



**Service Rules, Conditions and  
Code of Conduct for Employees  
of  
S. E. S. Polytechnic, Solapur.**

Updated in July 2019

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**1) TITLE AND COMMENCEMENT:**

1.1 These rules may be called as the Service Rules for the employees working in the institute, S. E. S. Polytechnic, Solapur governed by Solapur Education Society, Solapur.

1.2 These rules shall be binding on every employee of the institute.

1.3 The Governing Body of the society reserves right to amend, alter and add to any of these Rules and to bring any such amendment, alteration into effect from such date as it may fix.

**2) DEFINITIONS:**

2.1 **“Governing Body”** means the Body elected by the General Body of the Society.

2.2 **“Chairman”** means Chairman of Governing Body

2.3 **“Competent Authority”** in relation to the exercise of any power, means the Governing Body and / or any other authority empowered to exercise any such Power by Governing Body”.

2.4 **“Institution”** means the Institutions run by the Society which includes Colleges existing as well as those that may be set up in future.

2.5 **“Head of the Institution”** means the Principal of the College who is appointed / designated as the Head of the Institution by the Governing Body.

2.6 **“Employee”** means a person in the employment of the Institution set up and / or run by the Society.

2.7 **“Permanent Employee”** means an employee who upon expiry of the period of probation has been confirmed in writing in his / her appointment

2.8 **“Probationer”** means an employee appointed on probation in or against substantive vacancy in any cadre for a specific period.

2.9 **“Part-time employee”** means an employee appointed for limited period on a consolidated monthly salary, who may be employed elsewhere also.

**Note:** Part-time employees are not ordinarily entitled to the benefits provided to full time employees.

2.10 **“Temporary employee”** means an employee who has been employed for a limited period or for a specific work of temporary nature.

2.11 **“Contract Employee”** means a person appointed on Contractual appointment for a fixed period.

2.12 **“Continuous Service”** means the service of an employee from the beginning of his/her service, without any break.

2.13 **“Holiday”** means a holiday prescribed or notified by Competent Authority of the Institution.

2.14 **“Notice”** means a notice in writing required to be given or to be pasted for the purpose of the Standing Orders issued by Management/Head of the Institution.

2.15 **“Muster Roll”** means all registers wherein the attendance of the employees, is marked and maintained

2.16 **“Medical Certificate”** means a certificate issued by the Registered Medical Practitioner.

2.17 **“Habitual”** means commission or omission of an act for minimum of three times in a period of six months.

2.18 **“Lecturer or teaching staff”** means who engage theory classes and complete the curriculum as prescribed by MSBTE and is involved in Teaching-Learning Process.

2.19 **“Office staff”** means employee working in institute office, Library and central store, gardener, electrician, plumber, rector.

2.20 **“Class four staff ”** means an employee who is appointed for cleaning of the institute premises , departmental work, housekeeping and related work.

2.21 **“Non-teaching staff ”** means An Employee who is appointed for laboratory work & Assist the student during practical. **OR** an employee who is not included in clause 2.18, 2.19 & 2.20.

### **3) RECRUITMENT:**

For all recruitments, applications shall be invited or walk-in-interviews shall be arranged by publishing advertisement in local newspapers. A panel of 4-5 members shall be constituted including external subject expert, HOD, Principal and Members of the Management etc. The panel will make scrutiny and shortlist the candidates. Candidate for the teaching post is required to give demonstration lecture in the class in presence of students, 2-3 senior faculty of the concerned department and one member from other department. Shortlisted Candidate will be appointed after getting sanction from the management. All prescribed

service rules and code of conduct shall be binding to appointed candidate. At the time of joining the appointee shall complete the following formalities:

1. Submission of Joining Report.
2. Submission of Resume with Self-Attested Copies of Educational Qualification Certificates and Experience Certificates. Originals have to be produced for verification.
3. Submission of Relieving Letter from the previous employer (if applicable)
4. Submission of Evidence of date of birth / proof of age.
5. Nomination for Provident Fund / Gratuity in prescribed form (if eligible).
6. ADHAR Card / PAN Card.
7. Application for Identity Card along with three recent passport size photographs.

**4) SERVICE RECORD:**

A Service Register (Book) shall be maintained for every employee, containing details such as his/her permanent address, date of appointment, consolidated pay, scale of pay, increments given from time to time, and leaves availed, transfers, promotions, suspensions, punishments etc. The Register shall be opened immediately after the employee reports for duty and shall be updated periodically.

**5) LETTER of APPOINTMENT:**

Secretary of the institute will issue letter of appointment to the selected candidate. The appointment letter shall include the type of appointment, designation and department of the employee, salary, appointment duration, other necessary instructions, joining period, etc. After receiving appointment letter, Candidate should submit joining letter in the prescribed format along with acceptance of code of conduct of the institute.

**6) DUTIES:**

It shall be obligatory for every employee in the institute to perform the duties defined for his cadre. The duties to be performed for various cadres are listed in Annexure A. Failure to perform any such duty shall constitute misconduct on the part of an employee and such an employee shall be liable for disciplinary action. No employee is permitted to inflict corporal punishment on any student.

## **7) HOURS OF WORK & HOLIDAYS:**

The number of working days and hours shall be as per rules laid by authorities and affiliating bodies and their compliance of requirements.

7.1) Duty hours in the different Departments and Sections of the Institutions are to be followed as notified from time to time.

7.2) Duty hours notified may be changed as per the requirements of the Institution from time to time. Employee may be required to work beyond stipulated working hours as per need of the department or institution.

7.3) Employees may be assigned emergency or other urgent duties outside their regular hours of work including on Sundays and holidays if required. They shall not be entitled to any extra remuneration for such work except to Compensatory Time off at the management's discretion and convenience.

7.4) Every employee shall remain present at the assigned place of work and at the notified time for the commencement of his work. He shall report or record each day the time of reporting and departure from the place of work, in the manner specified by the management. An employee failing to report or record the time as above is liable to be marked absent. An employee who is found absent from his proper place of work during the working hours without permission shall be liable to be treated as absent from the period he is away from his place of work and will not be paid salary for the period of absence. In addition, he will be liable for Disciplinary action.

7.5) National & Festival Holidays: Institution shall follow holidays as per MSBTE Board and Govt. of Maharashtra or as notified by the authorities. However employee has to be present for the flag hoisting ceremony compulsorily on Independence, Republic and Maharashtra Day. If any employee wishes to remain present for flag hosting at other place, then he/she has to take prior permission of Head of Institute and is required to produce attendance certificate from respective institute on the next day. If certificate is not produced then the absence will be treated as without pay.

## **8) VACATION:**

8.1) Only permanent staff (except office staff, library and store staff) are eligible for Summer / Winter vacation as declared by DTE, Mumbai.

8.2) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).

8.3) The vacation shall start on any day of the week. Un-availed Summer/Winter Vacation cannot be credited. Also surrendering of vacation period for "claim of salary" cannot be allowed.

8.6) Presence on at least one of pre vacation day and post vacation day is compulsory. If any employee remains absent on both days then complete vacation period will be treated as leave. If leave is not in balance, then excess period will be treated as without pay leave.

8.7) If the vacation of an employee is detained by Principal for MSBTE/DTE/AICTE work, then the detention period spent during vacation will be credited as EL in the ratio 1:2 (i.e. 1 EL for 2 vacation full days).

8.8) If any part of the vacation of an employee is detained by Principal for any institutional work, then the detention period spent during vacation will be credited as CO. The number of COs will be decided with consultation of respective staff and the volume of work. These COs must be utilized during next academic year otherwise COs will be lapsed.

8.9) If staff member remain "Absent" during detained vacation, it will be treated as misconduct and will be considered as without pay leave.

8.10) Employees on contract / ad-hoc basis are not eligible for vacation.

#### **9) RESIGNATION by an Employee:**

9.1) An employee may resign from the service of the Institution on giving one month's prior notice.

9.2) If notice falls short of the requisite period, then Management will have an option either to deny the notice or to waive the short fall in period of notice on payment by the employee equal to the shortfall.

9.3) It is clear that no employee shall resign his/her post before completion of the term except under special circumstances with prior permission of the Management Committee.

9.4) Employee has to clear the dues if any, prior to resignation.

#### **10) TERMINATION of Service by the Management:**

10.1) In the case of a temporary employee or an employee on probation, the Management can terminate his/her services by giving one month's notice or by paying one month salary whichever is necessary as deemed fit by the management.

10.2) Service of confirmed teacher shall not be terminated by the Management except on any one or more of the following grounds. I) The teacher's continuance in service is prejudicial to the smooth working of the Institution. II) The teacher's continuance in service is prejudicial to maintenance of discipline among the members of the staff or the students.

III) The teacher becomes surplus on account of reduction of work-load in the Institution, provided that the Junior-most teacher / Teachers only in the Department is/are served with this notice.

10.3) When Management desires to terminate the services of a confirmed teacher on any one of the grounds mentioned above, the Management shall give notice of its intention to do so to the concerned teacher. The notice shall state the ground on which it is desired to terminate the services of the teacher. Such notice shall be of not less than one month's duration calculated from the date of its receipt by the employee.

### **11) DISCIPLINARY ACTION:**

11.1) Disciplinary action will be taken by the management against an employee who will found guilty in any of the following.

- 1 Misconduct
- 2 Gross negligence of duty
- 3 Use of unfair means by the teacher at MSBTE & other examinations.
- 4 Engaging private tuitions
- 5 Dis-obeying the orders given by higher authorities.
- 6 Mis-behavior in the institute.
- 7 Non punctuality in attendance and duty.

11.2) In case of misconduct by any staff, the Management will arrange an inquiry of the concerned employee and if found guilty then disciplinary action will be taken as deemed fit.

### **12) Removal from Service**

12.1) No teacher shall be removed from service by the Management except on one or



more of the following grounds and except in accordance with the procedure prescribed here under.

- i) Misconduct or gross negligence of duty;
- ii) Incompetence;
- iii) Moral wickedness;
- iv) Use of unfair means by the teacher in MSBTE & other examinations.

12.2) No order of removal shall be passed against a teacher (including Principal) unless he/she has been informed in writing about the grounds, on which it is proposed to take action, and he/she has been offered an adequate opportunity of defending himself/herself. The inquiry of the employee should be carried out according to school code of conduct in which inquiry committee should be formed. Committee shall consist of one 'best teacher award' winner of State / an eminent personality in education as an inquiry officer, one representative of management, and one representative of the employee whose inquiry is to be carried out.

12.3) The inquiry officer shall hold the enquiry with due speed and shall make his/her report within a month from the date of receipt of the written statement from the teacher or within such further time as may be allowed by the Management and shall submit it to the Management. The inquiry shall be conducted in accordance with the principles of natural justice.

12.4) On a consideration of the report made by the inquiry officer and the findings recorded by him, if the Management arrives at a provisional conclusion that the teacher concerned should be removed from service, then Management shall provide the teacher a copy of the said report and issue notice to him / her to show cause, within a reasonable time not exceeding 15 days or such other time as may be allowed by the Management, against the proposed removal.

12.5) Any representation submitted by the teacher in reply to the above notice shall be taken into consideration by the Management and if the teacher desires to be heard personally, he/she shall be heard by the Management. If no representation is submitted by the last date for its submission or within such further time as may be allowed by the Management, the Management shall take decision of further action in the management meeting and accordingly will issue letter to the employee.

### **13) Compulsory Retirement:-**

If a teacher becomes permanently incapacitated by any physical injury or mental infirmity, the Management will have discretion to retire him/her compulsorily notwithstanding the provision regarding age of retirement under this Ordinance. For retiring any teacher under this clause, a certificate from the Civil Surgeon of the District in which the Institution is situated stating the incapability shall be obtained. The teacher who is compulsorily retired under the provision of this clause shall be entitled to all the benefits of provident Fund, Gratuity etc.

#### **14) Age of Superannuation:**

An employee will retire at the age of superannuation prescribed and accepted by the state Government. Employee shall be continued up to the last day of the month in which his date of superannuation falls. The age of superannuation for the teaching staff will be up to the age 60 and age 58 for non-teaching class III staff and age 60 for class IV staff. The management may formulate its own scheme for VRS (Voluntary Retirement Scheme) and CRS (Compulsory Retirement Scheme) if necessary.

#### **15) Provident Fund:**

15.1) Members of the teaching staff in an Institution who have been in service should receive the benefit of a scheme for contributory Provident Fund. Every employee shall become subscriber to the provident fund. The subscription shall be at the uniform rate of 12% of the total of basic pay plus grade pay for the month provided maximum contribution will be Rs. 1800/- . For new employee whose monthly salary is more than Rs. 15000/- is not eligible for membership of PF scheme.

15.2) A part-time teacher and CHB staff is not eligible for membership of PF scheme.

15.3) The Management's contribution to the Fund shall be equal to the subscriber's contribution every month and it shall be credited to the subscriber's account at the end of each month.

#### **16) Prohibition of Private Tuition:**

16.1) No employee from the institution shall engage himself/herself in private tuition/classes including guidance/ training / and or coaching for the preparation of any sort of examination to any student of his/ her own or other institution.

16.2) Occasional casual guidance to a student in the campus shall not be considered private tuition for the purposes of this Ordinance.

16.3) Teacher imparting instruction to his /her near relative shall not be considered as private tuition. The definition of relative shall be as under : Wife, Husband, Son, Daughter, grandson, Granddaughter, Brother, Sister, Father, Mother, Son- in law Daughter - in - law, Nephew, niece and ward, Step relation except father, brother and sister are not included in the above definition.

16.4) If any teacher is found engaged himself / herself in private tuition, he/she would also be considered to have knowingly violated this Ordinance amounting to grave misconduct and an employee will liable to disciplinary action as mentioned in clause 11.

16.5) In case of poor results or to provide additional knowledge to the students , the dept. may arrange extra coaching classes for the their students in the premises of the institute with/without nominal fees with the permission of Principal or Management

16.6) In devising such a coaching program, the dept. will furthermore, ensure that students coming from weaker sections of the society are not deprived of this special benefit because of the level of fees. For this purpose differential fees may be imposed.

## **17) Gratuities:**

17.1) An employee who is on probation will not be eligible for gratuity.

17.2) A permanent employee , will be entitled to claim gratuity only after rendering five years continuous service in institute.

A confirmed teacher will be entitled to be paid gratuity by the Management in the following cases only.

**(i)** On retirement on attaining the age of superannuation. Or

**(ii)** On death, while in service. This amount of gratuity will be paid to his / her nominees; if there are no nominees, to his / her legal heirs. Or

**(iii)** On his / her compulsory retirement from service on account of acquiring permanent incapacity for discharging duty due to physical injury or mental infirmity. Or

**(iv)** On his /her ceasing to be in service of the institution on account of resignation or termination of service.

17.3) The amount of Gratuity will be as per following calculation,

$$\text{Gratuity} = (\text{last basic drawn} + \text{grade pay}) * (\text{number of half yearly service})$$

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17.4) Maximum number of years of service for calculation of gratuity will be limited to 33. The total amount of Gratuity payable to an employee shall be subjected to maximum limit prescribed by the State Government or as decided by Management for payment of Gratuity to its employees from time to time.

## 18) Leave Rules:

### 18.1) Leave Admissible To Permanent Teachers:

Leave is not a right of an employee. To sanction any type of leave is the discretion of the Principal.

The following kinds of leave would be admissible to employees of the institute:

- (i) Leave treated as Casual leave, Earned Leave, On Duty Leave.
- (ii) Leave on grounds of health, viz; Maternity leave, Medical Leave.

### 18.2) Casual Leave:

This type of leave is applicable to both permanent and probationary employee.

- (i) Total casual leave granted to an employee shall not exceed 12 days in Academic year for permanent staff and 11 days for probationary staff.
- (ii) Casual leave cannot be combined with any other kind of leave. It may be combined with holidays including Sundays.
- (iii) However, Holidays or Sundays falling within the period of casual leave shall be counted as casual leave.
- (iv) The academic year for the calculation of CL is counted from, 1<sup>st</sup> July to 30<sup>th</sup> June every year. No balance CL will be carry forward to next academic year.
- (v) The sanctioning authority for CL will be HOD.
- (vi) CL should be pre sanctioned. In case of emergency, CL may be availed by giving telephonic information to HOD.

### 18.3) On Duty Leave:

This type of leave is applicable to both permanent and probationary employee

- (i) Duty leave may be granted for:
  - (a) Attending conferences, seminars, paper presentation etc.
  - (b) Delivering lectures in other recognized institutions.
  - (c) Participating in a delegation or working in a committee appointed by MSBTE or any other academic body.
  - (d) For performing any other duty for the institute.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) Duty leave may be combined with earned leave.
- (iv) The sanctioning authority for OD leave will be Principal.
- (v) On duty leave must be pre sanctioned. Prescribed leave application should be submitted to vice principal

**18.4) Earned Leave:**

This type of leave is applicable to permanent employee only.

- (i) For office staff Earn leave of 15 days each will be credited on, 1st JAN and 1st JULY every year. For other staff, Earned leave will be credited in the ratio of 2: 1 in case of detention of vacation. No separate EL will be credited for departmental staff.
- (ii) Earned leave at the credit of teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 30 days. Earned leave exceeding 30 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof , is spent outside India.
- (iii) When a teacher wish to combine vacation with earned leave, then the total absence must be pre sanctioned.
- (iv) No Encashment of earned leave will be admissible.
- (v) The sanctioning authority for Earned leave will be Principal.
- (vi) Earn leave must be pre sanctioned . Prescribed leave application should be submitted to Principal.
- (vii) Pre sanctioned Earned leave within two holidays shall be permissible.

**18.5) Maternity Leave:**

This type of leave is applicable to permanent woman employee.

- i) Maternity leave will be applicable only for permanent woman employee.
- (ii) Maternity leave on full pay may be granted to a women teacher for a period not exceeding 180 days, to be availed only twice in the entire career, Maternity leave may also be granted in case of miscarriage including abortion. Subject to the condition that the total leave granted in respect of this to a women teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (iii) Maternity leave shall not be admissible to a female employee who has two or more living children. In the case of delivery of twins the first two deliveries shall only be taken as two living children for purpose of this rule.
- (iv) Maternity leave may be combined with vacation of Leave.
- (v) Maternity leave shall not be debited to the leave account.
- (vi) Maternity leave may be combined with earned leave, half pay leave or Extra ordinary leave but any leave applied for in continuation of maternity Leave may be granted if the request is supported by a medical certificate.
- (vii) No leave beyond the expiry of maternity leave will be granted. However, in exceptional cases where the female employee is not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness Extraordinary leave (Leave without salary) may be considered at the discretion of the Management/Chairman if the request is supported by Medical certificate
- (viii) If the female employee does not return to duty on the expiry of maternity leave, the salary paid for the period of maternity leave shall be recovered.
- (ix) The sanctioning authority for Maternity leave will be Principal.

**18.6) Medical leave:**

This type of leave is applicable to permanent employee only.

- i) For Every permanent employee 10 half pay medical leaves will be credited on 1st Jan and 1st July every year.
- ii) Medical leave at the credit of teacher shall not accumulate beyond 300 days.
- iii) Before proceeding to Medical leave, written application for demanding Medical leave should reach to the institute.
- iv) At the time of joining in the institute after availing ML it is compulsory to submit leave application in prescribed format along with medical certificate to the Principal. If any discrepancy is observed with medical certificate then sanctioning authority has right to call medical certificate by civil surgeon.

**18.7) EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY) :**

Extra ordinary leave (leave without salary) may be granted to an employee in the following circumstances.

- 1 When no other leave is by rule, admissible.
- 2 When other leave is admissible, but the employee concerned applies, in writing for grant of extraordinary leave When an employee is undergoing treatment for Cancer / mental illness / pulmonary tuberculosis / pleurisy of tuberculosis origin/Leprosy, the Governing Body may at its discretion sanction so much of extraordinary leave (Leave without salary) as is required for the treatment of such illness if the application is supported by the Medical Certificate issued by the Medical specialist treating the concerned disease. Extra ordinary leave (leave without salary) may be granted to an employee for maximum of two years henceforth an employee will forfeit his claim on service.

**18.8) OVER STAYING LEAVE:**

An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave then the additional period of leave shall be treated as without pay leave. Absence from duty after the expiry of leave will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.

**18.9) EMPLOYMENT DURING LEAVE :**

An employee who is on leave shall not take service or accept any work profession or employment in any capacity either honorary or otherwise, without obtaining permission in writing from the Chairman. Any violation of the Rule attracts disciplinary action against such employees.

**18.10) Recalling from Leave:**

The management may recall any employee who is on leave. If an employee is recalled he shall be eligible for the unexplored portion of the leave to avail afterwards.

**18.11) Extension of leave:**

The application for extension of leave shall be submitted well before the expiry of the leave giving reasons for the extension so that the decision regarding sanction is conveyed to the employee in case the extension of leave is not sanctioned and the employee will be obliged to report for duty on the expiry of the leave originally sanctioned.

**18.12) ABANDONMENT OF SERVICE:**

18.12.1) If an employee remains absent for eight consecutive days without prior sanction of leave or permission he shall be deemed to have abandoned the employment, and his service shall stand terminated automatically with effect from the date of which the absence commenced.

18.12.2) If an employee remains absent beyond the period of leave originally granted or subsequently extended, he shall be deemed to have abandoned the employment and his service shall stand terminated automatically with effect from the date of which the absence commenced unless he (a) returns within eight days of expiry of the leave and (b) gives a satisfactory explanation for his inability to return on the expiry of leave. With reference to clause 1 and 2, the employee shall be served with a recall notice and in the event he fails to respond or the notices are returned undelivered another notice shall be sent. If there is no response to the second recall notice also, only thereafter a final order shall be passed in accordance with the provisions regarding abandonment of service.



**18. 13) Leave will be treated as without pay in following cases:**

- (1) If leave is availed without prior permission
- (2) If alternate arrangement of the load is not followed correctly
- (3) If leave balance is insufficient
- (4) If leave application is not submitted at proper time
- (5) If medical certificate is not submitted
- (6) If leave is taken when specific duty is allotted and work is hampered
- (7) If the leave is not sanctioned by sanctioning authority

**19) Code of Conduct for Employees:**

**19.1) No Employee shall :**

- 1) Knowingly or willfully neglect his / her duties ;
- 2) propagate through his/her teaching lessons or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity ;
- 3) discriminate against any student on the ground of caste, creed, language, place or origin, social and cultural back ground or any of them;
- 4) indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution;
- 5) make any sustained neglect in correcting class work or home-work done by the students;
- 6) while being present in the Institution, absent himself/herself except with the prior permission of the Head of the Institution from the class which is required to attend;
- 7) remain absent from the Institution without leave or prior permission of the Head of Institution provided that where such absence without leave or without the prior permission of the Head of the Institution is due to reasons beyond the control of the teacher (serious emergencies), it shall not be deemed to be breach of 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.

8) Accept any job of a remunerative or any non-remunerative character from any source other than the Institution or give private tuition to any student or other person or engage him / her in any business unless permitted by the Head of Institution.

9) Prepare or publish any book or books, whether directly or indirectly, without the permission of the Management.

10) Ask for or accept (except with the previous sanction of the management) any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.

11) Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.

12) Enter into any monetary transactions with any student or parent nor shall he / she exploit his / her influence for personal matters in such a manner that he / she has to incur a debt beyond his / her means to repay.

13) Accept or permit any member of his / her family or any other person acting on his/her behalf to accept, any gift from any student, parent of any person with whom he / she come into contact by virtue of his / her position in the Institution

Explanation : a) The expression 'gift' shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than near relation or personal friend having no dealings with him/her in connection with Institution.

b) On occasions, such as, weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice provided directly or indirectly it does not form an act of corruption.

14) Practice, or incite any student, to practice, casteism, communalism or untouchability.

15) Cause, or incite any other person to cause, any damage to Institution property.

16) Behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the Institution premises.

17) Be guilty of, or encourage, violence or any conduct which involves moral turpitude.

18) Be guilty of misbehavior or cruelty towards any parents, guardian, student, teacher or other employee of the Institution.

19) Organize or attend any meeting during the college working hours except where he/she is required, or permitted by the Head of the Institution to do so.

20) Leave the space of work except theory, practical or assigned work.

**19.2) Every Employee shall –**

1) Be punctual in attendance and in respect of his/her class -work and also for any other working in connection with the duties assigned to him/her by the Head of the Institution .

2) Abide by the rules and regulations of the Institution and also show due respect to the Constituted Authority.

3) take prior permission from the Management for contesting / canvassing for any election and obey any direction issued by the Management.

4) Use Dress code every day as specified by the institute. The cost of the dress code shall be borne by employee, except class four employees.

5) The institute will provide dress material (Quantity 2) & cost of stitching (Rs 250 per dress) to every class four employee once in two years.

**20) Maintenance of Integrity and Devotion to Duty:**

20.1) Every teacher shall at all times maintain absolute integrity and devotion to duty.

20.2) In his/her way of living and outlook, every teacher shall set an example to his/her colleagues and students.

20.3) Every teacher shall at all times conduct himself/herself in accordance with the institutional rules for code of conduct.

20.4) No teacher shall discriminate against any pupil on grounds of caste, creed, religion, sex, nationality or languages or any of them. He /She shall also discourage such tendencies amongst his /her colleagues and students.

20.5) Every teacher shall devote himself / herself diligently to his /her work and utilize his /her time to the service of the Institution and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

20.6) Every employee shall observe courtesy and politeness.

20.7) No employee shall enter into monetary dealing with his/her colleagues, subordinates, clients or customers nor shall he accept any present from them.

20.8) No employee shall use the Institutions name or properties for his/her own purpose and benefits, except when permitted to do so by the Management in writing.

20.9) Every employee shall present himself/herself in his/her seat/duty place at the prescribed time.

## **21) Taking Part in Politics & Elections:**

21.1) No teacher shall without previous intimation to the Principal or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the state or parliament not shall he /she in any manner force his /her subordinates of his /her students against their will for the canvassing of his/her election.

21.2) A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the Institution that in the event of his /her being elected or nominated he /she shall, if so, required by the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains a member of such local body Legislature or Parliament.

21.3) A teacher who has been elected or nominated to any local body. Legislature or parliament to apply for leave for the whole or part of the period referred to in sub-rule (3) and the teacher shall comply accordingly; Provided that the granting of any leave to a teacher nominated with any local body.

Legislature or Parliament shall not prejudice his /her right to promotion, increments or other benefits, if any, to which he /she would have been entitled, had he /she not proceeded on leave.

## **22) Unauthorized Communication Or Information:**

No teacher shall except in accordance with any general or special order of the institution, or in the performance in good faith or duties assigned to him /her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he /she is not authorized to divulge or communicate such documents or information.

## **23) Misconduct:**

The following lapses would constitute misconduct on the part of a teacher:

(a) Failure to perform academic duties such as preparation of lectures, Demonstrations, assessment, guidance invigilation and all other work connected with the examination.

(b) Gross partiality in assessment of students deliberately over marking, under marking or attempts at victimization on any grounds.

(c) Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his opinion on principles in seminars or other places where students are present.

(d) Raising questions of caste, creed, religion, race or sex in his /her relationship with his / her Institution, colleagues and trying to use the above considerations for improvement of his /her prospects.

(e) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the institute.

(f) Borrowing money from his/her subordinate or students.

(g) Canvassing of Non Official OR Other outside Influence

(h) Unauthorized Communication OR Information to outside agency which is harmful to the institute.

(i) Theft, fraud and dishonesty in connection with the property of the Institution.

- (j) Holding of unauthorized meetings within the premises of the Institution.  
Discourteous behavior towards anybody. Causing sexual harassment.  
Wearing objectionable dress and indecent exposure of the body. Attending natures call / spitting in open within the Institute premises.
- k) Demanding, accepting or offering bribe or any illegal gratification, whatsoever.
- l) Drunkenness, fighting, riotous or disorderly or indecent behavior within the premise of the Institution.
- m) Willful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a superior.
- n) Sleeping while on duty, Misuse of movement facility.
- o) Material mis-statements made on employment in the application for employment.
- p) Anywhere within the establishment, causing or threatening to cause mental and / or physical pain or injury to other employees either alone or in collusion with others.
- q) Sabotage
- r) Conviction for any criminal offence involving moral turpitude.
- s) Refusal to accept any communication or charge sheet from the establishment.
- t) Not to be present before any enquiry authority/committee. Not producing any required documents etc. when summoned.
- u) Habitual negligence or neglect of work.
- v) Smoking, Chewing tobacco / Gutaka / Pan Masala / Chewing gum and any other prohibited material/ within any Institution premises. Habitual indiscipline.
- w) Refusal to work on another assignment. Habitual irregularity in attendance for reason whatsoever. Gambling within the premises of the establishment.
- x) Leaving the Institution before time without permission.
- y) Engaging or abetting in abusing and causing physical violence with another

employee at any time or at any place. Habitual absence without leave or overstaying leave or absence without leave.

## **24) Penalties:**

**24.1)** Following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee.

1 Censure / Warning.

2 Withholding of increments of pay.

3 Withholding of promotion.

4 Recovery of the whole or part of any pecuniary loss caused by him/her to the Management by his/her misconduct or negligence.

5 Reduction to a lower grade or post or to a lower stage in a time scale.

6 Removal from service which shall not be a disqualification for future employment elsewhere.

7 Dismissal from service.

### **24.2) NO WORK NO PAY:**

In all cases of absence from duty without leave or permission or no work like 'khadu phala band' or any type of strike or in all cases of absence from place of work, the principle of 'no work no pay' shall apply without prejudice to the other provisions of these rules.

## **25) Movement:**

Any employee can avail movement of maximum 1 hour in case of emergency. But this facility is restricted twice in a month. Movement more than 1 hour will be treated as half leave. In case of movement employee should submit prescribed format and should enter in the movement register in the department and in the office.

## **26) Teaching Load:**

Teaching load shall be allotted by Head of departments. Teaching load for the staff will as per the guidelines of AICTE/DTE/MSBTE as declared from time to time. It is obligatory for every staff to conduct theory or practical for assigned duration. In case late reporting in the class or early leaving from the class, disciplinary action as

deemed fit by Principal shall be imposed on the corresponding staff. Non-teaching class III staff shall work for laboratory practical work and dept. work.

## **27) Promotions:**

Promotions are offered to the staff after attaining eligibility for respective post. The eligibility criteria are as per AICTE and Institute norms. While attaining all eligibility criteria employee must submit his written application for demand of promotion. Management will decide about promotions by considering all eligibility norms, confidential report of the employee, past record of the employee, his/ her devotion towards institute work, teaching excellence, and vacancy of the said post in the institute or dept. level. Management has full desecration to offer or to deny any kind of promotions.

## **28) Evaluation of Efficiency:**

The management can conduct compulsory examinations / Tests, Training and programs etc. for updating knowledge, skill to enhance the efficiency and performance of the employees of the institution from time to time. Employees who fail to meet the required standard may be subjected to demotion, dis-increment, withholding promotions and increments. The employee may be subjected to any or multiple of the above said actions.

## **29) Increments**

29.1) Increments @ 3% on (basic + grade pay) will be offered to each employee every year in the month of August. The DA and HRA will be decided by Management depending on fee collection for the year. It will be ensured that the total salary budget for the year should not be exceeded than 91% of total tuition fee collection. No increment will be offered to the employee who has found guilty in above mentioned Misconduct clause.

29.2) Increment date will postponed for one month in case without pay leave taken for more than 29 days but less than 60 days similarly Increment date will postponed for two month in case without pay leave taken for more than 59 days but less than 90 days and so on and this postponement will be permanent.



29.3) At the time of regular increment period if an employee is suspended or absent for more than 30 days then no increment will be offered till management takes appropriate decision about concerned employee.

29.4) Yearly increment will be given to the employee only if the academic performance and evaluation efficiency is satisfactory.

### **30) Reporting time**

30.1) Reporting time for the employee will be as follows

Class IV                      30 Minutes before college timing

Non-teaching                15 Minutes before college timing

Teaching staff                10 Minutes before college timing

30.2) Every employee shall punch thumb print on the biometric machine at the time of reporting in the institute and leaving the institute. Both punch shall be obligatory on the employee. If any thumb marking is absent then that will be treated as half leave . Thumb marking after reporting time or before closing time shall be considered as LATE . In a month 3 late shall be permissible . From 4<sup>th</sup> late 1/2 leave will be debited for every late . In case of half leave, thumb marking shall be necessary.

30.3) All employees shall mark their attendance in their respective Attendance Register maintained in the department. The Attendance Register will not be available for such initialing after lapse of fifteen minutes from the time fixed for the commencement of duty. In such case an employee shall sign on late register.

30.4) All employees are expected to be at their allotted place of work throughout their duty timings.

30.5) Any employee found absent from his/her place of work during working hours without prior permission of the Head of the Department is liable to be treated as absent for the day.

### **31) Library working**

31.1) Library shall remain open from 9.30 to 5.30 pm on working days.

31.2) Students will receive books on 1) book bank scheme 2) borrows card scheme 3) books on I-card

31.3) In book bank scheme group of 2 students will get set of books, minimum 1 book of each subject. Library staff will decide total number of books to be issued per group and the set will be returned back after the end of the term. These books will not be exchanged.

31.4) In borrow card scheme students will receive 2 books for a duration of one week.

31.5) On I card scheme student will receive 1 book for in house reading in the library.

31.6) Log book shall be maintained to record the entry of the student and staff

31.7) All staff are entitled to get books from the library on their account. Maximum 10 books shall be issued the staff and 20 books shall be issued to the HOD. HODs are authorized to issue books on their names to the toppers in class.

31.8) In case of late returning of the books, students should have to pay Rs 5 per day .

31.9) Every year books stock check shall be carried out in library from 15<sup>th</sup> May to 30<sup>th</sup> May. It is compulsory for every employee to return books available on their account before 15<sup>th</sup> May. In case, no book is received till 15<sup>th</sup> May then an amount equal to price of new unreturned book will be recovered by the staff through salary.

31.10) Journals, magazines and books shall be purchased with the recommendation of HOD. Library staff is authorized to decide quantity of books to be purchased.

31.11) If necessary teaching staff is authorized to purchase one book directly with the permission of Principal.

### **32) TRANSFER**

A) Every employee shall be liable to be transferred from one place to another and from one department to another or from one Institution to another sister Institution whether located in the same place or elsewhere and whether existing or coming into existence provided that such transfer does not entitle reduction in total salary and position. The management may depute any employee for outstation duty in connection with the work of the Institution. In the event of refusal to accept a transfer, the employee shall be considered absent from work without leave or

permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action .

### **33) DEPUTATION OF EMPLOYEES FOR HIGHER STUDIES :**

No employee shall have right to claim for deputation for higher studies. However, any employee applies for sponsoring his/her candidature for higher studies, permission at the discretion of the Management be given for higher studies, subject to the following conditions.

- 1 The higher studies, shall be voluntary and at his/her own wishes.
- 2 No leave with salary shall be granted for the period of study.
- 3 No salary is payable by the Institution for the duration of the study.
- 4 No guarantee is given for appointment after completion of study.
- 5 Such an employee could be taken back to duty after successful completion of higher studies, on the terms and conditions which Governing Body may decide.
- 6 In exceptional circumstances management may depute an employee on specific recommendation of Head of the Institution with full/partial salary.
- 7 The terms and conditions fixed by management for Bond etc. shall be binding on the employee.

### **34) IDENTIFICATION CARD:**

Every employee will be provided with an identification card with ribbon and he shall put it on his neck during working hours or on duty outside the premises of the institute. When an employee ceases to be in the employment of the Institutions he shall surrender his identification card to the office before his accounts are settled. If an employee loses or damages his identification card during his service, he shall pay a fee as prescribed by the management from time to time to meet the cost of replacement.

### **35) ENTRY AND EXIT:**

No employee shall enter or leave the premises of the Institutions or any department except by the gate or gates, door or doors provided for the purpose.

### **36) LIABILITY FOR SEARCH:**

36.1 Employees are liable to be searched by any person authorized by the management at any time, and also while entering or leaving the premises of the Institutions provided that the women employees shall be searched only by women. If, acting without malice, any member of the management suspects that any employee is in wrongful possession not belonging to him, he can detain such an employee for search provided that the search shall not be made except in the presence of at least one person where practicable, and that women employee shall not be searched by or in the presence of men except with their consent, Quarters, accommodation and such other facilities provided by the Institutions are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.

36.2 Any employee found in unauthorized possession of any goods, equipment, articles, materials, instruments, books, papers, etc., which are in use in the Institutions or kept in stock in the Institution and are not normally carried on the person will be deemed to have come into possession of such goods etc., by improper means, The management may confiscate such goods etc., and such unauthorized possession may attract disciplinary as well as any other action as deemed fit by the Management

### **37 SEXUAL HARASSMENT - POLICY**

37.1 SCOPE OF THE POLICY : The Policy shall cover complaints by employees against other employee(s) by subordinate against Superior, by a student against the Members of the faculty or non-teaching staff and by a student against the Fellow Student.

37.2 DEFINATION AND AMBIT : ‘Sexual Harassment’, includes any unwelcome sexually determined behavior, direct or by implication, and includes physical contact and advances, a demand or request for sexual favors, sexually coloured remarks, showing pornography, any other unwelcome physical, verbal or non verbal conduct of a sexual nature. “Sexual Harassment” shall mean and include, but is not limited to the following:

37.2.1 When submission to unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly.

37.2.2 When unwelcome sexual advances and verbal, nonverbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls , objectionable SMS or MMS or e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive Institution environment;

37.2.3 When any form of sexual assault is committed where a person uses, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will and

37.2.4 When any such conduct as defined in (i) and (ii) above is committed by a third party or outsider in relation to an employee of the Institution, or vice versa on the premises of the Institution.

**37.3 CONSTITUTION OF COMMITTEE AND TO PREVENT AND DEAL WITH SEXUAL HARASSMENT:**

The Institution shall establish a committee to deal with sexual harassment. The committee shall consist of three members. One female member to act as Chairman of the committee. The other two members will be one male and another female member. The term of the office of committee is for a period of two years and after the expiry of the said period the Institution shall reconstitute the committee.

The names of the persons who are on the committee from time to time along with their contact telephone numbers and other details shall be displayed on the notice board of the Institution.

**37.4 POWERS AND DUTIES OF THE COMMITTEE :**

37.4.1 To ensure implementation of this policy.

37.4.2 To ensure and supervise proper constitution and functioning of the committee.

37.4.3 To organize regular workshop and training programmes.

37.4.4 To formulate programmes for the spread of awareness of the policy among the management.

37.4.5 To bring out publication concerning sexual harassment and also concerning implementation of this policy.

**37.5 GRIEVANCE PROCEDURE :**

37.5.1 Any employee will have a right to lodge a complaint concerning sexual harassment against an employee or an outsider with any of the members of the committee.

37.5.2 Such a complaint may be oral or in writing.

37.5.3 If the complaint is oral, the same shall be reduced in writing in detail by the committee member to whom the complaint is made.

37.5.4 The complainant will be afforded full confidentiality at this stage.

37.5.5 Immediately upon receipt of the complaint, and within not more than 2 working days, the Member of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee.

37.5.6 Within a period of 5 working days from the date of such communication, the chairperson shall convene a meeting of the committee.

37.5.7 The committee shall examine the complaint and shall undertake investigation of the complaint after giving opportunities to the complainant to present his/her case and the accused to give his/her version. The committee may examine witness from both the sides and the other side will have opportunity of cross-examine the witness.

Documents if any produced by the parties may be taken on record . The committee after completion of investigation may submit its report to the management for further necessary action in the matter.

**37.6 PROTECTION AGAINST VICTIMISATION:**

In the event complainant being an employee and the accused being his / her superior, during the pendency of investigation and even after such investigation if the superior is found to be guilty, the accused shall not act as superior of the complainant.

**37.7 CONSEQUENCE OF COMPLAINT BEING PROVED :**

In the event allegations made in the complaint are proved against the employee, it will be taken as proved misconduct and the management may impose any or the punishment as envisaged in the policy on disciplinary process. No need to conduct

separate enquiry in the matter. Action shall be taken on the basis of the findings of the committee. However, before imposing any punishment, the employee shall be given a copy of the findings of the committee and he shall be called upon to show cause against the proposed punishment.

**37.8 OBLIGATIONS OF THE MANAGEMENT:**

The Management of the Institution shall provide all necessary assistance for the purpose of ensuring full effective and speedy implementation of this policy. Management shall be bound by the decision of the committee constituted as above and shall implement such decisions in an expeditious manner.

**37.9 THIRD PARTY HARASSMENT:**

In case of third party Sexual Harassment the committee will actively assist and provide all its resources to the complainant in pursuing the complaint and ensure his/her safety at least in the Institution's premises.

**37.10 SAVINGS:**

The proceedings under this policy shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of civil or criminal law. The provisions of this policy shall not restrict the power of Institution or complainant to proceed against the alleged offender for any other misconduct or to pursue the criminal or civil remedies.

**38) SERVICE OF NOTICE:**

38.1 Any matter required to be notified under these rules and any notice by the Management to the employees in the college shall be displayed on the notice board, such matter or notices shall be deemed to have been communicated to all employees.

38.2 Any notice or letter of communication intended for an employee may be delivered to him/her personally in the premises of the college and the employee is bound to receive and acknowledge the same. Refusal on the part of the employee to accept the letter or communication will absolve the management from the obligation to deliver the notice or communication a second time, provided a copy thereof is exhibited on the Notice Board. Such refusal will render the employee liable for disciplinary action.

38.3 In the case of an employee who is absent, any notice or letter or communication intended for such an employee sent to him/her by registered post with acknowledgement due to the last known address entered in his/her service register of the employee shall be deemed to have served on him/her. It is mandatory on the part of the employee to update the change in address. Where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board, and such display shall be deemed to be adequate service of communication, letter or notice on the employee.

38.4 Any matter required to be notified under the rules and any notice of communication by the Management to employees will be in Marathi/English.



## **Annexure A**

### **Duties and responsibilities of**

#### **1. Lecturers (Teaching Faculty) –**

##### **A. General**

1. Lecturer is answerable to the Head of concerned Department
2. Effective implementation of curricula of the concerned / subject.
3. Planning and delivering class room and laboratory instructions.
4. Student's assessment and evaluation including tasks related with mid-term tests and term-end examinations.
5. Design and Development of learning resources.
6. Planning, setting of laboratories
7. Guiding the concerned Lab Assistant in maintenance and repairs of laboratories and equipments concerned with the /subject
8. Laboratories and academic facilities development
9. Preparing and maintaining student's records for the academic term.
10. Plan and execute students development activities
11. Guidance and Counseling to students
12. Participate in professional activities through interaction with industries, consultancy, testing continuing education and trainings, industry sponsored projects, entrepreneurship development,

##### **B. Course Specific**

###### **Responsibilities:**

1. Course Teacher is responsible for Effective implementation of curricula of the concerned / course as per MSBTE guidelines.

2. Course Teacher prepares and maintains file and its contents viz. D1, and D2 etc. formats well in advance as per CIAN norms and the schedule in the academic calendar.
3. Course Teacher maintains Roll call muster and marks attendance, topics taught in a particular lecture etc. on it.
4. Course Teacher ensures that every concerned student has maintained a separate notebook for each Course.
5. Course Teacher should utilize Inter-college, Inter-department, and Intra-Department expertise for enriching the knowledge of the students in the concerned Course. Further, he/she maintain the record of all the activities done by him/her during the semester to give maximum to the students in that Course.
6. Course Teacher ensures that for the missing lecture/practical, student copy the write in his/her notebook form his/her friend's notebook.
7. Course Teacher for practical arranges the extra practices at the end of the semester to see that all the students go for 100% completion of practical.
8. If some students remain absent for the test, additional test is to be conducted in genuine cases.
9. Course Teacher ensures that those students not attending the test or failing in the test solves that test paper including optional questions. However this performance should not be considered 100% .
10. Course Teacher ensures timely submission of term-work by the students and for that purpose he/she is strict in checking/signing the journal/tutorial/experimental write-up/assignments, etc on regular basis, rather than checking the entire things at the end of semester.
11. Course Teacher for practical should prepare list of experiments/assignments/tutorials/case studies and displays it with proper schedule at the start of the semester itself.
12. Course Teacher for practical submits all requirements **consumables, instruments, equipments, system, etc** related to his/her Course to HOD before the start of the semester.
13. Course Teacher should assist in Planning, setting of laboratories to HOD.
14. Course Teacher should the concerned Lab Assistant in maintenance and repairs of laboratories and equipments concerned with the /Course.

15. If a teacher is absent for some meeting/discussion, workshop etc. he/she collects information from his/her friend's diary in respect of discussion and decision made there in.
16. As soon as Course load distribution is done, Course Teacher verifies the availability of books required for the concerned Course and submits the demand note through HOD to Librarian.
17. Course Teacher maintains in his/her current academic file, all the documents concerning conduction of his lecture /practical. For example additional question banks, new assignments, notice for test, test performance report, notice for extra lectures if any, invitation letters and thanks giving letters to guest faculties ( from outside as well as inside), participation in workshops, and MSBTE programmes etc.
18. There should be proper co-ordination amongst Course Teacher for theory as well as practical, if they are different.
19. Course Teacher submits test marks to the class coordinator within 3 days after completion of his/her Course test examination.
20. Course Teacher should ensure that syllabi and sufficient number of earlier MSBTE examination question papers in respect of his/her Course are available to the students.
21. Course Teacher should make analysis of the Course result immediately, after declaration of the result by MSBTE and take corrective steps for the failure students.
22. Course Teacher preserve all type of records at least for last three years.

## **2. Class Coordinator:**

### **I) Responsibilities:**

1. Class Coordinator should have the list of the students concerned with his/her class with Enrollment No., Roll No., Name of the student as well as their parents address (local & permanent), contact numbers, e-mail id etc.
2. Class-coordinator prepares list of students according to i) staying in hostels, staying at home and coming by ii) college bus and iii) their own vehicle. One copy of such list is to be given to all Course Teachers of that class.
3. Class coordinator maintains the copy of his/her class time table.

4. Class coordinator maintains result analysis of previous year and current semester of his/her class student.
5. Class coordinator ensures that the result of examination is communicated to the parents as soon as the same is available in the college.
6. Class coordinator prepares the result analysis report of his/her class in triplicate and submits two copies to HOD.
7. Class coordinator takes extra efforts for his/her class students, who have mainly failed in Course(s) of earlier examination. This is to be done in consultation with HOD, Further the records of such activities are maintained with signature of HOD.
8. Class coordinator ensures that attendance report and mid semester & prelim exam performance be communicated to parents at proper address by SMS/PHONE/LETTER.
9. Class coordinator should maintain record in respect of leave and absenteeism of his/her class students.
10. Class coordinator ensures that phone calls are made to the residence of the students who are absent on the same day (for lecture(s) / Practical(s) or whole day) or or RPAD letters are dispatched to those having presenty is less than 80% or are absent for consecutive second day before leaving the campus. Class coordinator prepares and displays defaulters list on monthly basis. All such records with signature of HOD are preserved by him/her.
11. Class coordinator takes review of syllabus coverage by all the Course Teachers for his/her class, form the students on monthly basis and convey the same to HOD and ensures that Course Teacher take necessary steps in this regard to cover the syllabus. The record is maintained accordingly.
12. Class coordinator should, in co-ordination with Course Teacher and under the guidance of HOD, initiates and encourages arranging guest lectures and maintains the record accordingly.
13. Class-coordinator also maintains the record in respect of other curricular, co-curricular and extracurricular activities of his/her class students.
14. All record files are to be submitted by class coordinator to HOD at the end of the semester.

**II) Authority Delegated:**

1. Maximum upto 2 days leave to students concerned, at a time.
2. Students' Problems.
3. Adjustments in the time-table in communication with HOD.

**3. Head of Department**

**I) Responsibility:**

1. HOD, through Principal, ensures availability of sufficient faculty well in advance before the distribution of the load for the next semester.
2. HOD assigns the following duties to various staff and faculty in the department -
  - i. Library Representative.
  - ii. Training & Placement Representative.
  - iii. Time Table In-charge.
  - iv. Test Coordinator.
  - v. Lab In-charge.
  - vi. Class Coordinators.
  - vii. Parent teachers.
  - viii. NBA documentation In-charge.
  - ix. Maintenance In-charge.
  - x. Discipline committee member.
  - xi. Faculty/Staff development coordinator.
  - xii. Cultural, Sports, e-bulletin, Coordinator.
  - xiii. Representative on Student Associations etc.

The role of the above activities is defined by HOD, in case it is not already defined at Institute level.

3. HOD distributes the load for the next semester before the start of vacation after earlier semester.
4. HOD ensures well before the start of the semester, all the setup in the labs are in working condition and give occasional visits to the laboratory to ensure that the setups are in working condition during the semester also.

5. HOD ensures that at the start of the semester, lab manuals are distributed to all the students.
6. HOD ensures that result analysis is submitted to Principal on the same day of declaration.
7. HOD conducts department level meeting in a semester of Staff (at least 5, including semester start and end), Lab-in-charge (at least 3). Class coordinators (at least 3), Parent Teacher (at least 3), and Class Representatives (at least 3) and maintains the records accordingly.
8. HOD conducts the class-wise meeting of First 10 rankers at the beginning of the academic year and one meeting at the beginning of next semester to understand the problems/suggestions from students and provides additional facilities and resources to boost their moral to score the ranks in the MSBTE exams.
9. HOD ensures that Guest lectures are arranged as and when required.
10. HOD conducts the feedback session for the concerned classes and ensures the compliance of shortcomings.
11. HOD adjusts the load of absent teacher(s) however explanation is sought from such teacher(s) after they join the duty.
12. HOD arranges parent meet at least once in a semester.
13. HOD arranges conferences, workshops, STTPs, Project exhibitions etc. during the semesters.
14. HOD ensures the participations of the department in preparation of the budget.
15. HOD ensures effective implementations of office orders, notice, circulars etc. coming from higher authorities or on behalf of higher authorities in respect of the departmental requirements.
16. HOD takes monthly review of defaulters in respect of attendance and accordingly ensures the display of notice and dispatch of RPAD letters to the parents through the class coordinator and preserves the record accordingly.
17. HOD ensures that there is contribution from departmental faculty in respect of publishing/presenting papers in National. International conference /journals.
18. HOD arranges the training for the staff in respect of new software, new equipments, materials, apparatus, and instruments as per requirement.

19. HOD ensures up to date display boards in respect of faculty, staff position, Role of honor, graphical result analysis, student position (Boys & Girls class-wise), profile of distinguished and associated alumni and name list of associated industries.
20. HOD ensures that records in respect of curricular, co-curricular and extracurricular activities related to students of his/her department are maintained by respective In-charges.
21. Two teachers from a department should be made to go for at least one week in-plant training in vacation every year by rotation.
22. Arrangement to be made for conducting Oral/Practical Exam. Bills be submitted to the office within one week after the last day of Practical/Oral Examination.
23. The HOD ensures that monthly purchases under his/her authority at department level are executed and proper records maintained.
24. HOD should keep on reviews of the coverage of syllabi and ensures that 100% syllabus is covered in related Courses of his/her department.
25. HOD makes analysis of the Department result immediately, after declaration of the result and takes corrective steps for the failure student & less result (if any).

## **II) Authority Delegated:**

4. Up to 3 campus leaves in a month for the staff concerned, after confirming about the balance during the month.
5. Maximum upto 3 days leave to students concerned, at a time.
6. Signing of quotation call letters.
7. Signing of Hall Tickets of the Student.
8. Students' Problems.

## **4. Parent Teacher (Mentor):**

### **Responsibilities:**

1. Parent Teacher prepares and maintains a register of their respective group students along with addresses (Present and permanent) and phone numbers for correspondence. This register contains all personal data of students concerned.

2. Parent Teacher motivates the respective group students to follow the study approach and in particular maintain the records in respect of efforts made and result wherever possible.
3. Parent Teacher maintains the contact with the parents of the concerned students; through phone/Sms, as well as letters, communicate them about the progress/status of the concerned students.
4. Parent Teacher visits to the Hostel/Room/Residence, as the case may be, of the students concerned with, his/her group to establish and strengthen good rapport and for counseling academic and overall development of the concerned students.
5. Parent Teacher prepares their respective group result analysis.
6. Parent Teacher psychologically counsels the concerned group students so as to maintain the decorum of and discipline in the institute, in addition to helping them, solving their academic and personal problems.
7. Parent Teacher motivates the concerned group students for curricular, co-curricular and extracurricular activities and maintains the record of the same. At the end of the academic Semester two copies are submitted in the form of a report attached with copies of certificates and other documents, if any (one copy for the department and one for the office.)
8. Parent Teacher maintains good rapport with parents of the students of his/her group and also maintains the record of feedback from parents in proper format.
9. During “Function”:
  - i. Parent Teacher has full control over his/her group students.
  - ii. Parent Teacher carry their respective group students to the Function and ensures their presence and discipline. Student are made to sit Parent-wise by the concerned Parent Teacher in function. The attendance of the students is taken by respective Parent Teacher after the function is over.
  - iii. In case of students creating disturbance, Parent Teacher handles the situation by noting down the names of students concerned with their group and taking the matter to HOD, if required.
  - iv. The Parent Teacher ensures that all the students from his/her group are in complete uniform at the time of function.



- v. If some students is absent, the case be reported in writing to HOD, who will charge fine to the students and also consider this aspect as a part of behavior of the students during the semester.
10. Students not responding well at Parent level be dealt in the common meeting of HOD, Class Coordinator and Parent Teacher.