VOLUME I: INTRODUCTION AND OBJECTIVES

A: PRELIMINARY

A.1   TERMINOLOGY

"Trust" is the principal organ of the Management of Indira College, and gives the approval for all academic and administrative matters.

"Premises" means the entire premises of the office of Indira College, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, guest houses, hostel buildings, canteen, play area, Campus / Department Stores and such other areas and precincts attached to the office of Indira College.

"Management" means, the K.B.H.S.S.Trust, Malegaon or members of the Management/Trust, viz., Chairperson and any other person(s) vested with the authority to enforce the Rules and Regulations governing the Staff Service Rules by K.B.S.S.Trust, Maleaon.

"Appointing Authority/Disciplinary Authority/Competent Authority", under these rules means any authority empowered and vested with powers by the K.B.H.S.S.Trust, Malegaon to service in Indira College, Malegaon.

"Appellate Authority" means Principal of Indira College or Chairperson/President of K.B.H.S.S.Trust, Malegaon.

"Selection Committee" means the authority nominated by the Management to select candidates for filling up the vacancies in Indira College Malegaon.

"Appraisal / Promotional Committee" is the Committee nominated by the Management to recommend to the Competent Authority, promotions or special increments, on the basis of performance reports.

"Employer" is the K.B.H.S.S. Trust's Management and Indira College, Malegaon.

The words "Employer", "Management" and "Indira College" shall for all purposes mean the same (i.e.) the K.B.H.S.S.Trust and Indira College, Malegaon unless it connotes differently in a particular context in which case it will be noted and given the due emphasis as and when required.

"Notice" means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to Human Resources.

"Notice Board" means the notice board specially maintained in a designated and conspicuous place within the premises of Indira College for the purpose of displaying notice(s).

"Habitual" means any act of fault or misconduct or omission committed by a person or group for a minimum of three times and within a period of 3 (three) months.

Masculine terms include the feminine gender as well with no reservation whatsoever unless otherwise mentioned.

Singular terms denote plural forms unless otherwise mentioned.

"Salary" means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent Allowance, Conveyance Allowance, Special Allowance, and any other allowance per month exclusive of overtime payment.

"Leave" means authorized absence with or without pay.

"Absence from work" shall mean unauthorized absence from the work place, late attendance or leaving the work place early without the explicit approval of the Management / Principal.

A.2 CLASSIFICATION OF EMPLOYEES

[1] A "Permanent" employee means one who has completed the specified period of probation or the extended period of probation, satisfactorily, and been given the confirmation in writing by the Principal/ Management.

[2] A "Probationer" employee means one who is appointed on probation but not given the confirmation in writing by the Principal. (NOTE: A permanent employee on probation in a new or higher post will be deemed to be on probation for a limited period of time and suitability in the new or higher post. However, for all other purposes he will be entitled to the benefits of a confirmed employee.)

[3] A "Temporary" employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The person so engaged will not have any right to either a permanent or temporary post which may arise in future.

[4] An "Adjunct" employee is a faculty hired by the College to teach but is not a full member of the faculty. Adjunct Faculty is a part-time or contingent instructor. He / she should be an eminent Professional / Scientist / Engineer having recognition at national / international level and having outstanding published work.

[5] A "Part Time" faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.

[6] A "Visiting" faculty / staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his appointment order.

[7] An "On-Contract" employee means a person appointed on contractual employment for a specified period.

[8] A "Casual" employee is one who is employed on a day-to-day basis for work that is occasional or casual in nature.

[9] A "Substitute" employee is one who is engaged in the place of a permanent employee who is temporarily absent.

[10] A "Trainee" employee is hired by the College to impart training for a particular period of time.

NOTE: Employees covered in No. 4 to 10 are not entitled to benefits provided to other classes of employees unless specifically provided in the letter of appointment.

B: INTRODUCTION

ABOUT KAI. B. H. S. S. TRUST, MALEGAON

The K.B.H.S.S.Trust, Malegaon was founded in 1977 by Late Dr. Baliramji Hiray Ex-Education, Ex-Health Minister of Govt. of Maharashtra. Today, the K. B. H. S. S. Trust includes several Colleges unified by the founder's vision of imparting quality education in the fields of Engineering, Architecture, Pharmacy, Sciences, technical, non-technical and Management. Each of these Colleges has ideal infrastructure and is committed to promoting quality learning, making the K. B. H. S. S. Trust a force to reckon with, in the field of education.

COLLEGE OVERVIEW

K.B.H.S.S.Trust's Indira College formerly known as College of Computer Applications (BCA), Malegaon Camp, Malegaon, and Dist- Nashik is affiliated to S.N.D.T women's University, Mumbai. Established in the year 2008, it is a leading educational institution which offers undergraduate professional courses that is Bachelor

of Computer Applications (BCA) and post graduate course that is Master of Sciences in Computer Science (M.Sc. in Computer Science).

COLLEGE CAMPUS

The campus of Indira College is beautifully landscaped in a lush green stretch of land spread over 5 acres at Malegaon, which is about approx. 05 km from Malegaon CBS and approx. 40 km from nearest railway station Manmad. The college offers paid transport facility connecting all parts of the city for the convenience of the students and staff. Besides this, the college is well connected to different parts of the city and villages by state public transport buses.

AFFILIATED PROGRAMS

Year of Affiliation	Program	Affiliating University
2008-09	Bachelor of Computer Application (BCA)	Affiliated to S.N.D.T Women's University, Mumbai
2021-22	M.Sc in Computer Science	Affiliated to S.N.D.T Women's University, Mumbai

C: OBJECTIVES

The Policy & Procedure Manual of K.B.H.S.S. Trust's Indira College, Malegaon is based upon the belief that the success of the College is primarily dependent on its staff and that the development of their potential is beneficial to staff, college and students.

Based on the above, a comprehensive set of Polices and Procedure Instructions has been laid down in the subsequent pages of this Manual which aims at attracting, retaining and motivating staff to achieve higher goals and attain greater opportunities for advancement in their career with the College. Employees are required to comply with the policies and procedures of this Manual. This Manual supersedes all previous Policies and Procedures approved and or communicated by management.

The Management reserves the right to amend or update the contents of this Manual to reflect current conditions. Employees will be notified in writing of any changes implemented.

This Manual is a private and confidential document and is the sole property of the College. It is not intended for public circulation.

No part of this Manual should be copied, reproduced, distributed, or printed without prior approval of the Principal and Management. Contents of this Manual are confidential and are intended for internal use only.

The objectives of documenting policies and instructions are:

    A. To ensure consistency in their interpretation and implementation

    B. To apply all norms on an equitable basis throughout the College

    C. To provide transparency in all matters concerning Staff

C.1   REVIEW AND REVISION

This Manual may be reviewed every three years or at shorter intervals if considered necessary. Any amendments to this manual altering the benefits, perquisites or other terms of employment of the staff will require the approval as per the management and Chairperson/President of K.B.H.S.S.Trust, Malegaon.

C.2   INTERPRETATION

The K.B.H.S.S.Trust, Malegaon shall be the final authority in interpreting the meaning of the substantive aspects mentioned in this Manual in the event of any doubt in interpretation.

C.3   DISPENSATION

Any dispensation from the Manual will require the approval of the Chairperson/President of K.B.H.S.S.Trust, Malegaon.

VOLUME II: VISION, MISSION, MOTTO & QUALITY POLICY

VISION

"To create an excellent environment where girls are respected, admired and are empowered to lead in the global field of computer science and technology".

MISSION

To create leaders by engaging the mind, stimulating the sprit and self-confidence.

To prepare students from diverse backgrounds to have ability and spirit of Professionalism.

To bring computer education to every girl in the locality by delivering high-quality technical education at an affordable price to girls of all backgrounds.

To provide students with the knowledge, skills, and values necessary to become successful and ethical IT professionals.

MOTTO

"Excellence in Education"

2.1 QUALITY POLICY

Indira College is committed to achieving excellence in girl's education and creating responsible citizens and progressive leaders, strives to achieve the College goal by;

A. Focusing on the overall development of the students and strengthening their capacities and leadership abilities.

B. Creating a conducive environment for effective teaching, active learning and purposeful research

C. Incorporating value-added programs to the curriculum and improving the job prospects of the students

D. Periodically evaluating the effectiveness of the programs offered at the College and responding positively to the needs of the industry

E. Exposing the students to the challenges of the twenty-first century and providing them with opportunities to think innovatively and to demonstrate their entrepreneurship skills to contribute effectively to the growth of the nation.

2.1.1 QUALITY POLICY FOR STAFF

A. To provide quality Teaching and Non-Teaching staff to the College based on the manpower requirement through an effective selection process.

B. To enrich all the staff members by providing need-based training in order to develop their skills, personality and factors required for their respective profession.

C. To motivate staff members to pursue higher studies (PG / Ph.D.)

D. To promote Staff Welfare Programs and to create a progressive environment in the College.

E. To monitor the staff performance and to reward the best performers and take measures to improve the performance level of the average / low performers.

F. To recognize the service of the staff members and to motivate them through a rewarding system.

VOLUME III: ADMINISTRATION, SERVICE CONDITIONS, WELFARE FACILITIES POLICY

3.1 ADMINISTRATION POLICY

3.1.1 OFFICIAL LANGUAGES

[1] All written communication within the College will be in English or Marathi language.

[2] All employees shall verbally communicate either with each other or with clients in the English or Marathi language or the language understood by him.

[3] All publications for external circulation issued by the College shall be reviewed by the principal.

[4] All internal communication shall be printed or written in English and in Marathi language.

[5] All telephonic conversations regarding College business shall be carried out in the English or Marathi or the language understood by the caller or receiver.

[6] All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language or Marathi language.

3.1.2 PERSONAL CALLS

[1] Teaching / Non-teaching Staff are advised not to attend to any calls while in the Class Rooms/Laboratories/Library.

[2] The concerned Staff is authorized only to handle emergency personal calls when the staff is in the Class Room / Laboratories / Library.

[3] All other personal calls should not be encouraged during the course of the College timing.

3.1.3 INTERNATIONAL / LONG DISTANCE CALLS

[1] Principal or Only staff authorized by the Principal is eligible to make international calls which are charged to the College.

[2] Such calls may only be made only for official business purpose.

3.1.4 EMPLOYEE PERSONAL TELEPHONE NUMBERS

Staff must notify their Head of the Department/Principal / HRD of any change in their home telephone number(s) or mobile number within immediately on change.

3.1.5 NOTICE BOARD

[1] Posting on Employee Notice / Bulletin Boards / Posters / Display of Information.

[2] No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Notice Board, Walls, Doors, in the College without the prior approval of their Head of the Department/Principal/Principal.

[3] All the Employee related information displayed on the notice board should be in English or in Marathi.

[4] The undated Notices / Other information will remain posted for a maximum of 15 days.

[5] Advertisements / Posters / Display of information, etc of any kind from the commercial companies will not be accepted / displayed.

3.1.6 EMPLOYEE IDENTIFICATION CARDS

[1] To ensure the security of College premises, Employees and Property, all Employees are required to carry identification provided by the College.

[2] All Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information:

[3] Name, Photograph, Designation, Department/Program, Date of Joining & Blood Group.

[4] Employees will be required to wear their ID Cards along with the lanyard at all times while on premises.

[5] When an Employee leaves the employment of the College, will be required to return the I.D. Card.

3.1.7 FIRE PREVENTION

Following recommendations are to be followed by all the Departments to ensure a safe fire free environment in the campus:-

    a. Free access to fire extinguishers.

    b. Light should never be shielded with linen or other combustible material.

    c. The NO SMOKING rule shall be enforced throughout the College.

3.1.8 WORKPLACE VIOLENCE

[1] Violent acts occurring in the workplace greatly affect the individual's feelings of safety and security while at work and may have far reaching effects. In order to provide Employees with a safe environment in which to work, the College will not tolerate Violence or Threats of Violence in the entire workplace.

[2] An act of violence may be of any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.

[3] A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.

[4] Workplace includes all College facilities and off-campus locations where Employees are engaged in College business.

[5] Any person experiencing or observing acts or threats of violence should notify the HoD/Principal.

3.1.9 NO SMOKING

Smoking is prohibited in all facilities of the College, including buildings and offices either by the staff / students or the visitors.

3.1.10 FRAUD REPORTING

Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to the principal. Concealment of such information will be construed as misconduct.

3.2 SERVICE POLICY

[1] Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

[2] Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal or other officers under whom he shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his capacity as aforesaid.

[3] Every member of the staff shall devote his / her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal.

[4] Notwithstanding anything contained above, whenever any consultation work for any private firm or College is undertaken by the college, and such members of the staff as are required will be commissioned by the College from time to time.

[5] Any staff member, on appointment, except on contract, shall be on probation for a period of one year. The probation period may be extended by another year based on his / her performance.

3.3   WELFARE POLICY

[1] Gratuity is provided to all staff members.

[2] Free Transport for select staff and Bus In-charge.

[3] Emergency loans are given to employees for medical emergencies / emergencies caused due to natural calamities.

[4] Select staff can be given advance payment/salary amount not exceeding one month Basic Pay for Diwali festival.

[5] Free Tea / Coffee is provided to the staff.

[6] Staff are granted complimentary travel for training programs, FDP's, meetings, etc., as part of their benefits, which includes providing Travel Allowance (T.A) and Daily Allowance (D.A) for such activities.

[7] Internet facility is made available in the campus.

VOLUME IV: DECENTRALIZATION POLICY

4.1 FINANCE PART IMPREST AMOUNT IS GIVEN

Imprest cash is given to Principal to meet out urgent requirements like permitting staff members to attend Seminar / Workshop, conveyance for arranging guest lecture, consumable purchase of small value, maintenance and upkeep of college, etc.

Imprest amount should not be used for capital purchase under any circumstances.

Category   Imprest amount

Principal   Rs. 50,000/-

Transport   Rs. 5,000/-

4.2 ADMINISTRATION AUTHORITY OF PRINCIPAL

Every Principal is given powers in the areas specified below:-

4.2.1   Selection of Staff (Teaching / Non-Teaching).

4.2.3   Allotment of workload.

4.2.4   Assignment of additional workload.

4.2.5   Setting up of labs.

4.2.6   Nominating staff to attend training Program / Faculty Development Program (both internal and external)

4.2.7   Freedom to conduct in-house and outside training Programs

4.2.8   Recommending leave / O.D. for the staff.

4.2.9   Recommending of equipment to be purchased.

4.2.10   Screening of quotations and selection of suppliers for purchasing consumables.

4.2.11   Research and Development proposal.

4.2.12   Product development proposal

4.2.13   Redressal of staff grievances

4.2.14   Counselling

4.2.16   Free hand to monitor and discipline the students.

4.2.17   To conduct motivational and other training Programs for staff and students

4.2.18   Implementation of ISO method/methodologies and to ensure qualitative education to the students.

VOLUME V: RECRUITMENT & SELECTION POLICY

5.1   RECRUITMENT POLICY

[1] All employees are recruited strictly on merit.

[2] Where possible we promote from within the College to provide career opportunities for our existing staff, who possess requisite qualification / experience.

[3] We do not employ direct relatives of current employees in the same department, unless prior written permission is obtained from the authorities concerned.

[4] We do not re-hire staff who have been terminated with a cause by the College.

[5] We should always ensure that managers and staff involved in the recruitment process do not succumb to any pressure that can result in compromising the quality of staff to be hired

[6] All appointments of employees will be made in writing by the Appointing Authority for different cadres and classification of employees.

[7] Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee.

[8] Recruitment of employees shall be made from one or more of the following sources:

(a) Direct recruitment from outside through open advertisement in the press prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.

(b) Promotion of existing employees from the lower cadres as per Promotion Policy.

(c) From any other source as determined by the Appointing Authority.

[9] Each staff should serve for at least a minimum period of one academic year or as per the terms and conditions mentioned in his Appointment Order.

[10] Minimum Qualification for each Teaching Post: Minimum eligibility criteria in accordance with university and UGC standards will be considered. In cases where qualified staff is unavailable for interviews, the management and selection committee will make decisions based on the urgent staffing needs

5.2 POST SANCTION

The teaching post for the program Bachelor of Computer Application (BCA) are sanctioned by Management in accordance with the student-staff ratio 1:25 and as per the cadre ratio 1:2:6.

A compressive breakdown is as follows;

Teaching / Faculty	Number of Sanction Post
Principal	01
Professor	00
Associate Professor	02
Assistant Professor	05
Librarian	01

The teaching post for the program M.Sc. in Computer Science are sanctioned by Management in accordance with the student-staff ratio 1:20 and as per the cadre ratio 1:2:6.

Teaching / Faculty	Number of Sanction Post
Professor	01
Associate Professor	01
Assistant Professor	04

5.3   COUNTING OF EXPERIENCE FOR APPOINTMENT / PROMOTION:

Experience	Weightage
Teaching experience in Universities / Engineering/ UG/ PG College/ Reputed Industries / Overseas Experience	Actual experience (100%)
Teaching experience in Polytechnic /Private Colleges / Schools / General Industry	Half of the Actual experience (50%) – however in certain meritorious cases, 100% weightage was given as last year.
Part time / Visiting Employment	One-fourth of the Actual Experience (25%)

5.4   SELECTION & APPOINTMENT POLICY

5.4.1 MODE OF SELECTION OF REGULAR FACULTY

Direct recruitment to all cadres is based strictly on merit. In all the cases, the following procedures are followed-

[1] At the end of each semester, the HoD/Principal review the staff position in their departments and prepare a manpower requirement list.

[2] The manpower requirement list is forwarded to the Management for approval. After the approval, advertisements are released in the leading newspapers.

[3] The applications received are duly scrutinized.

[4] Letters of intimation are sent to the Staff Selection Committee members for attending the Selection process.

[5] Shortlisted applicants are intimated to attend the interview on a specified date and time.

[6] The choice is made by the Selection Committee after interviewing the eligible candidates for a considerable period of time. A test may be conducted, if required.

[7] The Selection Committee finalizes the selection of candidates,

[8] The selected candidates will be given the Offer of Appointment by the College/Trust, subject to the submission of the candidate's degree certificate in the original.

[9] Candidates sign the duplicate copy of the Offer of Appointment and submit their degree original certificate as a token of acceptance of the offer.

[10] Upon joining, the selected candidates are issued with the Appointment Order and are requested to fill in the Joining Report which is signed by HoD/Principal in the prescribed format along with the following enclosures:

    (a)   Certificate of physical fitness;

    (b)   Relieving letter from the previous employer, if any.

    (c)   Evidence of date of birth / proof of age.

    (d)   Highest original certificate of qualification and experience, with one set of the copies of these certificates, duly attested.

    (e)   Publication copies / copies of participation certificates.

    (f)   Three copies of the candidate's colour photograph.

    (g)   Aadhaar Card Copy / PAN Card Copy / Residence Proof;

    (h)   Highest Original Degree Certificate, if not submitted earlier.

    (i)   Any other documents specified by the Principal.

Note: Evidence of Date of Birth / Proof of Age: Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

    (j)   Certified extract from Register of Births and Deaths;

    (k)   School Leaving Certificate / Matriculation Certificate;

    (l)   PAN Card / Aadhaar Card; and

    (m)   Passport

[11] The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes including appointment and retirement.

[12] The applications of other candidates, who could not be selected due to lack of vacancies, will be filed separately as "Wait Listed".

[13] As and when required and depending on emergency / exigency situations, adhoc appointments are made on contract basis for specified periods.

5.4.2 COMPOSITION OF LOCAL SELECTION COMMITTEE

a) EVERY LOCAL SELECTION COMMITTEE SHALL CONSIST OF THE MINIMUM FOLLOWING MEMBERS

[1] Chairman-President of Trust

[2] Secretary- Trust

[3] Principal

[4] Representative appointed by Management/Trust Chairman;

[5] External Expert and

[6] Subject Expert

b) THE MEETINGS OF THE SELECTION COMMITTEES SHALL BE CONVENED BY THE CHAIRMAN OF THE SELECTION COMMITTEE AS AND WHEN NECESSARY.

5.4.3 MODE OF SELECTION OF TECHNICAL / NON-TEACHING STAFF

All positions are advertised in the press / on-line portals. After of the applications received, the eligible scrutiny candidates are shortlisted and intimated to appear for a personal interview in front of selection committee.

VOLUME VI: JOINING POLICY

6.1 JOINING POLICY AND PROCEDURE

[1] The selected candidate who received the Offer letter should report for duty to the Principal on the specified date, as mentioned in the offer letter.

[2] The Joining Report and the Letter of Undertaking (if required) have to be filled up by the staff.

[3] PAN Card / Aadhaar Card / Proof of Residence details should be furnished by the staff member and a copy of the same to be submitted at the time of joining.

[4] Each staff member is required to open a Bank Account in Indira Mahila Sahakari Bank Ltd, Malegaon camp for the purpose of crediting their monthly salary.

[5] The HoD/Principal will brief the newly joined staff about the department formalities and the workload.

[6] Identity Card will be provided to each staff.

[7] Library utilization form needs to be filled up by the newly joined faculty and they will be provided with a Library ID Card for utilizing the library resources.

[8] Induction program will be organized by the College on the subsequent week to explain the rules and regulations of the College. The Induction kit will also be provided with all details.

[9] Visiting cards for the senior staff will be provided in the specified format in the subsequent week.

6.2 RECORDS OF SERVICE

[1] A Staff Personal File for keeping the record of service of staff shall be maintained by College in respect of each employee of the College.

[2] The Personal File will also contain the correct address, the date of appointment, consolidated pay / the scale of pay on which he was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, punishments, dismissal, etc., The file shall be open immediately when an employee reports for duty.

[3] Any change in the address should be intimated immediately by the employee.

[4] All activities of an employee in his official position shall be recorded in this file, which will be maintained by the College.

VOLUME VII: EMPLOYMENT AND LEAVE POLICY

7.1   EMPOLYMENT POLICY

7.1.1 PROBATION POLICY

[1] All employees irrespective of their cadre will be on probation for a period of six months / one year when they are recruited for the posts or when they are promoted to higher grade / post.

[2] During the period of probation, the employees will be assessed on their performance.

[3] Deficiencies in the performance will be notified to the employee concerned and he/she will be advised suitably to correct / rectify the same.

[4] If in spite of the advice, to improve his/her performance, he/she continues to be deficient in his/her work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.

[5] Recommendation for extension of probation / confirmation of an employee shall be approved by the Principal/Management. The recommendation for the extension of probation should reach the authority concerned at least one month prior to the date of completion of probation so that a decision could be taken by the appropriate authority in time. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.

[6] The employee concerned should be advised regarding the deficiencies in the letter extending the probationary period.

[7] The extension of the probation period shall be to the maximum extent of twelve months. If the employee does not reach the expectation even at the end of the extended period of probation, his/her appointment will be terminated / reverted to the post held prior to the promotion.

[8] However, the extension or reduction of the probation period is at the discretion of the Principal.

7.1.2 CONFIRMATION POLICY

[1] If the performance is satisfactory, the employee will be confirmed in the service of the College after completion of the probationary period. Unless a probation extension letter is issued, it would be construed that the employee's service is confirmed.

[2] In case of extension of probation for reasons whatsoever, the probation period will be extended to cover the specified period in the Appointment Order.

7.1.3 WORKING HOURS

[1] The College shall function from 10.00 AM to 5.00 PM for Faculty. However for Non-teaching Technical and Administration Staff it will be and from 9.30 AM to 5.15 PM. Sunday are holidays for all Staff.

[2] The Lunch break will be for 45 Minutes depending upon the Time Table for Teaching / Non- Teaching Technical staff and between 01.35 and 02.15pm for Admin/Office and Library Staff.

7.1.4 ATTENDANCE

[1] Every employee shall ordinarily be at work in the College or any other designated area connected with the College, at the time fixed and notified. He shall register his/her attendance in the Bio-metric Machine and sign in the Attendance Register both in the morning as well as in the evening. The employee shall be present punctually at the specified time at his/her allotted place of work. If an employee is not present at his work place punctually, "late attendance" will be marked and the employee has to sign in the "Time In Time Out Register". Forfeiture of half-a-day Casual Leave will be the penalty for every three days" late attendance. Habitual three days" late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his/her personal file.

[2] Employees should normally obtain permission beforehand to arrive the College late or leave early.

[3] For non-teaching staff, habitual absence or late attendance will entail penal provision.

7.1.5 BIO-METRIC ATTENDANCE RULES:

[1] Attendance of all staff members is generated by Bio-metric Attendance Recorder Machine. There are four Finger Print Attendance Recorder machines, which record the attendance of the staff. All staff members are required to mark their attendance both in and out.

[2] Staff should be available in the college premises during the entire period of office hours, on all working days.

[3] If a staff member is on any kind of leave has to be out of station, he/she should intimate the Principal his/her exact out station address and phone numbers in his/her leave application.

[4] The staff members have to punch IN / OUT during the day or if they leave the campus even on official duty.

7.1.6. DUTIES AND RESPONSIBILITIES OF FACULTY

A. Academic:
    a. Class room lectures

    b. Instruction in laboratories / guidance

    c. Curriculum development

    d. Developing resource materials and laboratory development, manuals, etc.,

    e. Students" assessment and evaluation

    f. Participation in co-curricular and extracurricular activities.

    g. Students counseling

    h. Conducting / participating in continuing education, summer / winter schools, seminars, and symposia.

    i. Publication of books, journals

    j. Upgrading by pursuing higher studies and keeping abreast with the developments in his own field.

    k. Conduct of examinations.

    l. To maintain attendance book, Staff Log Book / Lesson Plan and workload sheets

B. Research and Consultancy:
    a. Research and development activities, research / project guidance.

    b. Industry sponsored projects / sponsored projects of Government National labs.

    c. Providing industry consultancy and testing service, active participation in promoting industry-College interaction.

C. Administration:
    a. Academic and Administrative management of the department, Policy planning, monitoring, evaluation and promotional activity at College level.

b. Design and development of new programs and disciplines, Participation in National / State level policy planning bodies, Organization of College level / State / National level faculty-students societies.

c. Planning / Development of schedules for classes both at College levels

d. Mobilizing resources for the College, maintaining and cross checking accountability, conducting performance appraisals.

D. Extension Services:

a. Interaction with industries / service Colleges, promote community service and sports activities amongst students.

b. Help, devote, Vocational services in the neighbourhood, contribute towards promoting/ providing non-formal education, promote entrepreneurship and job creation.

7.1 7 MINIMUM WORKLOAD PER WEEK FOR TEACHING STAFF

Category	Minimum Theory Subject	Minimum Practical's Subject	Minimum No. of Theory load Per Week	Minimum No. of Practical load Per Week
Principal	1	-	4	-
HoD/Principal/ Professor	2	1	8	4
Associate Professor	2	2	8	8
Assistant Professor	2	2	8	8

7.1.8 THE DUTIES AND RESPONSIBILITIES FOR THE NON-TEACHING STAFF ARE MENTIONED IN THEIR APPOINTMENT ORDER ACCORDING TO THEIR CATEGORY.

7.2   LEAVE POLICY

7.2.1. LEAVE

The Leave Year shall be January – December and the Leave shall not matter of right to be claimed.

A staff member shall not normally or on any pretence absent himself from his duties without prior permission of his/her superior officer authorized to give permission.

Leave of any kind will not be sanctioned when the services of the staff are needed for the college when there is an unfinished work or job involving the employee.

Leave will be strictly monitored and will not be granted while class in session unless in emergencies.

Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform the College Admin Office/Principal and the Principal before 9.00 a.m. Leave information will not be entertained after 9.00 a.m. and such absence will be treated as unauthorized.

7.2.2 CASUAL LEAVE (CL)

[1] Employees are entitled for 12 days of paid Casual Leave (CL) in a calendar year. However, in case an employee joins duty during the course of the year, such leave will be granted in proportion to the months of service in the said calendar year. (i.e. one day CL on completion of a month). For Non- teaching staff, CL is eligible only on successful completion of six months during the probation period.

[2] Casual Leave is not a privilege. Prior sanction is essential. Intimation in writing through third parties may also be considered for sanction. Leave should be applied for at least three days in advance. In case of emergency situations, the leave can be applied immediately on reporting for duty.

[3] Casual Leave cannot be clubbed with any other type of leave except Special Leave or Compensatory Off.

[4] In a month a maximum of 3 CLs and / or Comp. offs shall be granted, provided if the staff has the requisite leave on credit. A single spell of CL / Comp. off shall not exceed 3 days at a time.

[5] CL is based on Working Days. Therefore, in calculating the total CL, intervening holidays will not be taken into account. In case an employee is out of station, he must state so in the leave application and give the address of his destination.

[6] CL cannot be carried over to the next year if it is not availed during the year.

[7] For all foreseen and unforeseen reasons, CL must be applied for and got sanction by the authority concerned before the employee proceeds on such leave. The employee may be deemed to be absent without leave if this rule is transgressed and dealt with as per Rules. However, in case of illness or in case of an emergency where it may not be possible for the employee to take prior sanction of the authority concerned, he may avail himself of the casual leave pending formal sanction. However, he/she should normally either telephone or send the message to the authority concerned (i.e. the HoD/Principal / Principal / Admin Office).

[8] The Head of Department (HoD/Principal) or Class Teacher is accountable for arranging substitute coverage for classes missed due to the Casual Leave (CL) of any teaching staff member. The HoD/Principal is responsible for overseeing and ensuring that no class remains unattended during this period.

[9] If a staff member takes leave without obtaining prior permission or fails to provide any information, they will be marked as absent, and this absence will be treated as "Leave without Pay (LWP)." If a staff member is absent from duty for seven consecutive days or more, it will be considered as abandonment of service.

[10] Employees are allowed to take CL (Casual Leave) or Compensatory Off on working days before and after declared holidays. However, this is not allowed if there are more than 3 consecutive declared holidays in a month, including weekly holidays. For instance, if the college is closed on Monday and Tuesday for Diwali (15th & 16th Oct), employees cannot take CL or Comp off on either Friday (12th) or Wednesday (17th). Additionally, regular weekends can be availed as either prefix (Friday) or suffix (Monday), but not both. CL or Comp. off is also not allowed if a working day falls between two holidays.

[11] No Leave is permitted either on the first or on the last working day of the Semester.

7.2.3 VACATION LEAVE FOR TEACHING STAFF (VL)

[1] The Vacation Period:

    a.   Winter - as per University Calendar

    b.   Summer- as per University Calendar

[2] These regulations apply to the utilization of vacation leave within each Leave Year, spanning from January 1st to December 31st. Faculty members (teaching staff) are entitled to a maximum of 30 calendar days of Vacation Leave (VL) for a continuous service period of 12 months in the College, as of June 30th of the respective Academic Year.

[3] These 30 days can be availed for a maximum of 10 days in the winter vacation period. The balance 20 days can be availed in the summer vacation period.

[4] Nevertheless, vacation leave must be taken in accordance with the circulars provided specifically for this purpose. These circulars will outline the time slots designated for winter or summer vacations, aiming to maintain the seamless operation of the College.

[5] A staff member becomes eligible for VL only after rendering a continuous service of one full academic year.

[6] During the period of probation, no VL is granted.

[7] Employees must request Vacation Leave (VL) in advance. The Head of Department (HoD/Principal) will present the proposed Vacation Slot to the Principal for approval before granting any VL. During this process, the HoD/Principal must guarantee full staffing of the College throughout the Vacation Period, ensuring no disruption to institutional activities.

[8] The University Invigilation work, if any, during the vacation period shall be treated as part of VL.

[9] While calculating the number of days of vacation leave, all intervening declared holidays, including that of the College, and Sundays will be included.

[10] VL cannot be combined with any other Leave.

[11] In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave without Pay (LWP) and proportionate salary will be deducted from any payment due to him / her.

[12] If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal the same can be utilized at a later part of the year, subject to approval.

[13] Faculty members cannot carry forward any remaining unused Vacation Leave (VL) to the next academic year.

7.2.3 EARNED LEAVE FOR NON-TEACHING STAFF

[1] All Non-Teaching, on completion of one year of confirmed (regular rolls) service, are entitled for Earned Leave (EL) for 20 days in a year (i.e. 10 days during Summer Vacation and 10 days during Winter Vacation). Supporting staff are entitled for 20 days EL in a year.

[2] Earned Leave is normally allowed during vacation periods.

[3] EL will be credited to the account of the staff at the end of each leave year and can be availed of only in the succeeding year.

[4] EL can be considered for reasons like medical emergencies to the staff, sudden death in the family, marriage, etc.

[5] Encashment of EL is not permitted.

[6] Holidays and weekly-off days intervening the EL period will also be treated as Earned Leave.

[7] EL cannot be combined with any other leave.

[8] No extension of EL will normally be granted.

[9] The EL normally commence on a weekday except Monday

7.2.4 MEDICAL LEAVE (ML)

Permanent Employees are entitled to 10 calendar days of Medical Leave (ML) within a Leave Year after completing one year of service. Those utilizing ML must provide a Medical Certificate (MC) from a Registered Medical Practitioner upon returning to work. Any unused ML or remaining days can be carried forward to the next academic year. Encashment of ML is not permitted.

7.2.5 MATERNITY LEAVE

[1] Maternity leave will be granted as per norms.

[2] A woman employee can avail maternity leave along with VL / EL as applicable to her credit provided she has not availed their VL / EL in the respective year subject to the approval of the Principal / Registrar.

[3] The decision of the Principal will be final in sanctioning of such Maternity Leave.

7.2.6 SPECIAL LEAVE (SL):

[1] Special leave to a maximum of 3 working days can be availed and is sanctioned in the following cases for the staff who are on regular rolls:

    a. Marriage of self

    b. Bereavement in the family example parents, parents-in-law, spouse, children.

[2] This leave can be availed only after completion of probation period and can be combined with CL only. The individual has to make alternate arrangement for his/her work during such leave.

7.2.7 LEAVE WITHOUT PAY (LWP) /LEAVE ON LOSS OF PAY:

[1] Absence without prior permission and without making alternative arrangement for class or other important duty will be treated as Leave without pay.

[2] Any leave availed in excess of the prescribed limit shall be deemed to be Leave without pay (LWP). If such LWP is more than 7 days at a stretch in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Management shall be final in such cases.

[3] If any staff member is absent from duty without prior or later permission, exceeding seven days will be construed as abandonment of service.

[4] Two such break-in-services within a period of one year will make the staff member ineligible for increment in pay and also for availing Vacation Leave / Earned Leave in the academic year.

7.2.8 COMPENSATION OFF

The faculty can avail Comp. off for genuine reason(s) for every worked day on a non-working day. Such Comp.off day can be availed during the Exam period only, thus not affecting his class work. Comp.off cannot be combined with any other leave except CL. Unutilized Comp.off will lapse at the end of the Semester.

7.2.9 PERMITTED

[1] Permission for short absence not exceeding one hour on any working day or two half-hours on any two working days, either after starting working hour or before ending working hour may be granted at the discretion of the Principal per month.

[2] If the number of permissions for short absence exceeds more than two in a month, it shall be considered as half a day CL for 2 short absences and one day CL for 3 short absences. If CL is not in credit, it shall be treated as LWP.

7.2.10   ON DUTY (OD)

[1] On Duty (OD) will be granted when staff members are required to go out on official duties as approved by the Principal.

[2] Number of days as OD for seminar / conference / workshop/FDP participation is limited to 10 calendar days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at credit of the staff and remaining days will be treated as LWP.

[3] In addition to the above, a faculty member is eligible for 10 calendar days of OD in a year for officially invited to University for external examination invigilation works, Examination Duty and Valuation Duty.

[4] In all above cases, an attendance certificate obtained from the respective organization need to be submitted within two working days for regularization of such OD's.

[5] The Principal retains the authority to revoke previously approved Official Duty (OD) in the event of any emergency tasks within the college.

7.2.11   LEAVE FOR PURSUING PH. D

All faculty members who are pursuing Ph.D after permission from Management are entitled to the following benefits:

Course work: One full day or two half days per week OD is permitted during the course work period.

Thesis work: One full day per month is allowed for discussion with the Ph.D Supervisor.

Thesis submission & Viva: For preparation of synopsis, submission of the thesis and Viva – a maximum of 10 days.

7.2.12   LEAVE FOR NET/ SET EXAMINATION:

Staff willing to do NET/SET are allowed to avail one day paid leave for the examination.

7.2.14   GENERAL

No leave other than CL will be granted to an employee once notice of resignation is given by him/her. The employee should be on duty for the full period of notice required under the rules or as per the terms specified in the Appointment Order. When a notice of termination of the services of an employee is given by the College the employee will be permitted to avail of whatever CL he is entitled to during the period of the notice of termination of services subject to conditions.

7.3   RETIREMENT POLICY

[1] Every teaching and non-teaching staff of the College will retire from service on completing 60 years and 58 years of age respectively. However, faculty can be re - employed after retirement period up to the age of 70 subject to the vacancy position and the meritorious service of the faculty. Similarly, the non-teaching staff can also be re-employed on a contract basis.

[2] Persons, who are physically fit and whose services are considered necessary and beneficial to the College, may be appointed on contract service on tenure.

[3] In respect of an employee attaining the age of retirement on a particular day, he shall retire on the afternoon of the same day.

NOTE:

a. In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed duty pay for the holiday.

b. The above provision shall not apply to cases of compulsory retirement or retirement as a   measure of penalty after disciplinary proceedings.

7.4   RESIGNATION / TERMINATION OF SERVICE

[1] If an employee desires to resign, he must give notice of his/her resignation in writing to the Head of the College through the proper channel. However, the member of the teaching staff shall not ordinarily resign from his post during the course of an academic year.

[2] The following shall be the notice period for resignation:

   (a)   A Trainee employee shall give at least one month's notice or stipend in lieu of notice, if the training period is more than one year.

(b)   A Probationary teaching employee or a Confirmed teaching employee shall give three months' notice or salary in lieu of notice.

(c)   A Probationary non-teaching employee or a Confirmed non-teaching employee shall give one month's notice or salary in lieu of notice.

[3] Faculty member can submit their resignation only at the end of the term. The resignation will be processed, and the employee will be relieved after one month, contingent upon completing their assigned duties and at the discretion of the Principal.

[4] The College reserves the right to accept or reject the resignation with effect from the day it deemed fit, irrespective of the notice-period given by the employee.

[5] Till the resignation is accepted (whether it is during the notice period or before the expiry of the notice period and the Relieving Order is issued to the employee concerned, he shall continue to be in service, unless any other instructions are given in writing by the Management. Resignation once submitted cannot be withdrawn, after the expiry of the notice period.

[6] On receipt of the notice of resignation, the Head of the College or the In-Charge will advise all concerned to stop the payments, issue of materials, etc., to the employee, unless specific approval of the Head of the College or the In-charge is obtained. No service certificate, testimonials, etc., are to be issued until the resignation is accepted and the letter of acceptance is given and his/her accounts are settled.

[7] When the letter of acceptance of resignation is communicated by the College to the employee concerned, the employee shall settle all his dues to the College, hand over documents, cash, equipment and other properties held in his custody and vacate the quarters occupied by him to obtain the no-dues certificate to that effect. The College reserves the right to recover all such outstanding amounts and the value of the property of the College from the amounts due to the employee or in any other manner decided by the College.

[8] After all the formalities as detailed are completed and the clearance certificate is submitted by the employee, the relieving order and the salary-cum-experience certificate will be issued.

7.5 ABANDONMENT OF SERVICE

1.17.1 If an employee remains absent for more than 7 consecutive working days, without prior sanction of leave he shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he is also liable for disciplinary action as per rules, at the discretion of the Principal.

7.6 TERMINATION OF SERVICE

The Principal/Management shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons without notice period and compensation:-

    a. Serious misconduct and negligence of duty.

    b. Gross insubordination.

    c. Physical or mental unfitness.

    d. Participation in any criminal offence involving moral baseness.

In all such termination cases, the staff member will not be eligible for any terminal benefit.

7.7 TRANSFERS POLICY

[1] All employees are liable for transfer / deputation from one unit / department to another unit / department of the K. B. H. S. S. Trust, Malegaon at the sole discretion of the Management in close coordination with the Principal.

[2] All employees are liable to being shifted from one discipline / function, department, section, branch, etc., to another of the K. B. H. S. S. Trust, Malegaon, provided that such transfer does not adversely affect the nature of duties as per the terms of appointment. The salary of the individual concerned shall remain intact except in the case of a transfer requested by an employee for his/her personal reasons.

[3] In the event of refusal to accept a transfer / deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his/her service.

[4] The Management may grant special scale or allowance on transfer / deputation depending on the merit of the case.

7.8 PAY FIXATION POLICY

[1] Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Management for the respective post based upon the qualification and experience of the candidate in compliance with UGC norms.

[2] Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Society/Trust.

VOLUME VIII: PERFORMANCE RECOGNITION AND REWARDS POLICY

8.1 PERFORMANCE APPRAISAL SYSTEM

Annual Appraisal of every employee is conducted in the month of February. The Appraisal Form Confidential Report is a report on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee. The appraisal report is the basis for deciding annual increment, special increments, promotion or even withholding increment or disciplinary action.

Half-yearly appraisal of the teaching faculty is generally filled up at the end of the Odd Semester and for the newly joined staff, a review at the end of the three month period is taken.

8.1.1 TEACHING FACULTY PERFORMANCE APPRAISAL SYSTEM

[1] The Teaching faculty performance appraisal system is based on the following parameters:

   a. Qualification of the staff;

   b. Experience;

   c. Pass Percentage (which also includes the number of distinctions obtained, First class holders) of the classes handled by them;

   d. Students' Attendance in the class;

   e. Evaluation of the teachers by the students;

   f. Self-developmental activities such as Additional qualification acquired, Training or Staff Development program attended (In-house, External training), Participation in National Conference

   g. International Conference, Paper presentation in National Conference / International Conference;

   h. Developmental Programs conducted by the Staff as Resource faculty in any Continuing Education Program / Training Program, Obtained any funded research project (Internal / External), Consultancy services;

   i. Research activities undergone;

   j. Industry College Interaction activities;

   k. Publication in refereed journals (i.e. in National / International refereed Journals);

l. Publication of Books, Article in Magazines, Article in Professional newsletters, etc.;

m. Student Developmental activities such as the Extent of participation in establishing Product development lab and exposing the students in out-of-the-syllabus areas, Counselling and guidance services, Promoting students in attending Seminars, Conferences for paper presentation, Any training program conducted for students on soft skills, Remedial measures to improve the students who failed, or extra classes taken for difficult subjects.

n. Professional Standings (Member of any Professional body, Any program conducted by the Professional body in the Campus)

o. Administrative assignments at College level / Department level

p. Other activities such as Sports and cultural activities, Honors and Awards received, Attendance, etc.,

[2] The Performance Based Appraisal System stipulated by the College is followed and each faculty member has to enter his self-appraisal score, which will be verified by the respective HoD/Principal and the appraisal committee members.

[3] The following will be the panel members for conducting the annual appraisal meetings,

a. Principal

b. External Expert

c. Member appointed by Management or Management Representative.

[4] The HoD/Principal will mark the appraisal scores.

[5] For Teaching and Non-teaching Technical and Admin Staff, a Peer Review Committee will be formed for each Department with the following, to evaluate the staff's performance with the subordinates and colleagues: -

a. Principal/Head of the Department

b. External Expert

[6] This Committee will give overall confirmation on the evaluation.

[7] After the Performance Appraisal Meeting, the Head of the Department/Principal shall write confidential report for all staff and submit to the management for approval.

[8] Based on report, deputation of faculty to higher studies / training needs / rewards will be considered.

8.2   PERFORMANCE CRITERIA/KEY RESULT AREAS (KRA) FOR TEACHING STAFF

The following criteria are to be fulfilled or partially fulfilled as one of the requirements for increments / promotions, as per the College norms for the subsequent years in addition to setting up of specific tasks for completion. However, in certain cases, publication of books is not considered mandatory.

[1] Professor Category:

(a)   Supervision of Ph.D research scholars, wherever required.

(b)   Three papers must be published or accepted for publication in an International or National Journal, with a minimum of two publications in indexed journals, within the last three years.

(c)   One Book publication over a period of three years.

(d)   (e)   One externally -funded research / consultancy project (minimum Rs.2 lakhs), to be   obtained over a period of three years.

(e)   Students Evaluation and Result percentage of the class handled should be a minimum of 80%

(f)   g)   To arrange a minimum of one guest lecture / seminar-class for each subject handled in each   semester and to organize one Industrial visit for students (Individually / jointly) per year.

(g)   Evidence of peer recognition in terms of Invited talks, key note address / prestigious committee membership, etc.,

(h)   Evidence of leadership in the academic field such as launching new programs / Industry- College collaboration / others of significant nature.

(i)   To make students participate in national / international competitions.

[2] Associate Professor category:

(a)   Supervision of Ph D scholars. (For those who are Ph D holders).

(b)   Two papers published / accepted for publication in International or National Journal with at least one publication in an indexed journal per year.

(c)   To organize one funded National (or) International Conference (or) Workshop in two years.

(d)   Two papers to be presented / accepted for presentation in a National (or) International Conference at least one of them being a refereed Conference during the course of the assessment year.

(e)   One Book publication over a period of three years.

(f)   One funded research / consultancy project to be obtained over a period of three years.

(g)   Students Evaluation and Result percentage of the class handled should be a minimum of 75% and 70% respectively. External Class Evaluation score should be 70%.

(h)   To arrange a minimum of one guest lecture / seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually / jointly) per year.

[3] Assistant Professor category:

(a)   One paper published / accepted for publication in a National / International indexed Journal per year.

(b)   One paper presented / accepted for presentation in a National / International Conference during the course of the assessment year.

(c)   Students Evaluation and Result percentage of the class handled should be a minimum of 75% and 70% respectively. External Class Evaluation score should be 70%.

(d)   To arrange a minimum of one guest lecture / seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually / jointly) per year.

(e)   To participate in the Student activities.

8.3 PROMOTION POLICY FOR TEACHING STAFF

8.3.1 WORK EVALUTION CHART

Particulars	Ph. D Supervision	Publication		Paper presentation in Conference		Books	Funded Projects	Work	Evaluation Score
		International	National	International	National				
Assistant Professor		1 per year	1 per year	_	1	_	_	To arrange a minimum of one guest lecture / seminar-class for each subject handled by them and to organize one Industrial Visit (Individually / Jointly) per year	SF – 75% ECE – 70% R – 75%
Associate Professor	1 per year	1 per year	1 per year	1	1	1 in 3 year	1 per year	To organize 01 National/International conference / Workshop (Individually / Jointly) per year	SF – 75% ECE – 70% R – 75%
Professor	1 per year	2 per year	2 per year	2	2	1 in 3 year	1 per year	Organizing 02 National / International conference (Individually / Jointly)per year	SF – 80% R – 80%

*SF – Students Feedback

ECE – External Class Evaluation

R – Semester Results per subject handled

[1] Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis / criteria of merit / efficiency / the commitment / dedication of the staff to the all-round development / improvement of the corporate ambience of the College. Seniority and a minimum 75% score in appraisal system will be the deciding factors for promotions.

[2] Additionally, Research activities / Consultancy Value / Professional Standing / Student Club activities and the additional revenue generated for the college will also form part of the Promotion criteria.

[3] No employee who is under suspension, or against whom disciplinary proceedings have been taken or are about to be taken shall be promoted until he is unconditionally reinstated or exonerated.

8.4   REWARD & RECOGNITION

The services of the faculty are recognized based on the performance, dedication, involvement in R & D activities and outstanding achievement.

[1] Awards given to the teaching staff are the following:

    a)   Best Teaching

    b)   Producing 100% results

    c)   100% attendance

    d)   Publishing books

    e)   Publishing Articles in refereed Journals.

    f)   Encouragement award for acquiring additional qualifications.

    g)   Achievement awards for obtaining funded projects

    h)   Award for doing Innovative projects

    i)   Incentive for each research publication in refereed National /International journal as a Main Author / Co-Author.

    j)   Award for promoting research activity.

    k)   Incentive for conducting value-added training programs / courses / Faculty Development Programs and summer / winter Workshops.

[2] Awards for Non-teaching staff:

    a)   Best Technical staff

    b)   Best Administrative staff

c)   Best Supporting staff

d)   100% Attendance Award

e)   Well maintained Lab Award

8.5   INCENTIVE FOR RESEARCH / PUBLICATION OF BOOKS

Cash incentive for publishing in refereed National / International journals is paid as a one-time payment in a particular academic year as given below:

A. Publication in international journals (for eg. Publication in Journals such as IEEE, IEE, etc., / Scopus or UGC CARE)

   a.   Main Author   Rs. 2,000/- per publication

   b.   Co-Author   Rs. 1,000/- per publication

B. Publication in national journals (Scopus or UGC CARE journals)

   a.   Main Author   Rs. 1,000/- per publication

   b.   Co-Author   Rs. 500/- per publication

C. Publication of books in line with the university syllabus

   a.   Main Author   Rs. 5,000/- per publication

   b.   Co-Author   Rs. 2,000/- per publication

Note: All such publications should bear the name of the Department and the College to become eligible for the above incentive.

8.6   PATENT AND IPR POLICY

[1] Patent and IPR arising out of the research conducted in the College will rest with the College. No member of faculty / Staff shall use any course material for any purpose other than what has specifically been provided for by the College and shall at all times keep in strict confidence any information / documents / records in relation to research work that is either being done or has been completed at the College or at any other place so authorized by the College and shall not disclose the same without prior specific approval of the College. In the event of any breach of confidentially, the respective member of the faculty / staff shall be liable to pay damages for the same as quantified by the College.

[2] Similarly, patents filed / grants obtained will also qualify for special one-time incentives depending on the value.

8.7 FOR OFFERING COMPETITIVE EXAM COACHING AFTER COLLEGE HOURS AND ON HOLIDAYS WITHIN THE COLLEGE CAMPUS, THE STAFF WILL RECEIVE 60% OF THE FEES COLLECTED FOR SUCH COACHING, WHILE THE COLLEGE WILL RETAIN THE REMAINING 40% OF THE FEES.

VOLUME IX: CODE OF CONDUCT, DISCIPLINE & ZERO TOLERANCE POLICY

9.1 GENERAL CODE OF CONDUCT

9.1.1 EVERY EMPLOYEE SHALL:

[1] Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the College and shall do nothing that would or is likely to tarnish the image or reputation of the College, or adversely affect its interests.

[2] Abide by and comply with the rules and regulations of the college and all orders and directions of his superior authorities, under whose superintendence or control, he is placed.

[3] Extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

[4] Endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.

[5] Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.

[6] Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the Colleges / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

[7] An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.

[8] Employees shall abide by the rules and regulations of the College framed from time to time. Every employee shall employ himself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office diligently and as required.

[9] No information related to any individual / firm engaged with the College shall be divulged to any other employee of the College / person / concern (relating to the Professional Fees / Salary / Perquisites, etc)

9.1.2 NO EMPLOYEE SHALL:

[1] Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of the

[2] Bring or attempt to bring any outside influence to bear upon the Management to further his interest in the College.

[3] Misuse the amenities provided by him by the College for the discharge of his official duties.

[4] Accept any gifts, presents, gratis, payments or other favors from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of the College and / or its associates.

[5] Engage directly or indirectly in any trade or business or avocation or undertake any other employment.

9.1.3 NO EMPLOYEE SHALL:

[1] No employee shall;

    (a)   Propagate / indulge in communal or sectarian activity or indiscrimination of any sort.

    (b)   Discriminate against persons on the grounds of caste, creed, language, etc.,

    (c)   Indulge in or encourage any form of malpractice.

    (d)   Accept private tuition.

[2] No employee shall join, or continue to be a member of an association for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government / University.

9.1.4 EVERY EMPLOYEE SHALL:

[1] Take sufficient care of the property, materials, instruments, equipment, machines, furniture, cash, etc., of the College and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he shall be liable for disciplinary action as may be deemed fit by the College. Besides, the College shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.

[2] Promptly report any occurrence or defect noticed which might endanger lives of persons in the College and may result in any damage to the property of the College or that of others.

[3] Take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the College.

[4] Check whether the stock procurement and stocking of materials, get out-dated or not. Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In- charge concerned should be appraised and appropriate action taken in consultation with the Principal. Great care must be taken to avoid unnecessary inventory holdings.

[5] In the event of Natural Calamity / Flood / Cyclone – the directions of the Management shall be followed during this period. All Teaching and Non-Teaching staff are required to ensure the safety of the equipment / College property and will also report of their own safety and that of the students.

9.1.5 UNAUTHORIZED POSSESSION OF GOODS, ETC.,

An employee is not supposed to be in the unauthorized possession of any goods, equipment, implements, articles, materials, etc., which are in use in the College or kept in stock in the college. Any person found in possession of such items obtained through illegitimate means will be held accountable. The Principal has the authority to seize these items, and appropriate disciplinary measures will be taken as deemed necessary.

9.1.6 UNAUTHORIZED PERSONS IN THE PREMISES:

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the College premises forthwith unless required to stay back by the Principal. Such employees shall not enter the College premises without permission.

9.1.7 POSSESSION / CONSUMPTION OF INTOXICATING DRINKS AND NARCOTICS

Employees shall not possess or be under the influence of intoxicating drinks / drugs while on duty. Such cases shall be reported to the Principal.

9.1.8 DEMONSTRATION AND STRIKES

No employee shall organize or participate in any demonstration on the property of the College, which is prejudicial to the interests of the College or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

9.1.9 CONNECTION WITH PRESS, RADIO AND TELEVISION

No employee shall, except with the prior permission of the College or in the bonafide discharge of his/her duties, participate in a Radio / TV broadcast, give speech to the public, nor contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of the college or detrimental to the image / interests of the college.

9.1.10 CRITICISM OF MANAGEMENT / OTHER STAFF AND STUDENTS

No employee shall criticize the Management either in the press or over the radio or on any public platform. He/she will also avoid doing so against other staff / students during discharge of his duty. However, nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

9.1.20 UNAUTHORIZED COMMUNICATION OF INFORMATION

No employee shall, except in accordance with any general or special order of the College, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized by the College.

9.1.21 UNAUTHORIZED PUBLICATION OF OFFICIAL DOCUMENTS

No employee while in service of the College, or after retirement, resignation, dismissal or discharge shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior permission of the College.

9.1.22 FUND RAISING PROGRAM INSIDE THE CAMPUS

No employee shall associate himself with the raising of any fund by any individual, firm, association or organization without prior permission.

9.1.23 INVENTION AND PATENTS

No employee of the College shall, without the prior consent of the college either during his/her service or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him/her as a result of his/her service in College/ association with College duties.

9.1.24 OTHERS

[1] Employees shall not possess lethal weapons.

[2] Employees shall deposit with the appropriate authority any lost and found / unclaimed articles in the premises of the College.

[3] Employees shall observe safety / health norms notified by the College from time to time.

[4] No member of the staff shall apply, during the period of his service in this College for an appointment outside or send an application for study or training, except with the prior permission of the Principal. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The Principal reserves the right to refuse the forwarding of such applications based on service condition.

[5] The Principal shall have the right to place any staff under suspension on charges of misconduct.

[6] In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his duties, the Principal has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect, after conducting an enquiry by a committee constituted by the Principal.

[7] For the development and progress of the college / department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

[8] In any meeting or assembly, decorum should be maintained and difference of opinion, expressed if any, shall be politely in diplomatic words without hurting the feelings of others.

[9] Staff members should get prior permission from the Principal / Registrar to contact any outside agency or government departments for any matter related to the college / hostels.

[10] If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he shall settle the account within 21 days from the date of drawl of advance or within 15 days after the completion of the event as applicable for which advance was drawn failing which the advance shall be adjusted from his salary.

[11] Staff Members, if and when relinquishing their job, shall hand over their files and documents and get the NOC from all departments concerned in the required format.

[12] All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

9.2   DISCIPLINARY ACTION

Infringement of any of the Conduct Rules shall be termed "misconduct" and therefore entail disciplinary action.

Without prejudice to the general meaning of the term misconduct, the following acts of omission and commission shall be treated as "misconduct" in respect of an employee.

[1] Deliberate defiance or refusal to comply with any lawful and reasonable order from one's official superiors.

[2] Commission of any act subversive of discipline or good behavior, dishonesty, fraud, impersonation.

[3] Participation in any strike / demonstration and or any other kinds of agitations or abetting and inciting such agitation activities.

[4] Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of the College.

[5] Intentional destruction of property or any loss caused by negligence or unethical practices, leading to damage to the College's reputation.

[6] Accepting or offering bribes or any illegal gratification.

[7] Habitual:

    (i)   Absence without leave, or absence without leave for more than seven consecutive days.

(ii)   Late attendance or habitually leaving work before time or abandonment of the place of duty.

(iii)   Breach of rule or office order of the College.

(iv)   Negligence or neglect of work.

[8] Accepting service for any consideration in any other company / establishment / College or under any person without the approval of the College.

[9] Drunkenness or disorderly behavior in the College premises and public places, affecting the reputation of the College.

[10] Sleeping while on duty.

[11] Distributing or exhibiting inside the College premises, hand-bills, pamphlets or posters without prior written permission of the Principal / Registrar.

[12] Attending or holding any unauthorized meeting within the College premises.

[13] Unauthorized disclosure of information about the business or affairs of the College.

[14] Gambling within the College premises.

[15] Conviction in a criminal court.

[16] Providing false information concerning employment matters within the College or purposefully concealing facts during the hiring process or throughout one's tenure in the College.

[17] Attempting or causing bodily injury or intimidation to any employee / officer of the College or the contracted employees who perform their duties in the College premises or in the course of his discharging official duties for the College.

[18] Use of foul or abusive language to misbehave with any officer or employee or visitors or the contracted employees within the College premises or in the course of his discharging official duties for the College.

[19] Refusal to accept a memo or Charge sheet or any other communication issued by Disciplinary /Inquiry Authority or Superior(s).

[20] Carrying on money lending or any other private business within the premises of the College.

[21] Participation in any movement prejudicial to the interests of the College.

[22] Habitual indebtedness or insolvency.

[23] Abetment of or attempt at abetment of any act which amounts to misconduct.

[24] Misusing or mishandling any machine, apparatus or equipment.

[25] Unauthorized use of College resources, including personnel and materials, for personal benefit.

[26] Not allowing the College employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of the College.

[27] Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.

[28] Forging the signature of another employee in the attendance register.

[29] Tampering with any of the records of the College.

[30] Adopting slow-down in the performance of the work, or victimizing others to slow-down, or practising a work-to-rule performance.

[31] Acts of immorality within the premises of the College.

[32] Unauthorized occupation / illegal or immoral use of the College quarters / premises / rooms.

[33] Not wearing specified uniform while on duty.

[34] Not wearing Identity Card while on duty.

[35] Unauthorized use of cell phone in the Campus.

[36] Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the College.

[37] Organizing or attending any meetings during the working hours, which are not official and authorized.

[38] Violation of any service rules / instructions by the appropriate authority.

NOTE: The above instances of misconduct are only illustrative in nature but not exhaustive, and any action which can be construed as indiscipline or misconduct by the College will come under the purview of the term "misconduct".

9.3   INQUIRIES – PROCEDURE & PUNISHMENT

[1] The Management has authorized and delegated powers to the Principal for the purpose of administering these Service Rules or for ordering an enquiry. The Principal also has the right to mete out punishment to the offenders.

[2] Any employee found to commit any act of misconduct as mentioned above shall be served with a Charge Memo stating the charges levelled against him. Such an employee

shall be given an opportunity to explain and answer the charges. If the reply is not satisfactory, a Domestic Enquiry will be conducted by an Enquiry Officer duly appointed by the Principal for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his/her defence and cross-examine the witness on whose evidence the charge is based. The employee concerned shall, if he so desires be allowed to be defended by another employee of the College The statement of the employee concerned to be defended by and the evidence led by either side shall be recorded by the Enquiry Officer, who will record his findings, based on the evidence so recorded. If the employee concerned fails to attend the enquiry it shall proceed ex-parte. The Enquiry Officer shall submit the findings to the Principal for further action.

[3] Additionally, the findings of the Enquiry Officer shall be communicated to the Employee concerned asking for an explanation within a specified period, and if not found satisfactory, action can be initiated against him.

[4] An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance at the rate of 50% of the wages last drawn by him which shall not be payable for the period of any adjournment or postponements of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

[5] If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him, the workman shall not be entitled to any salary / wages during the period of his/her suspension.

[6] If as a result of the enquiry, an employee is found not guilty of misconduct he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.

[7] An employee found guilty of misconduct after an enquiry duly conducted may be punished by (a) suspension from duty without salary / wages not exceeding 7 days or (b) dismissal or (c) demotion or (d) stoppage of salary / wage / increment or (e) fine or (f) reprimand by an order of the College or any one authorized by him/her.

[8] When administering penalties, the Principal can consider the seriousness of the misconduct, the employee's past record, if any, and any other mitigating or aggravating circumstances.

[9] The College will provide the concerned employee with a copy of the order issued in this regard.

[10] In case of dismissal, the employee may if he thinks it necessary, appeal to the Appellate Authority whose decision will be final.

9.3 ZERO TOLERANCE POLICY

INTRODUCTION:

Our college is committed to providing a safe, respectful, and inclusive learning environment for all students, faculty, and staff. To maintain this environment, we have established a Zero Tolerance Policy, which unequivocally prohibits certain behaviors and actions. This policy is in effect at all times on college premises, during college-sponsored events, and in any situation where a student represents the college.

PROHIBITED BEHAVIORS:

The following behaviors are strictly prohibited under our Zero Tolerance Policy:

[1] **Bullying and Harassment:** Any form of bullying, harassment, or intimidation, whether verbal, physical, or online, is strictly prohibited. This includes cyberbullying and social media harassment.

[2] **Substance Abuse:** Possession, use, distribution, or being under the influence of illegal substances, alcohol, or unauthorized prescription medications is not tolerated.

[3] **Violence:** Any form of violence, including physical altercations, threats, or acts of aggression, will result in immediate disciplinary action.

[4] **Cheating and Academic Dishonesty:** Plagiarism, cheating on exams, forging academic documents, and any other form of academic dishonesty is strictly prohibited.

[5] **Discrimination:** Discrimination based on race, caste, gender, sexual orientation, religion, disability, or any other protected characteristic is not tolerated.

[6] Sexual Misconduct: Sexual harassment, assault, or any other form of sexual misconduct is prohibited.

CONSEQUENCES:

The Management has authorized and delegated powers to the Principal for the purpose of administering these Service Rules or for ordering an enquiry. The Principal also has the right to mete out punishment to the offenders.

Anyone discovered to be in violation of this Zero Tolerance Policy will face immediate disciplinary action, potentially including, but not restricted to:

[1] **Verbal Warning:** For minor infractions, a verbal warning may be issued to the student, clearly outlining the behavior that needs to stop immediately.

[2] **Written Warning:** A written warning may be issued for more serious infractions, detailing the consequences of further violations.

[3] **Probation:** Students may be placed on probation, during which any subsequent violation will result in more severe consequences.

[4] **Suspension:** In cases of serious or repeated violations, students may face suspension for a specified period, during which they are barred from attending classes and college activities.

[5] **Expulsion:** Severe violations may lead to expulsion from the college, resulting in the permanent termination of the student's enrollment.

REPORTING VIOLATIONS:

Students, faculty, and staff are encouraged to report any violations of this Zero Tolerance Policy to the college administration. Reports can be made confidentially, and individuals who report violations will be protected from retaliation.

By adhering to this Zero Tolerance Policy, we uphold our commitment to providing a safe, respectful, and inclusive educational environment for everyone in our college community.

VOLUME X: GRIEVANCE POLICY AND REDRESSAL POLICY

10.1 GRIEVANCE REDRESSAL POLICY

Any staff having any specific grievance concerned with their Academic / Administration activity can address his/her problem to the principal in writing. Their grievances can be routed through principal to the Management. Genuine grievances of the staff will be considered and remedial measures taken by the authorities.

10.2 COUNSELING CELL

A separate Counselling Cell can be constituted for redressing the grievances of the staff and students with the following members:

10.3 SUGGESTION SYSTEM

The staff members are encouraged to post any suggestion pertaining to improvement in College matters and issues. These suggestions can be submitted in writing to the Principal in a sealed envelope or they can give suggestions orally. If any staff does not want his name to be identified, he can do so in order to protect his identity.

10.4 WOMEN'S GRIEVANCES REDRESSAL CELL

This Cell is meant to address the grievances encountered by women staff in the work place. The Chairperson of the Cell will be appointed by the College.

Objectives:

[1] Create awareness on equal opportunity for women, which will ultimately lead to an improved attitude and admirable behavior.

[2] Bring about attitudinal and behavioral changes in the teenage female youth of the College.

[3] Provide a working / living harassment-free atmosphere by identifying the responsibility on the persons concerned for ensuring equal treatment of women and acknowledgement of women participation in all areas.

[4] Conduct programs for ladies to empower them financially, emotionally, mentally and physically.

[5] Deal appropriately with reported cases of sexual harassment, abuse or discrimination.

[6] Initiate action against particular grievances in respect of unfair treatment due to gender bias.

10.5 APPEALS AND REVIEW

[1] The staff member of the College is welcome to submit their appeals or grievances if any to the Principal / Management for review and redress on any of the above.

[2] The decision of Principal/Management will be final on all such appeal and review.

VOLUME XI: COLLEGE COMMITTEES

Committee formation is a tool for staff participation in the Academic as well as the Administrative activity. Each staff member is given a responsibility in any one or more committees or activities to participate and to contribute for the development of the College, as some of the Committees and activities are -

Discipline, Anti-Ragging, Academic, Time Table, Syllabus Coverage, Examinations, Library, Transport, Sports, Cultural, Campus Maintenance, Grievance Redressal Cell, Alumni and Industrial Visit, Stores and Purchase, NSS, Placement, and Training, etc.

VOLUME XII: LIBRARY

[1] The library is kept open on all working days from 10.00 am to 5.00 pm.

[2] It is kept open during vacation.

[3] The books can be borrowed and returned (for students) between 10.00 am to 11.00 am and 2.30 pm to 5.00 pm on all working days and for staff 11.00 am to 4.00 pm on all working days.

VOLUME XIII: DO'S AND DON'TS POLICY

13.1 Do's

[1] To wear identity cards in the Campus.

[2] To follow College timings

[3] 10.00 a.m. to 5.00 p.m. (Monday to Saturday)

[4] For Non-Teaching Technical and Admin staff 9.45 a.m. to 5.15 p.m. (i.e. from Monday to Saturday).

[5] Sunday is a Holiday.

[6] To do additional hours of service as may be required, depending upon the necessity of the work without claiming extra remuneration.

[7] To ensure safe custody and return in good condition the college properties such as files, materials, documents or copies of any nature whatsoever belonging to the college; failing which the college shall have the right to recover the cost of the items from the staff.

[8] To be punctual.

[9] To ensure code of conduct.

[10] To be sincere and loyal to the College.

[11] To prepare well for the classes.

[12] To make the classes interactive and interesting.

[13] To follow lesson plan.

[14] To arrive to the respective class at least five minutes in advance. To take attendance of the students by their names.

[15] To monitor each student performance by conducting tests, giving assignments and to take necessary measures to improve the level of performance.

[16] To visit Library to update knowledge.

[17] To monitor the cleanliness of the class rooms / laboratories.

[18] To make necessary alternative arrangements of their duties for engaging the classes / practical sessions, before the staff goes on leave.

[19] To provide information with regard to pursuing higher studies, additional qualification, change of address with necessary proof to the college for updating the staff record.

[20]   To ensure that all research content of project, either by staff or student, remains the Intellectual Property of K. B. H. S. S. Trust's Indira College, Malegaon at all times.

[21]   To provide information with regard to additional qualification, change of address with necessary proof, to the college for updating the individual staff record.

13.2 Don'ts

[1] Do not use mobile phones in the Campus during the working hours

[2] Do not take frequent leave, which disrupts the functioning of the department. Do not engage in private commitments during the working hours.

[3] Do not violate the rules and regulations of the College that are in force from time to time.

VOLUME XIV: GREEN ENERGY AND ENVIRONMENT CAMPUS POLICY

14.1 INTRODUCTION

The concept of a green campus provides the institution with a chance to spearhead a transformation in its environmental values by fostering environmental ethics among students and staff. The college actively advocates for a "Clean and Green" campus by embracing, implementing, and endorsing eco-friendly practices among its students and staff. This initiative aims to cultivate environmental awareness within the campus community and beyond.

14.2 SCOPE OF THE POLICY

The Green Campus, Energy and Environment Policies will develop exciting new co-curricular and extracurricular practices that encourage students to take the lead in creating positive change. These initiatives call for a thorough review of all infrastructural, administrative functions from the standpoints of energy efficiency, sustainability and the environment. The focus areas of this policy are:

[1] Clean Campus Initiatives

[2] Landscaping Initiatives

[3] Clean Air Initiatives

[4] Infrastructure Initiatives

      a. Installation of Energy Efficiency Equipment

      b. Water Conservation through Rainwater Harvesting System

[5] Waste Management processes

      a. Solid Waste Management

      b. Liquid Waste Management

      c. E-Waste Management

[6] Awareness Initiatives

[7] Implementation of Green Audit, Energy Audit and Environmental Audit

14.3 OBJECTIVES

[1] To continuously improve the efficiency and effectiveness in use of all resources, including energy and water, and to reduce consumption in the amount of waste produced, recovering and recycling waste where possible.

[2] To make the campus plastic free.

[3] To conduct Environmental and Energy audits from time to time.

[4] To minimize the use of paper in administration by following the policy for E-governance.

[5] To protect and conserve ecological systems and resources within the campus.

[6] To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.

[7] To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.

[8] To work with all stakeholders and the local community to raise awareness and seek the adoption of environmental good practice and the reduction of any adverse effects on the environment.

[9] To continuously improve our contribution to climate protection and adaptation to climate change and to the conservation of global resources.

14.4 ENVIRONMENTAL POLICY OF THE COLLEGE

The Institution is committed to manage its campus in accordance with responsibilities towards promoting sustainable environment.

14.4.1 CLEAN CAMPUS INITIATIVES

College had pledged to actively coordinate cleanliness activities in the college and beyond the campus in accordance with the vision of Swachh Bharat Abhiyan. The broad vision is as follows:

[1] Generating mass awareness on cleanliness and hygiene amongst students and staff members by holding regular cleanliness drives and by conducting rallies on themes connected with 'Swachh Bharat Abhiyan' in and around the college campus. The main aim is to motivate them to contribute in a proactive manner.

[2] Activities under 'Swachh Bharat Abhiyan' will be a key component of all the community work being done by NSS volunteers of the college.

[3] Staff Members and students will be encouraged to participate in the cleanliness drive in the college campus.

[4] Events such as Poster and Slogan competitions, Essay Writing, Spoken Word Poetry, Speeches, Skits on 'Swachh Bharat' will be organized.

[5] Rallies will be conducted to create mass awareness.

[6] Remove all kinds of waste material like broken furniture, unusable equipment etc.

[7] Pledge taking by students and staff members to maintain cleanliness of the college campus and its surrounding areas on an annual basis.

[8] Conduct workshops on the 3Rs: Reduce Reusing and Recycling of waste.

[9] Commit to manage waste and maintain clean campus especially during college events.

14.4.2   LANDSCAPING INITIATIVES

The campus landscape, much like its buildings, serves as a tangible reflection of a college's core values. It plays a crucial role in campus life, offering spaces for studying, recreation, outdoor events, relaxation, and aesthetic enjoyment. Green campus landscapes not only enhance the campus experience but also full-fill vital ecological functions by managing runoff, recharging groundwater, and purifying and cooling the air. These landscapes visually signify the campus community's dedication to sustainability. Given their visibility and accessibility, landscaping initiatives present an excellent opportunity to raise environmental awareness. The presence of trees and plants in the landscape ensures that students and staff can enjoy a refreshing atmosphere with clean and cool air.

14.4.3   CLEAN AIR INITIATIVES

We encourage our students and staff to use public/ college transportation, instead of using individual vehicle, an activity that will control air pollution and strengthen social interaction. The entry of automobiles inside the campus is restricted to discourage the use of private vehicles. The students are given strict instructions to maintain the campus clean. A gardener and the full time supporting staff are appointed for the maintenance of litter free "Clean and Green" Campus.

The college strictly prohibits smoking and the use of other tobacco products.

14.5 ENERGY CONSERVATION POLICY

14.5.1   ENERGY CONSERVATION:

The various Energy conservation measures adopted in the college campus, from time to time, includes replacement of all the CRT monitors by LCD monitors in each and every department laboratories, retrofitting standard fluorescent lamps and CFL lamps with LED lighting, etc.

While designing the buildings, care has been taken to fetch maximum benefit from natural resources, like wind, sunlight to reduce consumption of electricity. The use of transparent glass windows provides maximum sunlight to classrooms and Laboratories.

14.5.2   USE OF LED BULBS

The college has adopted a sustainable approach to lighting within the campus by extensively employing LED bulbs and tubes, evident in all recent renovation projects. The entire campus is illuminated by these energy-efficient LED lights, significantly reducing energy consumption and maintenance costs. This advanced LED lighting system not only enhances safety but also brings financial advantages to the campus. In addition to the economic benefits, the initiative contributes to energy conservation and promotes eco-friendly practices, aligning with the college's green initiatives.

14.5.3   SENSOR BASED CONSERVATION

The water level sensor is used to control the waste of water flow inside of the water tank. And we can monitor the water ON/OFF flow by using a water level sensor.

14.5.4   ENERGY SAVING AND ENERGY EFFICIENT EQUIPMENT

The following tips are implemented to save Electrical Energy

[1] Activate power management features on computer and monitor so that it will go into a low power "sleep" mode when you are not working on it.

[2] Turn off monitor when not in use.

[3] Whenever possible, shut down computer rather than logging off.

[4] Turn off unnecessary lights and use daylight instead.

[5] Avoid the use of decorative lighting.

[6] Use and install environment-friendly electrical appliances that save energy and reduce wasteful inefficiencies.

[7] Keep lights off in conference rooms, classrooms, lecture halls when they are not in use.

[8] Use the fans only when they are needed.

[9] Use of LED Bulbs in College

14.5.5 WASTE MANAGEMENT PROCESSES

College strives to have a minimal impact on the environment and is dedicated to reduce and manage the waste generated by the college campus. The following specific procedures will be undertaken to ensure its contribution in protecting the environment.

SOLID WASTE MANAGEMENT

The college will pays dedicated focus to see that minimal waste is generated in the campus. All classrooms are provided with dustbins for dry wastage disposal. With its aim to provide holistic education that also has a positive impact on the environment, the college will adopt practices that will mitigate the generation, and manage solid waste through the following methods:

[1] Systematically engage with the 3Rs of environment friendliness (Reduce, Reuse and Recycle).

[2] Collect paper waste produced on campus and collaborate with scrap dealers for recycling.

[3] Reduce use of paper by supporting digitization of attendance and internal assessment records.

[4] Encourage the students and teachers to use modern teaching-learning methodologies for assignment/ Class Notes submissions.

[5] Take initiatives to spread awareness amongst students about

    a. Food wastage and ways of minimizing it.

    b. Minimizing the use of packaged food.

    c. The habit of Reusing and Recycling non-biodegradable products.

    d. Organizing workshops for students on solid waste management.

LIQUID WASTE MANAGEMENT

Students are made aware that conserving water is equivalent to conserving their future. The following procedures are adopted for the effective implementation of Liquid Waste Management.

[1] On call-Plumbers attend promptly to fix leakages and wastage of water.

[2] Maintain leak proof water fixtures.

[3] Minimize the use of water by constructing more Indian style toilets instead of western style toilets.

E-WASTE MANAGEMENT

With the proliferation of electronics also comes the challenge of their proper disposal. The College is grappling with ways to efficiently and cost-effectively handle the issue of electronic waste, or e-waste, on campus. It's normal for people to discard products due to normal wear and tear, but technological advancements have accelerated e-waste growth as students, faculty and administrators frequently upgrade to better gadgets. This surge has forced college administrators to carefully examine and address the environmentally responsible disposal of these products on a campus-wide scale.

The college adopts most scientific and eco-friendly e-waste disposal mechanisms such as: AMC is maintained to periodically review the effective functioning of CPU's and Monitors and expert recommendations are followed to dispose the same in the market. All Electronic waste CPU's, Hard disks, Laboratory Equipment scrap is sent periodically to the market for sale. Obsolete workable computers, printers and other equipment discarded by departments are sold as scrap. The cartridges of printers are refilled outside the college campus.

14.5.6   PAPERLESS OPERATING PROCEDURE

The college is actively working towards establishing a paperless office environment, where the reliance on paper is either completely eliminated or significantly reduced. This transition is achieved through a process called digitization, a key component of e-governance. Converting documents and papers into digital formats is not only cost-effective but also enhances productivity, saves physical space, simplifies documentation and information sharing, ensures the security of personal information, and benefits the environment. Automation and digitization initiatives have been introduced wherever possible, leading to a substantial reduction in paper usage.

One notable step is the digital storage of documents, a practice widely adopted within the institution. Utilizing technology, communication between staff and students primarily occurs through an intranet system, minimizing the need for paper-based communication. Class-specific, departmental, and committee-based groups on platforms like WhatsApp facilitate electronic communication. Additionally, the use of public address systems has replaced traditional paper-based notices and circulars, further reducing paper usage across the campus.

14.6 AWARENESS INITIATIVES

Outreach and education are of utmost importance so that all members of the campus community may value the objectives of the policy and aid in its implementation. College will supports and encourages awareness campaigns, seminars, workshops and other interactive sessions to facilitate effective implementation of the Green Campus, Energy and Environment policies.

14.8 IMPLEMENTATION OF GREEN AUDIT, ENERGY AUDIT AND ENVIRONMENT AUDIT

The college aims to regularly conduct a Green Audit of our college campus to assess our strengths and weaknesses to further our goals of long-term sustainability. A green audit is a useful tool to determine how and where most energy or water or resources are being used. The college can then consider how to implement changes and make savings. It can determine the type and volume of waste. Recycling projects or waste minimization plans can be adopted. It will create health consciousness and promote environmental values and ethics. It provides a better understanding of the impact of eco- friendly practices on campus. Green auditing will promote financial savings through reduction of resource use.

The College will conduct Green Audit every two year to identify, quantify, describe and prioritize a framework of Environment Sustainability in compliance with the applicable regulations, policies and standards. A gardener and full time staff are appointed for the maintenance of clean and Green Campus.

An Energy Audit to be conducted as and when required to further reduce its carbon footprint. The importance of reducing energy consumption cannot be overstated. The energy audit, with its specialized tools will identify wastage of energy. Such an inspection often reveals several different flaws which cause a loss of significant amounts of energy which the college will not be able to detect. These flaws often have easy and affordable solutions and provide significant savings.

14.9 PLASTIC-FREE CAMPUS

In alignment with the Government of India's initiative to combat the hazardous impact of plastic pollution, the college administration has taken a firm stance against single-use plastics, transforming the campus into a "Plastic Free Zone." The institution is committed to raising awareness about the harmful effects of single-use plastics and mandates all students to refrain from bringing non-biodegradable plastic items such as bags, cups, plates, small water bottles, straws, and sachets onto the premises.

To support this initiative, the college provides eco-friendly alternatives such as stainless steel, washable, and reusable tumblers at all water stations. Moreover, the canteen has been directed to exclusively use paper plates and cups, systematically eliminating plastic usage within the campus. The institution actively encourages students to educate their families about the detrimental effects of plastics, promoting plastic-free households.

14.10   E-GOVERNANCE POLICY

Policy: The College commits to integrating e-governance across all functions, emphasizing transparency and accountability.

Scope: This policy encompasses various aspects of the college's functioning, including:

- ✓ General Administration
- ✓ Student Admission
- ✓ Examination
- ✓ Library
- ✓ Accounts and Finance
- ✓ ICT Infrastructure

Objectives:

- ✓ Implement e-governance in all college operations for enhanced efficiency and simplicity.
- ✓ Foster transparency and accountability throughout the institution.
- ✓ Promote a paperless environment and facilitate easy access to information.
- ✓ Establish a Wi-Fi-enabled campus.
- ✓ Equip classrooms with ICT tools such as desktops, laptops, smartboards, and projectors.
- ✓ Automate the library system for enhanced accessibility.

The following policies and procedures will be adhered to:

Website:

- ✓ Maintain an informative college website with updates on activities, notices, and courses.
- ✓ Appoint a dedicated service provider/web designer for website management.
- ✓ Form a Website Committee for regular updates and maintenance.

Student Admission:

- ✓ Utilize a University Admission Portal for managing admissions.
- ✓ Publish admission guidelines on the website.
- ✓ Adhere to the e-governance policy of the University for Admission Processes.

Accounts:

- ✓ Maintain financial records through Tally software with regular training and updates.
- ✓ Ensure secure online transactions (NEFT, RTGS, etc.) for payments and receipts.

Library:

- ✓ Use KOHA cloud-based software for library management.
- ✓ Incorporate e-learning resources and subscribe to new journals/books based on teacher and student recommendations.

Communication and Collaboration:

- ✓ Utilize digital platforms like WhatsApp and official social media accounts for internal communication and information dissemination.

Administration:

- ✓ Implement biometric attendance for staff.
- ✓ Use Advanced Excel for efficient database management.
- ✓ Strive for a paperless administration; explore automation opportunities.

Examination:

- ✓ Adhere to the e-governance policy of the University for Examination Processes.

Alumni:

- ✓ Create an alumni page on the website for registration, alumni profiles, feedback, etc.

✓ Collaborate with the alumni association for regular updates and database management.

ICT TOOLS: Hardware Infrastructure:

✓ Ensure an adequate number of desktops, laptops, and printers for students and staff.

✓ Provide computers and printers in administrative areas.

✓ Equip classrooms with projectors and multimedia devices.

Software Infrastructure:

✓ Maintain LAN for efficient data transmission.

✓ Regularly update antivirus software for cybersecurity.

This E-Governance Policy reflects our commitment to integrating technology for streamlined operations, transparency, and accountability. Regular updates and training will ensure the effective implementation of these initiatives, fostering a progressive learning and working environment within the institution.

ANNEXURES

The following are the formats developed for the convenience of the employee and are added as Annexures.

Annexure-I: Faculty Self Appraisal Format

Annexure-II: No Due Certificate Casual

Annexure-III: Leave Form

Annexure-IV: On Duty Form