# EMPLOYEE SERVICE RULES

Sant Dnyaneshwar Shikshan Sanstha's

## Annasaheb Dange College of B Pharmacy, Ashta

## Preamble

Sant Dnyaneshwar Shikshan Sanstha Islmapur was established in 1986. Annasaheb Dange College of B Pharmacy, Ashta rendering outstanding service to the cause of pharmacy education since 2016. The college is affiliated to Maharashtra State Board of Technical Education, Mumbai and approved by AICTE New Delhi, PCI New Delhi, DTE Mumbai, and Government of Maharashtra. Being an Institute, it strives to achieve the goal of becoming one of the leading pharmacy institutes by focusing on teaching and learning, research and extension activities. The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period of time the Institution has established such systems, procedures and rules for an effective administration. All the procedures and rules relating to the staff of D. Pharmacy program have been compiled into a book, titled **"Employees Service Rules"** and are approved in the Board of Governors meeting held on Saturday 29 September 2018 (Item No & Resolution: 11) and published on Monday 01/10/2018. The employees at all times should maintain absolute integrity and devotional duty and shall do nothing against the dignity and prestige of the institute and the students.

## Vision

**To create competent pharmacy professionals who can efficiently contribute for the healthcare system of society and to the pharmacy profession.**

## Mission

**M1** To nurture the right educational environment for personal and professional growth of students.

**M2** To develop communication and management skills of students to become a successful entrepreneur.

**M3** To thrive ethical pharmacy professionals with leadership skill to cater health care services for society.

**M4** To help the students to disseminate acquired knowledge through the fullest commitment for health care services.

## Program Educational Outcome

**On successful completion of D. Pharmacy program, the diploma graduates shall be able to-**

**PEO1** Conclusively demonstrate knowledge, skills, attitude and competencies for successful recruitment in various health care related organizations.

**PEO2** Realize the vastness of knowledge and pursue higher education in eminent institutes to explore their research and management skills.

**PEO3** Plan and commence with small start-ups in medicine and health care services.

**PEO4** Participate voluntarily in non-monetary public welfare activities.

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**Chapter 1     Employee Service Rules**

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## 1.1    DEFINITIONS

**1.11 Administrative staff:** refers to all staff members categorized as administrative staff as per clause number 1.222 of the service rules.

**1.12 Competent authority:** means any staff member declared / nominated by the Executive Director / Principal as the case may be for specific purposes.

**1.13 Duty:** means a staff member performing the duties of the post for which he / she has been appointed and other assignments and circumstances more specifically indicated in clause 1.5 of the service rules.

**1.14 Executive Director**: means Executive Director of the Sant Dnyaneshwar Shikshan Sanstha Islmapur.

**1.15 Institute:** means the Sant Dnyaneshwar Shikshan Sanstha's Annasaheb Dange College of B Pharmacy, Ashta established in 2016.

**1.16 Leave:** means leave of absence sanctioned by the competent authority (Executive Director / Principal) of the Institute to a staff member to which he/she is eligible under the service rules.

**1.17 Management:** means the Board of Management of the Sant Dnyaneshwar Shikshan Sanstha, Islmapur constituted as per Memorandum of Association (MoA).

**1.18 Other category of staff:** refers to the staff categorized as other category as per clause number 1.211b of the service rules.

**1.19 Pay:** means basic pay and grade pay applicable to the post a staff.

**1.110  Principal:** means the Principal of Annasaheb Dange College of D Pharmacy, Ashta.

**1.111  Registrar:** means the Registrar or any other person duly authorized by the Executive Director / Principal to discharge the duties and responsibilities of the Registrar.

**1.112  Sanstha:** means the Sant Dnyaneshwar Shikshan Sanstha, Islampur established in 1986.

**1.113  Staff:** means all employees belonging to faculty, administrative and technical category of the Institute.

**1.114  Teaching faculty:** refers to all teaching staff as per clause 1.221a of the service rules.

**1.115  Technical staff:** refers to all staff members categorized as technical staff as per clause number 1.223 of the service rules.

**1.116  Vacation:** means any recess in an academic year which is a minimum of 15 days.

**1.117** **Vacation staff:** means staff that is permitted to avail vacation as declared in the service rules. All others are non-vacation staff.

**1.118** **Year:** means calendar year / academic year / financial year as the case may be.

## 1.2 Categorization and Cadre Strength of Staff

### 1.21 Categorization of staff

- All staff members of institute are grouped into five categories viz.

**1.211)** Principal

**1.212)** a) Teaching Staff (Faculty Members)

b) Other Category

**1.213)** Administrative Staff

**1.214)** Technical Staff

**1.215)** Support Staff

- Administrative staff, Technical Staff & Support Staff will be considered as non-teaching staff.

### 1.22 Posts under each category

#### 1.221a Teaching Staff:

- There shall be only two designations in respect of teachers in institute, namely, Assistant Professor and Lecturer.

#### 1.221b Other category:

- There shall be two designations in respect of other staff namely Librarian & Psychological Counselor.

#### 1.222 Administrative Staff

- There shall be following designations in respect of administrative staff in institute:

    i) Office Superintendent,     ii) Clerk - cum - Accountant,

#### 1.223 Technical staff

- There shall be following designations in respect of technical staff in institute:

    i) Laboratory Technician,     ii) Store Keeper

    iii) Computer Data Operator cum Technician

    iv) Assistant Librarian

#### 1.224 Support Staff

- There shall be following designations in respect of support staff in institute:

    i) Peon                ii) Laboratory Attendant

    iii) Sweeper

### 1.23 Cadre Strength

#### 1.231a Teaching faculty

i) The strength (number) of teaching faculty in D. Pharmacy is fixed by considering AICTE / PCI / MSBTE guidelines and sanctioned intake by AICTE / PCI/ MSBTE / DTE.

| Sr. No. | Department | Designation | No. of Posts (SI 60) |
|---------|------------|-------------|----------------------|
| 01 | Diploma in pharmacy | Lecturer / Assistant Professor | 05 |

**1.231b    Other category**

i) The strength of other category of staff is fixed by considering the strength of student.

**1.232    Administrative Staff**

i) The strength of administrative staff is fixed by considering the PCI guidelines and sanctioned intake.

| Sr. No. | Designation | No. of Posts |
|---------|-------------|--------------|
| 01 | Office Superintendent | 01 |
| 02 | Clerk – cum Accountant | 01 |
| | **Total** | **02** |

**1.233  Technical Staff**

i) The strength of Technical staff is fixed by considering the PCI guidelines, number of departments and sanctioned intake.

| Sr. No. | Designation | No. of Posts |
|---------|-------------|--------------|
| 01 | Laboratory Technician | 02 |
| 02 | Assistant Librarian | 01 |
| | **Total** | **05** |

**1.234  Support Staff**

- The strength of support staff in institute is fixed by considering the PCI guidelines, number of departments and sanctioned intake.

| Sr. No. | Designation | No. of Posts |
|---------|-------------|--------------|
| 01 | Laboratory Attendant | 02 |
| 02 | Peon | 02 |
| 03 | Sweeper | Adequate |

## 1.3 Minimum Qualification for Recruitment of Staff

- The following are the qualifications prescribed for direct recruitment of staff. The qualification and experience prescribed for posts indicated are at the entry level (lowest level) in each category. In case of direct recruitment of a person either at middle or at senior level, the qualification prescribed will remain the same.

### 1.31 Teaching Staff and other category of Staff

**1.311)** The procedure and guidelines prescribed by AICTE / PCI Regulations on minimum qualification for appointment of teachers in colleges shall be followed for direct recruitment of all teaching staff.

**1.312) Minimum Required Qualifications**

| Post | Qualification | Experience |
|------|---------------|------------|
| **Assistant Professor** | PCI recognized M. Pharm / Pharm. D Degree | -- |
| **Lecturer** | PCI recognized B. Pharm Degree | 3 Years professional experience. |

### 1.32 Administrative Staff

- The minimum qualification stipulated by affiliating bodies shall be adopted only if candidate with higher qualification are not available.

| Post | Qualification | Experience |
|------|---------------|------------|
| **Office Superintendent** | - Bachelors or Masters Degree in any discipline from recognized institute / University. | - Experience of working on this post in any recognized institute is highly desirable |
| **Clerk – cum - Accountant** | - Bachelors or Masters Degree in commerce from recognized institute / University.<br>- MBA in finance is highly desirable | - Experience of working on this post in any recognized institute is highly desirable |

### 1.33 Technical Staff

- The minimum qualification stipulated by apex bodies shall be adopted only if candidate with higher qualification is not available.

| Post | Qualification | Experience |
|------|---------------|------------|
| **Laboratory Technician** | - Diploma / Bachelor degree in Pharmacy from recognized institute / Board / University. | - Experience of working on this post in any recognized institute is highly desirable |

| | OR<br>- If D. Pharm / B. Pharm candidate is not available then Bachelors or Masters Degree in Science (BSc / MSc) from any recognized institute / Board / University shall be considered. | |
|---|---|---|
| **Assistant Librarian** | - Diploma / Bachelor degree in Library Sciences (B. Lib / M. Lib) from any recognized institute / Board / University. | - Experience of working on this post in any recognized institute is highly desirable |

**1.34 Support Staff**

- The minimum qualification stipulated by apex bodies shall be adopted only if candidate with higher qualification is not available.

| Post | Qualification | Experience |
|---|---|---|
| **Laboratory Attendant** | - SSC (10th) from any from any recognized institute / Board. | -- |
| **Peon** | - SSC (10th) from any from any recognized institute / Board. | -- |
| **Sweeper** | - 5th from any from any recognized institute / Board. | -- |

## 1.4    Selection Procedure for Recruitment of Staff

### 1.41  Direct Recruitment

**1.411**    The recruitment may be conducted as 'Walk in Interview' or accepting the applications of the candidate as the case.

**1.422**    For the recruitment of staff, advertisement as per requirement shall be issued in leading news paper or on the website of the Institute.

**1.413**    Advertisement shall include the minimum qualifications and experience required and the number of posts.

**1.414**    Applications received by the Institute shall be short-listed by a Committee consisting of Head of the Institute.

**1.415**    All short-listed applicants shall be called for interview before a selection committee constituted by the Executive Director for the purpose.

**1.416**    In case of Walk in Interview candidates will be called on a certain date before a selection committee constituted by the Executive Director.

### 1.42  Selection Committee

**1.421**    The selection committee is constituted by the Executive Director comprising of Executive Director, Head of the institute and subject expert.

**1.422**    The committee shall select the candidate(s) taking into account the subject knowledge and experience of the candidate(s).

### 1.43  Appointment

**1.431**    After approval of the selection list / candidate, the selected candidate shall be appointed by the Executive Director to the respective post(s).

**1.432**    Appointment order shall be issued with the signature of Executive Director.

### 1.44  Terms and Conditions of the Appointment

**1.441**    Candidate appointed on teaching post is required to get selected through the MSBTE Selection Committee as per MSBTE norms.

**1.442**    During the tenure of appointment, candidate's services are likely to be discontinued if his / her performance is not up to the mark.

**1.443**    Candidate shall not be permitted to engage himself / herself in any business, consultancy, tutorials, private tuition or such other work with or without remuneration without prior permission of executive director.

**1.444**    It is obligatory for the candidate to do work assigned by the management of the

institute for smooth running and improvement of the institute.

**1.445** The management reserves the right to amend, modify or alter the terms and conditions of the appointment which will be binding on candidate.

## 1.45 Temporary Appointment

**1.451** Only in exceptional cases and in the interest of institute, the management shall make a temporary appointment of teaching staff, if the vacancy of the teacher is to be filled in temporarily for a period not exceeding one term, the HOI and executive director shall appoint a qualified person.

**1.452** If the vacancy of the teacher exists for a period exceeding one term but not more than one year, then the vacancy shall be filled based on the recommendation of Local Selection Committee constituted as follows:

i) Executive Director

ii) Head of the Institute

iii) Expert nominated by the Executive Director

**1.453** Local Selection Committee shall interview the eligible / qualified candidates and recommend the name(s) in order of merit for the appointment.

## 1.46 Appointment of Teacher on Clock Hour Basis

**1.461** If, for any subject, the workload of three to eleven periods per week is available, then the Executive Director may appoint the teacher on clock hour basis (CHB).

**1.462** The procedure of appointment of full-time teacher shall be made applicable to the teacher on clock hour basis.

**1.463** Such teacher appointed on clock hour basis shall be allotted examination works like supervision, assessment of answer sheets, paper setting, etc.

## 1.47 Seniority

While fixing seniority of staff members in each category of post, the following rules shall be adopted.

**1.471** If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institute.

**1.472** In the case of a staff member recruited in the middle or senior cadre, the inter-se-seniority shall be fixed as junior to junior most staff member in the respective category of

post.

**1.473** For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.

**1.474** In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her permanent appointment to the post.

**1.475** Notwithstanding the above mentioned policy of seniority, the Management shall promote a junior to the next cadre, based on his / her performance and merit.

## 1.5    Duty, Pay, Allowances and Increment

### 1.51    Duty

A staff member is considered to be **on duty** for the purpose of service benefits -

**1.511**    When a staff member is discharging the duties of the post to which he / she is appointed.

**1.512**    Any other work assigned to the staff member by the head of the institute or executive director or management in the interest of the Institute.

**1.513**    When the staff member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses etc. duly permitted by the head of the institute or executive director.

**1.514**    When the staff member is nominated to deliver guest lecture, to work as resource person in any conferences, seminars, workshops, faculty development program outside the institute etc. duly permitted by the head of the institute or executive director.

**1.515**    When the staff member is appointed for any work related to examination by the Head of the Institute, Executive Director, and Examination Incharge of the Institute, University or Board.

**1.516**    When the staff member is appointed as Inspector to conduct the inspection by PCI, AICTE, University, Board, NBA, NAAC or any other authorized body.

### 1.52    Pay Scales

#### 1.521    Details of pay scale of Teaching Staff

-    All regularly appointed teaching faculty shall be governed by the pay scales (pay band) approved by the management from time to time.

#### 1.522    Details of pay scale of Other Category Staff

All other category staff member shall be governed by the scales of pay approved by the management from time to time.

#### 1.523    Details of pay scale of Administrative, Technical and Support staff

-    The Administrative, Technical and support staff member shall be governed by the scales of pay approved by the management from time to time.

### 1.53 Allowances

**1.531**    Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the management from time to time for all regular employees.

### 1.54 Sanction of Increment

#### 1.541 For faculty members

- Increment to all teaching staff members shall be sanctioned based on the Performance of the staff.

#### 1.542 For Administrative, Technical and support staff members

- For all staff members other than faculty members, increments shall be sanctioned based on the Performance of the staff.

- In addition, confidential report on the all round performance of staff members if any from the head of the institute may also be taken into account for sanction of increment.

#### 1.543 Month of Sanction of increment

**1.5431** The annual increment shall be sanctioned once in a year 1st July of the calendar year or as decided by the management.

**1.5432** In the event of either postponement / withdrawal of increment for a staff member on disciplinary grounds or otherwise, his / her case will be decided depending on the time duration of such postponement.

## 1.6    Performance, Promotion, Retirement and Severance

**1.61    Performance Appraisal and Annual Review**

- The Management of the Institute reviews the performance of faculty members every year and based on this, annual increment, will be given to the faculty. The following are the important provisions.

**1.62    Promotion**

**1.621**   Promotion in each cadre shall be made solely on the basis of seniority cum merit.

**1.622**   No person shall be considered for first promotion in the service unless he is substantively appointed and confirmed on the lower post in the service.

**1.623**   In case suitable candidate is not available for making promotion to a post under consideration, then the procedure for direct recruitment shall be adopted/ shall be selected from the existing faculty based on performance.

**1.624   Promotion of Teaching Staff**

For all teaching faculty, promotion shall be given upon fulfilling the minimum qualification and experience required for appointment of teacher on respective post in the institute with minimum duration of service.

**1.625   Promotion of Administrative, Technical Staff and Support staff**

For the administrative, technical and Support staff, promotion shall be given upon fulfilling the minimum qualification and experience required for appointment on respective post subject to the condition that they should put in certain number of years of service at each level and have satisfactory performance as evaluated by an HOI and Executive director.

**1.626   Promotional Groupings**

- Promotional level at institute level as finalized by management is as follows:

| Sr. No. | Class | Designation |
|---------|-------|-------------|
| 01 | Class IA | Principal |
| 02 | Class IB | Assistant Professor |
| 03 | Class IC | Lecturer |
| 04 | Class ID | Librarian |
| 05 | Class IIA | Office Superintendent, Laboratory Technician, Clerk-cum-Accountant |
| 06 | Class IIB | Assistant Librarian |

| **08** | Class IV | Laboratory Attendant, Peon, Sweeper |
|---|---|---|

### 1.63 Retirement and Severance

**1.631** The age of retirement of a faculty is 60 years. However, reappointment up to the age of 65 years on contract can be considered depending on the need of institute. Consolidated salary to be fixed based on the qualification and requirement of the department for those retired at the age of 60 years.

**1.632** The age of retirement in the categories of Librarian will be 60 years only.

**1.633** The age of retirement for non-teaching staff will be 58 years. However extension on contract basis on consolidated pay can be considered up to the age 60 years on merit and depending upon the need of institute.

**1.634** Any appointment after 58 years in the case of non-teaching staff and 60 years for teaching faculty shall be on contract. After they have been relieved from their regular service with all service benefits they may be reappointed on consolidate pay fixed by Management on the recommendation of HOI.

### 1.64 Resignation

- If a staff member (Teaching or Non-Teaching) intends to resign his / her post from this Institute, he / she shall give either 01 month notice in advance or pay 01 month salary to the Institute in lieu thereof.

### 1.65 Termination of service

- During the tenure of appointment, candidate's services are likely to be discontinued at any time due to any one of following reason.
   i) If his / her performance is not up to the mark.
   ii) If found guilty in misconduct or misbehavior.

# 1.7    Leave

## 1.71    General Rules

**1.711**    Leave cannot be claimed as a matter of right.

**1.712**    The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.

**1.713**    A Leave account shall be maintained for each employee in an appropriate form in the office.

**1.714**    An employee shall not take up any service or accept any employment, while on any type of leave.

**1.715**    Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.

**1.716**    In case of prefixing of any kind of leave with coming vacation / holiday, the number of days for leave shall be counted on vacation / holiday also.

**1.717**    In case of suffixing of any kind of leave with enjoyed vacation / holiday, the number of days for leave shall be counted on vacation / holiday also.

**1.716**    Any kind of leave may be granted in combination with or in continuation with any other kind of leave except Casual Leave with prior approval.

**1.717**    Employees when deputed on official duty, college work, examination work, or attending the conference, seminar, workshops, faculty development program, the period of their absence shall be treated as 'On Duty'.

## 1.72    Types of Leave

-    Following types of leave shall be considered for staff member.

### 1.721    Casual Leave (CL)

-    All staff members are eligible for 08 days of casual leave per academic year.

-    All staff members shall take prior approval of the CL in prescribed format from the Head of the Institute.

### 1.722    Medical Leave (ML)

-    All staff members (teaching and non-teaching) are eligible for sanction of 10 days of Medical leave for each academic year of service.

-    Medical leave can be availed for minimum of two days in the case of illness or any other medical emergency.

-    All staff members shall take prior approval of the ML in prescribed format from the

Head of the Institute.

- In emergency case or if prior approval is not possible, staff members shall forward application for ML in the prescribed format to the Head of the Institute by email / whatsapp / anyone his / her representative for the consideration of medical leave.

- After joining the duties staff member is required to submit the medical certificate issued by registered medical practitioner for final sanctioning of medical leave.

- Without medical certificate, no any ML shall be sanctioned.

**1.723  Leave without Pay (LWP)**

- A staff member may be granted Leave without pay (LWP) to the extent required depending upon the circumstances.

- However, if the Institute requires the services, the staff member should rejoin duty within 3 months of the letter dispatched from the Institute.

- If all causal leaves or medical leaves are enjoyed, then staff member may ask for leave without pay in unavoidable circumstances.

**1.724  Study Leave**

- A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the Institute on return for 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond.

**1.725  Vacation**

- Staff members are permitted to avail a total of 20 days of vacation in a year. This may likely to change and decision of Executive Director will stand final.

- A staff member can avail 10 days of summer vacation and 10 days of winter vacation.

- This is further subject to the condition prescribed at the time of declaration of vacation (Summer and Winter).

**1.726  Non Vacation Staff**

- The following members of staff are not eligible for vacation. They are declared as non-vacation staff:

  A)  Principal          B)  Administrative staff          C)  Peon

- The above categories of staff are permitted to avail a maximum of 15 days recess in a year with prior permission of head of the institute and executive director subject to condition that not more than 8 days shall be allowed at a time.

## 1.8 Benefits

**1.81 Travelling Allowance (TA) / Dearness Allowance (DA)**

**1.811** TA / DA / Registration charges for travel within India for attending conference, workshops, seminars, and faculty development program

**1.812** 50 % of TA / DA / Registration charges will be paid to staff members for attending conference, workshops, seminars and faculty development program within India as per the rules given below:

**1.813** TA / DA / Registration charges will be offered to staff members for attending or presenting paper / poster in the National or International level conferences, workshops, seminar and faculty development program etc organized by recognized professional bodies, higher learning institutes like IITs / IIMs / NITs / reputed Universities as certified by the Head of the institute.

**1.814** Funding support could be given only once in academic year for attending National or International conferences, workshops, seminar and faculty development program.

**1.815** Faculty should also apply to the funding agencies for financial support.

**1.816** Economy class airfare for travel to cities like Mumbai, Delhi, Kolkatta, where the train travel is more than 18 hours. This is only for Professors. Others are eligible for train fare only.

**1.817** Train fare in First Class or AC-3 Tier including reservation subject to production of evidence.

**1.818** Accommodation has to be arranged in the hostels of the institution, wherever possible.

**1.819 TA / DA for travel within India for official purposes or college work**

- 100 % of TA / DA will be paid to staff members for traveling within India for official purposes or college work.

**1.8110 TA / DA / Registration charges for travel abroad**

- The rules applicable for TA / DA / Registration charges to attend conferences and other official duties in overseas are as follows:

**1.8111** The conference in which the paper is presented should be a reputed conference, certified by the Head of the institute concerned.

**1.8112** The faculty member should apply for funding agencies to get financial assistance.

**1.8113** The foreign travel is permitted only once in academic year to attend Conferences in Overseas.

**1.8114** Fifty percent (50%) of the Airfare in Economy class will be provided.

**1.8115** Actual registration fee will be paid subject to production of evidence.

**1.8116** To get benefit of TA / DA / Registration charges, staff member has to do prior application in prescribed format to the head of the institute. Upon recommendations received from head of the institute above mentioned all types of benefits shall be sanctioned by executive director. Executive Director shall approve or reject the application, increase or decrease the % of TA / DA / Registration charges in any case.

**1.82**    **Employee Provident Fund Scheme**

**1.821** All the staff members (Teaching & Non-Teaching) will be enrolled under the EPF scheme from the date of joining in service.

**1.822** The management reserves the right to enroll the staff member or not for the EPF scheme.

## Chapter 2     Role & Responsibilities

## 2.1     Head of the Department (HOD)

**2.51     Academic**

Head of the department shall -

**2.111**   Allocate the subjects to the faculty members of the department well in advance before commencement of the next academic year.

**2.112**   Collect the academic planning from teaching staff of the department before commencement of classes and ensure that the information provided is in accordance with the format.

**2.113**   Make sure that there is no any overlapping in the laboratory.

**2.114**   Interact with students working in the laboratory in a fortnight; identify the problems and solutions in consultation with the principal.

**2.115**   Verify the student attendance registers maintained by faculty members of the department once in two weeks.

**2.116**   Instruct the faculty members to set the question papers as per instructions received from the examination incharge and principal to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line.

**2.117**   Ensure academic discipline in the department.

**2.12     Departmental Meeting**

**2.121**   HOD shall convene departmental staff meeting once in a week on the day allotted and record the minutes of meeting.

**2.13     I / C Head in the absence of HOD**

**2.131**   HOD shall designate faculty member who will be the I/C Head during his / her absence and make sure that all files and records are available for I/C Head. Give contact telephone number to enable the authorities to contact them in emergency when he/she is away from head quarters.

**2.14     Stock Verification**

**2.141**   HOD shall instruct the laboratory technicians for the verification of stock of glasswares, chemicals, instruments and other regularly and monitor the activity.

**2.142**   HOD shall ensure purchases and maintenance of stock registers are done properly by

the Laboratory Technicians.

**2.15    Departmental Requirements, Purchasing and Maintenance**

**2.551**  HOD shall collect the requirements of chemicals, glasswares, instruments and other essentials for the smooth conduct of practicals in the laboratories for upcoming semesters from the concerned teachers and laboratory technicians. Prepare and submit the consolidated requirement list for the approval to the principal.

**2.152**  HOD shall ensure that college equipment / facilities under the department´s control are properly maintained and serviced as required.

**2.153**  HOD shall inform to the principal and maintenance department regarding any maintenance related work in the department.

**2.16    Research Promotion:**

**2.161**  HOD shall motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, SERB, Major and minor grants etc.

**2.162**  HOD shall encourage research / innovative programs in the department.

**2.17    Workshops, Seminar, Conferences, Career Counseling**

**2.171**  HOD shall organize need based workshop/seminars/symposia/visits/excursions etc.

**2.172**  HOD shall invite guest speakers for interaction and guidance to Diploma students.

**2.173**  HOD shall guide the students for career opportunities.

**2.574**  HOD shall facilitate faculty in the preparation and processing of self-appraisal of performance.

**2.18    Reporting to Higher Authorities**

**2.581**  HOD shall inform the concern authorities regarding any important events taking place in the department from time to time.

**2.19    Other**

**2.191**  HOD shall ensure quality, maintenance and cleanliness of the department.

**2.192**  HOD shall make arrangements to lock and seal all laboratories before leaving the premises.

## 2.2    Academic Coordinator

- Academic coordinator shall develop a vibrant academic culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.

### 2.21    Academic Planning

- Academic coordinator shall -

**2.211**  Finalize the workload of upcoming semester well in advance.

**2.212**  Prepare the time table for theory and practical classes and circulate among the staff and students.

**2.213**  Prepare the formats for Teaching plan, Lesson plan and course file etc.

**2.214**  Convene the meetings of all faculties related to academics.

**2.215**  Help faculty in planning effective remedial instruction.

### 2.22    Monitoring and Execution

- The Academic coordinator shall –

**2.221**  Monitor the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.

**2.322**  Collect the course file from each of the faculty, review it and approve it.

**2.223**  Collect the attendance of each class, review it and initiate the appropriate actions against the defaulters.

**2.224**  Report to the principal regarding progress in the academics and syllabus coverage.

**2.225**  Identifying the newly inducted faculty for orientation programs and plan for them in every semester. Demonstrate a commitment to high expectations for faculty performance by developing orientation and induction programs

### 2.23    Mentorship

- The Academic coordinator shall –

**2.231**  Allocate the mentee to each faculty (mentor) and maintain an up-to-date record of mentor and mentee.

**2.232**  Identify the up and coming technological developments in close collaboration with the senior faculty to function as mentors.

### 2.24    Record Keeping

- The Academic coordinator shall –

**2.241** Collect the academic data from each faculty at the end of each semester and as and when required.

**2.242** Maintain the records of all academic documents and activities up to date and require producing as and when asked by the principal or higher authorities.

**2.243** Maintain the proper records for each of the faculty with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.

**2.244** Collect faculty appraisal, evaluation of collected data.

**2.245** Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities

**2.246** Translate the evaluated data into effective development of faculty and student.

**2.25** **Other**

**2.251** The Academic coordinator shall produce the budget allocation for the academic activities and get approval of the management with the association of the Principal.

**2.252** Any other duty that may be assigned by the Principal from time to time.

## 2.3 Faculty / Teaching Staff

- Following are the duties and responsibilities of the faculty / teaching staff:

Faculty / Teaching staff shall -

**2.31 Academic**

**2.311** Engage theory and practical classes regularly and punctually. Report the class on time.

**2.312** Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom**.**

**2.313** Prepare course file as per the formats of the institute.

**2.314** Develop of audiovisual / multimedia materials for the topic to be presented.

**2.315** Prepares and executes Teaching plan and Lesson Plan.

**2.316** Conclude the syllabus within the stipulated time period.

**2.317** Utilizes classroom assessment techniques.

**2.318** Develop test questions in consultation, evaluates tests (if appropriate, based on type of test)

**2.319** Count the attendance on every class, Maintain the record and report to the class teacher / academic coordinator.

**2.3110** Ensure that course content allows students to meet outcomes associated with that course.

**2.3111** Be available for student on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal).

**2.3112** Inform Academic Coordinator within a reasonable time about students' progress and how effectively students are learning.

**2.3113** Maintain the record of each class as per the formats of Institute and submit it at the end of each semester.

**2.32 Association with Laboratory**

**2.321** Design new experiments, if any.

**2.322** Prepares laboratory manuals.

**2.323** Ensure the availability in the lab during laboratory periods for explanation, if needed.

**2.324** Ensure availability of equipment needed for the lab in proper functioning.

**2.325** Evaluate lab manuals and provides feedback to student on timely basis

**2.326** Recommends for procurement of equipment, chemicals, and glasswares for the smooth

conduct of all experiments to the HOD, Principal or Higher authority.

**2.327**  Monitor the cleanliness in laboratory.

## 2.33  Examination

**2.331**  Perform the examination duties allotted by examination incharge or principal time to time.

**2.332**  Not remain absent without prior permission or grant of leave.

## 2.34  Research

**2.341**  Engage in the research activities.

**2.342**  Publish the research, review articles in the reputed journals.

**2.343**  Engage in fetching the grants of various organizations.

**2.344**  Engage in the consultancy work.

## 2.35  Library

**2.351**  Utilize the library facilities.

**2.352**  Encourage the students to use library facilities.

**2.353**  Recommends for procurement of books, journals etc. to the librarian, Principal or Higher authority.

## 2.36  Cocurricular and Extracurricular Work

**2.361**  Perform co-curricular and extracurricular work related to the Institute assigned by principal or higher authority from time to time.

**2.362**  Organize need based workshop / seminars / symposia / visits / excursions etc. by coordinating with the concerned HDD, Principal.

**2.363**  Arrange guest lecturers for the students.

**2.364**  Guides students on career opportunities.

## 2.37  Portfolio

**2.371**  Perform the portfolio related work assigned by Principal time to time.

**2.372**  Convene the meetings of portfolio assigned and maintain the record of meetings.

## 2.38  Record and Reports

**2.381**  Maintain the record of all academic activities and make available as when required.

## 2.39  Other

**2.391**  Actively participate in the growth of the institute.

**2.392**  Work as a team member with other personnel of the institute in the monitoring and execution of all activities of the institute.

**2.393**  Any work assigned by Principal or Higher Authority from time to time.

## 2.4    Head of the Examination (Examination Incharge)

- **Following are the duties and responsibilities of Examination Incharge -**

2.41    Work as a team member with other examination personnel of the institute in the monitoring and execution of examination related activities and smooth conduct of all types of examinations.

2.42    **Internal Examinations**

Examination Incharge shall -

### 2.421   Stationary:

- Estimate the annual stationary requirements (e.g. Answer books, Registers, Printing papers, etc) for the internal examinations.

- Procure all the stationary required for internal examinations in association with HOI and Store Incharge well in advance.

- Maintain the utilization record of all stationary items.

### 2.422   Conduct of Internal Examinations (Sessional Examinations)

Examination Inchrage shall -

**2.4221 Time Table    :**    Prepare the time table of sessional examinations as per the academic plan, get approval of Principal and circulate among the staff and students well in advance.

**2.4222 Examiner List :**    Prepare the list of subject wise Paper setters / examiners and get it approve from principal.

### 2.4223 Question Paper and Model Answer:

- Forward the formats of question paper, model answer well in advance to the paper setters or internal examiners.

- Collect the approved question paper and model answer from respective paper setters or internal examiners / faculty and store it in safe custody.

- Make required printouts of question paper as per the time table and store it in safe custody.

- Distribute the model answer after completion of examination to the evaluator and library.

### 2.4224 Block Preparation

- Prepare the attendance report format, block list of students as per the time table and strength of students.

- Arrange the benches in the class rooms / blocks as per the strength of students and put the roll number / seat number / number on benches.
- Display the block list on the class room / block.
  - Write the details of the examination on black board of respective class rooms / blocks.

### 2.4225 Invigilation duties and distribution of Answerbooks and Question Papers

- Allot the invigilation / supervision duties as per the requirements to the staff as per the examination and number of blocks for each day well in advance and circulate among the staff.
- Distribute the required number of answerbooks and question papers to the respective invigilator / supervisor 15 minutes before the commencement of examination.
- Collect the answerbooks from respective invigilator / supervisor after the end of examination.
- Arrange the all answerbooks class wise and division wise.

### 2.4226 Distribution of Answerbooks for assessment

- Distribute the Marksheet, question paper, model answer and answerbooks and to the respective examiner / subject incharge immediate after the completion of examination.

### 2.4227 Collection of assessed answerbooks and its storage

- Collect the marksheet and assessed answerbooks from respective examiner / subject incharge.
- Store all the marksheet and assessed answerbooks in safe custody.

### 2.4228 Internal Assessment Register

- Arrange the internal assessment registers and make available to the examiner / subject incharge after completion of internal examination.
- Ask the examiner / subject incharge to enter the marks of internal assessment in internal assessment register.
- Before entering the marks on MSBTE portal, get the signature of all the students' class wise on Internal Assessment Register.
- Store internal assessment register in safe custody.

## 2.43 MSBTE Examinations

Examination Incharge shall –

### 2.431 Circulars and Website

- Check regularly the websites of MSBTE and emails, letters, and circulars in connection with examination.

**2.432  Stationary:**

- Estimate the stationary requirements (e.g. Answer books, Registers, Printing papers, etc) for the theory and practical MSBTE examinations (end semester examinations).

- Fill the demand of all the stationary requirements on Board portal according to the circular issued by the Board time to time and take follow up.

- Procure all the stationary required for MSBTE well in advance and keep in safe custody.

- Maintain the utilization record of all stationary items.

**2.433  Examination Forms**

- Display the circular of MSBTE examination form submission and fees time to time.

- Approve the examination form through college login.

- Submit the examination forms and fees in the MSBTE.

**2.434  Time Table     :**

**2.4341     MSBTE Practical Examination:**

- Prepare the time table of MSBTE practical examinations as per the guidelines issued by Board of Studies (BOS) time to time and forward it to the approval by BOS.

- After getting approval by BOS, circulate among the staff and students.

**2.4342     MSBTE Theory Examination:**

- Circulate the time table of MSBTE Theory Examination issued by MSBTE among the staff and students well in advance.

**2.435  Conduct of MSBTE Examinations (End Examinations)**

**2.4351     MSBTE Practical Examinations**

**2.43511   Time Table & Batch list**

- Prepare the batches of the students as per the examination seat numbers.

- Circulate the time table and batches among the staff and students well in advance.

**2.43512   Examiners and other staff**

- Circulate the list of internal (chairman) and external examiners among the teaching staff.

- Ask the internal examiner (chairman) to contact the external examiners well in advance.

- Make arrangement of external examiners on the day of examination.

- Allot the examination duties to the faculty (expert), laboratory technicians, and

laboratory attendants and circulate the duty charge among them well in advance.

**2.43513    Preparation of Documents**

- Prepare all the required documents class wise and subject wise. **e.**g. Attendance reports, marksheet, envelops, TA-DA and remuneration forms etc.

**2.43514    Distribution of Answerbooks and Documents**

- Distribute the required answerbooks and documents to the respective internal examiner well in advance.

**2.43515    Collection of assessed answerbooks and its storage and submission**

- Collect the marksheet and assessed answerbooks from respective internal and external examiner and seal it.

- Store all the sealed marksheet and assessed answerbooks in safe custody.

- After completion of all practical examinations submit the sealed marksheet and answer books in MSBTE.

**2.43516    Record and reports**

- Keep the record of attendance copy and question paper as per the subject and class.

**2.4352    MSBTE Theory Examinations:**

**2.43521        Senior Supervisor:**

- Prepare the list of faculty members willing to work as Senior supervisor (Internal and external) for the MSBTE theory examination as per the circular issued by MSBTE time to time and forward it to the cluster college and MSBTE for the further processing.

- Provide the information related to theory examination, duties and responsibilities of the internal and external senior supervisors to the senior supervisors appointed.

**2.43522    Question Paper:**

- Collect the question papers from the MSBTE and keep it in safe custody.

**2.43523    Block Preparation**

- Prepare the attendance report format, block list of students as per the time table and strength of students.

- Arrange the benches in the class rooms / blocks as per the strength of students and put the roll number / seat number / number on benches.

**2.43524    Invigilation duties**

- Allot the invigilation / supervision duties as per the requirements to the staff as per

the examination and number of blocks for each day well in advance and circulate among the staff.

- Issue the appointment orders to the staff.

### 2.436 Duty certificate

- Issue the duty / attendance certificates to the examiners.

- Collect the duty certificates from the faculty who has worked as examiners, supervisors at other centers & maintain record.

### 2.437 Result & Its Analysis

- Collect the Mark Statements from the MSBTE and distribute to the respective students. Also maintain the records of results.

- Make analysis of MSBTE results and forward to the Principal and Executive Director.

- Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the MSBTE.

### 2.437 Records and Reports

- Maintain all examination concerned records and reports in safe custody and be made available as and when required.

### 2.437 Other

- Any other task, which may be assigned by the Principal from time-to-time.

## 2.5    Training and Placement Officer (TPO)

-    **Following are the duties and responsibilities of Training and Placement Officer:**

    **TPO shall -**

2.51    Work as a team member with other Training and Placement personnel of the institute in the monitoring and execution of Training and Placement related activities. Act as a link between students, alumni and the employment community.

2.52    **Relation with Industry**

-    Maintain good contact with the industry.

-    Prepare database of some top international / national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.

2.53    **Training**

-    Identify and provides for training needs of students.

-    Assist students to develop / clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.

-    Work with HOD and faculty members to integrate career planning and academic curriculum as well as coordinate Project Work / Summer Training / internship programs.

-    Arrange the guest lecturers of industry personnel.

-    Arrange industry, hospital visits.

2.54    **Placements**

-    Arrange campus interviews / drive.

-    Undertake a rigorous placement campaign.

-    Provide right placement to the right candidate so that students excel in their future life.

-    Provide information on the schedule of recruitment drives well in advance to Principal, Vice-Principal, HOD, Examination Incharge, Faculty, Non-teaching staff and students.

2.55    **Publicity**

-    Prepare an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.

-    Prepare a placement brochure having all the student profiles.

-    Keep track of all the advertisements related to placements appropriate to the profiles of aspirants.

2.56    **Record & Reports**

- Collect and maintain the records of Industry training / Internship reports submitted by students.

- Maintain the records of campus interviews and industry visits.

- Maintain records of placed candidates and the companies.

- Forward the placed candidate data to the Principal, Vice Principal, HOD and NBA coordinator immediately after the recruitment drive is completed and placements announced.

- Maintain record of all appointment orders of students recruited under placement drive.

- Proposes annual budget for training and placement.

**2.57    Other**

- Any other task, which may be assigned by the Principal or higher authority from time-to-time.

## 2.6    Cultural In-charge

- Activities indicated below are considered as Cultural activities:

    **i)**   Induction Programme (In association with academic coordinator),

    **ii)**  Celebration of various cultural functions / days,

    **iii)** Annual gathering,

    **iv)** Farewell Function,

    **v)**  Competitions like Dance, Singing, Drama, Street Play, etc.

- **Following are the duties and responsibilities of Cultural Incharge:**

    **Cultural incharge shall -**

**2.61**   Work as a team member with other members of the cultural committee in the monitoring and execution of various cultural activities.

**2.62**   **Constitution of Cultural Committee**

     **2.621**  Constitute the cultural committee for every academic year.

     **2.622**  Convene regular meetings.

     **2.623**  Maintain the record of each meeting.

**2.63**   **Planning and Execution of Cultural / Extracurricular activities in the Institute**

     **2.631**  Plan for proper conduct of cultural / Extra Curricular activities in the academic year

     **2.632**  Ensures execution of the same by coordinating with Student incharge and other faculty members.

**2.64**   **Extracurricular activities at outside of the college**

     **2.641**  Encourage the students to participate in extracurricular activities organized by    other colleges, universities etc.

     **2.642**  Maintain the record of participants and winners etc.

**2.65**   **Budget**

     **2.651**  Proposes annual budget for the extracurricular activities.

**2.66**   **Other**

     **2.661**  Any other task, which may be assigned by the Principal or higher authority from time-to-time.

## 2.7    Sports In-charge

- **Following are the duties and responsibilities of Sports Incharge:**

**Sports incharge shall -**

**2.71**    Work as a team member with other members of the sports committee in the monitoring and execution of various sports activities.

**2.72**    **Constitution of Sports Committee**

**2.721**    Constitute the sports committee for every academic year.

**2.722**    Convene regular meetings.

**2.723**    Maintain the record of each meeting.

**2.73**    **Planning and Execution of sports activities in the Institute**

**2.731**    Plan for proper conduct of sports activities in the academic year

**2.732**    Ensures execution of the same by coordinating with student incharge and other faculty members.

**2.74**    **Extracurricular activities at outside of the college**

**2.741**    Encourage the students to participate in sports activities organized by other colleges, universities etc.

**2.742**    Maintain the record of participants and winners etc.

**2.75**    **Budget**

**2.751**    Proposes annual budget for the sports activities.

**2.76**    **Other**

**2.761**    Any other task, which may be assigned by the Principal or higher authority from time-to-time.

## 2.8     Laboratory Technician

Following are the duties and responsibilities of the laboratory technician:

**2.81     Arrangement for Practicals**

- Arranges to display the laboratory schedule.

- Discuss with subject incharge regarding the upcoming practicals & requirements one day prior.

- Ensures that the infrastructure, chemicals, glasswares and other facilities in the laboratory are adequate so that each batch has ample opportunity to complete practical's satisfactorily.

- Procurement of consumables: Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.

- Label all the chemicals & instruments.

- Keep all the records up to date and produce as and when demanded by higher authority.

- Prepare reagents and chemicals as per the requirements.

- Assist teachers in conducting practicals.

- To keep record of those responsible for any breakage / loss etc. and recover costs.

- Take measures to prevent unauthorized use of lab equipments, glasswares and chemicals.

**2.82     Computer cum-Data Operator:**

**2.821**     Arranges to manage network taps and server capacity and configurations.

**2.822**     Arranges to manage hardware and software configurations and updates.

**2.823**     If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.

**2.824**     Makes periodic server backups.

**2.825**     Coordinates periodical testing of equipment.

**2.826**     Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.

**2.83**     In order to prevent theft / damage, the Lab technician shall take the following action:

- Lab technician has to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab.

- They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

- Lab Assistants in turn shall note down the missing items in the respective Lab Register.

**2.84**     Any other work assigned by higher authority from time to time.

## 2.9    Assistant Librarian

Following are the duties and responsibilities of the library assistant:

**2.91**    Assisting librarian in maintaining the registers.

**2.92**    Issuing books, journals and other reading materials and recording the same in computer.

**2.93**    Maintaining the inventory of books and journals.

**2.94**    Any other work assigned by higher authority from time to time.

## 2.10   Peon

Following are the duties and responsibilities of the peon:

**2.101**   Maintaining General cleanliness in the campus.

**2.102**   Carrying out the files and other papers within the building.

**2.103**   Photocopying / Xeroxing of the documents.

**2.104**   Make arrangements to lock and seal all laboratories before leaving the premises.

**2.105**   Any other work assigned by higher authority from time to time.

## 2.11    Laboratory Attendant

Following are the duties and responsibilities of the peon:

**2.111**    Maintaining general cleanliness in the laboratories.

**2.112**    Carrying out the files and other papers within the building.

**2.113**    Photocopying / Xeroxing of the documents.

**2.114**    Procurement of consumables from the store.

**2.115**    Make arrangements to lock and seal all laboratories before leaving the premises.

**2.116**    Any other work assigned by higher authority from time to time.

## 2.12    Sweeper

Following are the duties and responsibilities of the sweeper:

**2.121**    Cleaning of rooms, laboratories, classrooms, other departments, building and fixtures.

**2.122**    Upkeep of herbal garden, lawns, potted plants etc.

**2.123**    Any other work assigned by higher authority from time to time.

<div style="text-align:center">**Chapter 03   Work Ethics**</div>

## 3.1   Staff (Teaching and Non Teaching Staff) and Higher Authorities

**3.11**   Every staff member (Teaching and Non Teaching Staff) should respect the dignity of the higher authority in expressing his / her opinion and thoughts.

**3.12**   Be affectionate to the higher authorities and not behave in a vindictive manner towards any of them for any reason.

**3.13**   Staff member should Discharge their responsibilities according to the existing rules and adhere to the procedures and method consistent with their profession in initiating their steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental of the professional interest.

**3.14**   Staff member should co-operate in the formulation of policies of the institution by accepting various office orders & discharge responsibilities which such offices may demand.

**3.15**   Staff member should co-operate through their organizations in the formulation of policies of the other institutions and accept office orders.

**3.16**   Staff member should co-operate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

## 3.2     Staff (Teaching and Non Teaching Staff) and the Students

ADCDP institute is promoted by professional relationships between staff member and students. Relationships of an intimate nature (romantic / sexual) compromise the integrity of a staff-student relationship whenever the staff member has a professional responsibility for the student. The institute prohibits intimate relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member. Every teacher shall follow the work ethics and behave with the students as per the following guidelines:

**3.21**    Every staff member should respect the right and dignity of the student in expressing his / her opinion, thoughts.

**3.22**    Staff member should deal impartially and justly with the students regardless of their religion, caste, political, economic, social and physical characteristics.

**3.23**    Staff member has to recognize the difference in attitudes, aptitude, and capabilities among the students and strive to meet their individual needs.

**3.24**    Encourage the students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

**3.25**    Inculcate among the students the scientific outlook.

**3.26**    Inculcate among the students respect for others and ideals of democracy, patriotism and peace.

**3.27**    Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

**3.28**    Pay attention to only the attainment of the student in the assessment of merit.

**3.29**    Make available to the students even beyond their class hours and help and guide students without any remuneration or reward.

**3.210**  Aid students to develop an understanding of our national heritage and national goals and Imbibe ethics, human values and sense of social responsibilities among students.

**3.211**  Refrain from inciting students against other student, colleagues or administration.

**3.212**  If an intimate relationship or non professional relationship exists or develops between a staff and a student, the institute will take disciplinary action against such staff member.

## 3.3 Teachers and Colleagues

Every teacher shall follow the work ethics and behave with the colleagues as per the following guidelines:

**3.31** Every teacher shall work in 'Team".

**3.32** Every teacher should treat other members of the institute in the same manner as they themselves wish to be treated.

**3.33** Every teacher should speak respectfully with other colleagues and render assistance for professional betterment.

**3.34** Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

**3.35** Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

**3.36** Every teacher should respect the right and dignity of the colleagues in expressing his / her opinion, thoughts.

**3.37** If an intimate relationship or non professional relationship exists or develops between a teacher and colleagues, the institute will take disciplinary action against such teacher and colleagues.

## 3.4 Teachers and Non Teaching staff

Every teacher shall follow the work ethics and behave with the non teaching staff as per the following guidelines:

**3.41** Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within institute and campus.

**3.42** Teachers should help in the functions of the institute covering both teachers and the nonteaching staff.

**3.43** Every teacher should respect the right and dignity of the non teaching staff in expressing his / her opinion, thoughts.

**3.44** Encourage the non teaching staff to improve their attainments, develop their personalities and at the same time contribute to community welfare.

**3.45** Be affectionate to the non teaching staff and not behave in a vindictive manner towards any of them for any reason.

**3.46** If an intimate relationship or non professional relationship exists or develops between a teacher and a non teaching staff, the institute will take disciplinary action against such teacher and a non teaching staff.

## 3.5    Teachers and Parents

Every teacher shall follow the work ethics and behave with the parents of the students as per the following guidelines:

**3.51**    Teacher should maintain professional contact with the parents of their students,

**3.52**    Send reports of their performance to the parents whenever necessary

**3.53**    Meet the parents in meetings conveyed for the purpose for mutual exchange of ideas and for the benefit of the institution.

## 3.6    Teacher and Society

**3.61**    The education is a public service and every teacher should strive to keep the public informed of the educational programs which are being provided by the institute.

**3.62**    Work to improve all types of education in the community and strengthen the community's moral and intellectual life.

**3.63**    Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

**3.64**    Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

**3.65**    Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

<div style="text-align:center">**Chapter 04   Code of Conduct**</div>

## 4.1     Teaching staff

**4.11     Institute Timings and Attendance of Teaching Staff Member:**

- All the teaching staff members shall be punctual to their duties and shall adhere to the institute timings - 09.00 AM to 05.00 PM.

- All the teaching staff members shall record In and Out attendance through biometric attendance system and also has to sign the roll muster during In and Out.

- Late Mark:        Two late marks in a month shall be considered.

**4.12     Integrity and devotion**

- All the teaching staff members of the institute shall devote his whole time to the service of the institute.

- All the teaching staff members shall not engage directly or indirectly in any trade, business, another institution, private coaching or any other work, which is likely to interfere with proper discharge of his / her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Head of the institute or Executive Director.

- Teacher should not make any politics or groupies in the institute.

**4.13     Maintaining confidentiality of information**

- Every teaching staff member shall maintain confidentiality of the information provided with him while performing duty and shall not disclose it or make private use of it without prior permission of the head of the institute and executive director.

- Teaching staff member shall not do the loose talk about institute in the campus and off the campus.

**4.14     Dealing with Higher Authorities**

- No any teaching staff member should use impertinent language and derogatory loose talk while interacting with the higher authorities and should obey the work entrusted.

- Also the heads of departments or persons incharge are expected to give clear, feasible instructions.

**4.15     Sexual harassment**

- No any teaching staff member shall indulge in any act of sexual harassment of any female

employee or female student. All employees should take appropriate steps to prevent such occurrences.

**4.16    Participation in Politics or in Election**

-    No any teaching staff member shall take active part in politics or elections or act as a candidate for election while being in service without prior permission of the management of the institute.

**4.17    Redressal of grievances**

-    A teacher having grievances may apply to the institute online through portal for seeking redressal of grievance.

-    No any teaching staff member shall have recourse to press under any circumstance and should not approach the court for grievances redressal without first representing to the head of the institute and management.

**4.18**    All teaching staff members shall refrain from consumption of Drinks, Drugs, chewing a tobacco / gutka at work place.

**4.19**    All the teaching staff members are expected to deal kindly with the students as far as possible within famed rules and regulations without sacrificing discipline.

**4.110    Teaching and Other Duties:**

-    All the teaching staff members are required to accept the teaching workload assigned to them by the academic coordinator and head of the institute time to time.

-    All the teaching staff members are required to accept complete the work related to portfolio / committee assigned by the head of the institute time to time.

-    All the teaching staff members should adhere to the defined protocol in class room teaching, conducting laboratories and tutorial and research classes according to the approved scheme of instruction.

-    All the teaching staff members should think at all times that justice is done to the students and there should be no any bias with respect to teaching in the class room, conduct of classes, laboratories, examinations and evaluation.

-    Teaching staff members are expected to maintain the attendance records of all classes and practicals upto date and record periodically as per the academic rules.

-    Every teaching staff member shall work as guardian teacher and will be assigned mentee (10 – 20 students). Guardian teacher has to follow the instructions as per the Guardian teacher policy.

-    No any teacher shall collect or ask for any remuneration from any students.

## 4.111 Examination Duties

- All the teaching staff members shall be punctual to their examination duties as assigned by the examination Incharge and head of the institute time to time.

- Excuses in examination duties will be given in only unavoidable circumstances. It is necessary to make the adjustment of duties to other staff and to take prior approval from the examination Incharge and head of the institute.

- Each teaching staff member is required to accept and complete the examination duties such as – conduct of Unit tests, Sessional and MSBTE examinations of institute, paper setting, invigilation, evaluation and assessment of the student's performance, gathering the data of internal marks, filling the internal marks register as assigned by the examination inchrage and head of the institute time to time.

## 4.112 Breach of Code of Conduct

- If any teaching staff member finds for the breach of code of conduct, then the case will be forwarded to either Grievance Redressal for other Complains / Grievances Committee / Internal complaints committee to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said teaching staff member. The committee may meet to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- Issuing Show Cause Notice:   A teaching staff member who has found in breaching code of conduct will get Show cause Notice. Such member has to answer in writing within time limit.

- Warning:        Indicating that the action of the said delinquent teaching staff member was in violation of the code and any further acts of misconduct shall result in severe disciplinary action.

- Restrictions:   Restricting access to various facilities in the campus for a specified period of time.

- Monetary Penalty:     May also include suspension or forfeiture of salary for a specific time period.

- Suspension:   A non teaching staff member who found guilty may be suspended for a specified period of time. Additionally, such non teaching staff member will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.

## 4.2    Non Teaching Staff

### 4.21    Institute Timings and Attendance:

-    All the Non teaching staff members shall be punctual to their duties and shall adhere to the institute timings –

| Sr. No. | Designation | Institute  Timings |
|---------|-------------|--------------------|
| 01 | Administrative Staff | 10.00 AM to 06.00 PM |
| 02 | Technical Staff Laboratory Technician | 09.00 AM to 05.00 PM |
| 03 | Laboratory Attendants | 09.00 AM to 06.00 PM |
| 04 | Peon | 09.00 AM to 06.00 PM |

-    All the teaching staff members shall record In and Out attendance through biometric attendance system and also has to sign the roll muster during In and Out.

-    Late Mark:    Two late marks in a month shall be considered.

### 4.22    Integrity and devotion

-    All the non teaching staff members of the institute shall devote his whole time to the service of the institute.

-    A non teaching staff member shall not engage directly or indirectly in any trade, business, another institution, private coaching or any other work, which is likely to interfere with proper discharge of his / her duties. This provision shall not apply to the work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Head of the institute or Executive Director.

-    A non teaching staff should not make any politics or groupies in the institute.

### 4.23    Maintaining confidentiality of information

-    Every non teaching staff member shall maintain confidentiality of the information provided with him while performing duty and shall not disclose it or make private use of it without prior permission of the head of the institute and executive director.

-    A non Teaching staff member shall not do the loose talk about institute in the campus and off the campus.

### 4.24    Dealing with Higher Authorities

-    No any non teaching staff member should use impertinent language and derogatory loose talk while interacting with the higher authorities and should obey the work entrusted.

-    All the non teaching staff members are required to accept the work assigned to them by the higher authorities.

### 4.25    Sexual harassment

- No any non teaching staff member shall indulge in any act of sexual harassment of any female employee or female student. All employees should take appropriate steps to prevent such occurrences.

**4.26 Participation in Politics or in Election**

- No any non teaching staff member shall take active part in politics or elections or act as a candidate for election while being in service without prior permission of the management of the institute.

**4.27 Redressal of grievances**

- A non teaching staff having grievances may apply to the institute online through portal for seeking redressal of grievance.

- No any non teaching staff member shall have recourse to press under any circumstance and should not approach the court for grievances redressal without first representing to the head of the institute and management.

**4.28** All non teaching staff members shall refrain from consumption of Drinks, Drugs, chewing a tobacco / gutkha at work place.

**4.29** All the non teaching staff members are expected to deal kindly with the students as far as possible within famed rules and regulations without sacrificing discipline.

**4.210** The technical staff and laboratory attendants in the various departments shall be punctual and shall maintain the laboratories clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.

**4.211** No any non teaching staff member shall collect or ask for any remuneration from any students.

**4.212** All the laboratory technicians and laboratory attendants should adhere to the defined protocol in the college campus and laboratories according to the approved scheme of instruction.

**4.213** All the non teaching staff members should think at all times that justice is done to the students and there should be no any bias with

**4.214 Examination Duties:**

- All the non teaching staff members shall be punctual to their examination duties as assigned by the examination incharge and head of the institute time to time.

- The non-teaching staff shall assist in the arrangements for the smooth conduct of all types of examinations and attend all connected work as assigned by the Examination Incharge / HOD / Teacher.

- Excuses in examination duties will be given in only unavoidable circumstances. It is necessary

to make the adjustment of duties to other staff and to take prior approval from the examination Incharge and head of the institute.

### 4.215 Breach of Code of Conduct

- If any non teaching staff member finds for the breach of code of conduct, then the case will be forwarded to either Grievance Redressal for other Complains / Grievances Committee or Anti Ragging Committee to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said non teaching staff. The committee may meet to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- Issuing Show Cause Notice:   A teaching staff member who has found in breaching code of conduct will get Show cause Notice. Such member has to answer in writing within time limit.

- Warning:        Indicating that the action of the said delinquent non teaching staff member was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

- Restrictions: Restricting access to various facilities in the campus for a specified period of time.

- Monetary Penalty: May also include suspension or forfeiture of salary for a specific time period.

- Suspension: A non teaching staff member who found guilty may be suspended for a specified period of time. Additionally, such non teaching staff member will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.