



Sanaka Educational Trust's Group of Institutions

(A Unit of Sanaka Educational Trust)

APPROVED BY ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE)
AFFILIATED TO MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

ADDRESS

VILL +P.O.- MALANDIGHI, P.S.- KANKSA
DIST.- BURDWAN, DURGAPUR, WEST BENGAL- 713212

CONTACTS

PHONE- 0343-2700085/86, FAX NO.- 0343-2700082

WEBSITE- <https://icampus.setgoi.ac.in>

EMAIL- info@setgoi.com | registrar@setgoi.com

RULES & REGULATIONS

(As amended, 2021)

(As approved in the 17th BOG meeting held on 28.08.2021)

Date: 02.09.21

Forwarding Note

The revised Rules & Regulations of Sanaka Educational Trust's Group of Institutions has been duly approved by the members of Board of Governors in the meeting held on 28.08.2021. The members unanimously resolved that this will be in effect from the date of publication.



02/09/2021
Sri Shiba Prosad Datta
Chairman, Board of Governors

TABLE OF CONTENTS

| | | |
|-----------|---|----|
| Chapter-1 | GENERAL RULES AND REGULATIONS | |
| | 1.1 Short Title and Commencement | 1 |
| | 1.2 Interpretation | 1 |
| | 1.3 Definitions | 1 |
| | 1.4 Vision and Mission Statements of the Institution | 3 |
| | 1.5 Powers and Functions of the Institution | 3 |
| | 1.6 Regulations to have overriding effect | 4 |
| Chapter-2 | AUTHORITIES OF THE INSTITUTION AND THEIR POWERS AND FUNCTIONS | |
| | 2.1 Introduction | 5 |
| | 2.2 The Board of Governors (BOG) | 5 |
| | 2.3 The Institution Academic Committee (IAC) | 7 |
| | 2.4 The Finance Committee (FC) | 8 |
| | 2.5 Examination Committee (EC) | 9 |
| | 2.6 Grievance Redressal Committee (GRC) | 10 |
| | 2.7 Student Grievance Redressal Committee (SGRC) | 10 |
| | 2.8 Anti-Ragging Committee (ARC) | 11 |
| | 2.9 Internal Complaint Committee (ICC) | 14 |
| | 2.10 SC/ST Committee (SC) | 18 |
| | 2.11 Admission Committee (AC) | 18 |
| | 2.12 Library Committee (LC) | 18 |
| | 2.13 Purchase Committee (PC) | 19 |
| | 2.14 Disciplinary Committee (DC) | 19 |
| | 2.15 Career Development Cell (CDC) | 21 |
| | 2.16 Institution-Industry Cell (INIC) | 21 |
| | 2.17 Institution's Innovation Council (IIC) | 22 |
| | 2.18 Internal Quality Assurance Cell (IQAC) | 22 |

| | | |
|-----------|--|----|
| Chapter-3 | OFFICERS OF THE INSTITUTION AND THEIR POWERS AND FUNCTIONS | |
| | 3.1 Introduction | 24 |
| | 3.2 Powers and Functions of the Director | 24 |
| | 3.3 Powers and Functions of the Dean, Academics & Research | 24 |
| | 3.4 Powers and Functions of the Dean, Quality Assurance | 25 |
| | 3.5 Powers and Functions of the Dean, Students' Affairs | 25 |
| | 3.6 Powers and Functions of the Principals/Heads of Programme Schools / Departments | 26 |
| | 3.7 Powers and Functions of the Registrar | 26 |
| | 3.8 Powers and Functions of the Finance Officer | 26 |
| | 3.9 Powers and Functions of the Director of Examinations | 27 |
| | 3.10 Powers and Functions of the Librarian | 27 |
| | 3.11 Powers and Functions of the T&P Officer | 27 |
| | 3.12 Powers and Functions of the CEO, Administration | 28 |
| | 3.13 Powers and Functions of the CEO, Admissions | 29 |
| | 3.14 Powers and Functions of the Purchase Officer | 30 |
| Chapter-4 | REGULATIONS RELATED TO SERVICE MATTERS | |
| | 4.1 Introduction | 31 |
| | 4.2 Interpretation | 31 |
| | 4.3 Definitions | 31 |
| | 4.4 Conditions of Service | 33 |
| | 4.5 Recruitment Procedure | 34 |
| | 4.6 Promotion Policy and Career Advancement Scheme | 35 |
| | 4.7 Personal File | 35 |
| | 4.8 Superannuation / Re-employment | 35 |
| | 4.9 Resignation | 36 |
| | 4.10 General Service Rules | 36 |

| | |
|---|----|
| 4.11 General Duties and Obligations of the Employees | 37 |
| 4.12 Working Hours | 41 |
| 4.13 Attendance | 41 |
| 4.14 Leave Rules | 42 |
| 4.15 Service Benefits | 45 |
| 4.16 Code of Conduct | 48 |
| 4.17 Amendments | 49 |

CHAPTER-1: GENERAL RULES AND REGULATIONS

1.1 SHORT TITLE AND COMMENCEMENT

These Regulations shall be called "The Sanaka Educational Trust's Group of Institutions Regulations" and will be applicable to all existing employees and students of the Institution and to be recruited hereafter. These Regulations supersede all rules previously in force and shall be deemed to have come into force with the approval of the Board of Governors in its meeting held on 28th August, 2021.

1.2 INTERPRETATION

- a. In the event of any doubt about the interpretation of any clause or phrase or any rule made under these Regulations, the interpretation and/or clarification given by the Board of Governors of the Institution is final and binding on all concerned.
- b. Notwithstanding anything contained in these Regulations, the Board of Governors shall have the powers to decide on any matter when any difficulty arises regarding the interpretation or implementation of any of the Regulations.

1.3 DEFINITIONS

In these Regulations, unless the context requires otherwise, the following words and phrases have meanings hereby assigned to them:

- i. 'Regulations' mean 'the Sanaka Educational Trust's Group of Institutions Regulations'.
- ii. 'Board of Governors' means the Board of Governors of Sanaka Educational Trust's Group of Institutions and includes in relation to the exercise of powers by any Committee of the Board or any Officer of the Institution to whom the Board delegates any of its powers.
- iii. 'Institution Academic Committee' means the Academic Committee of Sanaka Educational Trust's Group of Institutions.
- iv. 'Finance Committee' means the Finance Committee of Sanaka Educational Trust's Group of Institutions.
- v. 'Examination Committee' means the Examination Committee of Sanaka Educational Trust's Group of Institutions.
- vi. 'Library Committee' means the Library Committee of Sanaka Educational Trust's Group of Institutions.
- vii. 'Students' Grievance Redressal Committee' means the Students' Grievance Redressal Committee of Sanaka Educational Trust's Group of Institutions.
- viii. 'Internal Complaint Committee' means the Internal Complaint Committee of Sanaka Educational Trust's Group of Institutions.
- ix. 'Anti-Ragging Committee' means the Anti-Ragging Committee of Sanaka Educational Trust's Group of Institutions.
- x. 'SC-ST Committee' means the SC-ST Committee of Sanaka Educational Trust's Group of Institutions.
- xi. 'Disciplinary Committee' means the Disciplinary Committee of Sanaka Educational Trust's Group of Institutions.
- xii. 'Institution-Industry Cell' means the Institution-Industry Partnership Cell of Sanaka Educational Trust's Group of Institutions.
- xiii. 'Selection Committee' means the Selection Committee of Sanaka Educational Trust's Group of Institutions.

- xiv. 'Admission Committee' means the Admission Committee of Sanaka Educational Trust's Group of Institutions.
- xv. 'Chairman' means the Chairman of the Board of Governors of Sanaka Educational Trust's Group of Institutions and in case of Committees, 'Chairman' means the Chairman of the concerned committee.
- xvi. 'Director' means the Director of Sanaka Educational Trust's Group of Institutions.
- xvii. 'Registrar' means the Registrar of Sanaka Educational Trust's Group of Institutions.
- xviii. 'Dean, Academics & Research' means the Dean, Academics & Research of Sanaka Educational Trust's Group of Institutions.
- xix. 'Dean, Quality Assurance' means the Dean, Quality Assurance of Sanaka Educational Trust's Group of Institutions.
- xx. 'Dean, Students' Affairs' means the Dean, Students' Affairs of Sanaka Educational Trust's Group of Institutions.
- xxi. 'Head of Department' means the Head of the Department of Sanaka Educational Trust's Group of Institutions.
- xxii. 'Director of Examinations' means the Director of Examinations of Sanaka Educational Trust's Group of Institutions.
- xxiii. 'Finance Officer' means the Finance Officer of Sanaka Educational Trust's Group of Institutions.
- xxiv. 'Librarian' means the Librarian of Sanaka Educational Trust's Group of Institutions.
- xxv. 'Training & Placement Officer' means the Training & Placement Officer of Sanaka Educational Trust's Group of Institutions.
- xxvi. 'CEO, Administration' means the CEO, Administration of Sanaka Educational Trust's Group of Institutions.
- xxvii. 'CEO, Admission' means the CEO, Admission of Sanaka Educational Trust's Group of Institutions.
- xxviii. 'Purchase Officer' means the Purchase Officer of Sanaka Educational Trust's Group of Institutions.
- xxix. 'The Competent Authority' or 'the Management' in relation to exercise of any power, means any Authority to which the power is delegated by or under these Rules and includes the Chairman, the Secretary, the Director and the Registrar of Sanaka Educational Trust's Group of Institutions.
- xxx. 'Disciplinary Authority' means the Authority to whom powers for taking disciplinary actions are delegated by the Competent Authority of Sanaka Educational Trust's Group of Institutions.
- xxxi. 'Disciplinary action' and/or 'discipline' means and includes reprimand, probation, suspension, dismissal, monetary fine, restitution, and any other action taken against student as sanction or penalty for violation of a designated rule of student conduct.
- xxxii. 'Employee' means a person holding a specific post of the Institution in a substantive, temporary or officiating capacity for which he/she is paid a remuneration by the Institution. 'Employee' includes both teaching and non-teaching Staff including Officers of Sanaka Educational Trust's Group of Institutions.
- xxxiii. 'The Institution' means the Sanaka Educational Trust's Group of Institutions having its permanent location at VILL.+P.O.- MALANDIGHI, P.S.- KANKSA DIST.- BURDWAN, DURGAPUR, WEST BENGAL- 713212.
- xxxiv. 'Student' means the students of Sanaka Educational Trust's Group of Institutions.

1.4 VISION AND MISSION STATEMENTS OF THE INSTITUTION

Vision:

To emerge as a centre of higher learning fostering a mutually beneficial relationship between professional competency and human values.

Mission:

IM1. To imbibe the outcome-based education system for continuous development of professional, social and ethical skills.

IM2. To engage in research and innovation pertaining to the environmental concerns and societal needs.

IM3. To forge collaborations with industries, academia of repute, research centres, and professional bodies to stay relevant and contemporary.

1.5 POWERS AND FUNCTIONS OF THE INSTITUTION

To realize its vision, mission, and to carry on the administration and management of Sanaka Educational Trust's Group of Institutions, the Institution shall have the following powers and functions:

- a. To provide for instruction, education and research in such branches or Engineering and Technology, Basic Sciences, Humanities & Social Science, as the Institution may think fit, and for the advancement of leaning and dissemination of knowledge in such branches.
- b. To hold examinations in accordance with the guidelines framed by the affiliating University.
- c. To fix, demand and receive fee and other charges based on norms stipulated by the State Government.
- d. To regulate the discipline of the students.
- e. To create academic, technical, administrative and other posts with prior approval of the Board of Governors and to make appointments thereto.
- f. To regulate and enforce discipline among the employees (teaching and non-teaching staff) of the Institution and to take such disciplinary measures as may be deemed necessary.
- g. To provide for printing and publication of research and other works and to organize exhibitions.
- h. To cooperate with any other organizations in the matter of education, training and research in Science & Technology and allied subjects for such purposes as may be agreed upon on such terms and conditions as the Institution may from time to time determine.
- i. To cooperate with Institutions of higher learning in any part of the world having objective wholly or partially similar to these of the Institution, by exchange of teachers, scholars, seminar, workshop, projects etc. and generally in such manner as may be conducive to their common objectives.
- j. To establish and maintain within the premises of the Institution such class rooms, study halls, laboratories, workshops as the Institution may consider necessary and adequate and to establish and maintain such libraries and reading rooms as may appear convenient or necessary for the Institution.

- k. To regulate the expenditure and to manage the accounts of the Institution.
- l. To purchase, take on lease or accept as gifts or otherwise, any land or building or works, which may be necessary or convenient for the purpose of the Institution, on such terms and conditions as it may think fit and proper, and to construct or to alter and maintain any such building or works.
- m. To enter into any agreement with the Central Government or State Government or the Government of any other state or the UGC/AICTE or any other funding Authorities for receiving grants.
- n. To invest the funds of the Institution in such manner as it may deem fit.
- o. To make, from time to time, such regulations as may be considered necessary for regulating the affairs of the management of the Institution and to alter, modify or rescind such regulations.
- p. To regulate for the benefit of the academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by regulations as it may deem fit.
- q. The execute powers of the Institution shall vest in the Board of Governors. The Board may in turn delegate any of its powers, to any of the Committee or Committees constituted by it or to any officer or officers of the Institution.
- r. To do such other acts and things as the Institution may consider necessary, conducive or incidental to the attainment or enlargement of the objectives of the Institution.

1.6 REGULATIONS TO HAVE OVERRIDING EFFECT

The provisions of these Regulations shall have effect notwithstanding anything inconsistent therewith contained in any other law for the time being in force or any instrument having effect by virtue of any law other than this Regulations.

CHAPTER-2: AUTHORITIES OF THE INSTITUTION AND THEIR POWERS AND FUNCTIONS

2.1. INTRODUCTION

To ensure proper governance of the Institution and to provide smooth functioning of proper management, academic & general administrative affairs, the Board of Governors and other statutory/non-statutory committees have been constituted. The details are as follows:

2.2. THE BOARD OF GOVERNORS (BOG)

By the resolution of the Trust, the management of the Institution shall be vested in the Board of Governors which is the plenary and ultimate decision-making authority of the Institution.

A. CONSTITUTION

The constitution of the Board of Governors shall be as stipulated by AICTE with the following composition:

- a. Chairman to be nominated by the Trust
- b. Nominee of the State Government- Member
- c. Nominee of the affiliating University- Member
- d. Director of Technical Education- Member (Ex-officio)
- e. 5 members to be nominated by the Trust
- f. Teaching representative – 2 nos. to be nominated by the Director- Member
- g. Director- Member Secretary (Ex-officio)

B. MEETING OF THE BOARD OF GOVERNORS

- a. The Member Secretary shall convene a meeting of the Board of Governors. If he/she fails for some reason, the Chairman may also convene such meetings. The Board of Governors shall meet as often as may be necessary, but at least once in an Academic Year.
- b. One-half of the total number of members of the Board of Governors shall form a quorum for a meeting of the Board of Governors.
- c. Not less than 15 days' notice shall be given for a meeting of the Board of Governors. The notice should be accompanied by the Agenda of the meeting and Minutes of the proceedings of the previous meeting.
- d. Three days' notice shall be required for an emergency meeting of the Board of Governors.
- e. In the case of difference of opinion among the members, the opinion of the majority shall prevail.
- f. Each member of the Board of Governors, including the Chairman of the Board of Governors shall have one vote and if there is an equality of votes on any question to be determined by the Board of Governors, the Chairman of the Board of Governors, or as the case may be, the member presiding over the meeting shall, in addition, have a casting vote.
- g. Every meeting of the Board of Governors shall be presided over by the Chairman of the Board of Governors and in his/her absence, by a member chosen by the members at the meeting to preside over the meeting.

C. THE POWERS AND FUNCTIONS OF THE BOARD OF GOVERNORS

The Board of Governors of the Institution is responsible for the general superintendence, direction and control of the affairs of the Institution and exercise all such powers and discharge all such functions as may be necessary for the purpose. The Board of Governors, in order to provide the instructional and other services necessary for the efficient and effective functioning, shall exercise the following powers and discharge the following duties, namely:

- a. To create posts, both teaching and non-teaching, to determine their numbers, qualifications and cadres and to make appointments to such posts on the recommendation of the Selection Committee(s);
- b. To ensure that the number and qualification and the method of recruitment of teachers and other non-teaching employees and the terms & conditions of their services in accordance with the Rules, Regulations and Provisions made by the Statutory Authorities like the affiliating University, the Directorate of Technical Education, Government of West Bengal, the University Grants Commission and the AICTE;
- c. To provide for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline;
- d. To review the result of the Institution in examinations and to suggest measures for academic improvement;
- e. To ensure that the building in which the Institution is located are maintained in a satisfactory state of repair and sanitation;
- f. To provide for the maintenance of properly equipped library and laboratory;
- g. To mobilize adequate financial resources for effective operation of the Institution;
- h. To approve institution of new programme of study leading to Degrees;
- i. To hold control and administer the properties and funds of the Institution;
- j. To consider and pass resolutions on the annual reports, annual accounts and the budget on the recommendation of the Finance Committee of the Institution;
- k. To sanction expenditure as may be required and regulate the finances, accounts, investments and all other administrative affairs of the Institution;
- l. To entertain and redress in proper cases of grievances of Academic Staff, Non- teaching employees and the students of the Institution;
- m. To approve scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;
- n. To provide for the promotion of the welfare of the students, their residences,

health, recreation and sports and to exercise such supervision and control as will secure discipline, health and well-being of the students;

- o. To perform such other functions and Institution committees, as may be necessary and deemed fit proper for the development and fulfil the objectives for which the Institution has been established.

2.3. THE INSTITUTION ACADEMIC COMMITTEE (IAC)

The Institution Academic Committee exercises general supervision over the academic work of the Institution and gives direction regarding methods of instructions, evaluation or research or improvements in academic standards.

A. CONSTITUTION

The constitution of the Institution Academic Committee shall be as stipulated by the Board of Governors with the following composition:

- a. Director- Chairman
- b. All Head of the Department- Member
- c. 1 Senior faculty from each department to be nominated by the Director- Member
- d. 1 Industry/Academia Representative to be nominated by the Director - Member
- e. Dean, Academics & Research- Convenor

The term of member(s) is three years from the date on which he/she becomes the member of the Committee but shall be eligible for re-nomination or re-appointment, as the case may be.

B. MEETING OF THE INSTITUTION ACADEMIC COMMITTEE

- a. The Convenor shall convene the meetings. The Committee shall meet as often as may be necessary, but at least twice in an Academic Year.
- b. One-half of the total number of members of the Committee shall form a quorum for a meeting of the Institution Academic Committee.

C. POWERS AND FUNCTIONS

- a. To consider matters of academic interest either on its own initiative or at the instance of the Board of Governors and to take proper action thereon;
- b. To look after the improvement of the overall academic process, Library, Laboratories, Workshops, teaching and research facilities of the Institution and expansion and development of the Institution;
- c. To scrutinise and approve the proposals with or without modification of the departments with regard to instructional and evaluation arrangements, methods, and procedures relevant thereto.
- d. To monitor the effectiveness and implementation of the outcomes of all forms of internal academic audits and quality assurance procedures.

- e. To review and recommend to the Board of Governors regarding opening/closure of programmes, creation of teaching posts, faculty training, performance appraisal of teachers, awards, scholarships, and any other towards improvement of academic and research standards of the Institution.

2.4. THE FINANCE COMMITTEE (FC)

There shall be a Finance Committee, a Statutory Body, constituted by the Board of Governors of the Institution to address all the affairs related to monetary policy of the institution.

A. CONSTITUTION

The constitution of the Finance Committee shall be as stipulated by the Board of Governors with the following composition:

- a. Director- Chairman
- b. Nominee of the Board of Governors- Member
- c. Nominee of the Trust- Member
- d. Registrar- Member
- e. 1-2 Senior faculty to be nominated by the Director- Member
- f. Finance Officer - Convenor

The term of member(s) is three years from the date on which he/she becomes the member of the Committee but shall be eligible for re-nomination or re-appointment, as the case may be.

B. MEETING OF THE FINANCE COMMITTEE

- a. The Convenor shall convene a meeting of the Finance Committee. If he/she fails for some reason, the Chairman may also convene such meetings. The Finance Committee shall meet as often as may be necessary, but at least two times in a Financial Year.
- b. One-half of the total number of members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.
- c. In the case of difference of opinion among the members, the opinion of the majority shall prevail.
- d. Each member of the Finance Committee, including the Chairman of the Finance Committee shall have one vote and if there is an equality of votes on any question to be determined by the Finance Committee, the Chairman of the Finance Committee, or as the case may be, the member presiding over the meeting shall, in addition, have a casting vote.
- e. Every meeting of the Finance Committee shall be presided over by the Chairman of the Finance Committee and in his absence, by a member chosen by the members at the meeting to preside over the meeting.
- f. If any urgent action by the Finance Committee becomes necessary, the Chairman of the Finance Committee may permit the business to be

transacted by circulation of papers to the members of the Finance Committee. The action proposed to be taken shall not be taken unless agreed to by a majority of members of the Finance Committee. The action so taken shall be forthwith intimated to all members of the Finance Committee. The papers shall be placed before the next meeting of the Finance Committee for confirmation.

C. POWERS AND FUNCTIONS

- a. To examine the accounts and scrutinise proposals for expenditure.
- b. The annual accounts and financial estimates of the Institution prepared by the Finance Officer shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Governors together with the comments of the Finance Committee for approval;
- c. The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year based on income and resources of the Institution, and no expenditure shall be incurred by the Institution in excess of the limits so fixed;
- d. The Finance Committee shall recommend and resolves on the annual budget and audited accounts of the Institution from time to time.
- e. To give its views and to make recommendations to the Board of Governors on any financial question affecting the Institution.

2.5. EXAMINATION COMMITTEE (EC)

The Committee shall be constituted by the Director with the following composition:

- a. Director of Examination- Chairman cum Convenor
- b. Faculty Coordinators- Member
- c. All Head of the Department- Member

Powers and Functions

- a. To recommend the Director the best examination practices in adherence to the guidelines of the affiliating University.
- b. To take necessary steps to adhere to the University examination calendar.
- c. To disseminate any information circulated by the University on examination matters.
- d. To prepare and circulate in overall Supervision Duty List as well as Daily Supervision Duty list.
- e. To ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- f. To hold pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of supervisors. A report of the same shall be submitted to the Director.
- j. To analyze the Exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs and the Director.
- k. To keep the Accounts and record of the stock of the Examination Section.
- l. To prepare the budget of the Examinations section and put it before the Finance Committee for approval.

2.6. GRIEVANCE REDRESSAL COMMITTEE (GRC)

Scope

The GRC shall consider redressal of grievances of Faculty/Staff Members already appointed in the Institution, as well as those seeking appointment to the Institution.

Procedure

- a. The Committee will meet as when required. However, if necessary, it may meet more frequently at the instance of the Chairperson or at the request of the other members.
- b. A complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the Chairperson, Grievance Redressal committee (GRC).
- c. The GRC shall send its report with recommendations, if any, to the affiliating University, DTE, and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.

The Committee shall be constituted as stipulated by AICTE with the following composition:

- a. Director - Chairperson
- b. University Nominee- Member
- c. Director of Technical Education – Member (Ex-officio)
- d. 1 Senior faculty be nominated by the Director - Convenor

The term of member(s) is two years.

2.7. STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

Grievance Redressal Mechanism

The Grievance Redressal Mechanism of the Institution shall be framed as per the AICTE Regulations. Any aggrieved member of the Institution can file a complaint online by accessing the institution website or can directly submit the complaint addressed to the Chairperson, Grievance Redressal Committee. Any complaint received online or directly submitted will be taken up by the Grievance Redressal Committee which shall send its report with recommendations, if any, to the Head of the Institution and a copy thereof to the aggrieved member, within a period of 07 days from the date of receipt of the complaint. Any student aggrieved by the decision of the Grievance Redressal Committee may prefer an appeal to the Ombudsperson appointed by the affiliating University, within a period of 15 days from the date of receipt of such decision.

Scope

- a. The SGRC shall consider only individual grievances of specific nature raised individually by the concerned aggrieved student of the Institution.
- b. The Committee shall not consider any grievance of general applicability or of collective nature or raised collectivity by more than one student.
- c. After receiving any application, the Committee will decide on the merit of the case regarding scope of further discussion.

Procedure

- a. The Committee will meet as when required. However, if necessary, it may meet more frequently at the instance of the Chairperson or at the request of the other members.
- b. At least three members of the Committee, excluding the student representative, shall be present in the meeting.
- c. If a member of the Committee is connected with the grievance of the aggrieved student, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- d. The Committee shall send its report with recommendations, if any, to the Head of the Institution and a copy thereof to the aggrieved student, within a period of 07 days from the date of receipt of the complaint.

The Committee shall be constituted as stipulated by AICTE with the following composition:

- a. Director - Chairperson
- b. 3 Senior faculty to be nominated by the Director and out of three one faculty shall be female and other from SC/ST/OBC category - Member
- c. 1 Student Representative – Special Invitee

The term of member(s) is two years.

2.8. ANTI-RAGGING COMMITTEE (ARC)

The Institution shall follow the directions of the Honourable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging. The Hon'ble Supreme Court has directed that the prevention of ragging in Institution is the collective responsibility of the Institution. The police shall take cognizance of incidence of ragging in case it is found that the Institution has not discharged its responsibility or preventing the ragging of students. Any student found indulging/indulged in the act of ragging may be expelled and his/ her admission to the Institution may be cancelled.

Further, the Institution shall follow the provisions of AICTE Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009.

The Institution has further accepted in principle that each and every student of the Institution shall be duty bound during the entire period of studentship with the Institution to immediately report to the Director, if any ragging is noticed either in Institution hostel or on Institution campus.

What constitutes ragging?

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling 'with rudeness a fresher or any other student;
- b. Indulging in rowdy or undisciplined activities by any student or students

which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic *activity* of any other student or a fresher;
- e. Exploiting the *services* of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by student;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assault, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, *vicarious* or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other students:
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to *derive* a sadistic pleasure or showing off power, authority or superiority by a student *over* any fresher or any other student.

Prohibition of Ragging

- a. Ragging within an educational Institution is hereby prohibited.
- b. No person shall participate in, abet, or propagate, ragging in any educational Institution.

Punishment for Ragging

- a. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harass to act as a deterrent against recurrence of such incidents.
- b. Every single incident of ragging a First Information Report (FIR) must be filed, without exception by the institutional authorities, with the local police authorities.
- c. The Anti-Ragging Committee of the Institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- d. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
 - i. Cancellation of admission
 - ii. Suspension from attending classes
 - iii. Withholding/withdrawing scholarship/fellowship and other benefits
 - iv. Debarring from appearing in any test/examination or other evaluation process

- v. Withholding results
- vi. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vii. Suspension/expulsion from the hostel
- viii. Rustication from the Institution for period ranging from 1 to 4 semesters
- ix. Expulsion from the Institution and consequent debarring from admission to any other Institution.
- x. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- xi. An appeal against the order of punishment by the Anti-Ragging Committee shall lie to the BOG.

In pursuance of the above-mentioned Regulations, the Anti-Ragging Committee of the Institution shall be constituted with the following composition:

- a. Director- Chairman
- b. Representatives from Civil and Police administration- Member
- c. Representative from Local Media- Member
- d. Representative from NGO- Member
- e. Representatives of Senior and Junior faculty - Member
- f. Representatives of Non-teaching Staff- Member
- g. Representatives of Senior and Junior Students- Member
- h. Representative of Parents- Member

The Committee may meet at the instance of the Chairman or at the request of the other members.

Functions and Responsibilities of Anti-Ragging Committee

- a. To form Anti-Ragging Squad and to *oversee* the anti-ragging measures being adopted in the Campus and to advise on changes, if any, so as to make the measures effective to prevent ragging of the students, especially freshers;
- b. To take report from the anti-ragging squad and to monitor the effectiveness;
- c. To take action on the ragging complaints from the anti-ragging squad, students/their parents/guardians, and employees;
- d. To educate the senior students of the Campus on the need to be vigilant, and not to indulge in any act of ragging, and to monitor the activities of the potential trouble-makers;
- e. To enquire into any incident of ragging and to suggest punishments, if any, and also if the FIR with the police is to be lodged;
- f. To apprise the Director on any other action, including the filing of FIR with the police, on the incidents of ragging.
- g. To provide counseling to fresher and other students about the ragging, and anti-ragging measures being adopted by the Institution.
- h. To design and get printed leaflets/posters that the ragging is banned and that strict disciplinary and other penal actions under the law of the land and the regulations of Institution will be taken against those found indulging in the act of ragging.
- i. To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the

student or students accused of ragging and other witnesses to place before in the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.

Functions and Responsibility of the Anti-Ragging Squad

- a. To keep a vigil, to monitor and to take preventive measures to stop ragging of the students in the campus of the Institution on the roads, comers, clubs, Institution Canteens, Cafe, Lawns etc. but outside the premises of departments/centers.
- b. To help the fresher learn about the Campus and to educate them about the Campus life, culture and behavior expected in the class rooms, labs and with the students, teachers, employees and general public.
- c. To report to the Anti-Ragging Committee any serious act of ragging which comes to their knowledge and to deal directly with other cases of ragging.
- d. To create a sense of confidence in fresher and an environment of deterrence for ragging for senior students.
- e. To assist the Institution Anti-Ragging Committee to faithfully implement the orders of the Honourable Supreme Court and to create an environment of compassion, sympathy and cooperation from the senior students to their juniors/fresher.
- f. To ensure the display of poster, banners on Main and Departmental Notice Boards and other places such as Canteen, Library, Gymnasium, Common Room and other prominent designated places.

Additional Measure for prevention of ragging

The following measures are taken towards Anti-Ragging campaign.

- a. Affidavits shall be taken from the Students and Parents.
- b. Banners and posters on creating Anti-Ragging awareness shall be displayed in the Institution.
- c. Police Counselling or seminar shall be conducted regarding Anti-Ragging awareness.

2.9. INTERNAL COMPLAINT COMMITTEE (ICC)

The Institution is committed of creating and maintaining a community in which teachers, non- teaching staff and students can work together in an environment free of violence, harassment, exploitation, intimidation and stress. This includes all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender or amongst the same sex members. Every member of the Institution must be aware that while the Institution is committed to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

Sexual harassment has come to be widely condemned as a form of human rights violation, as an infringement on life and liberty as defined by the Constitution of India. Such behaviour is seen to transgress common dignity, gender equality and fundamental rights. Sexual harassment is contrary to anti-discrimination laws of the land. [Article 15: "Prohibition of discrimination on ground of religion, race, caste, sex or place of birth" and Article 19(1)(g): Right to Freedom which upholds a woman's right "to

practice any profession, or to carry on any occupation, trade or business".]

The Institution shall abide by the All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/ WH/2016/01 dated 10th June, 2016. Keeping in view the above guidelines, the Institution shall constitute a Committee against sexual harassment headed by a woman. This Committee shall be deemed to be Inquiry Authority for the purpose and report of the Committee shall be deemed to be an Inquiry Report for disciplinary purposes.

Jurisdiction

This policy is applicable to all allegations of Sexual Harassment made by a student, teacher, non-teaching employee or third party, or against a student, teacher, non-teaching employee or third party, irrespective of whether Sexual Harassment is alleged to have taken place within or outside the Institution premises.

Procedure

- a. All complaints must be brought by the complainant in person to any member of the Committee. The exception for this will be in case of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the Committee will examine whether an investigation, intervention or some other assistance is needed. In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the person alleged to have been harassed wishes to lodge a formal complaint. Once such a complaint is received, the Committee shall proceed to investigate it as per the procedure specified.
- b. A complainant can go directly to the Competent Authority. However, in such cases, which should be exceptional, the complainant should give reasons for doing so. In such cases, it is open to the competent Authority to refer the complaint back to the appropriate Committee/Authority.
- c. Any person may register a complaint of Sexual Harassment against an employee or third party of the Institution or vice versa, with the Chairperson or, at their choice, any of the other members of the Committee. They should do so at the earliest point of time, but preferably within 30 days from the date of occurrence of the alleged incident.
- d. The complaint may be made orally or in writing. If the complaint is made orally, the complainant will be requested to confirm the complaint in writing and sign it.
- e. The Committee or a minimum of 3 members of the full Committee, will meet the Complainant latest within 30 days of receipt of the complaint. They will inform the complainant of this meeting date at the earliest.
- f. At the first meeting with the Committee, the complaint will be heard and her/ his statement will be recorded. The complainant will be asked to produce any corroborative material that can substantiate the complainant.

- g. The Committee will record the proceedings of the enquiry, and the attendance of all parties present at any of the meetings.
- h. Thereafter, the person accused of the alleged Sexual Harassment will be called for a meeting with the Committee. The letter of invitation will mention the fact that a complaint has been registered against him/ her. During the meeting the complaint will be related to the accused in detail, and the accused will be given the opportunity to provide his/ her view of the situation.
- i. The Committee will provide the Accused with a copy of the statement of allegation made by the complainant, and provide the accused with an opportunity to submit a written response, should he/she so desire, within 15 days of receipt of the statement.
- j. The complainant will be provided with a copy of the written response submitted by the Accused.
- k. If the complainant or the Accused want to call on witnesses, they must write to the Committee with the names and contact details of those witnesses, after which the Chairperson of the Committee will call the witnesses.
- l. If the complainant wishes to provide any documentary evidence, he/she must supply true copies of those documents to the Chairperson of the Committee. Similarly, if the Accused wishes to tender any documentary evidence, he/she will be requested to provide true copies of those documents to the Complaints Committee. To ensure that the documents are considered as true copies, parties will be required to sign the documents submitted.
- m. After having heard both parties, the Committee will conduct an enquiry into the evidence provided by both parties. The enquiry may include meetings with witnesses, consultation with experts and any other activities required to establish a balanced view of the case.
- n. The Committee will provide every reasonable opportunity to the Complainant and to the Accused to put forward, and defend their respective cases.
- o. The Committee will complete the enquiry as soon as is reasonably possible, and communicate its findings and its recommendations.
- p. In case the complaint registered by the Complainant is found to be frivolous or false, the Complainant will be liable for punishment.
- q. The Committee can ask the Institution to suspend the alleged harasser from an administrative post/class if his/ her presence is likely to interfere with the enquiry.
- r. The Director of the Institution upon receipt of the enquiry report, shall refer the same to the Board of Governors and Institution shall initiate disciplinary action on the basis of the recommendations of the Internal Complaint

Committee under relevant service rules.

- s. The disciplinary action will be commensurate with the nature of the violation.
- t. In the case of Institution 's employee, disciplinary action can be in the form of:
 - i. Warning
 - ii. Written apology
 - iii. Bond of good behaviour
 - iv. Adverse remarks in the Annual Confidential Report
 - v. Debarring from supervisory duties
 - vi. Denial of membership of statutory bodies
 - vii. Denial of re-employment
 - viii. Stopping of increment/promotion
 - ix. Reverting, demotion
 - x. Suspension
 - xi. Dismissal
 - xii. Any other relevant mechanism
- u. In case of students, disciplinary action can be in the form of:
 - i. Warning
 - ii. Written apology
 - iii. Bond of good behaviour
 - iv. Debarring entry into the hostel/campus
 - v. Suspension for a specific period of time
 - vi. Denial admission
 - vii. Expulsion
 - viii. Any other relevant mechanism

In pursuance of the above-mentioned Regulations, the Internal Complaint Committee of the Institution shall be constituted by the Director with the following composition:

- a. Senior Woman Faculty- Presiding Officer
- b. Representatives from Civil and Police administration- Member
- c. Representative from Local Media- Member
- d. Representative from NGO- Member
- e. Representatives of Faculty - Member
- f. Representatives of Non-teaching Staff- Member
- g. 3 Senior Students of which at least one girl student- Member

The Committee may meet at the instance of the Chairperson or at the request of the other members.

Powers and Functions

- a. To facilitate a safe environment that is free of sexual harassment;
- b. To promote behaviours that create an atmosphere that ensures gender equality and equal opportunities.
- c. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
- d. To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.

- e. To advise the Competent Authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- f. To seek medical, police and legal intervention with the consent of the complainant.
- g. To make arrangements for appropriate psychological, emotional and physical support (in form of counselling, security and other assistance) to the victim if so desired.

2.10. SC/ST COMMITTEE (SC)

In pursuance of the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989, the SC/ST Committee of the Institution shall be constituted by the Director with the following composition:

- a. Senior SC/ST Faculty- Presiding Officer
- b. Representatives of woman Faculty - Member
- c. Representative of SC/ST Non-teaching Staff- Member
- d. 2 Senior Students of which at least one SC/ST student- Member

2.11. ADMISSION COMMITTEE (AC)

The Admissions Committee is responsible for student admissions process in all the approved programs as per guidelines of the approval authorities. The Committee shall also recommend to the BOG the Fee Structure of the students. The Committee shall strategise events to connect to the potential aspirants.

The composition of the Committee shall be as follows:

- a. Director- Chairman
- b. Nominee of the Trust - Member
- c. Registrar- Member
- d. 2 Senior Faculty- Member
- e. CEO, Admission- Convenor

2.12. LIBRARY COMMITTEE (LC)

Powers and Functions

- a. To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
- b. To work towards modernization and improvement of the library and documentation Services.
- c. To formulate policies and procedures for efficient use of library resources.
- d. To prepare budget and proposals for the development of the library.
- e. To recommend to the Authorities the fees and other charges for the use of the library.
- f. To seek feedback on library functions from readers.
- g. To scrutinize the indents for books received from various departments and other sources and approves them finally for orders.

The composition of the Committee shall be as follows:

- a. Director- Chairman
- b. All Head of the Department- Member
- c. Registrar- Member

- d. Finance Officer- Member
- e. Librarian- Convenor

2.13. PURCHASE COMMITTEE (PC)

Powers and Functions

- a. To formulate material planning for the Institution and promote effective correlations and inter-association between material planning and developmental work.
- b. To review and set purchase policies on requirements of material from time to time.
- c. To streamline the purchase and stores procedures, whenever necessary, subject to rules so that employees get the material in due time.
- d. To direct and coordinate activities of the Stores and Purchase Departments to have and integrated system of as a whole and promote its interactions with other departments/sections of the Institution.
- e. To encourage pooling of items of common use.
- f. To fix maximum, minimum limits for stores where necessary.
- g. To receive periodically the indents to examine budget allocations and to direct suitable action thereon.
- h. Every proposal to purchase made in the Institution is referred for approval of the Purchase Committee. Every department/section of the Institution refers the proposal to purchase Committee along with the Tenders, quotations, comparative statements and other documents for scrutiny and approval of the Committee.
- i. The Purchase Committee shall have powers to demand for the production of any document in connection with proposal of purchase of items by the department/sections as the case may be and such departments/sections are required to supply with such information as early as possible.
- j. If need is felt, the Purchase Committee may constitute a Technical Sub Committee for examination/modification or specifications of an item submitted in the indents and for subsequent evaluation of the bid received after tendering.
- k. To encourage the recycling of materials.

The composition of the Committee shall be as follows:

- a. Director- Chairman
- b. Nominee of the Trust- Member
- c. Registrar- Member
- d. Head of the Requisitionary Department- Special Invitee
- e. Purchase Officer- Convenor

2.14. DISCIPLINARY COMMITTEE (DC)

Powers and Functions

- a. To serve as model in terms of character training and behaviour for students.
- b. To assist the students in conforming with Institution rules and regulations.
- c. To help students develop self-discipline/internal discipline.
- d. To formulate the Code of Conduct for the students to follow.
- e. To promote and encourage good behaviours among teachers and students.
- f. To collect the facts of all complaints as reported to.

- g. To determine, if a complaint has merit.
- h. To conduct all disciplinary hearings.
- i. To facilitate an amicable resolution to a complaint where possible.
- j. To administer punishment commensurate with offence committed by a student.
- k. To liaise with Institution and the law enforcement agents in case of difficult student.
- l. To make a decision on a complaint after the completion of disciplinary proceedings.
- m. To ensure peaceful co-existence among and between teachers and students respectively thereby creating a conducive environment in the Institution.

Discipline in general

Disciplinary action shall be taken against a student if he/she is found to be involved in any of the following acts.

- a. Misbehavior
- b. Gambling
- c. Stealing
- d. Misconduct in the Institution premises or in place recognized as Institution property or site
- e. Consumption of Drugs or of alcohol
- f. Possession of fire-arms etc.
- g. Moral turpitude
- h. Use of Institution premises for any purposes other than for which it is meant without the permission of the concerned Authority.
- i. Breach of any standing rules of the Institution.
- j. Any other causes/acts which may lower prestige of the Institution.
- k. Organizing meeting by students inside the campus or assisting outsiders to organize meeting inside the campus without permission of the appropriate Authority.
- l. Ragging in any form inside or outside the Institution campus.
- m. Any other acts of indiscipline as considered by the appropriate Authority.

Further, students must follow strictly the discipline in examination as described in Examinations Rules and Regulations.

Procedure

- a. The Head of the Department/ Section and the teacher(s) shall report to the Director of the Institution matters of breach of discipline which have come to his/her notice or knowledge and of the actions taken by him/ her in this regard.
- b. Where the Head of the Department/Section is of the view that a punishment which is heavier than he/she is competent to impose is necessary, he/she shall report the case to the Director of the Institution with his/her recommendations in writing and the Director may take appropriate action as deemed necessary or place the matter before the Disciplinary Committee.

Note:

- a. Any student against whom a charge of misconduct has been made may be suspended from the roll of the Institution by the Director, in consultation

- with the Competent Authority, pending enquiry or pending trial on a cognizable offence by a Court of Law.
- b. No penalty shall be imposed without giving the student a reasonable opportunity of being heard.
- c. An appeal against the order of the Disciplinary Committee shall lie to the BOG.

The composition of the non-statutory Committee constituted by the Director shall be as follows:

- a. Dean, Students' Affairs- Chairman
- b. 3 Senior Faculty of which at least one woman faculty- Member
- c. CEO, Administration- Convenor

2.15. CAREER DEVELOPMENT CELL (CDC)

Powers and Functions

- a. Arrange industrial training for students by liaising with various industrial organizations.
- b. Arrange placement interviews for students – both in-campus and off-campus, conduct awareness seminars for the preparation of campus placement.
- c. Work in consultation with Coordinator of Institution-Industry Cell for organizing lectures from the professionals from industry.
- d. Collect feedback from the companies coming for placement.
- e. Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise to enhance their employability.
- f. Keep records of placement, and carry out the analysis.
- g. Generate new placement opportunities.
- h. Make database mentioning company information and contact details branch wise.
- i. Prepare Institution Placement Brochure and circulate amongst the identified industries.
- j. Maintaining student Resume Bank and Database.
- k. Monitoring the progress of Placement activities at regular intervals for each campus recruitment activity.
- l. Conduct career counselling of students.
- m. Prepare and submit CDC Activity reports to the Competent Authority.

The composition of the team running the Cell shall be as follows:

- a. Training & Placement Officer- CDC Head
- b. Training & Placement Executive- Member
- c. Faculty Coordinator from each Department- Member

2.16. INSTITUTION-INDUSTRY CELL (INIC)

Powers and Functions

- a. To enhance and foster Industry-Institution relationship.
- b. To collaborate with industry houses, other Institutions and Universities of national repute.
- c. To encourage entrepreneurial activities among the students.
- d. Organizing seminars, symposiums, exhibitions and workshops on

- latest technological advancements.
- e. To support consultancy/ training services using the institutional expertise of the stakeholders for resource generation.
- f. To explore the industries for support in academic activities through Corporate Social Responsibility programs.
- g. Prepare and submit IIC Activity reports to the Competent Authority.

The composition of the team running the Cell shall be as follows:

- a. Director- IIC Head
- b. Training & Placement Officer- Member
- c. All Head of Department- Member
- d. Industry Representatives- Member

The term of member(s) is three years.

2.17. INSTITUTION'S INNOVATION COUNCIL (IIC)

The Institution shall establish Institution's Innovation Council (IIC) on campus as per the Regulations of MoE's Innovation Cell (MIC) and AICTE to create an enabling ecosystem for Innovation and Entrepreneurship.

Powers and Functions

- a. Conduct various Innovation, IPR, and entrepreneurship-related activities prescribed by MIC in time bound fashion.
- b. Identify and reward innovations and share success stories.
- c. Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- d. Network with peers and national entrepreneurship development organizations.
- e. Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- f. Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.

The composition of the Council shall be as follows:

- a. Senior Professor- President
- b. Industry Representative- Vice-President
- c. Dean, Students' Affairs- Convenor
- d. Faculty Representatives- Coordinator(s)
- e. Training & Placement Officer- Coordinator
- f. External Expert- IPR Expert
- g. External Expert- Industry Expert
- h. Alumni Expert- Alumni Entrepreneur
- i. External Expert- FI/Bank/Investor
- j. Student Representatives- Coordinator(s)

2.18. INTERNAL QUALITY ASSURANCE CELL (IQAC)

Power and Functions

- a. Development and application of quality benchmarks/parameters of various academic and administrative activities of the Institute.
- b. Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- c. Dissemination of information on the various quality parameters of technical education; organization of inter and intra-institutional workshops, seminars

- on quality related themes and promotion of quality circles.
- d. Documentation of various programmes /activities of the Institute, leading to quality improvement.
- e. Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of good practices
- f. Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- g. Development of Quality Culture in the Institute.
- h. Preparation of the Annual Report of the Institution based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, NIRF) in the prescribed format.
- i. Any other assignment by the Competent Authority.

The composition of the Working Committee of the Cell as stipulated by AICTE will be as follows:

- a. Director- Chairperson
- b. Dean, Quality Assurance – IQAC Coordinator cum Convenor
- c. All Head of the Department- Faculty Member
- d. 3 Senior Faculty- Faculty Member
- e. Nominee of the Trust- Management Nominee
- f. Registrar- Senior Admin Officer
- g. CEO, Administration- Senior Admin Officer
- h. Finance Officer- Senior Admin Officer
- i. Director, Examination- Senior Admin Officer
- j. Dean, Academics & Research- Senior Admin Officer
- k. Dean, Students’ Affairs- Senior Admin Officer
- l. Librarian- Senior Admin Officer
- m. Training & Placement Officer- Senior Admin Officer
- n. 1 Representative of Local Society- Local Society Nominee
- o. 1 Senior Student- Student Representative
- p. 1 Alumni Representative- Stakeholder
- q. 1 Parent Representative- Stakeholder
- r. 1 Industry Representative- Industry Expert

The term of member(s) is two years.

CHAPTER-3: OFFICERS OF THE INSTITUTION AND THEIR POWERS AND FUNCTIONS

3.1 INTRODUCTION

Director is the overall Head of the Institution and is assisted by the Registrar, various Officers, Deans and the Heads of the Departments. Work distribution and functional responsibility along with authority of various positions are detailed hereunder.

3.2. POWERS AND FUNCTIONS OF THE DIRECTOR

The Director as a Head of the Institution shall be the Chief Academic and Executive Officer of the Institution and shall exercise general supervision and control over the affairs of the Institution and implement the decisions/resolutions of all the Authorities of the Institution.

The Director shall have the following powers and functions:

Subject to specific and general directions of the Board of Governors, the Director shall exercise all the powers of the Board of Governors for management and administration of the Institution. Being the academic and administrative head of the Institution, Director will look after the following activities: -

- To look after the standards of academic programme of studies in this college, maintenance of law and order of the campus, hostels, execution of the Rules and Regulations etc. for persuasion towards Centre of Excellence of the Institution.
- To coordinate with the AICTE/University/UGC/Dept. of Higher Education /such other Regulatory Bodies, as and when required.
- To look after various consultancy programme/ Research /Sponsored Research project from different funding agencies, faculty development programme, NBA/NAAC Accreditation process, etc.
- To introduce new market driven non-traditional UG and PG programmes with advice of Departmental Academic Committee (DAC)/Institution Academic Committee (IAC) etc.
- To look after for proper utilization and maintenance of equipment, instrument and other materials in various laboratories/workshop of the Institution.
- He/She shall be the sanctioning authority of all kinds of leave for the faculty members and technical employees.
- Responsible for the controlling of finance related matter in consultation with Finance Officer/Registrar/Secretary/Chairman as the case may be, and he/she shall also be authorized to sanction expenditures.
- To perform any other jobs as may be assigned by the BOG.

3.3. POWERS AND FUNCTIONS OF DEAN, ACADEMICS & RESEARCH

- Preparation of the Composite (curricular, co-curricular, and extracurricular activities) Calendar, monitoring the progress of class work, syllabus coverage, student mentoring, directing and supervising student activity programs.

- Facilitate the creation of a learner-centric environment conducive for quality education.
- Prepare reports on academic process, Library, Laboratories, Workshops, teaching and research.
- Arrange for internal academic audits.
- Ensure that the teachers' appraisal by students on Teaching Learning related is carried out and the reports thereof are sent to the authorities concerned.
- Recommend to the Governing Body through Local Management committee, proposals for the common facilities in the area of Innovation and Entrepreneurship.
- Control, regulate and co-ordinate research activities to maintain standards of teaching and research in the Institute.
- Conducting regular meetings of the Course Coordinators to monitor and evaluate academic activities.
- Facilitate departments to organize inter-institutional and intra-institutional workshops, seminars, FDPs.
- Identifying the newly inducted faculty for orientation and induction programs.
- Prepare budget proposals for academic and research activities.
- To perform any other jobs as may be assigned by the Higher Authority.

3.4. POWERS AND FUNCTIONS OF DEAN, QUALITY ASSURANCE

- Coordinating the institute's quality assurance system including strategic planning, assessment and evaluation for continuous improvement, statistical analysis of instrumentation to establish validity and reliability, and data dissemination.
- Arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes.
- Ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell.
- Disseminate information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions.
- Look after the reports and other preparations for accreditation and ranking by external bodies.
- Ensure overall planning and implementation of Quality assurance and Quality Enhancement activities within the College.
- To perform any other jobs as may be assigned by the Higher Authority.

3.5. POWERS AND FUNCTIONS OF DEAN, STUDENTS' AFFAIRS

- Monitoring / coordination of various students' welfare activities, cultural events, programmes of different Students Chapter and various Clubs.
- Monitoring/ coordination of Students' Games and Sports /Extra-curricular activities / Students' Discipline in the campus.
- Prepare budget proposals for various students' welfare and activities.
- Any other activities as may be assigned by the Higher Authorities from time to time.

3.6. POWERS AND FUNCTIONS OF PRINCIPALS/HEADS OF PROGRAMME SCHOOLS / DEPARTMENTS

- Responsible for overall general administration & academic administration in the concerned department(s) within framework of DAC / IAC / BOG resolutions.
- Responsible for implementation of new & ongoing projects, special course / seminar, summer training, industrial visit etc. in his/her department as per resolutions of DAC.
- Identification of the Academic areas and research activities which need to be strengthened & recommendation for suitable measures with the guidelines of DAC resolutions.
- Responsible for the class teaching, preparation of class routine, Training & Placement of the students, arrangement for holding class test / examination / evaluation & invigilation, student attendance, etc.
- Monitoring /coordination towards completion of courses on schedule.
- To take necessary follow-up action for publication of research papers, journals, consultancy service, stock verification and records of laboratories etc.
- Students counseling, interaction / Alumni Association etc.
- Responsible for Faculty & Staff development programme including assessment / evaluation in his department as advised by DAC.
- To prepare/suggest proposals for the annual budget of concerned department for approval of the Academic Council / higher authority.
- Preparation of departmental proposal towards application for NBA/NAAC or for any such other accreditation bodies/approval authorities, like, AICTE/PCI/CoA/University /Higher Education Department, etc.
- To arrange meetings with different stakeholders for overall development of the concerned department(s).
- Any other duty as may be assigned by the Higher Authority.

3.7. POWERS AND FUNCTIONS OF THE REGISTRAR

- Custodians of all properties of the Institution & maintenance of personal files, service records, service book, leave records etc. of all employees.
- He/she shall take necessary steps in respect of all categories of appointment, promotion, resignation, joining procedure & other related matter.
- He/she shall sign papers / vouchers / documents / agreements etc. in connection with the day-to-day activities of the College and also issue office orders, circulars etc. on behalf of College from time to time.
- Responsible for supervision & control of academic administration, general administration and HR activities of the Institution.
- Look after the guest entertainment & welfare activities of the Institution.
- Responsible for supervision & control of student admission, registration, examination, and results related matter.
- Responsible for the liasioning with the Industries / Govt. Offices / University / AICTE/UGC/ Funding Agencies etc.
- Any other job assigned by the Higher Authority.

3.8. POWERS AND FUNCTIONS OF THE FINANCE OFFICER

- Responsible for general accounting and preparation of budget in consultation with academic departments /Director/Registrar and submission of the same to the Higher Authority for approval.

- Responsible for Tax related matters like IT / ST/ PT/ other statutory liabilities.
- Responsible for audit and assessment of Income Tax.
- Responsible for all receipts & disbursement in consultation with the Director/ Registrar/ Secretary.
- Any other job assigned by Higher Authority.

3.9. POWERS AND FUNCTIONS OF THE DIRECTOR OF EXAMINATIONS

- The Director of Examinations shall be the Officer-in-charge of the Examination Cell of the Institution.
- The Director shall be responsible for the execution all the activities at the College level as per the guidelines of the affiliating University.
- Prepare budget proposals for examination related activities.
- He/She shall be responsible for making all necessary arrangements for holding examinations, tests and declaration of results as advised by the Examination Committee. It shall be his/her responsibility-
 - a) to prepare and announce in advance the calendar of examinations;
 - b) to arrange for printing of question papers;
 - c) to arrange proper execution of all examinations (regular and backlog), answer script evaluation, marks tabulation, award list preparation etc.;
 - d) to arrange for the dissemination of results of examinations and other tests;
 - e) to review from time to time, the results of Institution's examinations and forward reports thereon to the Institution Academic Committee / BOG.
- The Director of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, from time to time, by the Competent Authority.

3.10. POWERS AND FUNCTIONS OF THE LIBRARIAN

- Responsible for day-to-day library administration / overall development of the Central Library.
- Look after for requisition & Cataloguing of books, journals & publications / issue and return of books/journals/magazine and subscription of journal.
- To suggest proposals for inclusion in the annual budget.
- Responsible for selection of books for purchase / Procurement of Journal/E-journal/magazine / Newspaper etc. as advised by Library Committee.
- Responsible for staff development programme for the employees of the library including assessment / evaluation.
- Responsible for arrangement of routine for shift duties in the library.
- Responsible for document preparation for AICTE/University/UGC/NBA/NAAC etc.
- Maintenance of Digital library/Book Bank scheme / proper book arrangement /stock verification, etc.
- Look after for Library attendance / book transaction record /storing of University/Institution question papers.
- Look after for Library membership card / record of lost or replacement of books/ long-overdue books etc.
- Any other job assigned by Higher Authority.

3.11. POWERS AND FUNCTIONS OF THE TRAINING & PLACEMENT OFFICER

- Look after training and placement of the students in the industry/ other user system.

- Facilitate Industry-Institute Interaction.
- Arrange Industrial visit of students.
- Arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
- Arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
- Handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
- Prepare and report records of placement, and carry out the analysis.
- Generate new placement opportunities.
- Make database mentioning company information and contact details branch wise.
- Prepare Institution Placement Brochure and circulate amongst the identified industries.
- Maintaining student Resume Bank and Database.
- Arrange entrepreneurship camps and to motivate the students for self-employment.
- Arrange programmes for guidance and counselling of the students.
- Suggest proposals for inclusion in the annual budget.
- Any other job assigned by Higher Authority.

3.12. POWERS AND FUNCTIONS OF THE CEO, ADMINISTRATION

The Chief Executive Officer (CEO), Administration is the over-all in-charge of administrative functions, Transport, Campus maintenance, Security of college property, and personnel, hostel and canteen operations, public relations, Health Centre, among others.

The specific duties and responsibilities are as follows:

- Assists the Registrar in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
- Monitors the work of IT Systems administrator.
- As the custodian of the college property records, manages the filing, storage and security of documents.
- Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, supply of Private Vehicles by Travel agencies, as required.
- Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.
- Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, BoS meetings, Governing Body meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.
- Liaisons with consulting architects/engineers for translating college's needs into specific requirements.

- Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
- Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
- Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
- Monitors CCTV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, Director, and management, and to Police, with proper approvals.
- Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.
- Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
- Manages distribution of incoming mails, and dispatch of out-going mails.
- Identifies training needs of office staff, and organizes staff development programmers.
- Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
- Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HoDs/Sections-in-charge, following proper procedures.
- Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets.
- Suggest proposals for inclusion in the annual budget.
- Any other functions assigned by the Registrar/Director from time to time.

3.13. POWERS AND FUNCTIONS OF THE CEO, ADMISSIONS

The Chief Executive Officer (CEO), Admissions in general look in to the activities with regard to admissions of the students in to Institute and therefore shall be responsible for the following activities.

The specific duties and responsibilities are as follows:

- Identification of staff for promotional activity, finalization of target regions and setting of goals for next academic year admissions.
- Identification of potential schools, junior colleges and contacts.
- Preparation of material (such as prospectus, leaflets, etc.) required for promotional activities.

- Convene the Admission Committee meetings periodically to finalize intake capacity, fee structure, fee waivers, reservation policy for all the programmes and programme-wise eligibility criteria.
- Release of admission notifications for all programmes.
- Finalize and release of advertisements for print and electronic media.
- Counseling and admission of the students to all programmes.
- Provision of academic flexibility, if any, to the students which involves admission process, e.g., (a) sliding from one programme to another, (b) lateral entry (second year) admissions and (c) proposal for the part payment of 1st semester tuition fee.
- Prepare admission reports, and carry out analysis.
- Preparation of budget proposal for admissions.

3.14. POWERS AND FUNCTIONS OF THE PURCHASE OFFICER

- Submit regular reports to the Purchase Committee regarding purchase and stores procedures.
- Receive and periodically present the purchase indents in the Purchase Committee meetings.
- Negotiate with suppliers and verify budgetary quotations.

CHAPTER 4: REGULATIONS RELATED TO SERVICE MATTERS

4.1 INTRODUCTION

The Rules and Regulations, which are issued in this document, are of direct concern of this Institution, are held and used by the staff members posted in the various departments of this Institution handling the relevant subjects as per the documents of Work Allocation for discharge of their respective functions and duties

4.2 INTERPRETATION

Any matter regarding conditions of service not covered by the provisions of regulations of the Institution may be decided in accordance with the rules/regulations/statutes laid down by the AICTE, and/or Government of West Bengal.

4.3 DEFINITIONS

In these Regulations, unless the context requires otherwise, the following words and phrases have meanings hereby assigned to them:

- a. 'Faculty' means a full-time or part-time Teacher [(Professor/Associate Professor/ Assistant Professor] including the Director of Sanaka Educational Trust's Group of Institutions and includes a Teacher working in a vacancy against a permanent teaching post of the Institution.
- b. 'Academic Staff' means Teachers and Technical Support Staff members (Demonstrator/Laboratory Instructor) of the Institution as are directly/indirectly involved in academic activity of the Institution.
- c. 'Non-teaching Staff' mean all such Staff members as are not directly involved in the Academic Activities.
- d. 'Completed year of service' or 'one year's continuous service' means continuous service of specified duration under Sanaka Educational Trust's Group of Institutions and includes the period spent on duty as well as absence on leave or due to visit abroad granted by the Competent Authority of Sanaka Educational Trust's Group of Institutions.
- e. 'Qualified Service' means service excluding the period of leave without pay.
- f. 'Joining time' means the time allowed to an employee in which to join a new post or to travel to or from a station to which he is posted.
- g. 'Day' means a calendar day, beginning and ending at midnight, but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- h. 'Pay' means the amount drawn monthly by an employee of Sanaka Educational Trust's Group of Institutions as-

- i. the pay, other than special pay or pay granted in view of his personal qualification which has been sanctioned for a post held by him substantively or 'in an officiating capacity, or to which he is entitled by his position in a cadre, and
 - ii. any other emoluments which may be specially classed as pay by the Board of Governors of the Institution.
- i. 'Basic Pay' means Pay in the Pay Band plus Academic Grade Pay/Grade Pay.
- j. 'Special Pay' means an addition, of the nature of Pay, to the emoluments of a post or of an employee, granted in consideration of –
 - i. the especially arduous nature of the duties; or
 - ii. a specific addition to the work or responsibility.
- k. 'Permanent post' means a post carrying a definite sanctioned Scale of Pay without any limit or period of time.
- l. 'Temporary post' means a post carrying a definite sanctioned Pay or monthly honorarium with a limit or period of time.
- m. 'Appointment on probation' means appointment on trial against a permanent post.
- n. 'Permanent appointment' means appointment against a permanent post which has been confirmed after the probationary period.
- o. 'Temporary appointment' means appointment in a temporary post or officiating appointment in or against a permanent post.
- p. 'Officiate' means an employee officiates in a post when he/she performs the duties of a post on which another person holds a lien or when he/she is appointed by the Competent Authority to make substantive appointment to the post to officiate in a vacant post on which no other persons hold on lien.
- q. 'Service' includes the period spent by an employee on actual duty, on leave or on deputation provided that any period of leave without pay or of deputation shall not be treated as service unless specifically ordered by the Competent Authority for reasons to be recorded.
- r. 'Year' means:
 - i. Academic Year: a period of 12 months commencing from 1st of July to 30th June of the following Year.
 - ii. Financial Year: A twelve- month period commencing from 1st of April to 31st March of the following year.
 - iii. Calendar Year: A twelve-month period commencing from 1st of January to 31st December of the year.
- s. Holiday & Off-day: Holiday means a day declared as such by the Institution Authority and includes the Sunday in each week. Similarly, Off-day means a day declared as such by the Institution authority in each week

4.4 CONDITIONS OF SERVICE

A. GENERAL

- a. Appointment of Director, Registrar, Teachers, Librarian, other Officers and Laboratory Instructors having minimum qualification as stipulated and prescribed by relevant Regulatory Bodies and the Board of Governors of the Institution, as the case may be, shall be made by the Management of the Institution in accordance with such terms & conditions as it may stipulate and which do not contravene the norms of AICTE/UGC etc. Provided that whenever the Selection Committee recommends a panel of candidates for appointment to vacant posts, such panel shall remain valid for the purposes of appointment for a period of one year for Teachers and Laboratory Instructors with effect from the date of recommendation by the Selection Committee unless extended by the Competent Authority.
- b. Appointment for other Staff, full-time or Ad-hoc, shall also be made by the Management of the Institution in accordance with such rules and regulations and on observance of such formalities as may be framed and stipulated by it.
- c. Whenever felt necessary in the academic interest of the Institution, the Director in consultation with the Chairman/Secretary or his/her nominee may appoint Teachers, Officers, Laboratory Instructors, and other non-teaching Staff.
- d. All posts in the Institution shall normally be filled by direct recruitment through advertisement but the BOG shall have the powers to decide that a particular post be filled by negotiation or by promotion from amongst the employees of the Institution.
- e. The Selection Committee for filling up of posts in the Institution by advertisement or by promotion from amongst the employees of the Institution shall be constituted in a manner as laid down by the BOG from time to time.
- f. On receiving, applications are scrutinized /examined by the Scrutiny Committee of the Institution and finalized the list of shortlisted candidates as per norms of AICTE/UGC etc. against the post advertised for.
- g. The shortlisted candidates are thereafter called for interview before the Selection Committee and panels of successful candidates (discipline-wise) are prepared and placed for final approval by the Competent Authority.
- h. The Selection Committee is to be constituted as per the norms of affiliating and approving bodies, and need to be approved by the BOG.

B. APPOINTING AUTHORITY

Appointment to the post of Officers, all faculty and other members shall be made by the Secretary or any authorized persons with prior approval from the Chairman of Board of Governors. Appointment for the Director shall be made by the Chairman / Secretary

or any authorized persons by the Competent Authority.

On behalf of the above appointing authorities, the Director/Registrar shall issue office orders for joining the Institution to all posts except the post of the Registrar. The office order for joining to the post of Registrar shall be issued by the Director.

C. AGE OF APPOINTMENT

The age of a person at the time of appointment shall not be less than 18 years.

D. DECLARATION OF AGE

Every applicant for a post in the Institution shall make a declaration of his/her age at the time of his/her entry into service based on his/her Matriculation/School Final, Higher Secondary, or any other Certificate approved by the Competent Authority concerned and in the case of non-Matriculate, such other documentary proof as may be acceptable to the Authority concerned upon which the age will be admitted. After the declaration of age and acceptance of the same by the Competent Authority it shall be binding on him/her and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

E. PAY AND ALLOWANCE

Pay and allowances for all posts shall be in accordance with the orders issued by competent authority from time to time. The principle of fixation of pay for a person appointed to a post, either by recruitment or by promotion, shall be in accordance with the relevant rules, notifications and orders issued by the competent authority from time to time.

F. PROBATION & CONFIRMATION:

A regular employee is due for confirmation after successful completion of one year's probationary period. The probation period may be extended at the discretion of the competent authority.

4.5 RECRUITMENT PROCEDURE

- a. The office of the Registrar is coordinating the entire recruitment process.
- b. The sanctioned strength of each programme is noted down as per the AICTE Norms.
- c. The number and qualification of required staff is identified taking into account the available student strength and the available faculty competency in each programme. Following which a requisition is made to the authority for selecting new faculty.
- d. For recruiting new faculty, advertisement is given in newspapers and also in media.
- e. The applications received are scrutinized and call letters are sent to the shortlisted candidates through the e-mail, by post and by information over phone.
- f. The number of candidates responded to the advertisement are shortlisted keeping in view the AICTE Norms for qualification and experience depending upon the post.
- g. The staff selection committee for the selection of candidates is constituted with the approval of the BOG.
- h. After that the venue and the date of interview is finalized and it is informed to the shortlisted candidates through call letter.
- i. On the day of interview, the registered candidates are interviewed by the selection committee based on different evaluation parameters.

- j. After getting approval of the selected list from the management, the appointment orders are issued to the selected candidates.
- k. The appointed candidates join duty as per the notification of the appointment order.

4.6 PROMOTION POLICY AND CAREER ADVANCEMENT SCHEME (CAS)

- a. Promotion will be carried out only for Regular Employees after due confirmation of service.
- b. The institution follows AICTE norms for qualification and experience in respect of promotion of faculty members.
- c. Acquiring eligible qualification, Annual Performance review report and experience will be considered during the promotion review. However, they do not establish the right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the candidate will be considered along with other eligible candidates who have applied for the position.
- d. Well defined performance appraisal process (PBCAP) has been adopted by the institution towards sanction of promotion/increment/award/honour based on the recommendation of the Appraisal Review Committee.
- e. Guidelines for career upgradation for teaching employees under Career Advancement Scheme (CAS) would be followed by the guidelines of AICTE/UGC from time to time where an employee will be allowed to move to respective next higher Grade Pay, subject to satisfactory performance and duly approved by the Competent Authority.
- f. If disciplinary proceedings have been initiated against an employee or if an employee is suspended because of any reason, he will not be eligible for promotion till such proceedings are over or suspension is withdrawn.
- g. In case of a record of violation of code of conduct in last three years, an employee will not be eligible for promotion.

4.7 PERSONAL FILE

A Personal File shall be maintained for every full-time employee, in which all Certificates of educational qualification/experience (attested copies), records and other documents relating to his/her service in the Institution(s) shall be placed. The Personal File shall contain, in particular, a Service Book wherein the history of his/her service will be recorded from the date of his/her appointment including increment, promotion, reward, punishment and all other special events, if any in his/her service career. The Service Book shall also contain the Leave Account for the employee showing complete record thereof. The Service Book shall be kept in the Administrative Office under the custody of the Registrar.

4.8 SUPERANNUATION / RE-EMPLOYMENT

The age of superannuation of all category of employees shall be 60 years.

No Non-teaching Staff of the Institution shall be entitled to be in the service of the Institution after he/she reaches the age of 60 years. But. the Competent Authority of the Institution may appoint any person on exceptional cases after retirement.

In order to meet the situation arising out of shortage of Teachers in Technical Institutions and the consequent vacant position therein, the age of superannuation for teachers in Technical Institutions may be enhanced to 70 years for extra-ordinary and

good faculty members, subject to availability of vacant positions and fitness.

Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained. If an employee whose Date of Birth is the first of the month, he/she shall retire on the afternoon of the last day of the preceding month. The day of retirement on superannuation will be deemed as a working day.

The performance of a re-employed Teacher shall be reviewed periodically by the Institution. If the performance is found unsatisfactory, his/her services may be terminated by the Appointing Authorities by giving one month's notice. Re-employment shall not be given as a matter of right.

An employee may be allowed to retire earlier than the date of his/her superannuation being declared him/her by the Medical Board constituted by the Board of Governors in this regard, as completely and permanently incapacitate for service.

4.9 RESIGNATION

- a. No employee shall unless the Competent Authority otherwise directs, be permitted to resign if he/she fails to serve his Appointing Authorities due notice at least for One month in the case of a permanent employee. However, for Academic Staff, resignation will not be accepted before completion of a semester in all respects. Provided that in special circumstances the Competent Authority on the recommendation of the Director may accept the resignation. Resignation once submitted cannot be withdrawn, unless specially allowed by the Competent Authority.
- b. An employee who tenders resignation and quits without giving the notice, shall be at the discretion of the Competent Authority, be liable to forfeiture of his/her salary for the period by which the notice falls short of the requirements, as the case may be, or, in addition to such disciplinary action as may be taken against him/her for contravention of the provision under the clause.

4.10 GENERAL SERVICE RULES

- a. The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a certain period of time.
- b. Faculty salary is provided as per AICTE norms.
- c. In case, any kind of misinformation declared by the candidate is noticed even after the appointment or joining or confirmation of job, the appointment may be cancelled summarily depending upon the gravity and nature of the misinformation/hiding of facts.
- d. An employee appointed either as a faculty or as a non-teaching staff shall remain on probation as may be defined in his/her appointment letter. Typically, the probation period will be for a period of one year. In case the performance of the candidate is unsatisfactory and / or inefficiency in handling the allotted assignment, his/her probation may be extended or his/her service may be terminated during the probation period by giving one-month notice in writing or one-month salary, in lieu of.

- e. Performance appraisal for all faculty and non-teaching staff is mandatory prior to confirmation of service. No person will be confirmed without performance appraisal.
- f. Resignation will not be accepted in the middle of the academic session.
- g. Need to carry out all lawful academic and administrative activities as per the laid down procedures of the institution.
- h. Minimum 1 month notice is mandatory for resignation in all cases to enable the institution to make alternative arrangements.
- i. Shall refrain from any kind of false information, sexual, negligence of duty, damage to institute property. Any violation will lead to show-cause, warnings, suspension and in extreme case termination of service.
- j. Based on faculty performance, they will be honoured with promotions and increment.

4.11 GENERAL DUTIES AND OBLIGATIONS OF THE EMPLOYEES

A. ACADEMIC STAFF

DUTIES

- a. All Academic Staff shall discharge their duties above all personal, political and other consideration and shall at all times maintain absolute integrity and devotion to duty and shall conduct themselves in a manner which will enhance the reputation of the Institution.
- b. They shall abide by and comply with all the rules and regulations, standard practices/norms of the Institution and all Orders and Directions of their Superior Authorities.
- c. They shall at all times be courteous in his/her dealings with other members of the Staff, students and members of the public.
- d. They shall practise, promote and encourage collective functioning for the betterment of the Institution and apply their personal endeavor and initiative for the development of harmonious and peaceful interpersonal relationship among the employees within or outside the Institution premises.
- e. They shall initiate corrective steps, where necessary, to improve work performance in their respective fields.
- f. They shall control the students with good behaviour and maintain punctuality in attendance.
- g. They shall prepare themselves with lessons to be taught well in advance to fulfil the queries of the students.
- h. They shall be required to make a target for completion of specific Syllabus as per Academic Calendar.
- i. In their way of living and outlook, they shall set an example to their colleagues and students.
- j. They shall at all time conduct themselves in accordance with the Orders regulating, behavior and conduct which may be in force in the Institution.
- k. They shall not discriminate against any student on grounds of caste, creed, sect/religion, sex or languages or any of them. They shall also discourage such tendencies among their colleagues and students.
- l. They shall be required to observe the scheduled hours of work, during which they must be present at the place of their duty. Except for valid reasons and/or

unforeseen contingencies, no employee shall be absent from duty without prior permission.

m. Without prejudice to the foregoing provision, Academic Staff shall perform the following duties:

- i. Invigilation or supervision work relating to any Examinations for any course of study taught in the Institution;
- ii. Assisting the Director/Principal, and the Registrar with regard to admission of students;
- iii. Advising or counseling students as well as grooming of students;
- iv. Evaluation of student performance;
- v. Participate in sports, games and other co-curricular activities and extra-curricular activities for the wellbeing of the students, such as, Tech Fest, Annual Students Festival etc.
- vi. Participate in R&D activity, seminar, workshop, Faculty Development Programme etc. of the Institution;
- vii. Take up such consultancy works as may benefit the Institution;
- viii. Participate in Industry-Institution collaborative works, Training & Placement related works etc.
- ix. Make internal assessment of the students;
- x. Awarding marks to the students in theoretical, practical, internal etc., without any special biasness.
- xi. To look after or assisting in Hostel Administration, Welfare activities for the students.

n. They are responsible for participating in the activities of the Institution in its governance and administration. They shall endeavor to promote the interest of the

Institution and act in a manner which shall be conducive to academic environment for reaching Excellency in the field of Engineering, Technology and Management, and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

OBLIGATIONS

- a. No Academic Staff shall commit any misconduct or take gratification in any form other than the legal remuneration from any person or agency or be involved in any act of moral turpitude or criminal offence.
- b. No Academic Staff shall, while on leave, accept any service or employment.
- c. Academic Staff shall not, without prior permission of the Competent Authority of the Institution, engage himself/herself directly or indirectly in any trade or business whatsoever or any consultancy work or part-time teaching or undertake any other work.
- d. No Academic Staff shall undertake private tuition.
- e. For the interest of the Institution, the Director/Principal/Registrar/HOD of the concerned Department may require a Academic Staff to do any additional work commensurate to the status and duties of the concerned Teacher.
- f. If any criminal or insolvency proceedings are initiated during his service against a Teacher of the Institution, he/she shall report the facts of the legal proceedings to the Director/Principal or Registrar at the earliest opportunity.
- g. No Academic Staff shall indulge in disorderly conduct and obstruct or hamper

- work in the office and the Institution campus.
- h. All Academic Staff shall carry out what their Superiors desire and as laid down in the plans and policies of the Institution.
 - i. They shall keep their Superior informed about the progress of the assignment done in the respective Departments and in the office.
 - j. They shall ensure that work/assignment is performed as per the standard methods and procedures laid down.
 - k. They shall co-ordinate the work of their Department with that of other Departments and develop harmony and team spirit.
 - l. They shall be punctual, self-disciplined and be alert so as to be able to take note of irregularities in work/assignment performance.
 - m. They shall be required to take permission from the Director/Principal in case of late attendance and early departure and the actual time of arrival and departure must be recorded, as per prescribed norm.
 - n. They shall be required to be present in the office during the normal working hours of the Institution as per Office Order issued by the Director/Principal from time to time. But the Competent Authority of the Institution may require their services on holidays, Off-day at any time and beyond the normal working hours for matters requiring urgent attention.
 - o. They shall not be allowed to leave their services in the Institution during the continuance of the semester.
 - p. No Academic Staff of the Institution shall engage himself/herself or participate in any demonstration which involves incitement to an offence.
 - q. They shall not be allowed to form any group/association/union without the prior permission of the Competent Authorities of the Institution.
 - r. No Academic Staff shall, except in accordance with any general or special Order of the Institution or in the performance in good faith communicate directly or indirectly, any official document or any part thereof or information to any Officer or other employee, or any other person to whom he/she is not authorised to communicate such document or information nor shall take photograph of the Institution building, laboratory, workshops etc. or take micro-films of any document without specific permission from the competent authority.

B. NON-TEACHING STAFF

DUTIES

- a. All Non-teaching Staff shall discharge their duties above all personal, political and other consideration and maintain absolute integrity and devotion to duty and shall conduct themselves in a manner which will enhance the reputation of the Institution.
- b. They shall abide by and comply with all the rules and regulations, standard practices/norms of the Institution and all Orders and Directions of their Superior Authorities.
- c. They shall extend utmost courtesy and attention to all persons with whom they have to deal in the course of their duties.
- d. They shall, notwithstanding with their personal views on any matter relating to policy and programme of the Institution, carry out faithfully the duties and responsibilities entrusted to them.
- e. They shall practise, promote and encourage collective functioning for the

betterment of the Institution and apply their personal endeavor and initiative for the development of harmonious and peaceful interpersonal relationship among the employees within or outside the Institution premises.

- f. They shall initiate corrective steps, where necessary, to improve work performance in their respective fields.
- g. They shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty. Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- h. They shall endeavor to promote the interest of the Institution and act in a manner which shall be conducive to academic environment for reaching Excellency in the field of Engineering, Technology and Management, and shall not act in any manner prejudicial thereto.

OBLIGATIONS

- a. No Non-teaching Staff shall commit any misconduct or take gratification in any form other than the legal remuneration from any person or agency or be involved in any act of moral turpitude or criminal offence.
- b. No Non-teaching Staff shall, while on leave, accept any service or employment.
- c. In case any employee wants to contest in any Public Election (Municipality, Panchayet, Assembly, Parliamentary etc.), he/she must obtain prior approval from the competent authority of the Institution.
- d. A Non-teaching Staff shall not, without prior permission of the Competent Authority of the Institution, engage himself/herself directly or indirectly in any trade or business whatsoever or any consultancy work or part-time teaching or undertake any other work.
- e. In addition to the office-work, a Non-teaching Staff shall perform supervision and other works in connection with Examinations conducted by the University and/or the Institution or any other extra-curricular works as may be allotted to him/her by the Director/Principal/ Registrar.
- f. In the best interest of the Institution, the Director/Principal/Registrar may require a non-teaching Staff for getting any additional work done commensurate to the status and duties of the concerned Non-teaching Staff.
- g. If any criminal or insolvency proceedings are initiated during his service against a Non-teaching Staff of the Institution, he/she shall report the facts of the legal proceedings to the Director/Principal/ Registrar at the earliest opportunity.
- h. No Non-teaching Staff shall indulge in disorderly conduct and obstruct or hamper work in the office and the Institution campus.
- i. All Non-teaching Staff shall keep their Superior informed about the progress of the assignment done in the respective Departments and in the Office.
- j. They shall ensure that work/assignment is performed as per the standard methods and procedures laid down.
- k. They shall co-ordinate the work of their respective Department/Section with that of other Departments and develop harmony and team spirit.
- l. They shall be punctual, self-disciplined and be alert so as to be able to take note of irregularities in work/assignment performance.
- m. They shall be required to take permission from the Director/Principal/ Registrar in case of late attendance and early departure.
- n. They shall be required to be present in the Office during the normal working hours of the Institution as per Office Order issued by the Director/Principal/

Registrar from time to time. But the Competent Authority of the Institution may require their services at any time beyond the normal working hours including at night for matters requiring urgent attention.

- o. No Non-teaching Staff of the Institution shall engage himself/herself or participate in any demonstration which involves incitement to an offence.
- p. No Non-teaching Staff shall, except in accordance with any general or special Order of the Institution or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or any part thereof or information to any Officer or other employee, or any other person to whom he/she is not authorised to communicate such document or information nor shall take photograph of the Institution building, laboratory, workshops etc. or take micro-films of any document without specific permission from the Director/Principal/ Registrar.

NOTE: Any other relevant work, duties and responsibilities deemed fit and necessary and assigned from time to time by the competent authority of the Institution shall be strictly adhered to and complied with by all Academic and Non-teaching Staff including Officers of the Institution.

4.12 WORKING HOURS

- a. The commencement of duty will be based on the fixed starting time. However, depending upon exigencies variation may take place as per direction of the Competent Authority.
- b. No employee shall leave the place of work during the duty hours without the permission from the Director/Registrar in consultation with the Heads of Departments concerned. Even in case of official business, due information should be left with such persons in order to avoid/avert confusion of any kind. For all kinds of leave of absence, the norms and procedures as stipulated in the Leave Rules shall be followed.
- c. If an employee being present at the place of his/her duty is found not working without any approved reason or refuses to work at any time during the prescribed hours of work on any day, he/she shall, in addition to being liable to such disciplinary action as may be taken against him/her for dereliction of duty, be deemed to be absent without leave for that day and shall not be entitled to draw any Pay or Allowance for such day.

4.13 ATTENDANCE

- a. Every employee of the Institution including the Director, on arrival at the Institution shall record his/her attendance and shall do it again at the time of departure.
- b. Punctuality in attendance should be strictly observed by the employees. A maximum period of 15 minutes grace for putting the attendance may be allowed at the discretion of the Director or an Officer authorised by him on his/her behalf from the time of normal commencement of duty. Any employee reporting for duty after 15 minutes and up to the 30 minutes from the normal commencement of duty will be marked late on that day and three such late marking in a month will entail loss of one day's Casual leave.
- c. All absence for duty shall be covered by a prior application or intimation in writing. For absence under unavoidable circumstances application for

condonation of absence should be submitted as early as possible.

4.14 LEAVE RULES

RIGHT TO LEAVE

Leave of absence from duty cannot be claimed as a matter of right and may, on application by an employee, be granted only when satisfactory grounds have been shown. When the exigencies of the Institution services so require, the Authority competent to grant leave may refuse leave of any description or when such leave is granted, revoke such leave or part thereof. No employee who is under suspension shall be granted any leave.

CLASSIFICATION OF LEAVE

The following leaves will be sanctioned with pay (*unless mentioned otherwise*), and is to be calculated as per Calendar Year. Those not joining the employment in the beginning of the Calendar Year will be entitled to applicable leave on pro-rata basis from the month of joining their duties.

I.Casual Leave (CL)

The members can avail maximum 12 (twelve) days leave per year at the rate of one day per month. CL can be availed for half a day. In case of emergency, advance CL will be granted at the discretion of the granting authority. The faculty members are expected not to take leave on both Fridays and Mondays.

II.Earned Leave (EL)

EL means Leave earned in respect of completed years of service spent on duty including that as probationer / Trainee and will be granted to a person at the discretion of the authority granting such leave. The number of leaves to be credited to the leave account is 12 (twelve) for every completed year of service. EL less than a day is not allowed. Leaves not availed will be carried forward.

III.Medical Leave (ML)

The number of leaves is restricted to 6 (six) per year. Leaves not availed will be carried forward.

IV.Compensatory Casual Leave (CCL)

Members are eligible to avail CCL in lieu of working for the Institute / Management on off days / declared holidays. One CCL will be granted for each day of extra work.

V.On-Duty Leave (OD)

OD is sanctioned in case of the University related activity, student support during field visits/tours/competitions/off-campus placement drives, extension activities of the institution, and any other deemed fit by the granting authority.

VI.Special Leave (SL)

SL can be availed in case of death in the family, marriage ceremony, and paternity. The number of leaves is restricted to 7 (seven) per year.

VII.Maternity Leave (MAL)

As per existing norms, 6 (six) months of maternity leave with 3-month salary is granted for women employees. The leave commences from the date the staff desires to

proceed on maternity leave or from the date of actual confinement, whichever is earlier. The leave can be granted only twice during the service period of an employee and there must be a gap of at least 2 (two) years between the two periods of MAL.

VIII. Academic Leave (AL)

Academic members are encouraged to participate in conferences / seminars / STTPs / FDPs / R&D work, and can avail the Academic Leave for this purpose. Further, this leave can be availed by any employee pursuing higher studies which has been pre-approved. The number of leaves is restricted to 12 (twelve) per year with a maximum of 6 (six) days at a stretch.

IX. Study Leave for Master's Degree / Ph.D. (STL)

Academic members completed minimum 3 (three) years of continuous services will be considered for availing study leave (**without pay**) for Master's Degree / Ph.D. work for a maximum period of 2 (two) years (only for one time, if required), subject to prior approval of the competent authority and provided that academic activities in the Institute are not hampered under any circumstances. The seniority of the employee would be maintained during the period of such leave.

X. Extraordinary Leave (EXL)

An employee can avail extraordinary leave (**without pay**) up to 90 (ninety) days on any one occasion after completing 5 (five) years of continuous service.

ENCASHMENT OF LEAVE

Earned Leave (EL) can be encashed by an employee who had served the Institute continuously for a period of at least 7 (seven) years in case of retirement / resignation / termination / death in harness. However, if any employee violates provision of these rules such as notice period for separation, the Institute may forfeit EL encashment in such cases. Encashment will consist of Basic pay and Dearness Allowance at the time of such encashment. Manner of computation will be determined on the basis of 30 days a month irrespective of the number of days constituting the month in which it is encashed.

LEAVE SANCTIONING AUTHORITIES

For all Academic staff, leave will be granted by the Director on the recommendation of the concerned Dean/Head of the Department. For Officers and any Non-teaching employee(s), all leave shall be granted by the Registrar on recommendation of the respective Head of the Depts. / Officer.

RECKONING OF LEAVE

An employee, who joins or is relieved from service in the middle of a calendar year, will be entitled to leave on pro-rata basis rounded off to the nearest day. Credit of Earned leave will not be admissible for the period of leave without pay.

ACCUMULATION OF LEAVE

Earned Leave may be accumulated up to a maximum of 240 days, Medical Leave may be accumulated with an upper limit of 180 days, subject to change from time to time as per decision of the BOG.

GENERAL CONDITIONS OF LEAVE

- a. All applications for leave or for extension of leave shall be made in writing in the prescribed Format and sanction for the leave or extension of leave, as the case may be applied for, shall be obtained before it is availed.
- b. Unreported absence may involve the loss of Pay and Allowances. Habitual irregularities or frequent absence without leave will be considered gross negligence of duty.
- c. No Teaching and Non-Teaching Staff on leave shall be permitted to accept any remunerative occupation or undertake professional work while on leave except with the permission of the Director/Registrar as the case may be.
- d. These leave rules shall apply to all full-time employees.
- e. Leave of a particular kind cannot be converted into a leave of another kind except with the written permission of the Competent Authority to grant the leave.
- f. Leave shall be calculated on the basis of a calendar Year and those not joining the employment in the beginning of the Year will be entitled to applicable leave on pro-rata basis from the month of joining their duties.

RE-CALLING FROM LEAVE

The Director/Registrar of the Institution may, at his/her discretion, recall to duty, at any time, any employee of the Institution who may be on leave, except on medical grounds.

LEAVE SALARY

Leave salary shall be calculated on the basis of the Pay drawn by an employee of the Institution on the day preceding that on which the leave commences, unless otherwise determined by the Board of Governors of the Institution.

LEAVE ACCOUNT

The leave account of all employees of the Institution shall be maintained by the Office of the Registrar of the Institution.

COMBINATION OF DIFFERENT KINDS OF LEAVE

Any kind of leave may be granted in combination with or in continuation of any other kind of leave other than Casual leave. Casual leave cannot be combined with any other kind of leave except Compensatory Casual Leave.

ABSENCE WITHOUT LEAVE OR OVERSTAYING

An employee shall be liable to disciplinary action, if he remains absent without leave or in excess of the period of leave originally sanctioned or subsequently extended. Where such period of absence exceeds 3 consecutive days, he/she shall not be entitled to any Pay and Allowance for the period of such absence, unless the Competent Authority decides otherwise on the basis of the explanation of the employee.

Willful absence from duty not covered by granted leave will be treated as misconduct and break in service for all purposes viz. increment, seniority etc. unless condoned by the Competent Authority. During the service tenure, ordinarily, leave without pay (LWP) (except for sanctioned Study Leave and Extraordinary Leave) will lead to break in service and accordingly, seniority will be affected.

LEAVE ADDRESS

An employee proceeding on leave shall keep the authority informed of his/her leave address.

HOLIDAY AND VACATION

'Holiday' means a holiday declared as such by the Competent Authority in a Calendar Year as fixed by the affiliated University, duly approved by the Competent authority of the Institution. The Academic Staff shall be entitled for summer vacation as prescribed from time to time by the Competent authority.

NOTE: When General Elections to the Lok Sabha/ State Assembly/Municipality/ Panchayator Bye-Elections to Lok Sabha/ State Assembly/Municipality/Panchayet are held on a day other than holiday/Off-day/Sunday, the day of polling will be declared as a holiday for employees of the Institution,

ANNEXATION OF LEAVE

Weekly off and/or holidays preceding or succeeding the period of leave may be annexed with the period of leave as per the following guidelines:

W=Working Day, H=Holiday, L=Leave, and S=Saturday and Sunday

| <u>Type</u> | <u>No. of Leave Days</u> |
|-------------|--------------------------|
| W H L W | 1 |
| H S L W | 1 |
| S H L W | 1 |
| L H S W | 1 |
| W S L H | 2 |
| L S H L W | 4 |
| S L H L W | 3 |
| W S H L | 1 |
| L W H L S | 3 |
| L S L H | 3 |
| W H L S | 2 |
| L H L | 3 |
| L S L | 3 |

4.15 SERVICE BENEFITS

A. ACADEMIC UPLIFTMENT BENEFITS

- I. Faculty members, both serving and newly joined, would be granted No Objection Certificate (NOC) to enroll in PhD Programme.
- II. Faculty members enrolling for PhD with in-house faculty as the Principal/Co-Supervisor will be supported with consumables, fabrication cost, computers and computers time, expenses for high tech measurement and characterization in neighbouring experimental research facility, expenses to present a paper in a

conference in India (abroad in selected cases), and patenting costs.

- III. Faculty members who would be supervising PhD scholars and/or carrying out research inhouse/in collaboration with other reputed organizations shall always receive institutional support for research activity – high tech measurement and characterization cost, consumables, fabrication, travel and registration expenses, and patenting costs.
- IV. Faculty members engaged in innovative and product-oriented student projects shall be extended with direct financial support.
- V. Financial assistance and Academic Leave for members to encourage participation in conferences/seminars/STTPs/FDPs/ R&Dwork.
- VI. Institution will recognize properly for securing Research Project Grants / Invited Speaker in Seminars / Book Publication / Research Paper publication / Journal or Book Reviewer / Patents, etc. The expenditure (e.g., travel / accommodation / transportation, etc.) regarding defending Research Project Presentation to Funding Authority and any other matters related to MOU/ emergency meeting / liaison with University/AICTE/NBA, etc. by faculty members / other Officers would be borne by the Institution.
- VII. Awards:

| | |
|---|--|
| For UGC Care listed papers | Rs 1000/- |
| For Book Chapters with reputed publishers | Rs 1000/- |
| For SCOPUS indexed papers | Rs 2000/- |
| For SCI/SCI Expanded/ABDC or equivalent papers | Rs 3000/- |
| For Patents/IPRs/Copyrights published | Rs 5000/- per Patent/IPR/Copyright |
| For Grant-in-aid/Consultancy projects | A reward of 2% of the project amount received |
| For Online/offline courses/FDP | A reward of 5% of the total registration amount received |
| For product development and business incubation | A reward of Rs 25000/- per business incubation |

B. CONSULTANCY WORKS / PATENT

A faculty member may be permitted by the Director to undertake consultancy work outside/ inside the Institution as well as Patent, provided the same is beneficial and creditable to the Institution.

- a) 60% of the surplus or internal revenue generated from any consultancy work should be paid to the faculty member(s) and other staff concerned. 40% would be retained by the Institution.
- b) Every faculty member permitted to undertake such consultancy work shall submit a report to the Director, by April of every year giving details of consultancy works undertaken by him/her including remuneration received during the last financial year.
- c) Consultancy fee should include the expenses of any consumable or other expenses to be incurred for such consultancy work.

- d) For Patent, application fee would be borne by the Institution, and 60% of the revenue generated after commercialization of Patent, if any, should be paid to the concerned faculty member. 40% would be retained by the Institution.

C. SPONSORED RESEARCH PROJECT

An academic department or its faculty members may undertake a research scheme sponsored by an external agency with the approval of the Director subject to the conditions that all the activities, like, recruitment of JRF/SRF, procurement of equipment/instrument/consumable, proper utilization fund, will have to be duly approved by the Project Monitoring Committee or higher authority.

D. TESTING WORKS

An academic department may undertake testing works requested by an external agency/Institution with prior permission of the Director, subject to the following conditions:

- The testing works shall be done under direct control of a faculty member following procedures laid down for such tests and duly approved by the Director.
- The test certificate in prescribed proforma shall be countersigned by the Head of the Department.
- The external agency requesting for such testing work shall deposit the entire fee/charge for the work to the Institution. The Institution shall pay 60% of the amount to the concerned faculty member(s) and the other staff involved in the work.

E. AMENITIES

- Free transportation shall be provided to all the faculty members to and from the Institution within the city limits.
- Group Accident Insurance policy for the employees.
- Emergency medical care at the Hospital under the Trust.

F. TRAVEL ALLOWANCE

All members of the staff are eligible for Travel Allowance when deputed for official duty.

The Travel Allowance applicable for various categories are indicated below:

| Category | Travel Class | DA with Accommodation per day (exclusive of taxes) | DA without Accommodation per day (exclusive of taxes) |
|-------------------------------------|--------------------|---|---|
| Director, Principal, Registrar, CEO | 1 st AC | Rs.1800/- -2000/- for Local Station Rs. 5500/- for Out Station | Rs. 500/- for Local Station Rs. 1500/- for Out Station |
| HODs, Faculties, T&P Head | 2 nd AC | Rs.1300/- -1500/- for Local Station Rs.1600/- -1800/- for Out Station | Rs. 300/- for Local station Rs. 600/- for Out Station |
| Other Officials and Staff | Non AC (SL) | Rs.1100/- - 1300/- for Local Station Rs. 1400/- - 1600/- for Out Station | Rs. 300/- for Local station Rs. 600/- for Out Station |

4.16 CODE OF CONDUCT

The Institution is committed to endorse the code of conduct that shows openness, equity, equality and integrity.

A. Code of conduct for Faculty / Staff -

1. Faculty/Staff should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute. They should carry out academic, co-curricular and organizational activities that may be assigned to them from time to time with due diligence.
2. Faculty/Staff must maintain high standards of punctuality, honesty and professional ethics.
3. Faculty/Staff should act in a professional and congenial manner towards colleagues / students, irrespective of their relative position, gender or status within the institutional hierarchy.
4. All Faculties should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment. Faculties should complete the syllabus in time and address to the academic needs of the students.
5. Faculties should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
6. All Faculties should properly maintain the records of their respective portfolios.
7. Faculty members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
8. Faculty members are also encouraged to take up Research projects and attend Faculty Development Programmes (FDPs), Quality Improvement Programmes (QIPs) etc., to update their knowledge.
9. Faculty/Staff should maintain confidentiality in conduct of examination and any other information, unless asked to reveal by the institutional authorities.
10. Prior written permission should be obtained for leave / reporting late in the morning or leaving early in the evening without loss to their duties. This is subject to restrictions as regards frequency.
11. Faculty/Staff needs to maintain a formal dress code.
12. No Faculty/Staff should involve himself/ herself in any act of depravity on his / her part which may cause impairment or bring discredit to the institution.
13. All Faculty/Staff should constructively contribute toward the development of the institute. They shall extend their services for the welfare of the community & society at large.

B. Code of conduct for Administrates -

1. Accept and support students / faculties of all backgrounds / castes / races / gender to help them fulfill all their academic goals without any discrimination. Ensure that discrimination of any kind is discouraged.
2. Give prominence for blending academic learning with self-development as a central part of the college mission. Ensure that events are organized to meet this objective.
3. Encourage research in all academic areas. Promote and encourage these research activities support nearby villages.
4. Make every effort to support the development of labs and space for research

activities.

5. Encourage and support collaborative activities within the institution and with other outside institutions of repute.
6. Endorse the concept of interdisciplinary studies in all areas.
7. Maintain and develop associations with alumni as a life-long relationship of mutual support.
8. Initiate and develop institute-industry collaborations to help faculties and students understand how knowledge is applied.
9. Make all efforts to introduce digital technologies to make administrative activities faster and more efficient.
10. Be open to student issues, needs and complaints and set up mechanisms to address them.
11. Be receptive to faculty requirements and grievances and have means to address them.
12. Facilitate faculty development programs and ensure all faculty members are given enough opportunity for such development.
13. Afford support to students, faculties and staffs for recreational activities.

C. Punishment and penalty-

Any violation of above-mentioned codes of conduct will lead to show-cause, warnings, suspension, and in extreme case termination of service.

4.17 AMENDMENTS

- a. The Board of Governors of the Institution may amend, either prospectively or retrospectively, the Regulations of Sanaka Educational Trust's Group of Institutions.
- b. The employees of the Institution will be informed by official notification whenever any change and / or amendment is made.

NOTE: Subject to the provisions of the Regulations, the Board of Governors shall have, in addition to all other powers vested in it, the power to make rules and regulations to provide for the administration and management of the affairs of the Institution: Provided that the Board of Governors shall not make any rule or regulation affecting the status, powers or constitution of any Authority of the Institution until such Authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Board of Governors.