



ESTD - 1928

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**

# **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.

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.

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:

- a. Serious misconduct and negligence of duty;
- b. Gross insubordination;
- c. Physical or mental unfitness; and
- d. 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.

## **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

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.

## **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.

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



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.

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.

## **CHAPTER 4: MEDICAL FACILITIES**

4.1 The SNJB Trust having K. B. Abad Homoeopathic 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.

## **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 in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty 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

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.

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.

## **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.

## **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.



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.

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.

## **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)

## **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.

# 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.

To simplify the concept, different categories of consultancies 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.

### **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.

## 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.



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 2. Training to industry / other institution	40%	5%	5%	50%
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.

**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

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.

## **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.

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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