



ग्राम्य निर्वहण वृद्धि प्रति प्रौद्योगिकी परिणमन

Shankarrao Mohite-Patil Charitable Hospital Trust's  
**Sahakar Maharshi Shankarrao Mohite - Patil Institute  
of Technology & Research, Shankarnagar – Akluj.**

(Approved by A.I.C.T.E, New Delhi, Govt. Of Maharashtra, DTE Mumbai and Affiliated to Punyashlok  
Ahilyadevi Holkar, Solapur University, Solapur)

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# SERVICE AND CONDUCT RULES OF EMPLOYEES (w.e.f. 2022-23)



A/P-Shanakarnagar – Akluj, Tal-Malshiras, Dist-Solapur. 413118  
(Maharashtra)

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# **1. Introduction**

## **1.1 Vision and Mission of the institute**

### **Institute Vision:**

Sustainable rural development through technology transformation

### **Institute Mission:**

1. To extend & enhance rural human life by providing quality education.
2. To produce global engineer admired for its society, entrepreneur & research.
3. To develop highest ethical & professional standard mutual rewarding relationship with stakeholders.
4. To evaluate & implement outcome based education in response to changing individual profile & marked conditions.

## **1.2 Course Offered**

Institute offers following courses of Study

### **B. Tech (4 Year Degree Engineering Courses)**

1. Civil Engineering
2. Computer Science & Engineering
3. Electrical Engineering
4. Electronics & Telecommunication Engineering
5. Mechanical Engineering

### **Polytechnic (3 Year Diploma Engineering Courses)**

1. Computer Engineering
2. Mechanical Engineering
3. Civil Engineering
4. Electrical Engineering

## **1.3 Admissions:**

### **B. Tech**

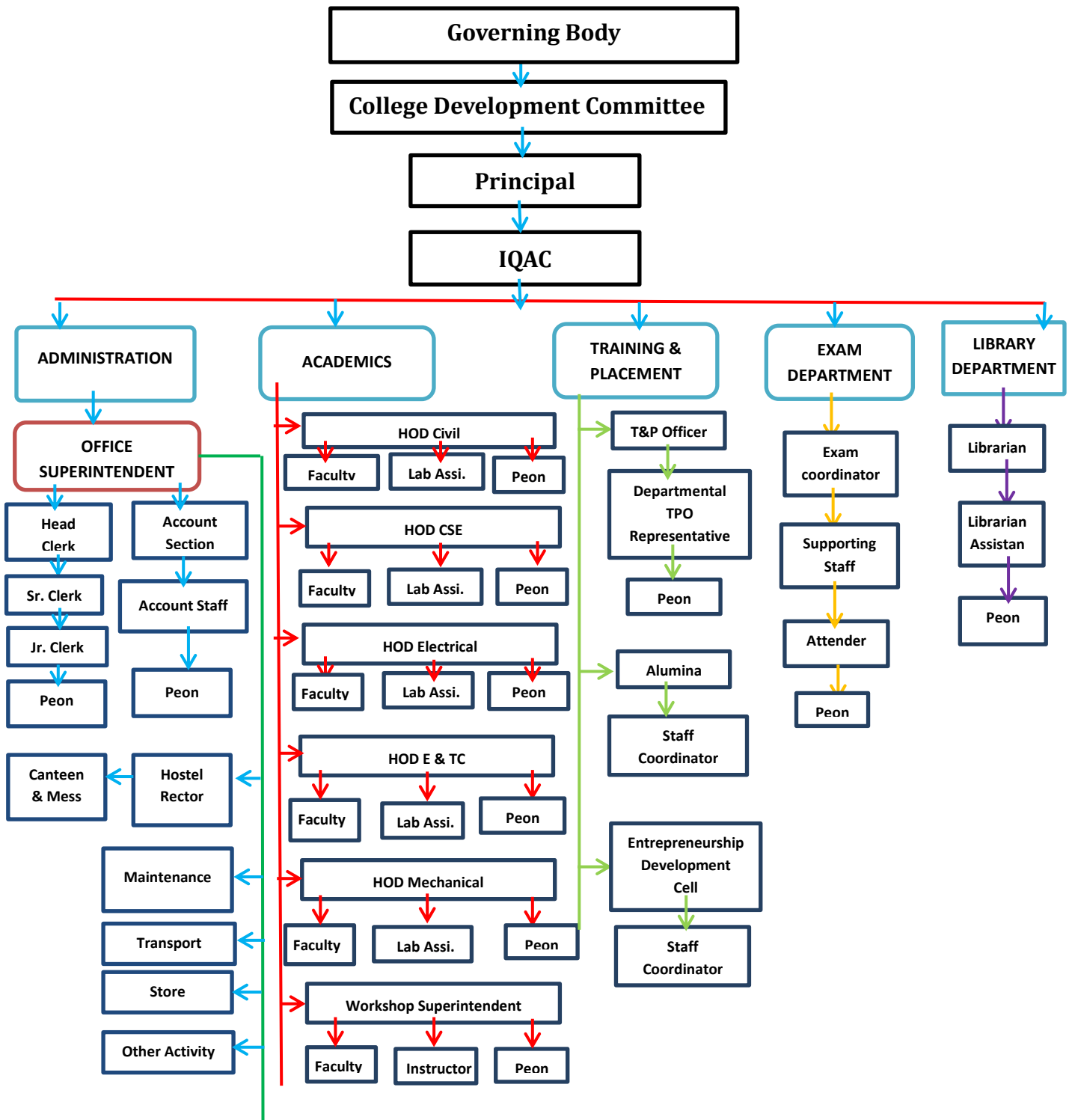
- (i) The candidate should be an Indian National;
- (ii) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subjects, or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies or Electronics or Entrepreneurship and obtained at least 45 % marks (at least 40% marks, in case of Backward

class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together; and The Candidate should have appeared in all the subjects in MHT-CET 2023 and should obtain non zero score in MHTCET 2023 conducted by the Competent Authority.

**Diploma**

Pass in 10<sup>th</sup> or equivalent exam with 35% marks.

## 2. Administrative Structure



### **1. Governing Body:**

The Governing Body is the supreme body of the Institute. Its primary interface with the Institute is the Chairman. The Principal of the Institute reports for all matters to the Chairman.

### **2. The Principal:**

The Principal is the head of the Institute. The Principal is directly responsible for all administrative functions, training and placement functions and extension services in the form of revenue earning programs to be carried out by the Institute.

### **3. R & D Coordinator:**

Dean R & D Looks after the projects/mod robs/research activities like getting funds form AICTE and other institutions and looks after the research publication and important National and International Journals. He also takes care of research, activities of students and arrangement FDP/Entrepreneurships etc.

### **4. Hostel Coordinator:**

Dean Hostel affairs look after day to day well nourishment health and wellbeing of the boarders with the help of college medial officer and the pharmacist. He is responsible for maintenance of discipline in the hostels.

### **5. Head of the Department**

The HODs report to the principal with regard to all the matters of their respective departments.

## **3. Service Rules**

### **3.1 General**

These rules shall be called as Service & conduct rules of employee & these rules as decided by the management and board of governance. These rules shall apply to all employees, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of SMSMP Institute of Technology & Research, including Group D employees who are in service of the college and to those who join their appointment subsequent to the promulgation of these rules except where separate rules are given for one or the other particular category of employees.

### **3.2 Definition's**

**a) 'College'** means the SMSMP Institute of Technology & Research, Shankarnagar-Akluj.

**(b) 'Management'** means the Governing Body of the Society, duly constituted under the specific byelaws of the Society under which this Institution is established which a supreme authority. However, the overall Management and the day-to-day administration of the Society and Institution shall rest with the Secretary and with the Management Committee formed under the directions from the Governing Body of the Society and constituted as per the relevant provisions of the AICTE.

**(c) Principal:** Means Principal of the college or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.

**(d) 'Employee'** means a regular employee employed by SMSMPITR College to discharge the duties of the Society. The type of employees in SMSMPITR Engineering College is: Teaching, Technical and Supporting staff.

**i) 'Teaching Staff'** means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts. The teaching staff comprise of the following categories.

Principal/ Director

Professor

Associate Professor

Assistant Professor

Any other category of post declared so by the Executive Body.

**ii) 'Technical staff'** means a person who worked in the laboratories.

**iii) 'Supporting Staff'** means a person appointed in a Non-Teaching post to which no other person holds a lien.

**(e) 'Salary'** means Basic Pay, House Rent Allowance and Dearness Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.

**(f) 'Service'** includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.

**(g) Competent Authority** means taking the decisions in the organization. He/she may be the Chairman/Secretary of the Executive Body.

**(h) Disciplinary Authority:** The Secretary is the disciplinary authority for all the employees employed in the Institutions under the control of the Society. The Secretary may nominate any other person/employee to be the disciplinary authority for a certain class/category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.

**(i) Appellate Authority:** Where the disciplinary authority is being exercised by the Secretary, the Management Committee along with the Secretary will constitute as Appellate Authority; in all other cases, the Secretary will be the Appellate Authority.

**(j) Enquiry Officer:** Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institution.

**(k) YEAR:** Means Calendar Year/Financial Year/Academic Year as the case may be.

### **3.3 Code of Conduct:**

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ad-hoc, probationary, temporary, part-time, contractual or permanent. Every employee of the Institute, whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or another rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee. Every employee shall be governed by the following code of conduct, which is not exhaustive:

1. Every employee shall at all times be courteous and towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
2. Every employee shall at all times be courteous and towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
3. Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules and regulations made from time to time.
4. Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution. He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.
5. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
6. An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the institution.

7. Employees shall always be neatly dressed with full sleeves, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.
8. Employees who have been provided with uniform/identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action. Uniform provided by the institution shall not be worn during off-duty hours.
9. Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
10. Employees shall promptly report of an accident or hazard Noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
11. All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than 15 minutes for three days in one month shall entail for feature of a day's salary/wages. No one will be allowed to attend the Institute if he/she is late by 45 minutes and he/she will be marked "ABSENT", except with prior permission of the concerned authority and in that event half day Casual Leave may or may not be granted at the sole discretion of the College Authority.
12. No employee shall misuse or carelessly use the material and facilities provided by the institution.
13. No employees are permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the institution.
14. No employee shall tamper or cause to be tampered with the records or notices of the institution.
15. An employee shall not communicate directly or indirectly an official document or information to any other person.
16. No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.
17. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
18. No employee shall make a collection of money in any manner on the premises of the institution.

- 19.No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
- 20.No employee shall deface, disfigure or damage or write on the walls of the institution.
- 21.No employee shall consume food articles; drink tea, coffee, soft drinks in the college premises except in places specifically assigned for the purpose.
- 22.No employee shall bring alcohol or intoxicant drugs to the college premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- 23.No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- 24.No employee shall undertake employment while in service of the institution other than his duties connected with the institution, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes to prepare students for public examinations.
- 25.No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
- 26.No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
- 27.No employee, while marked present in the Institute, shall absent himself, except with the permission of the principal from the class or duty which he is required to attend or communicate any information which he may come across as a secret of the institution.
- 28.No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the institution/college to an unauthorized person at any time.
- 29.Every employee shall at all-time conduct himself in accordance with the specific or implied order of the management and the head of the institution regarding behavior and conduct which may be enforced and issued from time to time.

- 30.No employee shall indulge in activity which may embarrass the cause of the institution.
- 31.No employee shall lend money to a person on interest.
- 32.No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
- 33.No female employee shall be sexually harassed at the workplace.
- 34.No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion. Which has the effect of an adverse criticism of any policy or action of the College or which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or which exploits the name of the College or his position therein. Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
- 35.No employee shall commit any act of dereliction of duty.
- 36.No employee shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.
- 37.No employee shall refuse to accept an order of transfer to any of the institution under the same trust.
- 38.An employee shall not furnish false or incorrect information/credential or withholding relevant or pertinent information at the time of appearance or any other time.
- 39.An employee shall not commit any act which is detrimental to the interest and prestige of the institution.

### **3.4 Recruitment Process (Appointment Rules)**

#### **1. Qualification**

##### **D) Assistant Professor**

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

**a) Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-) For Promotion of Incumbents**

- a. Qualifications prescribed for the post of Assistant Professor  
AND
- b. Should have completed minimum training requirements as per Annexure -III.  
AND
- c. Should have satisfied any one of the below mentioned set of requirements.

Set No	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360o feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

**b) Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-) For Promotion of Incumbents**

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)  
AND
- b. Should have completed minimum training requirements as per Annexure - III.  
AND
- d. Should have satisfied any one of the below mentioned set of requirements.

**II) Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)**

**i. For Direct Recruitment**

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch  
AND
- b. At least total 6 research publications in SCI journals / UGC / AICTE

Set No	Additional Qualification	To have acquired in the cadre of Assistant Professor (Senior Scale)		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360o feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to 8

approved list of journals.

AND

c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

**Note:** In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

**ii For Promotion of Incumbents**

a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Should have completed minimum training requirements as per Annexure – III.

AND

c. Should have satisfied any one of the below mentioned set of requirements.

Set No	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360o feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

**III) Qualifications for Professor (Level – 14, Entry Pay 144200/-)**

**(i) Direct Recruitment**

a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals till the date of eligibility of promotion.

**(ii) For Promotion of the Incumbents**

a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Should have satisfied any one of the below mentioned set of requirements.

Set No	Ph.D guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360o feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

**Note: 360° Feedback**

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.

2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

**IV) Qualifications for Promotion to Senior Professor (Level –15, Entry Pay 182200/-)**

a. Ph. D. degree in the relevant field

AND

b. Minimum ten years of experience in the cadre of Professor

AND

c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should

have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

**OR**

c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

**AND**

d. At least one patent awarded

**OR**

d. Development of one MOOC course applicable at national platform

**Notes:**

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.

2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

**V) Qualifications for Direct Recruitment of Principal / Director**

**(Level – 14, Entry Pay 144200/- with the special allowance of Rs. 6750/- per month)**

a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch

b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.

c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

**Notes:**

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.

2. Performance assessment shall be carried out through a committee appointed by the affiliating university.

3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has

proceeded with the designation as Professor / Senior Professor as the case may be.

## **2. Additional Requirements**

### **2.1 Research Publications**

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following:

- a) For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India /Institute of Town Planners, India.
- b) In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- c) In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

### **2.2 Equivalence for Ph.D.**

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

#### **2.2.1 Eligibility of direct Ph.D. after B.E./B. Tech**

The qualification of Ph. D acquired for the various level of posts directly after B.E/ B. Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognized University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

### **2.3 Class / Division**

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

<b>Grade Point</b>	<b>Equivalent Percentage</b>
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

### **2.4 Nomenclature of relevant degrees**

The qualifications for various faculty posts specify that the degree shall be in the appropriate /relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the interdisciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

### **2.5 Incumbent faculty Members with previous qualifications**

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well

as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

## **2.6 Faculty Members on deputation**

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / AICTE / UGC / MHRD / DST etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360o feedback. If the faculty has secured at least **Very Good** rating, it shall be considered equivalent to 8 points on a 10 point scale of 360o feedback in reference to this notification for the period of deputation.

### **Annexure-I**

**Training Requirements for Promotions of Teachers from all the Disciplines For Assistant Professor (Senior Scale):** Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

**For Assistant Professor (Selection Grade):** Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA /

SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

**For Associate Professor:** Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

## **Annexure - II**

### **CALCULATION OF 3600 FEEDBACK SCORE**

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

#### **a. Teaching - Process (Maximum Points 25)**

The calculation shall be presented in a table as presented in this Annexure.

The table will have the details of

courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

#### **b. Students' Feedback (Maximum Points 25)**

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

#### **c. Departmental Activities (Maximum Points 20)**

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

#### **d. Institute Activity (Maximum Points 10)**

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

**e. ACR (Maximum points 10)**

ACR maintained at institute level shall have 10 points based on grading.

**f. Contribution to Society (Maximum Points 10)**

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

**Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.**

**Calculation of Credit Points**

(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

**A. Teaching Process (Max Point 25)**

Sr. No.	Semester	Course Code Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
		Total	164	157	23.93	

**B. Students' feedback (Max Point 25)**

Sr. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
	1/ 2018-19	CET-100	22.3	

	1/ 2018-19	CET-200	21.8	
	2/ 2018-19	MED-100	19.6	
	2/ 2018-19	BSE-100	22.8	
		Total	86.5	

C. Departmental Activities (Max credit 20)

Sr. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/semester	
2	1/ 2018-19	Consultancy	3	3 Point/semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/semester	
5	2/ 2018-19	NBA work	3	3 Point/event	
6	2/ 2018-19	Lab I/C	3	3 Point/event	
7	2/ 2018-19	Consultancy	3	3 Point/semester	
		Total	21		

D. Institute Activities (Max Credit 10)

Sr. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD /Dean	4	4 Point/semester	
2	2/ 2018-19	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

E.ACR maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

Sr.No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	2018-19	ACR	10	Extraordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
Average			37/4=9.25		

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

Calculation of Credit Points (Blank Format)

Name	
Present Position	
Academic Year	
Teaching- Process	

A. Teaching Process (Max Points 25)

Sr. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Point	Enclosure no.
1						
2						

B. Students' feedback (Max Points 25).

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				

C. Departmental Activities (Max Points 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

D. Institute Activities (Max Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

E. ACR maintained at institute level (Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

F. Contribution to Society ( Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

Summary

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			

F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

### STUDENT'S FEEDBACK FORM

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student

Sr. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					

	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	Total					

**i)** The qualifications required for filling a post shall be such as may be determined by the Executive Body/Governing Body from time to time taking into consideration the norms prescribed by Government of Maharashtra and University/AICTE.

**ii)** The Executive Body/Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.

**iii)** All teaching staff from Teaching Assistant and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University per each department. The 7 men Staff Selection Committee is constituted by Governing Body with the following members

**(a)** Secretary/Director subject to the approval of the Governing Body.

**(b)** Principal

**(c)** Head of the Department

**(d)** Two experts nominated by Registrar, PAHSUS

**(e)** Two Subject experts from reputed institutes with a qualification of Doctorate and those members are approved by BOG.

iv) The Selection Committees interview the candidates invited for interview and make its recommendations to the Executive Body, the names of the selected candidates being arranged in order of merit. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.

v) All other teaching staff posts (such as Teaching Assistants) and non-teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Selection committee duly constituted by Executive Body/Governing Body from time to time.

## **Industrial Training**

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, the AICTE, State/UT Government/DTEs in consultation with the confederation of Indian Industries (CII), FCCI, NASSCOM and other such industry bodies, devise a suitable mechanism for facilitating all faculty members to undergo industrial training.

## **Teaching Engagement**

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in **Table 3** below.

**Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions**

<b>Designation</b>	<b>(Teaching / Laboratory hours) / week</b>
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

### **Counting of Past Service for Direct Recruitment and Promotion**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific /professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT or state PSUs etc., should be counted for direct recruitment as an Assistant Professor / Associate Professor / Professor provided that:

- a) The qualifications for the post held are not lower than the qualifications prescribed by the AICTE for Assistant Professor, Associate Professor and Professor as the case may be.
- b) The post is / was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor / Associate Professor / Reader and Professor.
- c) The candidate for direct recruitment has applied through proper channel.
- d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments.
- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
  - (i) The period of service was of more than one year.
  - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
  - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
  - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by

him with effect from the date of initial appointment (temporary / contract / ad-hoc) notwithstanding the artificial break / breaks in service.

(v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and

(vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.

g) No distinction should be made with reference to the nature of the management (Private /Local Body/Government) of the institution where previous services were rendered while counting past services under this clause.

### **Mandatory Teacher Trainings**

(i) Every teacher appointed / promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.

(ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.

(iii) The requirement of completing these modules as envisioned in this gazette is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.

(iv) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

### **RESIGNATION**

a) A permanent employee, desirous of leaving the institution, shall give three working months' notice or three-months pay in lieu of notice to the principal before leaving.

b) A probationer may terminate his service by voluntary resignation by filling with the Director/ Principal / Institute management similar notice in writing at least one month in advance.

c) Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reason.

## **SUPERANNUATION/RETIREMENT**

a) All employees would superannuate on attaining (after completion) the age of 60(sixty) years. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the AICTE.

b) The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.

## **TERMINATION OF SERVICE**

i) The institute / trustee reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis .

ii) The institute / trust shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the institute / office / trust.

iii) Services of a probationer will stand terminated if not confirmed on completion of Probationary period or of an extended probationary period. He would, however, be intimated of the termination of service prior to the expiry of the probationary period or any extended period of probation by giving one months prior notice. Likewise the probationer may terminate his services by giving one month's prior notice.

iv) Confirmed employee should submit his/her resignation by giving three months prior Notice to get released from employment or paying salary to get early released from employment in lieu of three month's notice simultaneously the same procedure is also applicable to the Management.

- v) A temporary employee's service may be terminated any time by either party without any notice
- vi) On termination of any employee's services by the management, the emoluments due to him shall be paid to him after adjusting all amounts due from him to the Institution at the time of termination.  
Such payments will be made as soon as convenient after the effective date of termination but not before he has obtained clearance from the Head of his department that he has surrendered all properties of the Institution that may be in his possession including his Identity Card, official email password, Books/Journals/all assets /possessions of institute
- vii) The final clearance shall be given to the Accounts dept. to release the due payment by OS.

### **3.5 Classification of staff members**

**(a) Regular Employee:** Means the qualified person employed in a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing.

**(b) Probationary Employee:** Is a person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Principal, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.

**(c) Staff on Contract:** All the subordinate and secretarial staff members, lab assistants, supporting technical staff etc., fall in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.

**(d) Temporary/Adhoc Appointees:** Means employees who are employed for work which is essentially of temporary nature or who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are

temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.

**(e) Apprentices I Trainees:** Means persons engaged for training and who will be on stipend during the period. However, regularization of their services is purely at the discretion of the Institute.

**(f) Casuals:** Means persons employed for work of a casual or occasional nature.

**ii)** The Chairman/Secretary shall be the authority for issuing all appointment orders.

**iii)** All initial regular appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of two years. Subsequent appointments by promotion shall be made on probation for a period of one year in the post to which the individual is promoted.

**iv)** The Executive Body/Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.

**v)** The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she has satisfactorily completed probation.

**vi)** The rules governing probation will not apply to appointments made on Adhoc/Contract/Contingent basis.

**vii) Probation:** Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of two years and in case of employees on promotion/transfer appointed to higher posts shall be for a period of one year. The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's notice or one month' salary in lieu thereof.

### **3.6 Salary and Allowances**

- i)** AICTE. Scales of Pay, as applicable from time to time, shall be adapted to posts classified as teaching staff subject to approval of the Executive Body. However, the Executive Body may temporarily appoint staff on consolidated pay in certain cases.
- ii)** The scales of pay as approved by the Executive Body shall be adopted for all posts not falling under the category of teaching staff.
- iii)** Dearness and House Rent Allowances as per Maharashtra State Government rates shall be adopted, but subject to approval of Executive Body.
- iv)** Unless otherwise stated in the appointment order, an employee on appointments shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- v)** All service in a post on time scale of pay shall count for eligibility for increment.
- vi)** Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
- vii)** The Executive Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than seven days.
- viii)** The Secretary shall be the authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks, since the date of sanction of last increment. In all other cases, the Executive Body shall be the competent authority to sanction normal increments.

## **4. Increment and Promotion Policy**

### **4.1 Definitions**

Experience : Experience, means the teaching experience in AICTE approved engineering institute or in UGC/ICAR recognized universities. The experience gained by working in companies/Industries may also be considered partially/fully by the Management Committee of institute in exceptional cases, depending upon the quality and relevance (to teaching) of the experience, nature of the job, designation/post held and the reputation of the company/industry at National/International level. Experience gained in sick/poor companies/industries shall not be considered for any kind of equivalence.

### **4.2 Increments on Enhancing Qualifications**

1. All regular employees in pay scale will be normally eligible for annual increment as per norm, unless. his/her performance is determined to be “Poor” by Appraisal Committee.
2. The Director/Principal of the College as well as the Appraisal Committee is authorized to withhold / to withdraw annual increment.  
Some of the reasons for withheld / withdrawal of annual increment
  - a) if the performance recorded in the Annual Performance review of an employee is “Unsatisfactory” and/or
  - b) any disciplinary action has been initiated against an employee and/or
  - c) an employee is under suspension and/ or
  - d) any gross violation of code of conduct is noted in the annual performance report of an employee and/or
  - e) If an employee is found to be "irregular" in terms of minimum stipulated attendance
3. No employee shall be allowed a pre-mature increment on a time scale of pay;
4. No increment shall become due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority/Society and Governing Body, from time to time.

5. If an employee is granted leave without pay (with pre or post approval) up to the limit of 60 days and employee who are granted EOL under genuine circumstances, the month of increment will be delayed accordingly in that particular year.

SMSMP Institute of Technology & Research, Shankarnagr-Akluj Service Rules Book–2020

6. However, employees who are in probation for two years may be entitled for a substantial increase in pay, provided he/she appears before the Appraisal Committee and the said Committee is' satisfied with his/her performance and recommends for such an increase.

### **4.3 Promotions**

As per AICTE guidelines.

## **5. Leave Rules**

### **5.1 Definition**

**(I) Leave:** Means leave, granted by the appropriate authority to an employee, to which he/she is eligible.

**(II) Duty:** An employee is said to be “on duty” for the purpose of service benefits.

i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post

ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.

iii) When the employee is attending conferences/seminars/summer schools permitted by the competent authority. In addition, registration fees incurred by faculty members presenting papers in International Conferences or attending “Work Shops” when detailed by the competent authority will be reimbursed.

iv) When the employee is attending any work assigned to him by the competent authority in the interest of the institution.

v) In case of invitations received for examination duties or important academic activities at Autonomous Colleges / Deemed Universities the following guidelines are to be followed for treating the absence as ON DUTY.

**(a)** Only one faculty member per day from any department can be deputed.

**(b)** The duty must be shared by rotation against senior faculty members.

**(c)** If this condition is not fulfilled the faculty member has to avail CL to perform the duties he was invited by the Autonomous / Deemed Universities.

### **5.2 General**

1. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.

2. A leave account shall be maintained for each employee in an appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.
4. Casual leaves are sanctioned to the employees by the Principal based on their commendations of concerned Heads of the department/sections
5. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.

### **5.3 Kinds of Leave**

#### **a) Casual Leave:**

- i. All employees of the College shall be entitled to 12 days of casual leave during the year of his / her initial employment.
- ii. Probation period staff members are allowed to take leave after completion of the respective months only.
- iii. Casual Leave in one stretch shall not exceed four days in total period of ten days prefixing, suffixing or sandwiching with public holidays.
- iv. Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.
- v. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.
- vi. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.
- vii. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 2 permissions and one day CL for 5 permissions. *However it cannot be claimed as right.*

#### **b) Compensatory Casual Leave:**

- i. At the discretion of the Head of the Institution, an employee may be granted Compensatory Casual Leave.

ii. Any employee detailed for duty on holidays and Sundays may be granted a Compensatory Casual Leave on a 1:1 basis, which must be availed before the end of the Academic Year.

**c) Earned Leave:**

i. Members of the Teaching Staff are eligible for 8 days earned leave for each year of service rendered in SMSMPITR.

ii. Members of the Non-Teaching Staff are eligible for 8 days of Earned Leave for each year of service rendered in SMSMPITR.

iii. Staff members with an accumulated earned leave of 120 days or more are entitled for encashment of 120 days earned leave at the time of retirement of service in SMSMPITR. The accumulated earned leave in excess of 120 days will be paid as Gratuity to the staff member.

iv. Staff Members having less than 120 days earned leave to their credit are not eligible for encashment of earned leave.

**d) Leave on Medical Ground:**

i. Every employee is entitled to a Full Pay Leave of 10 days on Medical Grounds for every year of service completed with a facility to convert it into 10 days with full pay and allowances. Submission of Medical Certificate from a Registered Medical Practitioner is mandatory while applying for this leave.

ii. The Permissions must be entered in the Log Book available with PA to Principal.

iii. Half Pay Leave can be accumulated up to a maximum of 60 days.

iv. Employees appointed on adhoc/contract/contingent basis are not entitled to Half Pay Leave.

**e) Maternity Leave:**

i. Maternity leave may be granted to married female permanent employees. who have completed two years of service for a period of not exceeding 6 months at a time during her confinement (both pre-natal and post-natal periods put together) and only for one occasion in the entire period of her service in the Institution. The payment for the maternity leave will be restricted to half-pay.

ii. The maternity leave however, can be clubbed with earned leave or vacation leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.

**f) Academic Leave:**

i. All teaching employees of the College shall be entitled to fifteen days of Academic leave. The sanctioning authority of the Academic leave is Head of the Institute by the direction of the management.

ii. If the AICTE regulations stipulate such leaves for the Teaching staff, such leaves may be considered on selective basis for acquiring latest techniques in teaching as well as in their subject and also going for invigilation, paper valuation etc. purposes.

iii. In the event the staff is invited to give special lectures by other institutions or invited to attend to valuation work by the nearest Universities and autonomous institutions.

iv. Any staff member doing Ph.D., he/she may want to go for university and to meet the supervisor of his/her research she/he may avail Academic leave.

v. Any staff member want to present a paper in National/International Conference, they may also avail this leave.

**3. Vacation:**

Staff members are permitted to avail Summer Vacation on the following conditions.

i. The eligible period of vacation for teaching staff is as follows.

ii. Vacation period shall include Saturdays, Sundays and holidays (proceeding, Succeeding and in between).

iii. During the Vacation, the Head of the Institute have right to recall the staff for any emergency and inspection time.

iv. If a Staff member is recalled and assigned work during vacation he/she will be awarded one day CCL for every two days of vacation forfeited.

v. The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays.

vi. Unavailed Summer Vacation cannot be combined, also surrendering of vacation period for “claim of salary” cannot be allowed.

vii. Staff must submit joining report to Principal on the next day of completion of vacation.

viii. Staff members shall be permitted to attend central valuation duty only during vacation period. The period of examination duty spent during vacation will be treated as vacation and not as OD.

ix. Staff members having less than six-months of service are not eligible for summer vacation.

**TEACHING STAFF**

Experience in the college	Summer Vacation
Completed two year	15 Days
Completed one Year	7 Days

**NON-TEACHING STAFF**

Experience in the college	Summer Vacation
Completed two year	10 Days
Completed one Year	5 Days

## **6. Duties of Institute Employees**

### **6.1 Duties of Principal**

- i)** The Principal shall be the head of the institution.
- ii)** Plan the establishment of various departments and the various administrative units of the college.
- iii)** Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- iv)** To identify and recruit suitable persons to man the various departments and administrative units.
- v)** Development of various laboratories, Computer Centre, library and all organs required for an educational institution.
- vi)** To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.
- vii)** To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
- viii)** Prepare the minutes of meetings.
- ix)** Prepare the budget for approval of management.
- x)** Regularly apprise the management about the various activities.
- xi)** To plan functions like Convocation, Annual Day, Fresher's Day, Merit Awards and Graduation Day
- xii)** To give leadership for organizing seminars, symposia, short-term schools and plan Faculty Improvement Programs.
- xiii)** In a nutshell the principal shall be responsible to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries & R & D Establishments and the general public.

## 6.2 Duties of HOD's

i. (a) Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time

(b) Maintain vacation duty statement, CL account for the staff of the department.

(c) Maintain the relevant topic-wise files and ensure "place for everything and everything in its place".

(d) The HOD should be well informed about the activities and programs of other professional colleges and institutions. HOD should keep good contacts with the faculty of IITs, Universities and Sister Colleges in the country and if possible, universities abroad.

(e) Preparation of class-wise timetables.

(f) Ensure compilation of students' attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.

ii. Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.

iii. (a) Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.

(b) Maintain laboratory-wise stock registers one for capital equipment's and the other for components & spares.

(c) Procure spares and components and stock them and maintain inventory laboratory- wise.

iv. (a) Coordinate the activities of Technical Associations, ISTE, IETE. I EEE and such other professional associations.

(b) Organizing special lectures by experts, technical staff, seminars & conferences and refresher courses.

v. (a) Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.

(b) Encourage students to develop communication skills, report writing, debating and group discussions etc.

- vi. (a) Maintaining cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the country.
- (b) Extend all possible help to the students of the department for training / project work / professional employment. .
- (c) Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.

## **6.3 Duties of Faculty**

### **1. Academic Responsibilities:**

- i)** Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by PAHSUS and relevant advanced topics beyond syllabus.
- ii)** To develop curriculum, learning resource materials and Laboratories.
- iii)** To actively participate co curricular and extra – curricular activities of the college and those organized by other institutions.
- iv)** Excellent guidance and counseling to promote their personal, ethical, moral and overall character.
- v)** To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
- vi)** Self development through up-gradation of qualification and participation in professional activities.

### **2. Administration:**

- i)** To participate actively in academic and administrative management of the institution and also in policy making.
- ii)** Planning, monitoring and evaluation and promotional activities at department and institutional level.
- iii)** To design and develop new Programs of high quality.
- iv)** To prepare project proposals for funding in vital areas of R & D.
- v)** Laboratory Development and Modernization.

- vi) To participate in administration related activity both at departmental and institutional levels.
- vii) To monitor and evaluate academic and research activities.
- viii) To participate in policy planning at the Regional / National level for development of Technical Education.
- ix) To help mobilization of resources for the institution.
- x) To plan and implement staff development activities.
- xi) To maintain accountancy and to conduct performance appraisal.

### **3. Research & Consultancy:**

- i) To actively involve in Research and Development Activities, Research guidance and Industries sponsored research.
- ii) To provide consultancy and testing services by providing extension services and participating in community services.
- iii) To provide non-formal modes of education for benefit of community and dissemination in community services.
- iv) To promote the spirit of entrepreneurship with an aim at creation of jobs.
- v) And any other relevant work assigned by the head of the institution.

## **6.4 Duties of Administrative Staff**

1. Administrative staff shall be comprised of such functionaries as registrar, Librarian, GN, Administrative officer, Accounts, Clerks, etc, who shall be assigned duties by the Principal as deemed best for the smooth functioning to the Institute.
2. A service book and a leave account for each employee shall be maintained and updated from time to time. The entries relating to family history, permanent and present address, date of birth medical history, educational and professional qualifications, past service record, emergency contact details etc, shall also be made. The service book entries shall be signed by each employee once in a year as a token of his/her acceptance of the entries made failing

which, the Institute will be at liberty to withhold the salary or those employees who have not signed.

3. Employees are obliged to immediately inform in writing to the Principal, any change in their particulars and ensure that the change if any has been entered in the service record.
4. Suppression, concealment or misrepresentation of any information shall be a serious breach of the service rules and shall invite strict disciplinary action including suspension and or termination from service.

## **6.5 Duties of Lab Assistants/Workshop Technicians**

1. Drawing the keys and getting cleanliness done : They will come in time for their duties and draw the keys exactly at 08.30 hrs. They should get the floors cleaned by the sweepers detailed for their labs. All tables and instruments shall be cleaned by them themselves.
2. Security: They will not hand over the keys of their labs to anybody except the lab in-charge. They will not leave the lab unattended at any time. They will lock it whenever they go out, even for a short while. Merely closing doors without locking is not enough. They will be cautious and vigilant during practical's /classes and ensure that no single item is taken away by anybody. They will ensure that the lights and fans are put off, when not required and at long closing time. They are to make sure that all doors and windows are closed and bolted properly. If any item is missing during working hours, it will be their sole responsibility. They will hand over the keys themselves to the key orderly at 5.00 hrs and make necessary entries in the key register.
3. Taking on charge and issue of Items: They will ensure that all the consumable/non-consumable items are taken charge in the stock register provided for that purpose. The service-ability of the items will be checked up in the presence of lab-in-charge/HOD of the department and checklist preforma is to be raised, which is available in the Admin Section. Items will be issued in the loan register. No item will be issued to anybody without taking his signatures in loan register.
4. Use of official telephone: They will make minimum use of the official telephone. It can be used for official purpose only. No personal call should be made.

5. Cooperation and assistance: They will provide full cooperation and assistance to all the faculty members in carrying out their duties properly. Any lapse in performing the above duties will invite disciplinary action without prior notice.
6. There should be periodic check on the working of the equipment. Any malfunction should be reported to the supervisor/co-coordinator/HOD formally and steps should be taken to remedy and malfunctioning.
7. Technicians should ensure that all catalogues, data sheet, laboratory manuals etc. related to equipment's, components, experiments of the laboratory are available for reference. Such documents should be issued to students for photocopying only for the relevant portion.
8. The tables and equipment's should be maintained in an orderly fashion and cleanliness should be ensured.