ Regional assessment Center Duties (RAC) duties will not be treated as vacation. They are compulsory and mandatory for all employees. Vacation / holidays can be allotted by the Director/Principal only. The Director/Principal's say in this matter shall be final. Vacation/ holidays shall only be sanctioned if all the departmental work, assessment work, other duties are completed.

Earned Leave (EL)

If any employee is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation period, then he / she is otherwise eligible for, adequate compensation, which shall be given in the form of earned leave. The duration of Earned Leave shall be of one third the number of days and subject to maximum 20 days in a year, that he / she has been detained for the specific task in the vacation period. Earned leaves of a calendar year get carried over to subsequent calendar years.

Non-vacational employees shall be eligible for 30 days EL in a calendar year. No ELs are allowed during the probation period of one year, however, thereafter for the next one year 1.25 ELs shall be credited for every month of work. Third year onwards 2.5 ELs shall be credited for every month of work. The maximum EL that may be sanctioned at a time shall not be exceed 30 days. The unused ELs shall be carried forward at the end of the calendar year and can be accumulated up to a maximum of 180 days in the service period.

Sabbatical Leave-

Permanent teaching faculty member who has completed seven years of continuous service can avail one semester of sabbatical leave for working in an industry /study/research/Book writing/Paper presentation abroad etc. Such leave however, shall be available to a teacher only twice in his/her service.

The teacher shall report to the Institute on return from such leave, with full proof of having effectively used the leave.

The concerned employee must serve the institution for at least three years period after returning from a sabbatical leave. An agreement between the management and the employee has to be signed in this regard before proceeding on leave.

Compensatory off-

All employees working for non-regular work on holidays will be entitled to compensatory off for an identical number of days that they have worked. Compensatory off should be availed within 30 days of crediting. However, one EL can be credited for three un-availed C'offs.

If Compensatory off is availed in continuation for 6 days from Monday to Saturday then following Saturday/Sunday will not be treated as Compensatory off but it will remain as weekly off.

Study Leave-

The faculty members become eligible for study leave as per the following provisions:

M.Tech./M.E. (part time) / other similar PG degree programmes:

* The only one faculty members from program having a minimum of two years of unblemished continuous service at the institute are eligible for grant of study leave.

*The faculty member may be granted study leave with full pay for 30 days maximum in a year (for a maximum of two years) during summer/winter vacation subject to the conditions that

- the faculty member gives an undertaking to serve the institute for five years after completion of M.Tech./M.E. and
- the faculty member submits copies of the records of his attendance/examination results from the Institute where he/she is attending the M.Tech./M.E. classes.
- If the M.Tech./M.E. cl. require half day attendance on regular basis, the faculty member may be granted leave with half pay for the minimum duration of the M.Tech. programme provided that the faculty works at the Institute during the remaining half day. The other conditions for grant of study leave are same as above.

M.Tech./M.E. (full time) :

* The only one faculty members from having a minimum of two years of unblemished continuous service at the institute are eligible for grant of study leave o The faculty member may be granted study leave without pay for duration of M.Tech./M.E. programme subject to the condition that

- the faculty member gives an undertaking to serve the institute for five years after completion of M.Tech./M.E. and
- the faculty member submits copies of the record of his attendance / examination results from the institute where he/she is attending the M.Tech./ M.E. classes

Ph.D. (part time):

The only one faculty members from programme having a minimum of five years of unblemished continuous service at the institute are eligible for grant of study leave.

The faculty member may be granted study leave with full pay for 30 days maximum in a year (for four years maximum) during summer/winter vacation subject to the condition that

1. the faculty member gives an undertaking to server the institute for five years after completion of Ph.D. and
2. the faculty member submits a certificate from the supervisor the effect that he/she has utilized the vacation for research work to the satisfaction of the supervisor

The eligible faculty members will be required to furnish a bond for Rs.5.00 lakhs on non-judiciary stamp paper Rs.100/- that he/she will serve the institute at least for a period of 5 years after return from the study leave.

However the management may reduce the bond period to 3 years under special circumstances.

Duty Leave /Outdoor Duty (OD) Leave

An activity of an employee which can bring recognition to the Institute, or which has to be performed for work of the affiliating Body may be considered for grant of this leave. Normally, this leave is not granted for remunerative work. Where remuneration is involved, an employee is expected to take CL/EL for the number of days of remunerative work.

OD cannot be availed of unless previously sanctioned/approved by the Director/Principal. There is no provision for post facto approval of OD.

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

To perform work assigned out of campus by the competent authorities.

- To attend meetings of examination committees etc. of the affiliating body.
- To present a research paper in a conference /symposium of National / International Level or to attend a Quality Improvement Programs QIPs when duly authorized by the Director/Principal.
- To attend selection committee or other such like committee meetings provided they are convened by a statutory body recognized by the Government.
- To inspect academic institutions attached to a statutory body recognized by the government.
- Any other special case on merit as approved by Management on the basis of recommendation of the Director/Principal.

The Duty leave will normally be restricted to a maximum of 15 days during a calendar year but may be extended subject to the approval of competent authority. The Leave is subject to the following conditions: -

There exists a written request from the competent authority.

The paper has been accepted for presentation and communication to this effect received in writing.

Handing over

Before being relieved all employees must hand over charge and inform the same to the Director/Principal through head of Department. All Head of Departments are responsible for initiating the necessary action to ensure that all Institute property and equipment such as keys, cards (ID travel & purchasing), tools etc. are returned on or before the last day of work.

- **Resignations**
- Employees wishing to resign should inform their head of department and tender their resignation in writing to the Director/Principal. They must state

- Clearly the date from which they wish the resignation to become effective, bearing in mind the contractual notice period required.
- It is also helpful if exiting staff is prepared to give their reasons for resigning.
- Employees in any doubt about the effective date of resignation, contractual notice period, should contact the Director/Principal for advice.
- Employees should give a minimum of 30 days written notice, unless a shorter period of time is acceptable to the department head / Director/Principal. Employees leaving without a written notice of 30 days will not receive their pay for the days worked.
- Employees wanting to resign cannot include/avail their pending casual and medical leaves in the notice period. However, compensatory off and earn leaves can be included/availed in the notice period.
- Managing Body shall not clear the “No Dues” of any employee without an exit interview.

Suspensions

- Advance notice is not required when termination is the result of incidents which themselves are so serious as to justify immediate summary discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of Institute policy or when progressive discipline has been followed ending in termination. Terminating employees are entitled to, and only to, pay for all salaries and wages earned to date of termination (last actual day of work).
- The employee’s immediate department head may affect dismissal or suspension when the department head determines the employee’s performance of duty or personal conduct is unsatisfactory.
- The employee shall be informed in writing of the reasons for the action taken and granted an opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of the action. However, under emergency circumstances when immediate action is necessary, the employee may be immediately dismissed or suspended, with or without pay.
- An employee who has been dismissed or suspended without pay and is later reinstated, shall be entitled to recover back pay at his/her regular rate, unless the Principal or his designee determines otherwise.
- Any employee dismissed or suspended shall report to the Managing Body as soon as possible and the Managing Body may schedule a meeting for enquiry.

Disciplinary Action & Penalties

1. All staff groups are included in this procedure. As an employer an obligation to set and maintain satisfactory standards of conduct and performance at work is essential.
2. Employees need to be clear what standards are expected of them and what will happen if the required standards are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action may involve sanctions against staff, the primary purpose is to maintain and improve standards.
3. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the Institute, to ensure that disciplinary action is fair and reasonable in the circumstances of each case, and to engender due respect for and acceptance of agreed standards and reasonable instructions.
4. Normally no formal disciplinary action will be taken without some informal counseling where the staff member is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the individual staff member and the department head.
5. It is hoped that most of the difficulties, which might arise, could be resolved at this stage. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
6. The departmental head will outline the cause of concern and the staff member will be given an opportunity to state his/her case. Departmental heads are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals will be kept.
 - If conduct or performance is not satisfactory, the staff member will be required to attend a formal disciplinary hearing held by the head of the Institute; should the superior consider any explanation offered unsatisfactory the superior may issue a verbal warning, followed by a written warning notice.
 - An appeal against a verbal / written warning notice may be made in writing to the Managing Body through the Director/Principal, within 7 days of receipt of the warning letter. The appeal will normally be heard within 14 days by appealing committee constituted by Managing Body. The decision at the appeal hearing will be final.

Duties of Institute Employees

Duties of the Director/Principal

The Director/Principal of the Institute has overall responsibility for all aspects of the academic life. The Director/Principal is the chief officer of the Institute. The Director/Principal holds ultimate responsibility for all matters. In more specific terms, these responsibilities are encompassed by, but not necessarily limited to, the following areas.

- **Legislative:**

The Director/Principal bears general responsibility for overseeing the implementation of Managing Body and Faculty legislation, bearing in mind the fiscal liabilities, which he or she may, also carry. The Director/Principal will exercise leadership in bringing forward issues, ensuring that adequate information is available to permit careful discussion so that a broad base of support is developed.

- **Planning, Execution and Outcome:**

Director/Principal is responsible to prepare the long term and short-term plan for the overall growth of the Institute . Long-term plan may be of 4-5 years duration and short term may be of 1-2 years duration. These plans must be made in consultation with the department and Managing Body. Responsibility of Planning, Execution and outcome analysis lies with the Director/Principal.

The Director/Principal is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Institute , and for facilitating the production of plans in a timely manner. He or she ought to be alert to, and where appropriate, ought to shape changes in the environment, which have implications for academic planning for the unit. The Director/Principal is responsible for implementing the agreed academic plans of the Institute. An important responsibility is the development and distribution of information to support the planning and budgeting process.

- **Institutionalization:**

The Director/Principal is held responsible for proposing structuring/ re-structuring the academic/administrative flow of operation to Managing Body for decision. The Director/Principal has special role to prepare the academic regulation, teachers' guidelines, administrative manual for code of conduct, disciplinary regulations, career advancement plan or any other rules or regulations for the proper functioning and advancement of the Institute.

- **Academic Programs**

The Director/Principal has a special role as the custodian of innovation and high standards in academic matters. It is his or her responsibility to stimulate and facilitate curriculum implementation and

program development, to ensure the academic integrity of programs, to maintain and enhance the standards of those.

The Director/Principal additionally ought to animate and encourage extra-curricular programs designed to encourage the intellectual and cultural development of students in the faculty.

- **Personnel Administration**

The Director/Principal will be familiar with the details of the collective agreements and/or Affiliating and/or approval body policies and administrative guidelines and conventions governing the employment of faculty and support staff in the Faculty or Institute, and will ensure adherence to those agreements and policies.

Director/Principal has an obligation to foster the professional development of faculty and staff. An important responsibility concerns the oversight of the process by which new faculty are hired. The Director/Principal has a special responsibility to ensure that within the provisions of the collective agreement, appropriate mechanisms are in place to locate and employ faculty of the highest quality, and to develop policies whereby the potential of faculty in teaching and research is maximized. The Director/Principal will ensure that the workload of faculty is assigned in a fair and equitable manner.

- **Research activity:**

The Director/Principal has a special responsibility to foster research and other professional activity by faculty members, not only by recognizing that research is an important component of the workload of faculty members, but also by supporting research in the infrastructure of the Faculty or Institute, by supporting attendance at academic conferences and by animating and supporting the applications of individuals and groups to external funding agencies.

- **Career advancement:**

The Director/Principal should recognize the special role that he or she is assigned in the Promotions process. He or she will not only ensure that the process follows collective agreement, but will see that the candidate is properly advised at all stages, will endeavour to ensure that the conditions of hiring and employment will maximize the candidature of faculty members and will ensure that individuals are considered for promotion at the appropriate time. The Director/Principal is assigned the responsibility of commenting on files for tenure and promotion; those comments ought to be substantive and carefully considered.

- **Planning**

The Director/Principal is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Institute, and for facilitating the production of plans in a timely manner. He or she ought to be alert to, and where appropriate, ought

to shape changes in the environment, which have implications for academic planning for the unit. The Director/Principal is responsible for implementing the agreed academic plans of the Institute . An important responsibility is the development and distribution of information to support the planning and budgeting process.

- **External Relations**

The Director/Principal is to take responsibility of developing relationship with the affiliating Body, AICTE and any other departments. The Director/Principal represents the Institute in any specific local, regional, provincial, national or international constituency or deliberative body as and when assigned by Managing Body.

- **Reporting Relationships**

The Director/Principal is appointed by the Managing Body and is ultimately accountable to the Managing Body. He or she will also interact directly with many areas of the central administration, Department, Units etc.

- **Library:**

The Director/Principal is responsible for ensuring the sufficient numbers of books, periodical, multimedia materials, newspapers and any other materials required for the teaching-learning process in consultation with the department and librarian.

Projects/Publications: The Director/Principal is responsible for minor and major projects and publications in any form.

Duties of Second Level Officer

The Director/Principal is responsible for general discipline, Students affairs, welfare of students and teaching staff. Director/Principal has responsibility of monitoring the smooth conduct of Sessionals / practical & Board exam and its record keeping in consultation of the Examination unit /record unit.

- **Duties of the Dean (Academics):**

The Dean (Academics) shall be responsible for carrying out all academic matters under the guidance of the higher authorities. He shall also carry out other duties and responsibilities as assigned to him by the chairman/ Director/Principal from time to time. The Dean (Academics) shall hold the rank of a Head of Department.

- **Duties of Chief Proctor**

The Chief Proctor shall look after the discipline and ragging problems as per the rules of Hon'ble Supreme Court/AICTE/DTE/MSBTE. The rules of discipline and anti-ragging rules shall be detailed separately. The Chief Proctor shall hold the rank of a Head of Department.

- **Duties of Controller of Examinations**

The Controller of Examinations shall look after the work related to examinations. He shall hold the rank of a Head of Department. The detailed rules of examinations shall be maintained separately.

- **Duties of Dean Students Welfare**

The DSW shall look after all the welfare activities of the students. He shall also look after all the curricular and extra curricular activities of the students. He shall also be responsible for the publication of Institution. He shall also hold the rank of a Head of Department.

- **Duties of the Head of Department**

The Head of Department has the responsibility to oversee the academic life at the department. Specifically, the responsibilities are encompassed to the following areas.

- **Planning:**

Head of Department will be responsible to propose, prepare and forward the long term and short term plan for the department. Long-term plan may be of 4-5 years duration and short term may be of 1-2 years duration.

- **Institutionalization:**

Head of Department will see how the departmental structure is working effectively and efficiently towards achieving academic excellence. Any

changes required out of experience while implementation may be forwarded to the Director/Principal through Dean (Academics) for further processing.

- **Academic Programs**

It is his or her responsibility to stimulate curriculum implementation to ensure the academic integrity of programs, to maintain and enhance the standards.

- **Personnel Administration**

The Head of Department will be familiar with the details of the AICTE/NBA/ISO 9001:2008/DTE/MSBTE/Institute policies and administrative guidelines and conventions governing the employment of faculty in the Department. The Head of Department should see that the faculty and staff are advised at all stages for their career advancement and keep their moral high.

- **Academic Planning**

The Head of Department is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Department. The Head of Department has a special responsibility to foster research and other professional activity by faculty members.

- **Reporting Relationships**

The routine reporting line of the Head of Department on most academic matters is through the Dean(academics), Director/Principal.

- **Books/Projects:**

The Head of Department is responsible for minor and major projects. Head of Department will ensure that sufficient numbers of required books are requested for Library/Book-bank well in time.

- **Any Others:**

The Head of Department is responsible for percolating any changes in the guidelines and ensures its implementation. The Head of Department is responsible for general discipline, Students affairs of the department. Head of Department has responsibility of monitoring the smooth conduct of Sessionals / practical & board examinations.

Duties of the Faculty

- **Lecturer**

The content of the syllabus, as prescribed by the affiliating board, should be projected to the class by the teacher at the beginning. A copy of the syllabus will be made available at institute's library for photocopying by the students.

The faculty should project the topics, no. of lectures proposed, reference of source material etc. and also should prepare course file as per content decided by Director/Principal.

An academic session at Institute is based on the semester system where we conduct two sessional examinations of specified time during a semester. The faculty, teaching the theory course, is responsible for getting questions and examination the script. When there is more than one faculty teaching the same course the questions are set jointly and the script will be evaluated by the teacher for the corresponding class he/she is teaching.

Evaluation of the examination script has to be completed within a week as the name of the students where performance is poor has to be sent to the parents.

The faculty (consulting as well as full time) is required to ensure that, in case of inability to take any class due to unavoidable circumstances, a prior alternating arrangement is done with the help of coordinating faculty so that classes are held. An extra class should be arranged to compensate for the class not engaged. Students should not be allowed to enter a class after five minutes of the start of class.

A coordinating faculty will, in general, interact with the consulting faculty to attend to problems, if any, in discharge of teaching responsibilities.

The attendance record should be submitted to Head of Department through co-ordinating faculty at the end of each month for reporting to students / parents for cases of shortage.

The effectiveness of class teaching is assessed through feedback questionnaire and class committee discussion. The teacher is also expected to provide feedback on students.

TUTORIALS

A faculty (full time / visiting), associated with tutorials, is required to follow the framework provided by affiliating board regarding conducting tutorial classes. Tutorial is considered as important, if not more, at Institute. The tutorial should be student centered rather than teacher centered.

Tutorial sheets are to be given in advance to students. Students are expected to submit the solutions within a stipulated time as assignment to the faculty responsible for tutorial. The faculty should insist that students are

made to work for assignment and grading system should reflect the weightage of the effect and output.

The attendance record has to be submitted to Head of Department through co-ordinating faculty at the end of each month as they have to be communicated to student / parent.

PRACTICALS

The experiments are to conform to the theoretical topics of the corresponding subject. The laboratory assistant has to be instructed to make materials / components available.

If a student is found not to have done an experiment properly or to have done without conceptual clarity he should not be allowed to take up next experiment.

The student should be made to develop the understanding of data sheets, manuals and instruments used.

Professional concurrent documentation should be insisted from students.

In the beginning of a semester tutorial class may be used to explain the experiments to the students.

• **MEETINGS**

Interactive participation and co-operation between the Director/Principal, teaching faculty and other staff on an ongoing basis is of vital importance for the continuous progress and development of an educational Institute. Accordingly, regular meetings between faculty groups and Head of Department shall be held once in a week (Preferably on Saturday) to discuss new and innovative ideas for improving and/or upgrading the activities of the Institute and to discuss problem areas, if any. Participants of such meetings shall also suggest appropriate measures to resolve problems if any.

Frequency of Meeting

- Managing Body and Director/Principal- In first week of the month.
- Director /Principal and All Deans , Head of Department - In second and fourth week of the month.
- Head of Department and departmental staff- Once in a week.
- Director/Principal and all staff members - once in a month

Note: Record of the all meeting should kept by the responsible persons deputed by Managing Body or Director/Principal.

Positive participation in the affairs of the Institute shall be reflected through active participation in such meetings, as may be prescribed by the Director/Principal, attendance of all teachers and other members of the Staff at such meetings is compulsory.

Duties of the Administrative Staff

Administrative staff shall be comprised of such functionaries as registrar, Librarian, Administrative officer, Accounts, Clerks, etc, who shall be assigned duties by the Director/Principal as deemed best for the smooth functioning of the Institute .

A service book and a leave account for each employee shall be maintained and updated from time to time. The entries relating to family history, permanent and present address, date of birth, medical history, educational and professional qualifications, past service record, emergency contact details etc. shall also be made. The service book entries shall be signed by each employee once in a year as a token of his/her acceptance of the entries made failing which, the Institute will be at liberty to withhold the salary of those employees who have not signed.

Employees are obliged to immediately inform in writing to the Director/Principal, any change in their particulars and ensure that the change if any, has been entered in the service record.

Suppression, concealment or misrepresentation of any information shall be a serious breach of the service rules and shall invite strict disciplinary action including suspension and or termination from service.

Duties and Responsibilities of Lab Asst./Workshop Technicians

- **Drawing the Keys and Getting Cleanliness Done:** They will come in time for their duties and draw the keys exactly at 08:55 am. They should get the floors cleaned by the sweepers detailed for their labs. All tables and instruments shall be cleaned by them themselves.
- **Security:** They will not hand over the keys of their labs to anybody except the lab incharge. They will not leave the lab unattended at any time. They will lock it whenever they go out, even for a short while. Merely closing doors without locking is not enough. They will be cautious and vigilant during practicals/ classes and ensure that no single item is taken away by anybody. They will ensure that the lights and fans are put off, when not required and at long closing time. They are to make sure that all doors and windows are closed and bolted properly. If any item is missing during working hours, it will be their sole responsibility. They will hand over the keys themselves to the key orderly at 5.15 pm and make necessary entries in the key register.
- **Taking on Charge and Issue of Items:** They will ensure that all the consumable/ non- Consumable items are taken charge in the stock register provided for that purpose. The serviceability of the items will be checked up in the presence of Lab Incharge / HOD of the department and checklist proforma is to be raised, which is available in the Admin Section. Items

will be issued in the loan register. No item will be issued to anybody without taking his signatures in loan register.

- **Use of Official Telephone:** They will make minimum use of the official telephone. It can be used for official purpose only. No personal call should be made.
- **Cooperation and Assistance:** They will provide full-cooperation and assistance to all the faculty members in carrying out their duties properly. Any lapse in performing the above duties will invite disciplinary action without prior notice.

There should be **periodic check** on the working of the equipment. Any malfunction should be reported to the supervisor/co-coordinator /HOD formally and steps should be taken to remedy and malfunctioning.

Technicians should ensure that all catalogues, data sheet, laboratory manuals etc. related to equipments, components, experiments of the laboratory are available for reference. Such documents should be issued to students for photocopying only for the relevant portion.

The tables, cupboards and equipments should be maintained in an orderly fashion and cleanliness should be ensured.

Additional Duties as per MEPS Act

- The duties of Head, Assistant Head, Supervisor, teachers and non-teaching staff (clerks) shall be as specified in Schedule “I”.
- All teachers and employees shall observe the following Code of Conduct namely :
- An employee shall treat all students without discrimination on political ground or for reasons of race, religion, caste, language or sex or any other reason of arbitrary or personal nature and shall refrain from instigating students against other students or other employees or school administration. A teacher shall not misuse the facilities of the school while exercising freedom of academic thought or expression.
- An employee shall not make use of the resources and facilities of the institution or Management for his personal use or for commercial, political or religious purposes.
- A teacher shall be impartial in assessment for students and shall not deliberately overmark or undermark or victimise students on any ground.
- A teacher shall not conduct or be employed in any private coaching classes or give private tuitions on commercial basis, except as otherwise provided in rule 23. An employee shall communicate change in address, if any, during vacation or leave period to the Head, Chief Executive Officer or President as the case may be.

- Full-time teaching staff shall not accept part-time employment on payment or for any consideration in another educational, cultural or literary institution without obtaining prior written permission from the authorities of the school in which he is employed on full-time basis. Such work shall, however, be limited to two hours per day including private tuitions. In respect of a full-time non-teaching employee desirous of working in Night School, he shall be so allowed for the entire working period of the Night School.
- The behavior of an employee with male and female students and employees shall be modest.
- an employee shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his duty; and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug;
- refrain from consuming any intoxicating drink or drug in a public place;
- not appear in a public place in a state of intoxication;
- not use any intoxicating drink or drug in excess so that he is unable to control his behavior.
- *Explanation* : For the purpose of this rule, “Public Place” means any place or premises (including conveyance) to which the public have or are permitted to have access, whether on payment or otherwise.

Failure to conform to any of the rule of Code of Conduct mentioned in sub-rule (2) shall be treated as an act of negligence or misconduct or both.

Duties as per University act

The Code of Professional Ethics I.

Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have

already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) participate in extension, co-curricular and extra-curricular activities including community Service.

II. Teachers and the Students: Teachers should:

- (i) respect the right and dignity of the student in expressing his/her opinion;

- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals, and refrain from inciting students against other students, colleagues or administration

III. Teachers and Colleges: Teachers should:

- treat other members of the profession in the same manner as they themselves wish to be treated;
- speak respectfully of other teachers and render assistance for professional betterment;
- refrain from lodging unsubstantiated allegations against colleagues to higher authorities;

- refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities: Teachers should:

- discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- should adhere to the conditions of contract;
- give and expect due notice before a change of position is made; and
- refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;

- Teachers should help in the function of joint staff-councils covering both teachers and the nonteaching staff.

VI. Teachers and Guardians: Teachers should:

- Try to see through teachers bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society: Teachers should:

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

Student Admission and Administrative Rules & Regulations

Admission Procedure –

- Admission process for all the institutes will carry out as per guidelines and rules laid down by statutory body or competent authorities to respective institutes / courses.
- Students have to produce all necessary documents required for admission. If any admission gets cancelled due to scrutiny of documents institute will not responsible for any issued related to documents.

Academic Affairs –

- All academic sessions and teaching learning process will be followed by affiliated board/universities.

Scholarship –

- Students can avail scholarships under various schemes of State govt./Central govt. by submission of application to respective departments through institute.
- It is mandatory to follow the rules and regulations about scholarship of state/central government.

Fees –

- Fees are applicable as per respective fee fixation or regulating authorities to respective institutes.

Cancellation/Transfer of Admission –

- Admission cancellation and transfer will be under the rules and procedure of respective government authorities.

Admission Procedure –

- Admission process for all the institutes will carry out as per guidelines and rules laid down by statutory body or competent authorities to respective institutes / courses.

Rules of Conduct –

Students while studying in institute if found indulging in antirational activities contrary to the provisions of Act and Law enforced by Government will expelled from the institute without any notice by the Principal.

Candidates applying for admission against the seats reserved for backward classes mentioned in these Rules should note that only those candidates who actually belong to the caste and communities will be eligible for the concession.

If any of the statements made in application form or any information supplied by the Candidate in connection with his/her admission is at any time, found to be false or Incorrect such candidate will not be considered for admission and if already admitted, his/her admission will be cancelled, fees forfeited and he/she may be expelled from the Institute by the Principal and prosecuted by Government, if deemed necessary.

The candidates on admission shall be governed by rules of the institute and also the disciplinary rules prescribed by the institute for the students.

Discipline -

A) Dress Code:

- 1) Students should come to the college campus in college uniform.
- 2) Any student wearing dress in an inappropriate way that degrades the dignity and decorum will not be permitted to enter the college campus.

B) Academic Area:

1. All students are required to attend all classes on time and with the appropriate materials. Students who come late will not be awarded attendance and may be denied entry to the class.
2. Silence shall be maintained in all the academic premises of the college. Behaviours which interfere with student learning will not be tolerated.
3. No students shall enter or leave the classrooms without the permission of the teacher when the session is going on.
4. Students are expected to show respect towards all staff and fellow students. Requests made by staff should be followed. Failure to comply with such requests may result in parental notification, suspension, or expulsion.
5. Chewing gum inside the academic area is strictly prohibited.
6. Students should keep the class room tidy. They should switch off lights and fans when they are not required.
7. Use of mobile phone in campus is banned.
8. Use of internet for the purpose other than academic related activities is banned.
9. Interfering or tampering any of the office records of college is a serious offence and results in suspension/rustication.

C) In campus

1. Students should make optimum utilization of their time. They are expected to spend their free time in the Library/Reading room. They should not loiter along the verandas or crowd in front of the classrooms, offices, or the campus roads. Students are not allowed to sit on places such as parapets, stairs, footpaths, etc.
2. All students should possess identity card at all times during their presence on campus and should present it if asked by a security person.
3. Refusal to identify or falsely identifying one's self when requested by an institution official will be liable to punishment.

4. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels. JCEI campus is a "tobacco free campus".
5. All Students of the College who are coming by two wheelers should have a valid Driving License with them and must wear Helmet compulsorily. Four wheelers of students are not allowed in the campus. Obey the instructions of security persons while parking the vehicles. Students should not stay in the parking area after parking their vehicle. If they do not obey the instructions by security, then it will be treated as misbehavior on the part of students.
6. Rash or negligent driving of vehicles, riding in noisy two wheelers, and riding with more than one pillion rider in the college premises is prohibited. Students are warned that any violation of rules may result in seizure of their vehicle by the security.
7. Acts of violence, threatening, harassing, or assaultive conduct that cause injury to other residents of the campus are liable to punishment.
8. Theft and property damage will lead to severe punishment.
9. Engaging in or inciting other students to perform, or attempt to perform, any act that brings disrepute to fellow students or faculty members is strictly prohibited.
10. Bottom of form Shouting, blowing whistle, making noise in any form, use of abusive/filthy language and gestures are strictly prohibited.
11. Birthday celebrations by the students in the college premises, including the canteen are prohibited. Holi (Dhulivandan) celebration in the college campus is strictly prohibited.
12. Writing of slogans, comments etc. on desks, on the clothes of students or on walls of the campus is not permitted.
13. Burning of fire-crackers in the college premises including hostels is a serious offence. Violation of this rule may invite rustication/expulsion of the students who are directly or indirectly involved in this act.
14. Arranging parties outside the college which may deteriorate/spoil the college name and fame is not allowed.

15. Presenting false testimony or knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process will not be tolerated.
16. College authorities have strict view regarding the safety of girl students on campus. College is committed to the policy of zero tolerance with regard to harassment, intimidation, and discrimination of any kind towards girl students on campus. Any act of harassment/ intimidation/ discrimination of any kind towards girl students is found, severe penalty will be imposed on the perpetrators of such crimes.
17. Ragging of the student is offence under Indian penal code. Any student found involved in this act will be punished as per the law. Ragging is strictly prohibited and anybody involved in such activity will be reported to 'Anti-ragging Committee' and strict action will be taken as per the decision of the Committee.
18. No equipment/ material are allowed to take out from college gate without the permission of the Principal/Director. Security will not allow you to take out the equipment/ material without permission
19. No equipment, material should be brought in without proper entry in the register on the gate. Security will not allow you to bring in the equipment/ material without permission.
20. Students are not allowed to stay in verandas, stairs, porch, lawn etc. after 7.30 p.m.
21. Students interested to work after college hours in laboratories or practice for cultural program or sports or similar curricular and extra-curricular activities should take prior permission from their HOD. They should show the permission letter to security if asked.
22. Students should not involve in any sort of argument with the security personnel. If students feel that security personnel are not behaving properly with them, then they should bring it to the notice of the Head of Institute.
23. Use of plastic is strictly prohibited. Do not use plastic bottles, plastic cups, plastic dishes, and plastic bags in the campus and outside the campus and at home also.

24. Students can use 'suggestion box' for constructive suggestions, improvements required in any system, or queries and doubts to be cleared by putting chits in the suggestion box. These will be addressed properly and feedback will be given to students.
25. Students can post their grievances by submitting application at office. For details contact Academic co-ordinator / Dean.
26. Students should carefully use water so that there is zero wastage of precious water. Any leakage, overflow of water should be immediately brought to the notice of civil maintenance of infrastructure department.
27. Students should not throw waste papers, chocolate/candy wrappers; snack wrappers etc. on the roads, lawn, and verandas but should use the dustbins.
28. Students making use of fake identity cards, identity cards of other students, allows using ones' identity card by others will be viewed seriously and punished heavily.
29. Students should not deposit their identity cards with the departments for any reason. If any authority dispossesses your identity card as a punishment, put your statement in writing to the Principal and sort out the issues and get back the identity card at the earliest.
30. Decent behaviour is expected from boy students towards girl students. Misbehaviour with girl students will be reported to 'ICC or Vishaka Cell' and strict action will be taken as per the decision of the cell.
31. Students must behave respectfully with each other as well as with all the stakeholders.

D) Potential for improvements:

- 1. Warning or Reprimand:** The student engaged in any prohibited behaviour will be issued a warning letter. The bad conduct of such students shall be informed to the Parent/Guardian.
- 2. Tendering Apology:** The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.

3. **Non evaluation of course:** Students who indulge in any form of malpractice during the process of his evaluation, or try to influence the evaluator from any source; he/she shall not be evaluated in that course.
4. **Debarring from attending campus recruitment:** A student/group of students may be prevented from registering for college placement cell and debarred from attending any campus placement related activities.
5. **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the college or any property kept in the premises of the college in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the college or any property kept in the premises of the college due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.
6. **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the college. Any student who is persistently insubordinate, repeatedly or willfully mischievous even after warning and punishments, and in the opinion of the competent authority, is likely to have an unwholesome influence on his/her fellow students, will be removed from the rolls. Such a student will not be eligible for readmission to any of the courses of this college. Other appropriate sanctions may be imposed by the competent authority of the institution singularly or in combination with any of the above listed actions.



Chairman

Jaihind Comprehensive Educational Institute
Narayangaon, Tal. Junnar, Dist. Pune



Secretary

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