



ESTD - 1928

## SNJB's Late Sau. KBJ College of Engineering Chandwad



**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.**

### INDEX

| Sr. No | Evidence                                     | Page No.                   |
|--------|--|----------------------------|
| 1      | HR MANUAL FOR TEACHING STAFF ON WEBSITE      | <a href="#">Click Here</a> |
| 2      | HR MANUAL FOR NON- TEACHING STAFF ON WEBSITE | <a href="#">Click Here</a> |
| 3      | <b>ADMINISTRATIVE SETUP</b>                  | <a href="#">3-6</a>        |
| 4      | <b>ORGANIZATIONAL STRUCTURE</b>              | <a href="#">7</a>          |
| 5      | <b>RECRUITMENT PROCESS</b>                   |                            |
|        | TEACHING STAFF                               | <a href="#">8-9</a>        |
|        | NON TEACHING STAFF                           | <a href="#">10-11</a>      |
| 6      | <b>POLICIES</b>                              |                            |
|        | JOINING FORMALITIES                          | <a href="#">12</a>         |
|        | INDUCTION POLICY                             | <a href="#">13-15</a>      |
|        | PROBATION POLICY                             | <a href="#">16-17</a>      |
|        | EMPLOYEE COMPENSATION AND BENEFIT POLICY     | <a href="#">18-20</a>      |
|        | EMPLOYEE GROWTH AND DEVELOPMENT POLICY       | <a href="#">21-22</a>      |
|        | PROMOTIONAL POLICY                           | <a href="#">23</a>         |
|        | RESEARCH AND CONSULTANCY POLICY              | <a href="#">24</a>         |
|        | RESIGNATION POLICY                           | <a href="#">25</a>         |
|        | TERMINATION POLICY                           | <a href="#">26-27</a>      |
| 7      | <b>DUTIES AND RESPONSIBILITIES</b>           | <a href="#">28-48</a>      |
| 8      | <b>CODE OF CONDUCT AND SERVICE RULES</b>     | <a href="#">49-81</a>      |



## SNJB's Late Sau. KBJ College of Engineering Chandwad



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|   |  |                              |
|---|--|------------------------------|
| 9 | <b>DEPLOYMENT OF STRATEGIC PLAN</b>        | <a href="#"><u>82-86</u></a> |
|   | Effective Teaching Learning Process        | <a href="#"><u>Click</u></a> |
|   | R&D funding to students Club               | <a href="#"><u>87</u></a>    |
|   | Placement Statistics                       | <a href="#"><u>88</u></a>    |
|   | Approval for UG Course in AIDS Engineering | <a href="#"><u>89-90</u></a> |



# SNJB's Late Sau. KBJ College of Engineering Chandwad



## ADMINISTRATIVE SETUP

### Management

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**2. THE MANAGEMENT**

**BOARD OF TRUSTEES**

| Sr. No. | Name                               | Post of Honour |
|---------|------------------------------------|----------------|
| 1       | Shri. Bebilal Kesharmal Sancheti   | Chairman       |
| 2       | Shri. Dineshkumar Bhagchand Lodha  | Vice Chairman  |
| 3       | Shri. Jawaharlal Shantilal Abad    | Hon. Secretary |
| 4       | Shri. Dalichand Hastimal Chordiya  | Trustee        |
| 5       | Shri. Ajit Santokchand Surana      | Trustee        |
| 6       | Shri. Arvind Dhanraj Bhansali      | Trustee        |
| 7       | Shri. Ashok Bhavarlal Jain         | Trustee        |
| 8       | Shri. Ravindra Bansilal Sancheti   | Trustee        |
| 9       | Shri. Kantilal Lakhichand Bophana  | Trustee        |
| 10      | Shri. Nandkishor Babulal Bramhecha | Trustee        |
| 11      | Shri. Vivek Kantilal Jain          | Trustee        |

3

**PRINCIPAL**  
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COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)



# SNJB's Late Sau. KBJ College of Engineering Chandwad



## PRABANDH SAMITI

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### PRABANDH SAMITI

| Sr. No. | Name                                     | Post of Honour       |
|---------|--|----------------------|
| 01      | Shri. Ajit Santokchand Surana            | Chairman             |
| 02      | Shri. Arvind Dhanraj Bhansali            | Vice Chairman        |
| 03      | Shri. Jawaharlal Shantilal Abad          | Hon. Secretary       |
| 04      | Shri. Zumberlal Hiralal Bhandari         | Joint Hon. Secretary |
| 05      | Shri. Dineshkumar Bhagchand Lodha        | Member               |
| 06      | Shri. Shantilal Motilal Alizhad          | Member               |
| 07      | Shri. Sumatilal Kanhyalal Surana         | Member               |
| 08      | Shri. Kantilal Lakhichand Baphana        | Member               |
| 09      | Shri. Sunilkumar Mohanlal Chopda         | Member               |
| 10      | Shri. Sunilkumar Chandrabhan Bagrecha    | Member               |
| 11      | Shri. Nandkishor Babulal Dramhecha       | Member               |
| 12      | Shri. Vardhman Mishrilal Lunkad          | Member               |
| 13      | Shri. Rajkumar Suganchand Bamb           | Member               |
| 14      | Shri. Subhashchand Zumberlal Shrishrimal | Member               |
| 15      | Shri. Prakashchand Bhagchand Bokdiya     | Member               |
| 16      | Shri. Mahavirchand Parasmal Parakh       | Member               |

4



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NEMINAGAR, CHANDWAD-423101 (NASHIK)



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## **2.1. About SNJB**

SNJB (Jain Gurukul), located at Neminagar, Chandwad, a taluka place part of Nashik district in Maharashtra, is an Educational Institute. It had a humble beginning in 1928 with just three students. Today it has grown in big stature.

Since its establishment, SNJB (Jain Gurukul) has been achieving greater heights with a quest for excellence. Presently, it caters to the educational, cultural, and professional needs of over 12,800 students hailing from different parts of India, of which 1900 reside in the well-maintained hostels of the Institute.

The qualified academic and administrative staff of 810 have a pivotal role in carrying out the aims, mission, and objectives of the Institute. The institute is spread over a vast area and imparts education in Engineering, Pharmacy, Polytechnic, and Homoeopathy. The institute runs a Arts, Commerce and Science Senior and Junior college. Recently, post-graduation courses in Engineering, Pharmacy, Homoeopathy, MBA, and a Diploma course in education have been introduced. The Institute also has Pre-Primary, Secondary, and Higher Secondary Schools both in Marathi and English Mediums. It also runs MCVV courses.

During the last 93 years, the institute's development has resulted from its commitment to quality education and a strong belief in eternal human values. The institute has visionary plans to grow and add new streams of education like Architecture, Law, Nursing, and allied courses.

The Institute has always strived hard and had made every effort to put on a pedestal the technical education in the rural regions, to do good to the students of soil, its adjoining places, and States. Its yeomen efforts have been remarkable.

SNJB (Jain Gurukul) has a deep empathy and concern to give quality education and infrastructure. It has taken significant initiatives for the benefit of the students by way of providing a conducive environment. Its efforts have been praiseworthy.

## **2.2. About SNJB's KBJ College of Engineering**

The Jain Gurukul campus has various faculties, out of which the SNJB's Late Sau Kantabai Bhavarlalji Jain College of Engineering, which is approved by the All India Council of Technical Education (AICTE), New Delhi and Government of Maharashtra and is affiliated to the University of Pune, was established in the year 2004 with four branches viz. Mechanical Engineering, Computer Engineering, Electronics & Telecommunications Engineering, and Civil Engineering.

5





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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The year 2008 viewed the establishment of a new branch of Information Technology. Similarly, the year 2010 saw the assimilation of MBA under the SNJB's Late Sau Kantabai Bhavarlalji Jain College of Engineering. And in 2012 we received an approval for an increase in intake for the Mechanical Engineering branch. We also reveal the opening of a new Post Graduation course in M.E. E & TC (Embedded systems and VLSI design) for the academic year 2012-13. We also Opens up a new branch of AIDS from the academic year 2020-21.

The college has a fascinating infrastructure, well-furnished and well-equipped laboratories. A technologically full-fledged auditorium, spacious classrooms, well developed central library with thousands of volumes constitute the profound features of the college. Every department has a separate departmental library.

An army of technicians is employed in every department to resolve the technical problems. The college has a separate Training and Placement cell that contributes in training the students for interview and their placement after the completion of their degree courses.

### **2.3. SNJB's KBJ College of Engineering HR Manual**

SNJB's KBJ College of Engineering Human Resources Manual has been developed to facilitate, implement and define the institute's policies on Employee Management.

The Manual provides guidelines that have to be followed in the administration of these policies, and assists all Teaching and Non- Teaching Faculties in defining who is responsible for each human resource management decision and the correct procedure which has to be followed.

The policies specified within are consistent with those of best practice management principles and have the full support and commitment of the management of SNJB's KBJ College of Engineering

HR policies shall be kept current and relevant. Therefore, from time to time the document will be modified and amended or new procedures will be added to the manual.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. This should be mailed to [esttcoe@snjb.org](mailto:esttcoe@snjb.org)  
These policies and procedures apply to all areas of operations within the Institute.

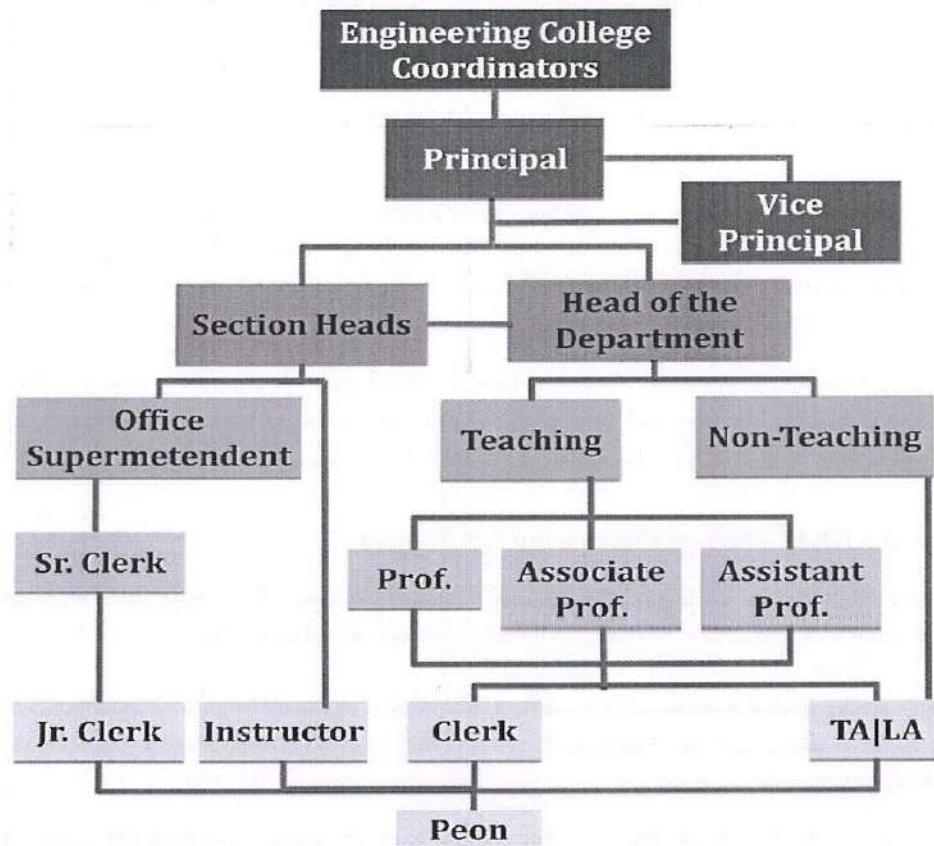
6





## ORGANIZATIONAL STRUCTURE

### 3. ORGANIZATIONAL STRUCTURE



*Note: TA is Technical Assistant & LA means Lab Assistant.*

**Internal organizational structure of SNJB KBJ CoE, Chandwad**

7



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# SNJB's Late Sau. KBJ College of Engineering Chandwad



## TEACHING STAFF RECRUITMENT PROCESS

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### 4. TEACHING FACULTY RECRUITMENT SYSTEM

#### 4.1. Objective

To identify and recruit appropriately qualified and efficient teaching faculty members.

#### 4.2. Operating Authorities

4.2.1. The Management – The Institute Coordinators, The Principal

4.2.2. Respective Department Head (HOD)

4.2.3. Registrar/Office Superintendent

#### 4.3. Operating Procedure

Following procedure is followed for selection and appointment of the faculty on adhoc/contract basis.

- 4.3.1. The Head of the Department should estimate the Manpower Requirement for Teaching and send the report to the Principal for approval.
- 4.3.2. The Principal should seek the approval of the vacancies from the Institute coordinator within the stipulated time (5 days).
- 4.3.3. A formal announcement is made in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.
- 4.3.4. The screening committee appointed by the Principal screens the profiles and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications
- 4.3.5. The shortlisted candidates are called for an interview.
- 4.3.6. The candidates have to fill in the Application form of the institution and then subjected to a personal interview with the Head of the Department for initial shortlisting.
- 4.3.7. Short listed candidates will be interviewed for the final selection by the Management Panel consisting of The Institute Co ordinator/s, The Principal and the concerned Head of the Department.
- 4.3.8. The Management Panel reviews the performance of the candidate in the previous round of interview and checks for the stability and attitude of the individual to suit the organization.
- 4.3.9. If the candidate satisfies the expectation of the Management Panel, other terms of employment are discussed with the candidate and Date of Joining is scheduled. An offer/Appointment Letter is issued to the selected candidate
- 4.3.10. This process is to be completed before at least two weeks of the commencement of the semester.

8



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COLLEGE OF ENGINEERING  
NEVINAGAR, CHANDWAD-423101 (NASHIK)



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For the university selection of the faculty, the process defined as per the university regulations/ordinances/statutes (Statute No 415) is followed.

**Table: Time Schedule for Teaching Faculty Recruitment Process**

| SN | Description   | Responsibility                    | Time Period                |
|----|---|-----------------------------------|----------------------------|
| 1  | Calculation of faculty requirement for next academic year                             | HOD / Dean Academics              | Day 1                      |
| 2  | Approval to the Vacancy calculation and forwarding the same to the management         | Principal                         | Day 6                      |
| 3  | Approval to the Vacancy for filling in  | Institute Coordinator             | Day 16                     |
| 4  | Advertisement or adopt of any other means to seek the applications from the candidate | Principal                         | Day 20                     |
| 5  | Collection of the applications and preparation of data in format                      | Registrar / Office Superintendent | Day 25 to Day 45           |
| 6  | Screening of the applications and preparing list of eligible candidates               | Committee appointed by Principal  | Day 50 - 55                |
| 7  | Inviting candidates for interview   | Registrar / OS                    | Day 60                     |
| 8  | Conducting interviews of the eligible candidates                                      | Principal                         | day 70 - 80                |
| 9  | Preparing a list of selected candidates in the format                                 | Principal                         | Day 80                     |
| 10 | Joining of the selected faculty   | Principal/HOD/Registrar           | Day 85                     |
| 11 | Preparing appointment orders and forwarding the same to central office                | Registrar                         | Day 90                     |
| 12 | Returning the appointment orders duly signed by the authority                         | Central Office                    | Day 100                    |
| 13 | Issuing appointment order to the candidates   | Registrar                         | Day 105                    |
| 14 | Issue of joining kit to the candidate   | Registrar                         | Day of Joining             |
| 15 | Issue of all ids required   | IT (Head)                         | Day of Joining             |
| 16 | Induction of the Faculty  | Coordinator HOD                   | Day of Joining or Next Day |

9





ESTD - 1928

# SNJB's Late Sau. KBJ College of Engineering Chandwad



## NON TEACHING STAFF RECRUITMENT PROCESS

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### 4. NON-TEACHING FACULTY RECRUITMENT SYSTEM

#### 4.1. Objective

To identify and recruit appropriately qualified and efficient non-teaching faculty members

#### 4.2. Operating Authorities

- 4.2.1. The Management – The Institute Coordinators, The Principal
- 4.2.2. Respective Department Head (HOD)
- 4.2.3. Registrar/Office Superintendent

#### 4.3. Operating Procedure

Following procedure is followed for selection and appointment of the faculty on adhoc/contract basis.

- 4.3.1. The Head of the Department should estimate the Manpower Requirement for Non-Teaching and send the report to the Principal for approval.
- 4.3.2. The Principal should seek the approval of the vacancies from the Institute coordinator within the stipulated time (5 days).
- 4.3.3. A formal announcement is made in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.
- 4.3.4. The screening committee appointed by the Principal screens the profiles and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications
- 4.3.5. The shortlisted candidates are called for an interview.
- 4.3.6. The candidates have to fill in the Application form of the institution and then subjected to a personal interview with the Head of the Department for initial shortlisting.
- 4.3.7. Short listed candidates will be interviewed for the final selection by the Management Panel consisting of The Institute Co ordinator/s, The Principal and the concerned Head of the Department.
- 4.3.8. The Management Panel reviews the performance of the candidate in the previous round of interview and checks for the stability and attitude of the individual to suit the organization.
- 4.3.9. If the candidate satisfies the expectation of the Management Panel, other terms of employment are discussed with the candidate and Date of Joining is scheduled. An offer/Appointment Letter is issued to the selected candidate
- 4.3.10. This process is to be completed before at least two weeks of the commencement of the semester.

8





ESTD - 1928

# SNJB's Late Sau. KBJ College of Engineering Chandwad



SNJB's Late Sau Kantabai Bhavarlalji Jain College of Engineering, Chandwad | HR Manual

**Table: Time Schedule for Non-Teaching Faculty Recruitment Process**

| SN | Description   | Responsibility                    | Time Period                |
|----|---|-----------------------------------|----------------------------|
| 1  | Calculation of Non-Teaching faculty requirement for next academic year                | HOD                               | Day 1                      |
| 2  | Approval to the Vacancy calculation and forwarding the same to the management         | Principal                         | Day 6                      |
| 3  | Approval to the Vacancy for filling in  | Institute Coordinator             | Day 16                     |
| 4  | Advertisement or adopt of any other means to seek the applications from the candidate | Principal                         | Day 20                     |
| 5  | Collection of the applications and preparation of data in format                      | Registrar / Office Superintendent | Day 25 to Day 45           |
| 6  | Screening of the applications and preparing list of eligible candidates               | Committee appointed by Principal  | Day 50 - 55                |
| 7  | Inviting candidates for interview   | Registrar / OS                    | Day 60                     |
| 8  | Conducting interviews of the eligible candidates                                      | Principal                         | day 70 - 80                |
| 9  | Preparing a list of selected candidates in the format                                 | Principal                         | Day 80                     |
| 10 | Joining of the selected faculty   | Principal/HOD/Registrar           | Day 85                     |
| 11 | Preparing appointment orders and forwarding the same to central office                | Registrar                         | Day 90                     |
| 12 | Returning the appointment orders duly signed by the authority                         | Central Office                    | Day 100                    |
| 13 | Issuing appointment order to the candidates   | Registrar                         | Day 105                    |
| 14 | Issue of joining kit to the candidate   | Registrar                         | Day of Joining             |
| 15 | Issue of all ids required   | IT (Head )                        | Day of Joining             |
| 16 | Induction of the Faculty  | HOD                               | Day of Joining or Next Day |

9



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COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)



## JOINING FORMALITIES

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### 5. JOINING FORMALITIES

#### 5.1. Objective

To ensure a smooth and hassle free joining process of the candidates who have been offered a job with the institution.

#### 5.2. Operating Authorities

- 5.2.1. The Management – The Principal
- 5.2.2. Respective Department Head (HOD)
- 5.2.3. Registrar/Office Superintendent

#### 5.3. Operating Procedure

The new joiners are welcomed with a joining kit which contains Welcome Letter, Contents of the Joining Kit, List of Documents to be submitted, Employee Application Form, Bank account opening Form, ID Card Application Form, Details for website form, Certificate Acknowledgement form, Central Library Membership Form, Staff Email ID, Internet UID, Password, ERP User ID & Password, Some of the Videos of SNJB and respective college must be shown.

The Description of the above mentioned documents is as given below.

- **Contents of the Joining Kit**

This document contains the list of documents that the Joining Kit has and the general instructions on how these forms should be filled.

- **List of Documents to be submitted**

A checklist for new employees so that he/she does not miss to submit relevant documents for personnel files. These documents are Address proof, ID Proof, Age proof, education proof, relieving, last salary drawn and experience certificate from the last organization, photographs and acceptance of appointment letter.

- **Employee Application Form**

This form is used to collect information like marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. This information further is uploaded in ERP software. This form is signed by the employee hence becomes an authentic document for future references.

- **Bank account opening Form**

This form is used to open an account in a Bank where the monetary emoluments of the

10





## INDUCTION POLICY

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### 6. INDUCTION POLICY

#### 6.1. Operating Authorities

##### 6.1.1. Respective Department Head (HOD)

Given below are the processes and the procedures that will be followed while inducting a new employee and all queries at variance with this policy are to be addressed to the HOD

The induction will include the following:

Completion of joining formalities

- Introduction about the SNJB and the institution
- Overview and orientation of Teaching Methodologies/processes
- Orientation in the specific areas of work. Eg.ERP, NAAC, NBA and Ranking (NRIF, ATAL) etc.
- Training for 1day or more days depending on need assessed by the HOD for fresher on Teaching Methods and Specific topics, if any needed



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COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)



# SNJB's Late Sau. KBJ College of Engineering Chandwad



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## 7. CONTRACT OF EMPLOYMENT

### 7.1. Objective

To provide clear and transparent terms and conditions of employment which are in tandem with all legal requirements.

### 7.2. Operating Authorities

7.2.1. The Management – The Institute Coordinator/s, The Principal, The HOD

7.2.2. Administrative Officer

7.2.3. Legal Officer

7.2.4. Registrar/Office Superintendent

### 7.3. Operating Procedure

Given below are the terms and conditions of employment provided for employees. All queries at variance with this policy are to be addressed to the HOD.

#### 7.3.1. Classification of Employees based on the Nature of the Job

##### 7.3.1.1. Teaching Staff

The employees who are actively involved in giving lectures/seminars with the objective of imparting technical/non-technical knowledge/skill to the students are categorized as Teaching Staff.

##### 7.3.2. Proof of Age:

Every employee at the time of employment is required to declare his/her age in the application blank form. Employee for this purpose shall provide any of the following documents for proof of age:

7.3.2.1. Birth Certificate

7.3.2.2. Transfer Certificate//School Leaving Certificate

7.3.2.3. 10th standard Certificate

7.3.2.4. Pan Card

##### 7.3.3. Proof of address:

All employees shall provide proof of permanent and temporary address on the date of joining and all written correspondence wherein there is to be addressed to the employee's residence shall be sent to the last address provided by the employee.

When an employee is shifting or relocating his residence, he shall provide the new address in writing one (1) week prior to his shifting or relocating.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



*SNJB's Late Sau Kantabai Bhavarlalji Jain College of Engineering, Chandwad | HR Manual*

Employee(s) for this purpose shall provide any of the following documents for proof of address:

- 7.3.3.1. Driving license
- 7.3.3.2. Voters ID card
- 7.3.3.3. Aadhar Card

#### 7.3.4. Hours of Work

- 7.3.4.1. The institution works six days a week on a 7 hours shift, with a lunch break for forty five minutes and a tea break of fifteen minutes.
- 7.3.4.2. The weekly off will be on all Sundays

#### 7.3.5. Shift Timing

Currently the institution operates only in general shifts. The shift starts at 9.30 AM and ends at 4.30 PM. Employees should report to College before 10 Minutes i.e. on or before 9.20 AM and leave the Institute after 10 Minutes of the College Time i.e. 4.40 PM.

#### 7.3.6. Attendance

- 7.3.6.1. Every employee shall "PUNCH IN" and "PUNCH OUT" his/her attendance at the time of entering and leaving the institution premises respectively. The employee should also manually register attendance in the office muster.
- 7.3.6.2. Every employee shall be present at the place of his/her work in his/her respective departments at the beginning of the day.
- 7.3.6.3. A period of fifteen (15) minutes late coming after shift start is provided for employees who are unable to come in time due to unavoidable circumstances.
- 7.3.6.4. In any case the employee comes late on more than (3) three such occasions in a month one leave from employees leave record will get deducted.
- 7.3.6.5. Any employee who after punching his/her card is found absent from his/her place of work at any time during the working hours without permission will be liable for disciplinary action for loitering.

#### 7.3.7. Period of Payroll Process:

The period of payroll will be on a monthly basis.

#### 7.3.8. Dress Code:

##### 7.3.8.1. Teaching:

- **Men:** Blazer (Applicable to the Principal and HoDs), White Shirt, Gray Pant, Sox,





## PROBATION POLICY

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### 8.8. PROBATION POLICY (EMPLOYMENT POLICY)

#### 8.1. Classification of Employees

- 8.1.1. **Regular Employee:** Means the qualified person employed in a regular post and has successfully completed the probation and Ad-Hoc appointment for a specified period and whose regular service has been confirmed in writing
- 8.1.2. **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 authorities, who recommend his/her service to confirm/extend probation or even for termination, if not found suitable.
- 8.1.3. **Temporary/Ad-Hoc 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 work or are employed against 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. Ad-Hoc appointment order normally ends at 31st May of each calendar year without any notice.
- 8.1.4. **Daily wages:** Means persons employed for work of a casual or occasional nature who are appointed by SNJB's central office.
- 8.2. Every teacher selected by the selection committee mentioned in 4.3.7 shall be appointed on Ad-hoc basis for an academic year.
- 8.3. After completion of service on Ad-hoc basis depending on the performance appraisal he/she may be continued on Ad-hoc basis for at least five academic years.
- 8.4. After completion of Ad-hoc service for 5 years, depending on the vacancy in the department and the performance appraisal, the candidate shall be eligible for getting an appointment on probation for the stipulated probation period.
- 8.5. The Chairman shall be the authority for issuing all appointment orders.
- 8.6. All types of appointment letters are issued by the central office.
- 8.7. 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 of







# SNJB's Late Sau. KBJ College of Engineering Chandwad



*SNJB's Late Sau Kantabai Bhavarlalji Jain College of Engineering, Chandwad | HR Manual*

confirmation declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.

- 8.8. The declaration of probation does not confer on the employee any special right of permanency to continue in the post in which he/she has satisfactorily completed the probation period.
- 8.9. The rules governing probation shall not apply to appointments made on an Ad- Hoc/Contract basis.
- 8.10. **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 stipulated period as prescribed by the government authorities. 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.



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NEMINAGAR, CHANDWAD-423101 (NASHIK)



# SNJB's Late Sau. KBJ College of Engineering Chandwad



## EMPLOYEE COMPENSATION AND BENEFIT POLICY

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### 9. EMPLOYEE COMPENSATION AND BENEFIT POLICY

#### 9.1. Employee Compensation and Benefit policy:

- 9.1.1. AICTE Scales of Pay, as applicable from time to time, shall be adopted to posts classified as teaching staff subject to the approval of the SNJB apex body. However, the SNJB apex body may temporarily appoint staff on consolidated pay in certain cases.
- 9.1.1.1. The scales of pay as approved by the SNJB apex body shall be adopted for all posts not falling under the category of teaching staff.
- 9.1.1.2. Dearness and House Rent Allowances as per State Government rates shall be adopted, but subject to approval of the SNJB apex body.
- 9.1.1.3. All service in a post on time scale of pay shall count for eligibility for increment.
- 9.1.1.4. The SNJB apex 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.
- 9.1.1.5. An employee who is newly appointed has to keep a security deposit (one salary) for a period of one academic year and is returned back after successful completion of one academic year.

#### 9.2. Leave Policy

All staff members teaching are hereby informed that following leave rules are applicable with effect from 01<sup>st</sup> July 2018.

- 9.2.1. **CL:** 8 per academic year to all staff members. Casual leave can be granted occasionally for personal work. CL cannot be granted more than 03 days at a time / or per month.
- 9.2.2. **ML:** 10 (or 20 days with half pay) per year will be credited for Probation or Confirmed staff. Medical leave is granted only after submitting a medical certificate and fitness certificate at the time of rejoining the duty.
- 9.2.3. **C-Off:** Compensatory off is given against work on holiday or Sunday with prior permission / office order by competent authority. There is no need to sign on muster on that day simply it will be written OD. Against such OD, C-off is granted which has to be availed from the next working day and before the semester end or carry forward with prior permission.
- 9.2.4. **OD:** On duty is granted where staff members perform the duty of the college other than normal place of working. Like a person who has gone to DTE, AICTE, Unipune, etc. If OD is given on any working day one cannot claim a C-off against OD. If OD is given on holiday or Sunday for





an official job, which is non remunerative, then one can claim C-off against OD.

- 9.2.5. Study Leave:** Study leave 10 per academic year for all teaching eligible staff members. Study leaves will be granted by the Principal for staff members who are pursuing higher (ME, M.Tech. Ph.D) study with prior permission.
- 9.2.6. UDL:** University Duty Leave for paper setting, CAP, oral, practical or other University work.
- 9.2.7. SpL:** Special Leave will be granted for attending a seminar, workshop, conference, paper presentation etc. No special leave will be granted for staff members appointed on academic order.
- 9.2.8. EL:** Earned Leave avail only those staff members who do not fall under vacation scheme. Non vacation staff are entitled to EL at the rate of one-eleventh of the period spent on duty. i.e. 30 days per academic year. 15 days EL is available only after completing six month / one semester for confirmed staff (Total 30 per academic year & 15 days per academic year for staff on Probation). EL will not be encashed. EL can be accumulated for not more than two years. After every two years previous EL shall automatically get lapsed. The employees are advised to avail the EL.
- Number of Earned leaves balance prior to one year of the retirement of an employee should not be more than number 30 and all these need to be availed during the year of the retirement. In any case, Earned leaves will not be encashed.

| Order Type                  | Teaching |                |    |                                |                                | Non Teaching (Vacation) |    |    |                                |                                | Non Teaching (Non vacation) |                |     |
|-----------------------------|----------|----------------|----|--------------------------------|--------------------------------|-------------------------|----|----|--------------------------------|--------------------------------|-----------------------------|----------------|-----|
|                             | CL       | ML             | SV | WV (excluding Diwali vacation) | WV (including Diwali vacation) | CL                      | ML | SV | WV (excluding Diwali vacation) | WV (including Diwali vacation) | CL                          | ML             | EL  |
| Academic                    |          |                | 7  | ---                            | 7                              | 8                       | 4  | 7  | ---                            | 7                              |                             |                |     |
| Academic (5+ Years)         | 8        | 4 (sick leave) | 14 | 7                              | 14                             |                         |    | 14 | 7                              | 14                             | 8                           | 4 (sick leave) | --- |
| Probation (Extended Period) | 8        | 10             | 21 | 14                             | 21                             | 8                       | 10 | 21 | 14                             | 21                             | 8                           | 10             | 15  |
| Probation (Newly given)     | 8        | 10             | 14 | 7                              | 14                             | 8                       | 10 | 14 | 7                              | 14                             |                             |                |     |
| Confirm                     | 8        | 10             | 32 | 21                             | 28                             | 8                       | 10 | 32 | 21                             | 28                             | 8                           | 10             | 30  |





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Everyone has to submit application / prior permission before proceeding for any type of leave. On the muster if sign / leave mark is not found that may be treated as LWP & if no leave application is submitted in time it is also treated as LWP.

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COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (M.S.)





## EMPLOYEE GROWTH AND DEVELOPMENT POLICY

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### 12. Employee Growth and Development Policy

1. Institute has prepared several policies for the growth of employees which are mentioned below in terms of publication of papers/FDP/IPR.
2. As per organization norms study leave is sanctioned to the concerned employees for Higher Education.
3. Office duties are normally sanctioned for the FDP/STTP and also registration fees and TA & DA are paid by organization.
4. For faculty encouragement exam fees of NPTEL Certifications is paid by the organization for the merit holders.
5. Many Expert Talks, Training, FDPs, STTPs are arranged for the growth of faculties free of cost by an Institution.

#### 12.1 Journal Publications and FDPs.

1. If the teaching faculty publishes a paper in UGC care journals (or via international conference) and stating the name of the Institute as association, then maximum financial assistance of Rs. 1500 will be provided per person per Academic year.
2. If the teaching faculty publishes a paper in Scopus indexed journals (or via international conference) and stating the name of the Institute as association, then maximum financial assistance of Rs. 3000 will be provided per person per Academic year.
3. The UGC approved teaching faculty members should be allowed to attend STTPs, and FDPs, College will bear registration fee and traveling expenses maximum up to Rs. 5000/- (Rupees Five thousand only) per faculty per academic year. Faculty should take care of academics before proceeding for such a program.
4. If a faculty attends FDP/workshop related with curriculum design/implementation, the Institute will provide him 100% financial assistance of TA/DA and course fee, if any.

#### 12.2 Promotion to Professional membership

1. If the teaching faculty has more or equal to 10 years of experience, then the Institute (SNJB LKBJ CoE) should contribute 50% of the total membership fee limited to a maximum amount of Rs. 5000/- per member per year.
2. If the teaching faculty has an experience less than 10 years, then the Institute (SNJB LKBJ CoE) should contribute 25% of the total membership fee limited to a maximum amount of Rs. 3000/- per member per year.
3. If the teaching faculty resigns from his service in the same year in which he availed the





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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benefits of professional membership(s), then the amount of membership should be debited to his account and recovered.

4. The extension of the above facility is only applicable to the faculty on probation or confirmed service.
5. Financial assistance will be extended to two memberships only for a faculty.

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KANTABAI NAGAR, CHANDWAD-423101 (M.A.)





# SNJB's Late Sau. KBJ College of Engineering Chandwad



## PROMOTIONAL POLICY

SNJB's Late Sau. Kantabai Bhavarlalji Jain College of Engineering, Chandwad.

Date: 21/01/2017

### Promotional Policy

The vacancy position is calculated by Head of Department based on last year filling of posts by following the University specified procedure and AICTE guideline, this vacancy is checked by the concern Head of the Department and then submitted by the principal to the Institute coordinator.

After approval from the Institute coordinator the advertisement is published in the news paper and thereafter the interview procedure as per the university statutes is followed and the selected candidates are promoted to the higher post.

Shri. Bebilalji K. Sancheti  
Chairman

Dr. Mahadeo D. Kokate  
Principal & Member Secretary





# SNJB's Late Sau. KBJ College of Engineering Chandwad



## RESEARCH AND CONSULTANCY POLICY

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### 13. Research and Consultancy Policy:

Given below is the duly approved Research and Consultancy Policy

To,

The Principal,  
SNJB's Late Sau K B Jain College of Engineering, Chandwad

Subject: Distribution of testing/consultancy/training charges

Dear Sir,

In our college, we are engage in various consultancy/testing/training programs. For this, we are charging amount from the respective company/agency. We request you allow distribution of this amount as per following manner –

1) Testing work (use of lab/equipment)

| Sr. No. | Particular        | Distribution Percentage |
|---------|-------------------|-------------------------|
| 1       | Institute         | 40%                     |
| 2       | Principal         | 05%                     |
| 3       | Head of Dept.     | 15%                     |
| 4       | Testing in charge | 20%                     |
| 5       | Technical Asst.   | 12.5%                   |
| 6       | Peon              | 7.5%                    |

2) Consultancy work (No lab/equipment use)

| Sr. No. | Particular                | Distribution Percentage |
|---------|---------------------------|-------------------------|
| 1       | Institute                 | 20%                     |
| 2       | Principal                 | 05%                     |
| 3       | Head of Dept.             | 15%                     |
| 4       | Supporting staff (if any) | 15%                     |
| 5       | Faculty in charge         | 45%                     |

3) Training work (inside college)

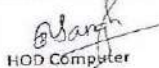
| Sr. No. | Particular      | Distribution Percentage |
|---------|-----------------|-------------------------|
| 1       | Institute       | 40%                     |
| 2       | Principal       | 05%                     |
| 3       | Head of Dept.   | 15%                     |
| 4       | Training team   | 25%                     |
| 5       | Technical Asst. | 10%                     |
| 6       | Peon            | 05%                     |

4) Training work (Outside college)

| Sr. No. | Particular                | Distribution Percentage |
|---------|---------------------------|-------------------------|
| 1       | Institute                 | 20%                     |
| 2       | Principal                 | 05%                     |
| 3       | Head of Dept.             | 15%                     |
| 4       | Supporting staff (if any) | 15%                     |
| 5       | Training team             | 45%                     |

Please sanction above distribution and oblique.

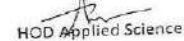
  
HOD Civil

  
HOD Computer

  
HOD Mechanical

  
HOD E&TC

  
HOD MBA

  
HOD Applied Science

for MM approval

  
26/2







75  
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## RESIGNATION POLICY

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### 14. RESIGNATION POLICY

#### 14.1 Objective

To provide unbiased and equitable treatment to all employees who are leaving and providing them with necessary requirements for a smooth separation.

#### 14.2. Operating Authorities

1. The Management – The Institute Coordinator/s and The Principal
2. Head of the Department (HoD)
3. Registrar/Office Superintendent

#### 14.3 Operating Procedure

Given below is the procedure to be followed by all employees while getting relieved from the institution. And all queries at variance with this policy are to be addressed to the Principal

Any permanent employee desirous of leaving the service shall provide three months notice or three months wages/salary in lieu of notice to the Management in writing (Basic+DA+All allowances).

The employee shall formally inform the Management in writing either in the month of September (for the employees who intend to get relieved by the end of the Odd Semester) and in the month of February (for the employees who intend to get relieved by the end of the Even Semester) about their intention to get relieved from the services (it cannot be applied to non-teaching staff).

The HOD, the Principal and if needed then the institute coordinator to conduct an exit interview with the separating employee to ascertain feedback on the institution and its management.

After completion of three months of notice period, the employee by producing the Certificates Receipt and Acknowledgement form can get the certificates from the Office.

All the leaves that the employee applies during the notice period should be approved by the HoD and the Principal.

All payments due to the employee or the management will be settled in full before the discharge.



76

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## TERMINATION POLICY

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### 15. TERMINATION POLICY

The Management shall be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving notice in writing or by paying salary in lieu thereof as mentioned in section 15.3.

The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties which are proven as per the records, by giving notice or paying salary in lieu of notice as mentioned in section 15.3.

#### 15.1 Objective

To provide appropriate regulations when an employee is to be terminated

#### 15.2. Operating Authorities

1. The Management – The Institute Coordinator/s and The Principal
2. Head of the Department (HoD)
3. Registrar/Office Superintendent

#### 15.3 Operating Procedure

Given below are the procedures to be followed by all employees if he/she is terminated from the institution. All queries at variance with this policy are to be addressed to the Principal.


In the case of Cessation of Service, a permanent employee's three months wage/salary is due off or a three months' notice period may be issued.

In the case of Cessation of Service, an academic year appointee or ad-hoc appointee or probationary employee's one month wage/salary is due off or a one month notice period may be issued.

The reason for terminating the employee shall be communicated in writing at the time of discharge.

All payments will be settled in full before the notice period expires.



  
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NEMINAGAR, CHANDWAD-423101 (NASHIK)



# SNJB's Late Sau. K.B.J. College of Engineering Chandwad




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## **POWER TO MODIFY THE RULES:-**

**These rules are subject to modifications or amendments as may be made from time to time by the Management.**



  
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78



## DUTIES AND RESPONSIBILITIES

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### 10. DUTIES AND RESPONSIBILITIES

Given below is the set of roles and responsibilities of various designations in the organization.

#### 1. Principal

**Responsibilities include:** Reporting to the Management of the institute and assisting them in the following functions of the institute.

- Regulation / Monitoring
- Development
- Leadership
- Visionary Regulation / Monitoring

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the management; students and their parents.

The following are some of the important responsibilities coming under this category.

- Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
- Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
- Monitoring all the liasoning activities with governmental, corporate and other academic
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators and the Governing Council.





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- Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
- Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the top management.
- Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
- Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.
- Identifying, Planning and Monitoring of Academic Performance
- Improvement initiatives
- Establishing an ecosystem conducive for academic excellence, research and entrepreneurial initiatives.
- Issuing warnings/notices/memos/show cause to the employees, who are not working/ not behaving as per the policies laid down by the organization.
- Approval of Annual Academic Calendar at Institution Level.
- Approval of programme budget on an annual basis and approval of expenses.
- Monitoring University examinations as a Chief Coordinator.
- Monitoring Alumni Association activities.

**Developmental Functions:** Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

- The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
- Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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**Strategic Functions:** Principal needs to shoulder various strategic functions which are aimed at developing networks and develop alliances which pay rich dividends in the long term. The following are some of the strategic functions.

- Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
- Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
- Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

**Leadership Functions:** These are in fact the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

- The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
- Take-up research, publication, consultancy & training and establish credentials as academician of definite standard so as to gain acceptability among all the faculty members being a true academic leader.
- To set high standards of discipline, commitment and involvement in work patterns.
- To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
- Exhibiting sacrificial attitude and setting a model for all the staff.
- Work with the staff at the ground level and understand the problems and concerns of all the colleagues and take care of their requirements.

**Visionary Functions:** These functions are the ultimate functions of a Principal.

The following are some of the visionary functions:

- Developing a long term model for the institution and working for realizing this vision in close association with the management.
- Taking steps at regular intervals which facilitate realizing the vision.
- Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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- Under each of the heads mentioned above, the Principal could take up many more functions suiting the requirement and needs of the institution from time to time.

**Planning:** The Principal requires preparing long term as well as short term plans (concrete documents) and presenting to the management.

**Execution and Reporting:** The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the management.

## 2. Vice Principal

- Look after the college as the Principal in absence of the Principal.
- Should focus on Administration or Academics of the College as per the Management's Order
- Also look after the day to day administration of the college.
- Scrutiny of all administrative & financial proposals and submit the same to the principal.
- To verify all the files relating to establishment of bills, service matters, admission & examination work and submit them to the Principal.
- To oversee student's welfare, public relations, placement, campus maintenance and Security.
- To place statements of accounts, cases of fee pending, procurement of materials, etc. to the Principal on or before 15th of every month
- To oversee Recruitments, Promotions, Pay, allowances, deputation of employees, maintenance of service registers and personal files through guiding HR staff.
- To monitor service registers and personal files.
- To maintain campus (Housekeeping, Security and Garden) related Civil and electrical works.
- To monitor Alumni activities, Community Services, Cultural and sports activities
- Development of various laboratories, Computer Centre, library and all organs required for an educational institution.
- Monitor & check the budget for approval of Principal & Management.
- Act as a leader for organizing seminars, symposia & faculty improvement programmes.
- To assist the Principal and render advice as and when sought in organizing various administrative units/ cells/ sections in the college.
- Assist the Principal in evolving service rules, code of conduct, leave rules, annual reports, annual confidential reports, self-appraisal reports, performance appraisal reports of faculty and staff and such other activities.
- Any other work entrusted by the Principal and/or Management.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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### 3. Head of Department (HOD)

- Chair the Departmental Academic Advisory Council Meetings
- Approval and Publication of Programme Vision, Mission and PEOs
- Approval of Curricular Gaps identified and relevant Value-Added Courses
- Review and Monitoring of Teaching-Learning Process and attainment of Course and Programme Outcomes
- Identification and monitoring of Programme Outcome Improvement Initiatives
- Approval and Publication of Department Level Academic Calendar and Time Table
- Approval of Course Plan
- Planning, Allocation and Utilization of Human Resources
- Planning, Procurement and Utilization of Department Level Infrastructure/Labs/Equipment
- Identification of Class Coordinators/Advisors and Mentor/Tutors and allocation of students
- Chairing Department Review Meetings and Class Committee Meetings
- Identification and provision of co-curricular programmes
- Approval of student and staff leave and OD requests
- Identification and monitoring of staff competency enhancement initiatives
- Review and monitoring of support initiatives for Slow and Advanced Learners
- New faculty induction and evaluation
- Annual Performance Appraisal for Department Staff Members
- Approval of Reference Books for courses
- Preparation of Department Budget and approval of expenses
- Nurture Industry Relationship, Research & Entrepreneurial spirit among students
- Ensuring discipline among students and initiating disciplinary action where required
- Chairing Programme Core Committee Meeting
- Issuing warnings/notices/memos to the employees working under him, who are not working/not behaving as per the policies laid down by the organization

### 4. Teaching Faculty

- Prepare teaching plan/lesson plan and get it approved by HOD well before commencement of classes
- Prepare lecture notes, powerpoint presentations, video lectures etc. for subject allotted to them
- Maintain course file as per the index
- Identify and deliver minimum 1 topic as "beyond syllabus" coverage
- Ensure completion of portion as per the time table

28







ESTD - 1928

## SNJB's Late Sau. KBJ College of Engineering Chandwad



*SNJB's Late Sau Kantabai Bhavarilaji Jain College of Engineering, Chandwad | HR Manual*

- Prepare question papers for the internal tests and model examinations within stipulated time
- Conduct of tests on planned days and evaluation of answer sheets
- Plan for extra classes if required to complete the portions before internal tests
- Plan for and conduct remedial classes for slow learners and maintain attendance of students attending classes
- Ensure that all prescribed experiments are covered within the planned date
- Ensure minimum of 1 experiment included as "Beyond Syllabus" coverage
- Verify and hand over observation notes of students within two days after the completion of the experiment done in laboratory
- Make alternate arrangements for taking classes against leave or permission
- Discharge assigned duties as external examiner
- Ensure recording of attendance in the Biometric system on time
- Adhere to the dress code specified by the institution
- Maintain students discipline in the classroom/campus
- Provide lecture notes, powerpoint presentations, video lectures etc. related to the subject allotted to them, previous university question papers, test marks and attendance to the students
- To actively participate in co-curricular and extra – curricular activities of the college and those organized by other institutions.
- 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.
- Self-development through up-gradation of qualification and participation in professional activities.
- To participate actively in academic and administrative management of the institution and also in policy making.
- Planning, monitoring and evaluation and promotional activities at department and institutional level.
- To design and develop new Programs of high quality.
- To prepare project proposals for funding in vital areas of R & D.
- Laboratory Development and Modernization.
- To participate in administration related activity both at departmental and institutional levels.
- To monitor and evaluate academic and research activities.
- To plan and implement staff development activities.





ESTD - 1928

# SNJB's Late Sau. KBJ College of Engineering Chandwad



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## 5. LIBRARIAN

- Overall Library Administration
- Arrangement of books following Dewey Decimal Classification
- Maintenance of Library Management System in ERP
- Planning for and procurement of books and Periodicals
- Collect the requirement of student text books from faculty members, procure and issue the same
- Coordinate Photography and Videography and maintain photos and videos of various events
- Maintenance of soft/hard copies of project reports of students
- Issue of College ID cards to students
- Maintenance of Books and Periodicals

Library Circulation Counter Activities (Issue and Receipt of books to students and members –Returning and Renewal – Overdue books fine collection)

- Displaying on the college notice board, news items of importance and news items that come in dailies about the college
- Periodic update the "SNJB KBJ COE in Press" section of the college website with relevant content
- Increasing Library Utilization
- Maintenance of Digital Library comprising of DELNET, NPTEL, NDL & E Journals
- Maintenance of Photocopying Machines and Providing Copier Services
- Act as Single Point of Contact for initiatives like NAAC, NBA etc.
- Carry out stock verification once a year and report status
- Monitor the timely receipt of periodicals and follow up against delayed or non-payment of subscriptions
- Review of feedback received from students and members and initiating corrective action
- Issuing warnings/notices/memos to the employees working under him, who are not working/ not behaving as per the policies laid down by the organization

## 6. Workshop Superintendent

- Arranges all the machines/equipment required in the workshops.
- Responsible for repair and maintenance of all the machines and equipment in the workshops.
- Makes a schedule for different groups of students for practice in their respective workshops.
- Responsible for maintenance of laboratories.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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- Reports to Principal/HOD regarding damage/breakdown of machines/equipment.
- Responsible for safety measures of teaching / non-teaching staff.

## ETHICAL STANDARDS FOR TEACHERS

### A Teacher

- Shall live and lead by example in every sphere of conduct particularly to inculcate a noble culture in students.
- Respect parents, teachers, and elders.
- Express the love of brotherhood to fellow students.
- Accept and extend due respect to every religion and social grouping.
- Love the nation and commit their endeavors to her progress.
- Have a sense of belonging to the institution.
- Assume total dedication to the teaching profession.
- Always have an urge to excel in professional expertise.

### 7. Dean Academics

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationships and encouraging academic activities.

- Plan and publish the approved institutional level academic calendar
- Make changes to the published academic calendar whenever required and circulate
- Monitor the academic activities closely and provide periodic update to the Principal
- Coordinate academic audits in consultation with academic audits team
- Verification of Teaching/Lesson Plan to check compliance to Academic Calendar
- Publish Schedule for Course Plan Preparation
- Publish Schedule for Value Added Courses Preparation
- Publish Stock Verification Schedule for the institution
- Coordinate NBA/NAAC related activities in consultation with NBA/NAAC coordinator
- Prepare and publish circular for various events and activities
- Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programmes.
- Helping faculty in planning effective remedial instruction.
- Conducting faculty appraisal, evaluation and collecting the data.





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- Translating evaluation data into effective faculty development
- Inviting senior faculty from each of the departments to be mentors
- Identify the up coming technological developments in close collaboration with the senior faculty to function as mentors
- Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.
- Preparing subjects-wise specialization of faculty list in all the subjects
- Guiding younger faculty in identifying their fields of interest
- Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities
- Conducting regular meetings (preferably at least once in every month) of the mentors and mentees and direct the forum in the right direction by providing a means for the interaction of mentors and mentees for proper identification of the faculty of similar academic interests and pursuits
- Liaison with the Heads of the departments to update the list of mentees and mentors from each department
- Preparing and getting approval of the management with the association of the Principal, the budget allocation for the activities
- Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
- Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs
- Serving as an instructional coach
- Creating professional development opportunities for all
- Motivating faculty and others
- Identifying unique leadership capabilities of teachers and others and matches them with leadership opportunities
- Mentoring others and identifying others with mentoring capabilities
- Any other function that may be assigned by the Principal from time to time.

## **8. Dean Administration:**

- To assist the Principal/ Vice Principal and render advice as and when sought in organizing various administrative units/ cells/ sections in the college such as establishment, accounts, academics, examinations, students' counseling, students' feedback on teaching effectiveness,





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games, sports, cultural activities, seminars, functions and so on.

- Assist the Principal/ Vice Principal in evolving service rules, code of conduct, leave rules, annual reports, annual confidential reports, self-appraisal reports, performance appraisal reports of faculty and staff and such other activities. In general to assist the Head of the Institution i.e., the Principal 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.

## 9. Dean Infrastructure:

- To maintain the infrastructures as per the norms specified by Apex Body
- To develop the new infrastructure as per growth requirements
- To maintain the existing Infrastructure in Good Condition
- To develop the other campus facilities such as Road, Gardens, Sign Boards etc.
- To supervise & monitor the services like Amenities and Cell Services, Building & work Cells, Games and Sports Cells, NSS Cell, Operation and Maintenance Cell, Women Development & Grievances Cell.

## 10. Dean Research & Development:

Dean R&D is a senior position in the college and reports to the Principal. He/she is expected to demonstrate capability to:

Manage effectively and efficiently the research programs and administration affairs of the research center of the college.

Create an environment conducive to intellectual and research growth.

Maintain the confidence and co-operation of the faculty and students engaged in research activities.

Lead, motivate a team of engineers, scientists at multiple levels in the college.

The specific responsibilities of Dean (R&D) are as follows:

- **Planning of research activities, resource mobilization and management of R&D projects.**
  - Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.
  - Identify R&D projects to be taken up with college funding.
  - Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
  - Prepare an annual R & D plan of activities including externally funded projects and college





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funded projects.

- Manage R & D projects
- Submit quarterly reports to the Principal on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
- Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner
- Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
- Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D/ consultancy related activities.
- Form a research committee composed of distinguished faculty members having aptitude for research and members from industry/R&D organizations to address the issues of research.

● **Promotion of research:**

- Develop and establish a policy to promote research culture in the college
- Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.
- Identify prioritized research areas based on the expertise available with the college.
- Organize visits by eminent researchers to interact with the faculty and students.
- Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
- Take initiative and develop mechanisms for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the community.

● **Research Publications:**

- Coordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
- Publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.
- Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received

34





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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by them from reputed professional bodies and agencies.

- Motivate the eligible faculty to guide Ph.D scholars.
- Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.
- **Collaboration and Consultancy:**
  - Develop and establish consultancy policy for
    - Identifying and recognizing the areas of expertise of the college.
    - Publicizing the expertise of the college for consultancy services.
    - Encouraging the faculty to utilize their expertise for consultancy services.
    - Costing of consultancy projects.
    - Revenue sharing as between institution and the consultants- including faculty consultants, external consultants, Technical services staff of the college.
  - Initiate and coordinate signing of MoUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.
  - Evaluate the impact of the linkages, periodically, on:
    - Curriculum development
    - Faculty exchange and development
    - Research, Publication
    - Consultancy
    - Student placement

## **11. Master Time Table Coordinator**

- Maintaining the list of department time table coordinators.
- Overall responsibility for the preparation of the time tables before commencement of every semester.
- Organizing and chairing the meeting among department time table coordinators.
- Finalization of the class time table and faculty time table at the meeting among departmental coordinators.

## **12. Department Time Table Coordinator**

- Take the copy of Teaching Scheme / Syllabus for all subjects
- Collect subject choices from the all Faculties
- As per choice, distribute the subject to the Faculty by concerning HOD





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- Sanction it from all the Faculties & HOD
- Design Time Table à Class, Lab, Individual, Classroom
- While designing time table always follow the following tips
  1. Always set the time table as per the constraint and available resources
  2. Avoid consecutive two lectures to any faculty
  3. Only one Theory Hour of one subject should be allotted per day
  4. Heavy subject should be in the morning slot
  5. Avoid theoretical subject after Lunch hour
  6. Departmental Activity Slot of SE, TE, and BE should be at one time.
  7. Ideally, maximum of 4 Hrs load can be given to any faculty per day
  8. One faculty should not have more than two theory slot per day
  9. Practical Slot should be like Morning: TE Students, Afternoon: SE Students & Evening: BE Students
  10. First Lecture of the day or Lecture after Lunch hour should be allotted to faculty who are really prompt in time.
  11. Always think of student psychology.
  12. Use Pink Paper for printing the time table.
  13. Time Table always includes w.e.f. (with effect from) field.
  14. Please follow the Format for Time Table enclosed with this document
- Sanction by all the staff & HOD.
- Sanction by other HOD ( if subject is taken by other department)
- Sanction by Principal
- Distribute Copy to
  1. Time Table File
  2. Hon. Principal
  3. HOD
  4. Other HODs (If any)
  5. Notice Board (Classes, Classroom, Laboratory etc.)
  6. All the Concern Faculties
  7. In-Charge of Master Time Table
- 13. Class Coordinator (Advisor)**
  - Take roll call list( From HOD / Student section)
  - Collection of reporting form from students
  - Filling of reporting register with students sign with date wise , which contain following







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information

- Date, Sr no, Roll no, Name, Fees dues, Scholarship details, Sign
- Keep students personal and academic record in softcopy as well as in hardcopy
- Personal record contains:
  - Rollno, Name, Local Address, Permanent Address(town ,taluka ,district), Personal phone no, Parent phone no(Mobile,landline), Email –id, Photo (3)
- Academic information
  - Maintain academic record of SSC, HSC, Diploma and FE ,SE,TE(SEM I and SEM II) Percentage , ATKTs(if any)
  - Current attendance record
  - Unit test record
  - Distribution of roll call list, termwork Performa and attendance sheet of theory and practical (Hardcopy and softcopy)
  - Update student roll call list via mail (if any)
  - Take attendance record monthly from all staff in softcopy at month end
  - Display of attendance report on notice board monthly and also send to staff(in soft copy)
  - Take unit test record from unit test incharge
  - Prepare letter and sent to students home (attendance and unit test result) with sign of HOD( same procedure for unit test II)
  - Call parents if students is in detention list
  - Display of provisional detention list for full term

#### 14. Mentor / Tutor

- Need to be familiar with the personal history of assigned students including Educational and Family background.
- Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
- Assist students in periodic evaluation of his/her academic progress.
- Assist student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
- Explain to the student the program in general and basic education as it relates to the branch of the student, and to preparation for life pursuits generally.
- Helps students understand and examine the graduation requirements for the curriculum





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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leading to the Bachelor's degree.

- Explain student importance of attendance and its implication to do well in examinations
- Explain importance of participation in the class activities
- Explain importance of Mid Examination (s) and its consequence in the end semester examinations
- Explain importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well
- Explain importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations
- Explain importance of laboratory exercises and their correlation with theory
- Help the student explore the career fields in the student's branch of engineering and provide information about Higher education and job opportunities.
- Serve as a "Teacher Friend" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.
- Explain the importance of getting a meritorious Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services, etc.
- Assemble, organize, channelize, and centralize all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans
- Assist the student at regular intervals to make adequate self-evaluation
- Explain the importance of Self-Motivation to do well in career and subsequently in life.
- Counsels students whose progress is unsatisfactory and reports the same to the Program Coordinator.
- Monitors the interim and final performance of students assigned and coordinates with parents, whenever required

## **15. Laboratory Incharge**

- Maintaining stock of both capital and consumables in the laboratory and updating the same against receipt and issue.
- Maintaining identification of items in the laboratory.
- Identification of purchase requirements of consumables for the laboratory and raising purchase requisition.





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- Collection of quotations and preparation of comparative statements.
- Recommendation of the supplier for the purchase of laboratory consumables against the comparative statements.
- Preparation of purchase orders and forwarding the same through the college office after approval.
- Verification of items received from the suppliers.
- Maintaining the equipment in the laboratory and ensuring that they are in working condition for offering to conduct the experiments for students as per the cycle of experiments planned.

## **16. Project Coordinator**

- To coordinate with the HODs in planning Projects
- Finalization of the project topics and guides
- Preparation of list of projects
- Planning for project presentations

## **17. Project Guide**

- Monitor the progress of the projects
- Finalization of project plan
- Monitor the students' attendance in projects
- Review the feedback received during the presentations and incorporates improvements through the students
- Verification of project reports
- Awarding internal marks for students and supporting external examiners.

## **18. Department Library Incharge**

- Maintaining stock of books in the department library.
- Issue and receipt of books to and from the faculty/ department staff.

## **19. Departmental DSR Coordinator**

- Collect the requirement from lab In charge( if any)
- Check whether it is available in the Department / can be made available
- If not available, draft the requirement letter / Indent (Format Attached)
- Sanctioned by HOD, Principal, Coordinator, Core-Coordinator, Trustee
- Call the information leaflet & quotation from at least 3 Suppliers.
- Prepare Comparative chart from the available Quotation (Always choose best three



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quotation)

- Sanctioned by HOD, Principal, Coordinator, Core-Coordinator, Trustee
- Prepare Purchase Order by concerning Store Keeper with necessary Terms & Conditions
- Sanctioned by HOD, Accountant, Store Keeper, and Principal
- Distributes Copy to
  - Proposal / Requirement File
  - Sanctioned Supplier
- Once the Supplier supplies the order, Test it with the help of Expert.
- Collect copy of Delivery Challan & Bill cum Invoice from supplier, Give Received to Supplier if demanded.
- Prepare GRN i.e Good Receipt Note with the help of Expert and Store Keeper
- Check the Bill cum Invoice as per the Purchase Order
- Make the Entry into Central Dead Stock Register / Central Consumable Register
- Then issue the Material to respective department
- Make the Entry in to Dead Stock Register or Consumable Register
- Give its reference by writing Central DSR No., Page No., and Serial Number on the backside of the bill
- Sanction it by Store Manager with Stamp
- Give its reference by writing Departmental DSR No., Page No., and Serial Number on the backside of the bill
- Sanction it by HOD with Stamp (Also write the name of HOD)
- Sanction by Principal with Stamp
- Also sanctioned the Dead Stock Entry with the Technical Assistant, Lab Incharge, HOD, and Principal
- Take the three photo copy of complete proposal which include Indent, Quotation, Comparative Statement, Purchase Order & Bill cum Invoice from Front & Back side
- Submit Original Copy to Account Section Head for Payment to Supplier
- Attach one photo copy to Departmental Purchase Proposal / Bill File
- Submit One Photo copy to the Store Manager.

#### **20. Overall Furniture Coordinator**

- Maintaining identification of furniture in departments.
- Maintaining stock of furniture in departments.
- Periodic inspection and arranging for repair (or taken out from stock).





## 21. Industry Institute Interaction Cell

- Initiating relationship with corporate regarding industry relations and interaction
- Initiating relationship with corporate regarding industry relations and interaction.
- Interact with HR heads of corporate regarding internships, recruitment opportunities & in plant training.
- Arrange and coordinate industrial visits for students.
- Interact with technical heads of corporate and procure industrial projects for students of various engineering disciplines.
- Provide career guidance counseling sessions for students pursuing higher studies.
- Assessment and segregation of students as per their area of interest, communication, soft skills and core area competency.
- Initiate and coordinate with industry leads to set up industry powered laboratories in the institution.
- Exploring different avenues of employment and knowledge development opportunities for students across various sectors in both upcoming and niche areas.
- Training students in the area of communication and soft skills
- Maintain a database of all corporate contacts (both individual and company).
- Identify areas of training required for students in specific areas of communication and soft skills provided by vendors.

## 22. EXAMINATION CELL

The Examination Cell of Engineering College (**University Examination**) is headed by a College Examination Officer (CEO) who will be a Senior permanent faculty nominated by the Principal on the basis of the potential of the person on a rotation basis. **The Principal of the college shall be the Chief Coordinator, Examinations.**

The College Examination officer will create his/her own team with the approval of the Principal of the College. The team shall consist of a Departmental Examination Coordinator; the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. An Office Assistants will be deputed by the Principal to the examination cell who will be under the Coordinators to carry out the work related to internal examinations (preparation of invigilators list, time table, notices, seating arrangement, exam hall preparation etc)





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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## Pre-Examination Work:

- Filling Examination form for eligible students as per University Schedule.
- Display the schedule on the College Notice Board for Examination form. Accepting Exam form & Fees
- If Any Problem/issue Regarding the Examination form filling Communicate to University and solve the same.
- Collect all exam forms and Scrutiny all exam forms, inward and Pay fees by Challan to University.
- After Paying Challan to University College Download Hall Ticket, Name List & Summary from University Portal and Distribution Name list & Summary to Department.

## University Oral/Practical/Termwork/Project/Seminar:-

- University Display the Schedule/slot for conduction of Oral/Practical/Termwork/Project/Seminar. College examination office Conducts the Meeting with Exam Coordinators / HOD for information and Guideline.
- Appointment of Heads for Department for mark entry on the University portal. Further Heads will Appoint Internal Examiners as per availability and need.
- Ensures OR/PR as per University Schedule.
- Examination cell will take follow up of Mark Entry with the department as per schedule
- Collection of All OR/PR Marks Copies from Internal Examiner form office record along with Undertaking.

## \*\*Theory Examination (INSEM & End SEM)

College Correspondence Related Exam Stationary with University and collect the Exam Stationery from University and Preserve it College Exam Control Room before the starting examination.

- College Display of Time Table for University Examination ( INSEM and End SEM)
- Appointment of Jr. Supervisor, Int. Sr. Supervisor and Supporting Staff For Exam.
- Block Wise Seating Arrangement of Students as per Strength.
- Printing Question Papers from Portal of University and distribution to Block
- Collection of Answer Paper, Packing and Dispatch to CAP Center as per University Guidelines.
- Submission of Examiners list to CAP Center for Paper Checking

## \*\*Post Examination Work

- Preparation of Remuneration Bill of all Concern Staff Related with Exam Work.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



*SNJB's Late Sau Kantabai Bhavarlalji Jain College of Engineering, Chandwad | HR Manual*

- Audit of Examination Remuneration Bill and Submit to the University.
- Download Result Gazette from University Portal and distribute to all Head of Department
- Collection of Mark List from University and distributed to the Concern Department.
- Conduct Convocation Ceremony for Final Year Completed Student

### **23. Alumni Coordinator**

- Managing and monitoring of alumni database, website, social network, documentation and chapter meetings
- Monitoring the status of Action Items and ensuring them to closure Organizing alumni meeting yearly once at the college campus
- Organizing alumni office bearers meeting at least once in a year at college campus  
Organizing chapter alumni meeting at different locations
- Preparing minutes for meeting of alumni related meetings and track actions to closure  
Communication of various accomplishments and events to alumni through mail Sending college newsletter to alumni on regular basis
- Preparing and sending alumni newsletters and proceedings to stakeholders
- Regular Audit of Alumni Association

### **24. Training and Placement Officer (TPO)**

- Identification of eligible/interested students for campus placement.
- Maintaining student databases and sharing the same based on eligibility to companies. Dividing the eligible students into subgroups based on their skill as Service, IT Product and Engineering Core company potential students.
- Organizing Aptitude, Verbal, Soft skill and Technical training for eligible students in association with the department.
- Reviewing students' performance on pre-placement training and plan for improvement through re-training.
- Work with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
- Organizing parents meeting in association with the department once in a year to explain the placement process and corporate expectations.
- Maintain and update database of potential recruiters and follow up with them on periodic basis
- Interacting with prospective employers to determine corporate requirements, plan and provide company specific training.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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- Interacting with the Past Recruiters and alumni for date of joining for selected students and recruitment.
- Organizing on-campus and off-campus interviews of the eligible students for providing suitable jobs.
- Coordinating all the activities related to Placement process such as Pre-placement talk, Online Tests, GD and Interviews.
- Assist students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- Collecting and analyzing employer feedback forms.
- Sharing the employer feedback with the department for enhancing the employability skills.
- Propose annual T & P budget
- Prepare an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
- Compile and maintain a data bank on student profiles and (video) resumes along with their photographs.
- Prepare a placement brochure having all the student profiles.
- Undertake a rigorous placement campaign.
- Empower students with life-long career decision-making skills.
- Up gradation of the students' skill sets commensurate with the expectations of the industry.
- Generation of awareness in the students regarding future career options available to them.
- Keep track of all the advertisements related to placements appropriate to the profiles of aspirants.
- Arrange to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
- Provide information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Deans, Registrar, CEO, Principal, and students.
- Place request for resources required well in advance and coordinates with the concerned and ensures availability of the same
- Send hard copies of all appointment orders of students recruited to the concerned HoDs.

## **25. Technical Club Coordinator**

- Planning technical club activities including seminars, workshops and symposiums for the semester in discussion with departments







# SNJB's Late Sau. KBJ College of Engineering Chandwad



## CODE OF CONDUCT AND SERVICE RULES



Shri Neminath Jain Brahmacharyashram  
**Late Sau. Kantabai Bhavrlalji Jain**  
**College of Engineering**  
Jain Gurukul, Neminagar, At Post Taluka Chandwad.  
Dist . Nashik – 423101

Religious Jain Minority

**Code of conduct**  
**And**  
**Service Rules**





# SNJB's Late Sau. KBJ College of Engineering Chandwad



## PART - I SERVICE RULE

### CHAPTER 1: SERVICE RECORDS

#### 1.1. RECORDS OF SERVICE

1.1.1 A service book for keeping the record of service of staff shall be maintained by Estt. Sect. in respect of regular employee of the College.

1.1.2 Date of appointment, post, and salary, increment, disciplinary action etc. of an employee in his /her official position shall be recorded in this service book, and each entry must be attested by the Principal of the SNJB's Late Sau. K. B. Jain College of Engineering, Chandwad.

1.1.3 The staff member/concerned clerk assigned responsibility to maintain service books shall show the service book to each employee in the month of August/ September every year and the employee shall sign in the service book after verification.

1.1.4 Employee document i.e educational qualification, experience, appointment order, memo, appreciation letter, workshop/seminar/FDP certificates, etc. are included in personal file maintain by Estt. Sect.

#### 1.2. SERVICE CONDITIONS FOR THE STAFF:

1.2.1 Every member of the staff shall agree to abide by all the conditions herein stated in appointment order/ annexure and also such conditions as may be stipulated from time to time by the competent authority.

1.2.2 Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Management/Principal/Higher Authority or other officers under whom he/she 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 / her capacity as aforesaid.

1.2.3 Every member of the staff shall devote his / her whole time to the duties 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 Management/ Principal.

1.2.4 Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.





## SNJB's Late Sau. KBJ College of Engineering Chandwad



1.2.5 Any staff member, on appointment, except on contract or on purely temporary basis, shall be on probation for a period of two years if performance is satisfactory.

1.2.6 All the approved teaching staff shall be paid AICTE scale of pay and other allowances as per College norms. In addition, contribution shall be made by the management towards the employees' provident fund, at a fixed rate. Gratuity as per the Government of Maharashtra rules will be given to all eligible teaching and non-teaching staff as per rules prevailing from time to time.

Teaching staff members and supporting staff members should reach college well before the commencement of regular class hours/practical hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Class-IV employees should reach college 30 minutes before the scheduled time. They should clean laboratories and class room every day. Time for leaving college for Class-IV employee is 30 minutes later the scheduled time. Late-coming and early leaving the college will be dealt with separately by the competent authority as per the regulations in force.

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

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

1.2.10 No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.

1.2.11 The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

1.2.12 In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal/Designated Authority 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/Designated Authority.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



1.2.13 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.

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

1.2.15 Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college.

1.2.16 If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawing of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

1.2.17 Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned, library and central stores.

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

### 1.3 TERMINATION OF SERVICE

1.3.1 A member of the staff shall have his / her service terminated by giving one month notice or one-month gross salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months' notice or three months gross salary must be given.

1.3.2 The Management shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

- Serious misconduct and negligence of duty;
- Gross insubordination;
- Physical or mental unfitness; and
- Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.3.1 will not be applicable and the staff member will not be eligible for any terminal benefit.



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COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)



ESTD - 1928

# SNJB's Late Sau. KBJ College of Engineering Chandwad



## CHAPTER 2: METHOD OF RECRUITMENT

### 2.1 SCREENING

2.1.1 Recruitment of teaching staff be done through the selection committee constituted for the Minority Educational Institution. Being a Minority Educational Institution, the provisions regarding Roster and reservation policy are not applicable. The recruitment process be initiated by the institute only after understanding staff requirements from time to time.

2.1.2 Recruitment of adhoc faculty member is normally done once in a year during June/July.

2.1.3 Notification of vacancies in any cadre or category is not mandatory on the part of Minority Educational Institution.

2.1.4 Vacancies to be filled through Selection Committee approved for the minority educational institution. Publication of advertisement is not mandatory for MEI however the college may give an advertisement calling for more applications.

2.1.5 Screening of applications is done by the screening committee appointed by Principal.

2.1.6 Short listed candidates are informed through call letters and/or over telephones/mobile/e-mail by the office at least 07 days before actual date of interviews.

2.1.7 At times, Walk-in interviews can also be conducted for immediate postings

### 2.2 INTERVIEW

2.2.1 MEI Selection Committee be constituted as per the rights conferred under the Pune University Statue no. 439 for selection of candidates on adhoc/temporary / Regular posts.

2.2.2 Direct interview is conducted for senior posts.

### 2.3 PAY FIXATION

2.3.1 Pay for the candidates selected through Approved Selection Committee be fixed as per prevailing rules and regulations of Government of Maharashtra.

2.3.2 Pay for the selected candidates selected on temporary posts/adhoc posts is fixed by the selection committee as approved by the Governing Council of






# SNJB's Late Sau. KBJ College of Engineering Chandwad



the SNJB's Trust Board/ Prabandh Samiti for the respective post based upon the qualification and experience of the candidate.

2.3.2 Higher Pay Packages for exceptional and experienced candidates are fixed by the of the management of the Trust.



  
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COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)



# SNJB's Late Sau. KBJ College of Engineering Chandwad



## CHAPTER 3: LEAVE RULES

### 3.1. LEAVE RULES:

3.1.1 Leave shall not be claimed as a matter of right.

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

3.1.3 Leave application is to be submitted in advance and approval must be obtained prior to availing the leave.

3.1.4 In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 24 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

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

### 3.2. CASUAL LEAVE (CL):

3.2.1 All teaching staff members are eligible for 8 days of casual leave per year from 1st July to 30th June. All Non-teaching & supporting staff members are eligible for 8 days of casual leave per year from 1st July to 30th June.

3.2.2 Probation period staff members are allowed to take leave after completion of the respective months only.

3.2.3 At a time not more than 3 days casual leave including holidays shall be granted. Carryover of lapsed CL is not permissible.

3.2.4 Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.





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3.2.5 If the number of permissions for short absence exceeds twice in a month, it shall be considered as one-day CL.

### 3.3. VACATION

3.3.1 Vacation is applicable to only the members of the staff with eligible service.

3.3.2 The total number days of vacation shall be as per University rules from time to time. Vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.

3.3.3 A staff member becomes eligible for vacation only after rendering a continuous service of one full academic year as on 30th June i.e. from 1st July of a calendar year to 30th June of the following academic year.

3.3.4 However, in special/deserving cases, vacation can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.

3.3.5 Any unused part of vacation cannot be carried over to the next academic year.

3.3.6 While calculating the number of days of vacation, all intervening declared holidays and Sundays will be included.

### 3.4 EARNED LEAVE (EL)

3.4.1 The number of days of EL for eligible Staff is restricted to 30 days per year which should be availed within the corresponding years of service.

3.4.2 A staff member becomes eligible for EL only after rendering a continuous service of one full academic year as on 30th June i.e. from 1st July of a calendar year to 30th June of the following academic year.

3.4.3 However, in special / deserving cases, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.

3.4.4 In case a staff member, after availing EL as per para 3.4.3. does not complete the full term of 6 months or one semester, the leave availed will be







# SNJB's Late Sau. KBJ College of Engineering Chandwad



treated as Leave on without Pay (LWP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

3.4.5 If any staff member is prevented from availing EL in the interest of the college by the orders of the Principal/Designated Authority, equivalent compensation shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority.

3.4.6 Any unused part of EL above 300 days cannot be carried over to the next academic year.

3.4.7 While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

### 3.5 LEAVE WITHOUT PAY :

3.5.1 Any Leave availed in excess of the prescribed limit shall be deemed to be Leave Without Pay (LWP)

3.5.2 If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LWP. Such absence will also be considered as a Break-in Service.

3.5.3 Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LWP. Such absence will also be considered as a Break-in-Service.

3.5.4 Two such breaks in service within a period of one year will make the staff member ineligible for annual increment in pay and also for availing vacation / earned leave in the semester in which the second break in service occurs.

### 3.6. MATERNITY LEAVE RULES

3.6.1 A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 90 (Ninety Days), subject to prior approval of the Principal / Designated Authority.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



3.6.2. In addition to the above, a maximum of 60 days can be availed as Maternity Leave in lieu of other leave at credit. In the absence of leave at credit, it will be considered as Leave without Pay (LWP).

3.6.3 Any additional leave beyond the above will be reckoned as leave on LWP.

3.6.4. An employee can avail long leave only on Three (3) occasions in her entire service period.

3.6.5 The ML sanctioned shall be availed on a continuous basis and cannot be availed in installments.

3.6.6 The decision of the Principal/Designated Authority will be final in sanctioning of ML.

3.6.7 Employees are advised to contact the officer incharge to know the leave record and then apply for leave.

### 3.7. OUT-STATION DUTY (OD)/ DUTY LEAVE (DL) :

3.7.1 OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than Pune University, OD will not be granted.

3.7.2 Number of days on OD for Exam duty is limited to 16 for a year at the rate of 8 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff. However, in the case of duty assigned by the administration the limitation of 16 days will not be applicable.

3.7.3 In addition to the above a faculty member is eligible for 12 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation.

3.7.4 The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

### 3.8. UNIVERSITY DUTY LEAVE (UDL) :

3.8.1 UDL will be granted when staff members are required to go out for examination work for Universities, other University Work, etc. as approved by the Principal / Designated Authority.

3.8.2 Number of days on UDL for Exam duty is limited to 16 for a year at the rate of 8 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff. However, in the case of duty assigned by the administration the limitation of 16 days will not be applicable.

3.8.3 In addition to the above a faculty member is eligible for 12 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation.

3.8.4 The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.



  
**PRINCIPAL**  
SNJB'S LATE SAU. KANTARAI BHAVARLALJI MAIN  
COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)



ESTD - 1928

# SNJB's Late Sau. KBJ College of Engineering Chandwad



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- o Where required, plan for the financial budget for the technical club activities, in line with the departments
- o Publishing the schedule for the technical club activities
- o Ensuring that the scheduled activities are carried out
- o Submitting the consolidated report along with photographs to management on a weekly basis
- o Ensuring that the departments publish IEEE Newsletter in coordination with the professional bodies they have collaboration with.

## **26. General Club Coordinator**

**Planning general club activities including seminars and contests for the semester in discussion with various club coordinators**

- Where required, plan for the financial budget for the general club activities, in line with the activities planned by the clubs
- Publishing the consolidated schedule for the club activities
- Conducting monthly reviews to ensure that the scheduled activities are carried out
- Submitting the consolidated report along with photographs and supporting documents to management on monthly basis

## **27. IQAC Coordinator**

- To coordinate the dissemination of information on various quality parameters of higher education
- To coordinate the documentation of the various programmes / activities leading to quality improvement
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of the IQAC committee.

## **28. NAAC / NBA Coordinator**

- Conduct of NAAC/NBA awareness sessions for faculties
- Preparing NAAC/NBA report
- Applying for NAAC/NBA
- Meeting NAAC/NBA requirements
- Getting NAAC/NBA visits





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## **29. Discipline Coordinator**

- Providing academic leadership in the discipline, including advising junior colleagues in the context of promotion and promoting colleagues' research opportunities.
- Having responsibility for the oversight of standards pertaining to the discipline, and (with Head of School) the preservation of disciplinary integrity.
- Briefing the Head of School on any matters relating to the welfare of the discipline in College.
- Participating on nominating committees and advising the Head of School on recruitment of part-time staff in the discipline, as appropriate.
- Being a member of Executive Committee of the School and (where one exists) the Research Committee
- Contributing to policy formation and strategic planning.
- Determining, with disciplinary colleagues, content and curriculum of major courses, e.g. Moderatorships or half-Moderatorships; liaising with course directors of interdisciplinary courses or taught postgraduate courses.
- Chairing meetings of the discipline.
- Proposing to the Director of Teaching and Learning (Undergraduate) the distribution of teaching for staff in the discipline.
- Representing, or nominating a representative of, the discipline on cross-School committees, e.g. Two-subject Moderatorship.
- Recommending to the Senior Lecturer the admission of non-standard students to the discipline.
- Advising the Director(s) of Postgraduate Studies / Research as appropriate on the assignment of research supervisors; advising on choice of examiners and all discipline-specific research issues within the School.
- Participating in quality reviews.
- Dealing with professional/accreditation issues affecting the discipline.

## **30. Grievances Committee**

- The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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- In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the principal@snjb.org or officer in-charge of Students' Grievance Cell.
- The cases will be attended promptly on receipt of written grievances from the students. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give a report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

### **31. Academic Event Coordinator**

- Plan the academic events for the upcoming semester (it is expected that at least one event should be arranged for SE, TE, and BE per month)
- Sanctioned it from the HOD, Principal and Management
- Prepare the invitation letter for the event execute
- Sanctioned it from Event Coordinator / HOD / Principal
- Send the hard copy by post and soft copy (i.e. scanned copy) by email
- Confirm the same thru phone
- Once the date is decided then convey the same to student by Circular / Notice Board
- Make the arrangement of the Food and Accommodation by sending the letter to the Administrative Officer thru Principal (if necessary)
- Take the permission for the Venue and Schedule of the Event from the HOD / Principal
- Make the arrangement of the Audio, Video System (if essential)
- Make the arrangement of the Chairs, Tables, Table Clothes, Water Bottle, and Glasses etc.
- Make the arrangement of the Bookie, Flowers and the necessary goods for the Saraswati Pooja
- Call the Photographer for the Program
- Prepare the Invitation Card (should include the Venue of the Event) and detailed Schedule for the Event which should include
- Pray to God by Lightning of the Lamp
- Introduce the Theme of the Event (may take the help of Documentary)





# SNJB's Late Sau. KBJ College of Engineering Chandwad



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- Introduce the Guests and felicitate them (Normally flash the Photo and Bio-data of the Guest on LCD / DLP Projector)
- HOD/Principal may Address to the Students (may brief the Objective of the Event)
- Speech of the invited Guests
- Vote of thanks
- Finally starting of the Event (may be after brake)
- Invite the Principal, All Heads, And all the relevant staff for the Event
- Can invite the special invitee like Alumni, Industry Fellow, or any dynamic personality
- Also take the attendance and Student Feedback for the Event
- Convey the Generator Expert / Electrical department for the uninterrupted power supply for the event (if essential)
- Finally, make the provision of the Letter of Appreciation as per format enclosed
- Also make provision of the Remuneration/token of love for the Guest from the Account Section.
- Submit and sanction all the relevant bills to account section
- Add the entry of event in the form of the short Presentation for the future use
- Paper news
- Publicity on Social Sites like facebook, whats app....College Site, Department' Blog, Blog of Event Coordinator.
- Communication to the Experts by sending Snaps by Email.



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COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)

48



## CHAPTER 4: MEDICAL FACILITIES

4.1 The SNJB Trust having K. B. Abad Homocopathic Medical College & R. P. Chordiya Hospital is having liaison with near to college in same campus. In case of emergency Medical Assistance required by teaching staff, supporting staff or student of college during office hours of college, necessary medical care is taken by Doctors. Doctors take care of the students and staff for minor ailments.

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SNJB'S LATE SAU. KANTABAI BHAVARLALJI JAIN  
COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)





# SNJB's Late Sau. KBJ College of Engineering Chandwad



## CHAPTER 5: CONDUCT & DISCIPLINE

### 5.1 CONDUCT

5.1.1 Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

5.1.2 Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

5.1.3 Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

5.1.4 Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.

5.1.5 No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.

5.1.6 No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

5.1.7 No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.

5.1.8 An employee of the College shall strictly abide by any law relating to intoxicating drink or drug for 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 and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

5.1.9 Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's 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.

5.1.10 An employee of the College shall not, without the prior permission of the Principal/Competent Authority, engage in any trade or business or







# SNJB's Late Sau. KBJ College of Engineering Chandwad



Adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

5.1.11 No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Principal/Competent Authority.

5.1.12 Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

5.1.13 Employee of the College shall use social media responsibly i.e. Facebook, Whatsup, Twiter, mail, etc.

## 5.2. DISCIPLINE

5.2.1 The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

5.2.2 An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.

5.2.3 An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

## CHAPTER 6: ANNUAL CONFIDENTIAL REPORT

6.1 All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.

6.2 The format of Confidential Report for the teaching & Non-teaching staff is given in Annexure I.

6.3 The Head of the Department/Sect. Head/Institution shall write confidential report for all staff members of his/her department and submit to the Principal/Competent Authority. This document will be part of personal file of that employee and should be kept confidential by staff members.



**PRINCIPAL**  
SNJB'S LATE SAU. KANTABAI BHAVARLALJI JAIN  
COLLEGE OF ENGINEERING  
NEEMINAGAR, CHANDWAD-423101 (NASHIK)



# SNJB's Late Sau. KBJ College of Engineering Chandwad



6.4 Annual Increment & Promotion will consider on the basis of C.R. Confidential Report.

6.5 Negative feedback of faculty/staff will communicated to concern faculty/staff by Principal / HOD / /Estt. Section.

6.6 Staff should improve them self after received negative feedback and submit the report to competent authority.

## CHAPTER 7: APPEALS AND REVIEW

7.1 The staff members of the College are welcome to submit their appeals or grievances if any to the Principal / ICC / Competent Authority for review and Redress through proper channel.

  
PRINCIPAL  
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COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)





# SNJB's Late Sau. KBJ College of Engineering Chandwad



## PART – II THE DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY

### CHAPTER 8: GENERAL

8.1 The Faculty Member should come to the college at least 15 minutes before the commencement of classes/practical and should leave the college not earlier than 15 minutes after the end of the last hour.

8.2 All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

8.3 The work load of all the staff shall be fixed by the management. The work load of the teacher should be as per University / AICTE norms prevailing from time to time. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

8.4 Faculty Members are expected to update their knowledge by attending seminars/workshops/ conference, after obtaining necessary permission from the Principal/Management.

8.5 Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

8.6 The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

8.7 Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.



  
PRINCIPAL  
SNJB'S LATE SAU. KANTARAI BHAVARLALJI JAIN  
COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)



# SNJB's Late Sau. KBJ College of Engineering Chandwad



## CHAPTER 9: DEPARTMENT

9.1 The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

9.2 The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.

9.3 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

9.4 Every Faculty Member must give seminar on some topic at least once in each semester to other faculty members.

9.5 Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Attendance Register maintained in the Department as soon as the classes/laboratory hours are over. ERP Attendance Record be maintained.

9.6 Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

9.7 The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

9.8 The Faculty Advisor must update the student's personal file/record with him regularly and put up for inspection by HOD/Principal as the case may be.

## CHAPTER 10: CLASS ROOM TEACHING

10.1 Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

10.2 The Faculty Member should get the lesson plan and course file - approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.



  
PRINCIPAL  
SNJB'S LATE SAU. KANTARAI BHAVARLAL  
COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (Nashik)



ESTD - 1928

## SNJB's Late Sau. KBJ College of Engineering Chandwad



10.3 The Faculty Member's Diary/ Calendar must be regularly updated and put up for inspection by HOD/Principal as the case may be.

10.4 The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

10.5 The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

10.6 The Faculty Member should engage the full 60 minutes and should not leave the class early.

10.7 The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 50 minutes and in the last 3 minutes conclude and say what we will see in the next class.

10.8 The Faculty of Member should be presentable in the lecture.

10.9 Should practice/rehearse the lecture well before going to the class.

10.10 The Faculty Member should make use of Power Point Presentation, Models etc., as teaching aids.

10.11 The Faculty Member should encourage students asking doubts / questions.

10.12 The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.

10.13 The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

10.14 In problem oriented subject, regular tutorials have to be conducted. The Tutorial/practical problems have to be handed over to the students at least in week in advance of actual class.

10.15 The Faculty Member shall give possible 2-mark questions with answers for each unit.

10.16 The Faculty Member should sign in the class log book every day after he/she finishes the lecture.

10.17 The Faculty Member should interact with the class coordinator or counsellor/mentor and inform him / her about the habitual absentees, academically backward student, objectionable behaviour etc.





ESTD - 1928

# SNJB's Late Sau. KBJ College of Engineering Chandwad



10.18 The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.

10.19 The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

10.20 The Faculty Member should make himself/ herself available for doubt clearance.

10.21 The Faculty Member should motivate the students and bring out the creativity / originality in the students.

10.22 As soon as the Faculty Member enters the class, he/she should take attendance. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.

10.23 The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

## CHAPTER 11: LABORATORY

11.1 The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

11.2 Whenever possible, additional experiments to clarify or enlighten the students must be given.

11.3 The lab observations/records must be corrected then and there or at least by next class.

## CHAPTER 12: TEST/EXAMINATION

12.1 While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

12.2 During invigilation, the Faculty Member should be continuously moving around. He/she should not sit in a place for a prolonged time. He/she should watch closely so that nobody does any malpractice in the exam/test/practical etc.

12.3 Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the College Exam Officer, HOD, Principal.

12.4 The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.



PRINCIPAL

SNJB'S LATE SAU, KANTABAI BHAVARLALJI JAIN  
COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-423101 (NASHIK)



# SNJB's Late Sau. KBJ College of Engineering Chandwad



## PART – III TRAVELLING EXPENSES

### CHAPTER 13:

13.1 All members of the staff are eligible for reimbursement of travelling expenses, when deputed on official duty as per the order of the Principal.

13.2 The TA/DA eligible for various categories will be as per prevailing norms of the Savitribai Phule Pune University.

13.3 Faculty members/supporting staff accompanying students during the educational tour are eligible to get actual expenses of travel/stay and food. Prior approval of Principal/Competent Authority is necessary to get reimbursement against the submission of actual bills paid during educational tour.

13.4 Travel shall always be made only on the shortest route.

13.5 Travel claim/ settlement shall be made within 5 days after completion of travel.

13.6 If the cancellation is made by the staff, the advance drawn if any should be immediately refunded within one day.

13.7 DA shall be calculated as per prevailing norms wherever permissible. No DA shall be paid for period less than 5hrs.

13.8 Expenditure towards local travel, telephones, porter charges etc. if any, shall be reimbursed at actual on producing of the bills/vouchers. (If bills are not available )

13.9 Any other expenditure involved shall be reimbursed subject to eligibility and approval by the management.

(Details of TA/ DA is attached in Annexure – II)

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# SNJB's Late Sau. KBJ College of Engineering Chandwad



## PART – IV PAY SCALES

Pay scales as per University/ DTE /AICTE norms shall be applicable as approved by the management.

Following acts and statutes are adopted as guidelines for procedures, recruitment, promotional policies, Code of Conduct etc. :

- Statutes framed under section 429 of the Savitribai Phule Pune University Act, 1994.
- Maharashtra Public Universities Act, 2016
- AICTE Norms
- National Commission for Minority Educational Institutions Rules, 2005
- The Maharashtra Civil Services Rules, 1981
- Statutes, Ordinances, Regulations made there under from time to time and Rules of the University
- On the basis of the above, rules made by S.N.J.B Trust / Prabandh Samiti .

### Promotional Policies:

#### For Faculty :

- Career Advancement Scheme implemented strictly in accordance with AICTE Rules.
- Higher posts such as Professor, Associate Professor, are offered through selection procedure.

#### For Non-Teaching Staff :

- Time bound promotions to Non-Teaching staff : The staff who have completed 12 years of continuous service and having good performance are placed in higher pay scale.
- Promotion to higher post through selection procedure & Performance.



  
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# SNJB's Late Sau. K. B. Jain College of Engineering Chandwad



## SNJB's Late Sau. K. B. Jain College of Engineering, Chandwad

Date: 02/05/2019

### CONSULTANCY POLICY

This policy is intended to provide guideline as well as framework for the consultancy assignment being undertaken by faculty member(s) of SNJB COE Chandwad.

#### CONCEPT OF CONSULTANCY

Consultancy is an activity performed by faculty members of SNJB COE in order to provide solution(s) to the problem(s) faced by Industry or other educational organization(s) and generating monetary revenue from it.

#### BENEFITS OF CONSULTANCY FOR STAKEHOLDERS

##### A. INSTITUTE

1. Institute is able to generate revenue in monetary terms.
2. Utilization of laboratory / equipment / instrument of the institute are improved.
3. Improved credibility of the institute among industrial community.
4. Essential aspect of evaluation during accreditation process.

##### B. FACULTY

1. Increased interaction with relevant industry and personnel.
2. Updating the domain knowledge.
3. Improvement in application based teaching and hence, the teaching skill.
4. Revenue generation in monetary terms.

##### C. STUDENTS

1. Good opportunity to learn about current working practices in industry.
2. Opportunity to work on live project for improvement / benefit of industry.
3. Opportunity to handle and use high quality instrumentation to record practical field observations.
4. Opportunity to learn data analysis and reporting methods necessary for industry.

#### SCOPE OF CONSULTANCY

Faculty members are encouraged to provide consultancy in an area of their expertise. The scope of consultancy will vary depending upon the nature of services required by the client organization.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



To simplify the concept, different categories of consultancy are decided as follows.

## 1. In-house Consultancy

1. This consultancy service will be provided within the scope of SNJB COE campus only.
2. Faculty needs to make sure that his / her academic load has been adjusted properly and compensated later on for this consultancy assignment.
3. This being in-house consultancy, Office Duty (OD) leaves is not required for the faculty.
4. Faculty should maintain documented information with necessary details.
5. SNJB COE will make certain that measuring instruments have been maintained properly to ensure the correctness of the results obtained from them.

## 2. Field Work Consultancy

1. This shall include scientific, technical or other professional recommendations provided to a client on the basis of practical knowledge, expertise and experience of individual faculty.
2. It can also be rendered by a team of such faculties.
3. This consultancy service will be provided in the field or industry, outside the scope of SNJB COE campus.
4. The institute, SNJB COE, shall provide Office Duty (OD) leave(s) to faculty engaged in such kind of consultancy.
5. The faculty has to make sure that his/her academic responsibility with respect to conduction of appropriate number of lectures and practical sessions do not get affected because of consultancy project.
6. To ensure this, faculty can adopt following methods:-
  - a. Conducting the lectures / practical sessions with an advance schedule prior to consultancy project period with the help of suitable adjustment with other faculty members.
  - b. Conducting the lectures / practical sessions after completing the consultancy assignment in progress with the help of suitable adjustment with other faculty members.
  - c. Conducting the lecture sessions on Sundays / public holidays, as found suitable.
7. Faculty should maintain documented information with necessary details.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



### 3. Laboratory practicals consultancy

1. This shall include services provided by SNJB COE to other educational institutes.
2. Objective of this type of consultancy is to help other educational institutes to conduct required set of practicals using SNJB COE equipments / labs.
3. SNJB COE shall decide the charges for such practicals conduction on a case to case basis, depending upon
  - a. Type of practicals to be performed (Study practicals, experimental / computational)
  - b. Resources required (petrol, diesel, electricity, electronic circuits, specialized equipments of high cost)
  - c. No. of students per batch
  - d. No. of practicals to be performed.
  - e. Duration of individual / complete practical session.
  - f. Provision for food and accommodation of students and faculties from client institution.
4. Roles and responsibilities of each participant in this type of consultancy shall be defined properly.

### 4. Training to Industry / other educational institute

1. This type of consultancy service shall involve training given by SNJB COE faculty to persons in industry or other educational institute in
  - a. The area of expertise of faculty or
  - b. The domain required by client
2. Faculty shall design the necessary aspects/contents of such a training course.
3. Faculty shall prepare the necessary study material for such a training course.
4. SNJB COE may or may not charge for the study material separately.
5. The number of days required to complete this consultancy service shall be finalized based upon
  - a. Extent of training required client (e.g. only theoretical or combination of theoretical and practical session.)
  - b. Location of conducting such training (SNJB COE or client organization).
6. Faculty shall discuss the necessary resources to be allocated by SNJB COE for such training.
7. Faculty shall maintain necessary documentation for this consultancy service.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



## 5. Manufacturing / fabrication consultancy

1. This type of consultancy service shall include design /development /manufacturing /fabrication or all of these for the client organization.
2. Faculty shall take necessary steps to ensure proper understanding of client requirements with regards to proper functioning of the manufactured product.
3. Faculty shall maintain necessary documentation for this consultancy service.
4. The number of days required to complete this consultancy service shall be finalized after discussion between client, faculty and governing council of SNJB COE.
5. Faculty shall discuss the necessary resources to be allocated by SNJB COE for such consultancy service.

## GENERAL CONDITIONS

1. Total number of days to be dedicated by faculty for consultancy work shall be **60 days per year**.
2. This number can be revised after discussion with governing council of SNJB COE, depending on
  - a. Scale and complexity of the consultancy service needed.
  - b. *Criticality* of the consultancy service for the client.
  - c. Other requirements / constraints from client organization's perspective such as scheduled shutdown, stringent project timetable, availability of resources (man, machine, material etc.)
  - d. Time of the year when consultancy service is required.
  - e. Flexibility to cope up the consultancy service tenure with academic schedule.
3. Information regarding consultancy services provided by SNJB COE shall be communicated to management body members at least once in a 6 month period and their suggestions shall be taken.
4. The governing council of SNJB COE will ensure that consultancy services are not limited to particular person(s) / team(s). Hence, the necessary laboratories / equipments / instruments, which are property of SNJB COE, shall be made available to faculties interested in delivering consultancy services and generating the revenue, upon prior request through application.
5. The terms of payments for consultancy services provided shall be negotiated between SNJB COE and client organization on a case to case basis.





# SNJB's Late Sau. KBJ College of Engineering Chandwad



6. Travelling requirements of faculty to locations out of the scope of SNJB COE campus should be communicated to higher authorities in advance.
7. It is expected that approvals required for travelling of faculty to locations out of the scope of SNJB COE campus should be given within two working days. This is necessary to ensure that commitments made to client by SNJB COE and consultant faculty are honored.
8. In case of *emergency requirement by the client*, immediate intimation and subsequent sanction can be considered as acceptable.

## DISTRIBUTION OF CONSULTANCY INCOME

The income generated through consultancy service will be shared in the proportion as indicated in following table, after deduction of Taxes (if any), TA, DA and accommodation requirements of faculty during the tenure of this consultancy.

| Type of consultancy                                   | Stakeholders |           |      |                  |
|---|--------------|-----------|------|------------------|
|   | Institute    | Principal | HOD  | Consultancy team |
| Within SNJB with Institute infra & Equipments         |              |           |      |                  |
| 1. In-house consultancy                               | 40%          | 5%        | 5%   | 50%              |
| 2. Training to industry / other institution           |              |           |      |                  |
| Field Work Consultancy (without institute equipments) | 5%           | 2.5%      | 2.5% | 90%              |
| Field Work Consultancy (with institute equipments)    | 20%          | 2.5%      | 2.5% | 75%              |
| Lab practical consultancy                             | 50%          | 2.5%      | 2.5% | 45%              |
| Manufacturing/fabrication consultancy                 | 30%          | 2.5%      | 2.5% | 65%              |

- After completion of consultancy work, concerned department head will provide details regarding distribution of amount for consultancy team.



  
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# SNJB's Late Sau. K.B. Jain College of Engineering Chandwad



## Research Policy of SNJB Late Sau. K. B. Jain College of Engineering, Chandwad

Date: 19<sup>th</sup> Dec. 2017

A meeting with research coordinators and head of departments is held on Wednesday 8<sup>th</sup> March 2018 and following points were discussed.

1. Research Area
2. Research grant from Institute
3. Professional Membership
4. Foreign technical tour
5. Permission for STTPs/FDPs
6. Permission for Conference
7. Assistance for paper publication
8. Fund for awarded project
9. Project useful for College
10. Promotion for research activities
11. NPTEL and GATE Exams

Discussion with respected attendees is resulted into following conclusions

1. Faculty members are advised to identify area of research. Members interested to peruse Ph.D should identify area of research and start working and uncover opportunity available within SPPU, AICTE and other funding agencies. Faculty with Ph. D degree should extend his/her research work with junior faculty.
2. Rs. 2 Lac is allotted to each department as research grant by honorable Management and respected Principal. This amount can be used for research activities of staff and students in the respective department.
3. The financial assistance for Foreign technical tour of the faculty cannot be provided at this juncture and its issue will be discussed with honorable management in future for design of policy.
4. The UGC approved teaching faculty members will be allowed to attend STTPs, and FDPs, College will bear registration fee and travelling expenses maximum upto Rs. 10000/- (Rupees Ten thousand only) per faculty per academic year. Faculty should take care of academic before proceeding for such program.
5. In view to promote patent award, Institute will bear expenses of IPR of faculties, providing that Institute name must be provided with Faculty, while filing the IPR





ESTD - 1928

## SNJB's Late Sau. KBJ College of Engineering Chandwad



application. The 50% financial assistance will be provided while filing of very first patent and remaining 50% amount will be reimbursed after award of the patent. If patent is marketable, then its 5% royalty of total income from patent must be shared with Institute.

6. If students and faculty file a IPR jointly, then faculty share will be borne by Institute after production of proof of publication.
7. If students project and/or paper wins any prize within inter university, Avishkar, Hackathon etc, they will be given one way travelling expenses and registration fee on production of their proof.
8. If students developed a project that is useful for any laboratory of college, then its actual expenditure will be borne by Institute on production of bills. For such projects, the fund can be utilized from the departmental research budget.
9. If teaching faculty publishes a paper in renowned journals and stating name of Institute as association, then maximum financial assistance of Rs. 2500 will be provided per person per Academic year.
10. The financial assistance will be provided for attending/publication of paper in a conference(s). This assistance will be provided to first author only and maximum amount of Rs. 10000/- (Rupees Ten thousand only) against registration, travelling and accommodation.
11. If student or staff qualifies NPTEL examination with **elite gold grade**, then institute will honor him with an amount equivalent to registration fee as appreciation.
12. If a student qualifies GATE examination with an eligibility for ME/M.Tech admission, then institute will honor him with an amount equivalent to registration fee as appreciation.
13. If a faculty attends FDP/workshop related with curriculum design/implementation, then Institute will provide him 100% financial assistance of TA/DA and course fee, if any.
14. In order to promote professional membership, Institute should allow for two life membership with financial assistance of 100 % membership fee.



  
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# SNJB's Late Sau. K. B. Jain College of Engineering Chandwad



## Second Revised Research Policy of SNJB Late Sau. K. B. Jain CoE, Chandwad

Date: 9<sup>th</sup> Aug. 2018

A meeting with research coordinators and head of departments is held on Wednesday 8<sup>th</sup> March 2018 and with Principal on 9<sup>th</sup> Aug. 2018. The research policy is proposed.

1. Faculty members are advised to identify area of research. Members interested to peruse Ph.D should identify area of research and start working and uncover opportunity available within SPPU, AICTE and other funding agencies. Faculty with Ph. D degree should extend his/her research work with junior faculties.
2. Rs. 1 Lac is allotted to each department as research grant by honorable Management and respected Principal. This amount can be used for research activities of staff and students in the respective department.
3. The financial assistance of ` 10000/- (Rupees Ten thousands only) for Foreign technical tour can be provided to a faculty, if he takes prior permission of honorable management through Principal.
4. The UGC approved teaching faculty members will be allowed to attend STTPs, and FDPs, College will bear registration fee and travelling expenses maximum upto ` 10000/- (Rupees Ten thousand only) per faculty per academic year. But he can avail assistance of maximum amount of ` 5000/- only for a program. Faculty should take care of academic before proceeding for such program(s).
5. In view to promote patent award, Institute will bear expenses of IPR of faculties, providing that Institute name must be provided with Faculty, while filing the IPR application. The 50% financial assistance will be provided to a faculty, who is filing very first patent in the department. He has to apply through Dean R&D. He will get remaining 50% amount after award of the patent and submission of proof to Dean R&D. If patent is marketable, then its 5% royalty of total income from patent must be shared with Institute. From *second patent application onward* in the department, the faculty will receive 10% of application fees as an advance and remaining amount will be reimbursed by Institute after award of patent to the faculty as incentive and submission of proof to Dean R&D.
6. If students and faculty file a IPR jointly, then faculty share will be borne by Institute after production of proof of award of patent. For such case, the faculty can also avail as an advance of 10% of his fee share from the Institute after producing proof of application to Dean R&D..
7. If students project and/or paper wins any prize(s) in competition organized by college(s), university, Avishkar, Hackathon etc, they will be given full travelling expenses and registration fee on production of their proof.







ESTD - 1928

## SNJB's Late Sau. KBJ College of Engineering Chandwad



8. If students developed a project that is useful for any laboratory of college, then its actual expenditure will be borne by Institute on production of bills. For such projects, the fund can be utilized from the departmental research budget. Such application through department head must be submitted and seek sanction from Principal at the commencement of academic year.
9. If teaching faculty publishes a paper in UGC approved journals and stating name of Institute as association, then maximum financial assistance of Rs. 2500 will be provided per person per Academic year. The faculty must submit his application through Dean R&D and get prior permission.
10. The financial assistance will be provided for attending/publication of paper in a conference(s). This assistance will be limited to first author only and maximum amount of ` 5000/- (Rupees Five thousand only) against registration only, if he takes prior permission of the Principal through Dean R&D.
11. If student or staff qualifies NPTEL examination with **elite gold grade**, then institute will honor him with an amount equivalent to registration fee as appreciation.
12. If a student qualifies GATE/CAT/CET examination for admission in post graduation, then he will receive 50% of amount of his registration fee. If his name stands in list of first 100 candidates of his branch, then institute will honor him with an amount `5000/- as appreciation.
13. If a faculty attends FDP/workshop related with curriculum design/implementation, then Institute will provide him 100% financial assistance of TA/DA and course fee, if any.
14. In order to promote professional membership, Institute should allow for two life membership with financial assistance of 25 % membership fee.

Above norms and policies can be revised whenever required in meeting with all HoDs, and Principal and consultation with Honourable Management.

  
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NEELNAGAR, CHANDWAD-423101 (NASHIK)





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## **DEPLOYMENT OF STRATEGIC PLAN**

### **Strategic Goals(2019-24)**

1. Effective Teaching Learning Process
2. Internal Quality Assessment Systems
3. Effective governance
4. Student Support and overall development
5. Escalating Placements
6. Best Practices
7. Financial Planning and Management
8. Alumni interaction
9. Research and Extension



# SNJB's Late Sau. KBJ College of Engineering Chandwad



SNJB's Late Sau. K. B. Jain college of Engineering, Chandwad , Maharashtra

Institutional Perspective Plan / Strategic Goals 2019-2024

### Institutional Strategic Goals:

1. Effective teaching learning processes
2. Internal Quality Assessment Systems
3. Effective governance and management
4. Effective student support and Student overall development through participation
5. Best practices
6. Escalating placement
7. Financial planning and management
8. Alumni Interaction
9. Research and Extension

### Perspective Planning / Strategic Planning

| Perspective Plan/ Strategic Goals:    | Deployment   |
|---------------------------------------|--|
| Effective teaching learning processes | <ul style="list-style-type: none"><li>● Academic planning</li><li>● Use of e-learning resources</li><li>● Mission Practical approach</li><li>● Provide mentoring and individual support</li><li>● Follow the transparent feedback system</li><li>● Student performance improvement through workshops and seminar</li></ul> |
| Internal Quality Assessment Systems   | <ul style="list-style-type: none"><li>● IQAC develop , maintain and update the quality policies</li></ul>  |





ESTD - 1928

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|   |   |
|---|---|
|   | <ul style="list-style-type: none"><li>● Internal academic audit is conducted to check the effectiveness of academic activities.</li><li>● External Academic audit</li></ul>   |
| Effective governance and management   | <ul style="list-style-type: none"><li>● To review the smooth running of the administrative activities of the college,</li><li>● Submitted approval of new program from A.Y. 2020 that is AIDS program</li><li>● To review the examination result of all program, result analysis and their improvement strategies</li><li>● To review the budget allocation for different purposes and their expenditures etc.</li><li>● To review the placement activities</li><li>● To provide support for conducting all kind of activities - ,Co-curricular and Extra curricular</li><li>● Institutional strategic goal setting</li></ul> |
| Effective student support and Student overall development through participation | <ul style="list-style-type: none"><li>● Student mentoring system</li><li>● Financial support to student for project competition and different national level competitions</li><li>● Students Training and Placement activities</li><li>● Active student department</li></ul>  |





## SNJB's Late Sau. KBJ College of Engineering Chandwad



|                                   |  |
|-----------------------------------|--|
|                                   | <p>association</p> <ul style="list-style-type: none"><li>● Students representation in various committee and cell</li><li>● Participation in competitions</li></ul>   |
| Best practices                    | <ul style="list-style-type: none"><li>● Active NPTEL Nodal center</li><li>● Every staff have active Blog and YouTube channel</li><li>● Active e-learning cell</li><li>● GATE Cell</li><li>● Interdisciplinary project development approach</li><li>● Sustainability cell</li></ul> |
| Escalating placement              | <ul style="list-style-type: none"><li>● The central T&amp;P cell play an vital role</li><li>● Industry ready training sessions to students</li><li>● Internship</li><li>● Student skill enhancement activities</li></ul>   |
| Financial planning and management | <ul style="list-style-type: none"><li>● Framing of financial budget according to multiple areas</li><li>● Department wise budget allocation</li></ul>  |
| Alumni Interaction                | <ul style="list-style-type: none"><li>● Active alumni association</li><li>● Online Alumni portal for alumni connect</li><li>● Invitation for guest lecturers / placement/ Alumni Interaction /</li></ul>   |





# SNJB's Late Sau. KBJ College of Engineering Chandwad



|                        |   |
|------------------------|---|
|                        | <p>expert session</p> <ul style="list-style-type: none"><li>● Regular interaction with alumni and database creation</li></ul>   |
| Research and Extension | <ul style="list-style-type: none"><li>● Encourage faculties for pursue higher study such as PhD</li><li>● Active NSS unit of extension activity</li><li>● Active student welfare unit</li></ul> |

*P. S. Dasm*



# SNJB's Late Sau. KBJ College of Engineering Chandwad



## R&D funding to students Club

SNJB 's LATE SAU K.B.JAIN COLLEGE OF ENGINEERING, NEMINAGAR, CHANDWAD  
Summary of Funds given to SAE India Collegiate Club of SNJB's KBJ COE, Chandwad

| Sr. No.             | Financial Year | Amount paid | Date of Payment | Mode of Payment |
|---------------------|----------------|-------------|-----------------|-----------------|
| 1                   | 2017-18        | 75000       | 13.4.2017       | by Cheque       |
| 2                   | 2017-18        | 29500       | 23.8.2017       | by Cheque       |
| 3                   | 2017-18        | 589375      | 31.8.2017       | by Cheque       |
| TOTAL ( A )         |                | 693875      |                 |                 |
| 4                   | 2018-19        | 99430       | 14.5.2018       | by Cheque       |
| 5                   | 2018-19        | 500000      | 6.9.2018        | by Cheque       |
| 6                   | 2018-19        | 45000       | 30.10.2018      | Online Transfer |
| TOTAL ( B )         |                | 644430      |                 |                 |
| 7                   | 2019-20        | 400000      | 14.7.2019       | Online Transfer |
| TOTAL ( C )         |                | 400000      |                 |                 |
| 8                   | 2021-22        | 35877       | 28.10.2021      | Online Transfer |
| 9                   | 2021-22        | 11300       | 20.11.2021      | Online Transfer |
| 10                  | 2021-22        | 125000      | 4.3.2022        | Online Transfer |
| 11                  | 2021-22        | 400000      | 18.3.2022       | by Cheque       |
| TOTAL ( D )         |                | 572177      |                 |                 |
| TOTAL Rs. (A+B+C+D) |                | 2310482     |                 |                 |

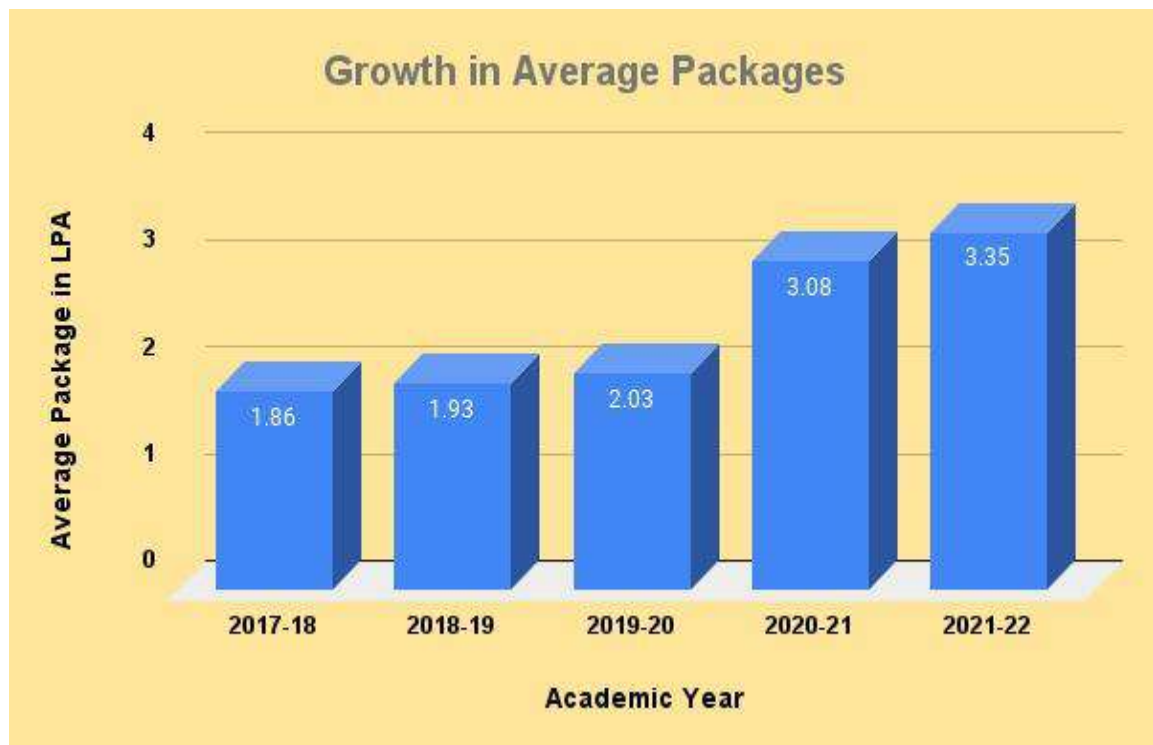


Dr. Kokate M.D.

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SNJB LATE SAU. KANTABAI BHAVARLALS JAIN  
COLLEGE OF ENGINEERING  
NEMINAGAR, CHANDWAD-43101 (NASHIK)



## Placement Statistics







# SNJB's Late Sau. KBJ College of Engineering Chandwad



## Approval for UG Course in AIDS Engineering

**All India Council for Technical Education**  
(A Statutory body under Ministry of HRD, Govt. of India)  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)

**APPROVAL PROCESS 2020-21**  
**Extension of Approval (EoA)**

F.No. Western/1-7014725687/2020/EOA Date: 15-Jun-2020

To,

The Secretary,  
Tech. & Higher Education Deptt.  
Govt. of Maharashtra, Mantralaya,  
Annexe Building, Mumbai-400032

Sub: Extension of Approval for the Academic Year 2020-21

Ref: Application of the Institution for Extension of Approval for the Academic Year 2020-21

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2020 notified by the Council vide notification number F.No. AB/AICTE/REG/2020 dated 4<sup>th</sup> February 2020 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

|                       |  |                           |   |
|-----------------------|--|---------------------------|---|
| Permanent Id          | 1-86193&1  | Application Id            | 1-7014725687  |
| Name of the Institute | SNJBS LATE SAU. KANTABAI BHAVARLALJI JAIN COLLEGE OF ENGINEERING         | Name of the Society/Trust | SHREE NEMINATH JAIN BRHMACHARYASHRAM  |
| Institute Address     | NEMINAGAR, JAIN GURUKUL, CHANDWAD, CHANDWAD, NASHIK, Maharashtra, 423101 | Society/Trust Address     | JAIN GURUKULE NEMINAGAR, TAL. CHANDWAD, CHANDWAD, NASHIK, Maharashtra, 423101 |
| Institute Type        | Private-Self Financing   | Region                    | Western   |

To conduct following Courses with the Intake indicated below for the Academic Year 2020-21

| Program                    | Level          | Course   | Affiliating Body (University /Body) | Intake Approved for 2019-20 | Intake Approved for 2020-21 | NRI Approval Status | PIO / FN / Gulf quota/ OCU/ Approval Status |
|----------------------------|----------------|--|-------------------------------------|-----------------------------|-----------------------------|---------------------|---|
| ENGINEERING AND TECHNOLOGY | UNDER GRADUATE | CIVIL ENGINEERING                              | University of Pune, Pune            | 60                          | 60                          | NA                  | NA  |
| ENGINEERING AND TECHNOLOGY | UNDER GRADUATE | COMPUTER ENGINEERING                           | University of Pune, Pune            | 120                         | 120                         | NA                  | NA  |
| ENGINEERING AND TECHNOLOGY | UNDER GRADUATE | ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING | University of Pune, Pune            | 60                          | 30                          | NA                  | NA  |

Application No: 1-7014725687  
Note: This is a Computer generated Report. No signature is required.  
Printed By: ae538341

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Page 1 of 3  
Letter Printed On: 17 June 2020



|                            |                |  |                                  |     |                        |    |    |
|----------------------------|----------------|--|----------------------------------|-----|------------------------|----|----|
| ENGINEERING AND TECHNOLOGY | UNDER GRADUATE | MECHANICAL ENGINEERING                   | University of Pune, Pune         | 120 | 120                    | NA | NA |
| MANAGEMENT                 | POST GRADUATE  | MBA                                      | University of Pune, Pune         | 60  | 60                     | NA | NA |
| ENGINEERING AND TECHNOLOGY | UNDER GRADUATE | ARTIFICIAL INTELLIGENCE AND DATA SCIENCE | Savitribai Phule Pune University | 0   | 30 <sup>##</sup> /\$\$ | NA | NA |

## Approved New Course(s)

\$\$ Course(s) should be offered in Emerging Area

**Course(s) Applied for Closure by the Institute for the Academic Year 2020-21**

| Program                    | Level         | Course                   | Affiliating Body (Univ/Body) | Course Closure Status |
|----------------------------|---------------|--------------------------|------------------------------|-----------------------|
| ENGINEERING AND TECHNOLOGY | POST GRADUATE | EMBEDDED SYSTEM AND VLSI | University of Pune, Pune     | Pending <sup>‡</sup>  |

‡ Due to non-submission of NOC's from University / Board and / or State Government

It is mandatory to comply with all the essential requirements as given in APH 2020-21 (Appendix 6)

**Important Instructions**

- The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2020-21 is implemented without affecting the reservation percentages of SC/ ST/ OBC/ General. However, this would not be applicable in the case of Minority Institutions referred to the Clause (1) of Article 30 of Constitution of India. Such Institution shall be permitted to increase in annual permitted strength over a maximum period of two years beginning with the Academic Year 2020-21
- The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time now amalgamated as total intake shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2020-21 for the Total Approved Intake. Further, the institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall have to maintain the Faculty: Student ratio as specified in the Approval Process Handbook. All such Institutions/ Universities shall have to create the necessary Faculty, Infrastructure and other facilities WITHIN 2 YEARS to fulfil the norms based on the Affidavit submitted to AICTE.
- In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.
- Strict compliance of Anti-Ragging Regulation: - Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 373/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

Prof. Rajive Kumar  
Member Secretary, AICTE