



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

# **HR Manual**

**(Non-Teaching)**

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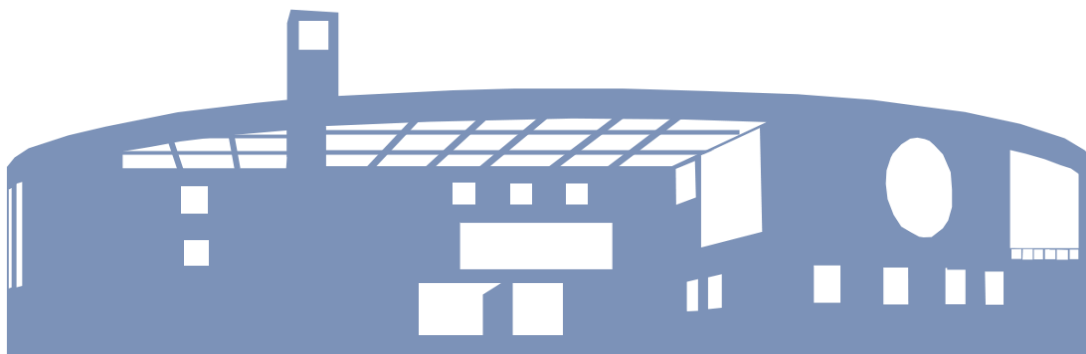
## 1. VISION AND MISSION



Tranform young aspitant learners towards creativity and professionalism for societal growth throgh quality technical education



- To share values, ideas, beliefs by encouraging faculties and students for welfare of society.
- To acquire the envitonment of learning to bridge the gap between industry and academuics.
- To enhace diverse career opportunities among studets for building nation.
- To tranfer the suitable technology, particularly for rural development.



## 2. THE MANAGEMENT

### BOARD OF TRUSTEES

<b>Sr. No.</b>	<b>Name</b>	<b>Post of Honour</b>
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 Baphana	Trustee
10	Shri. Nandkishor Babulal Bramhecha	Trustee
11	Shri. Vivek Kantilal Jain	Trustee

**PRABANDH SAMITI**

<b>Sr. No.</b>	<b>Name</b>	<b>Post of Honour</b>
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 Bramhecha	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

## **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 MCVC 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.

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.

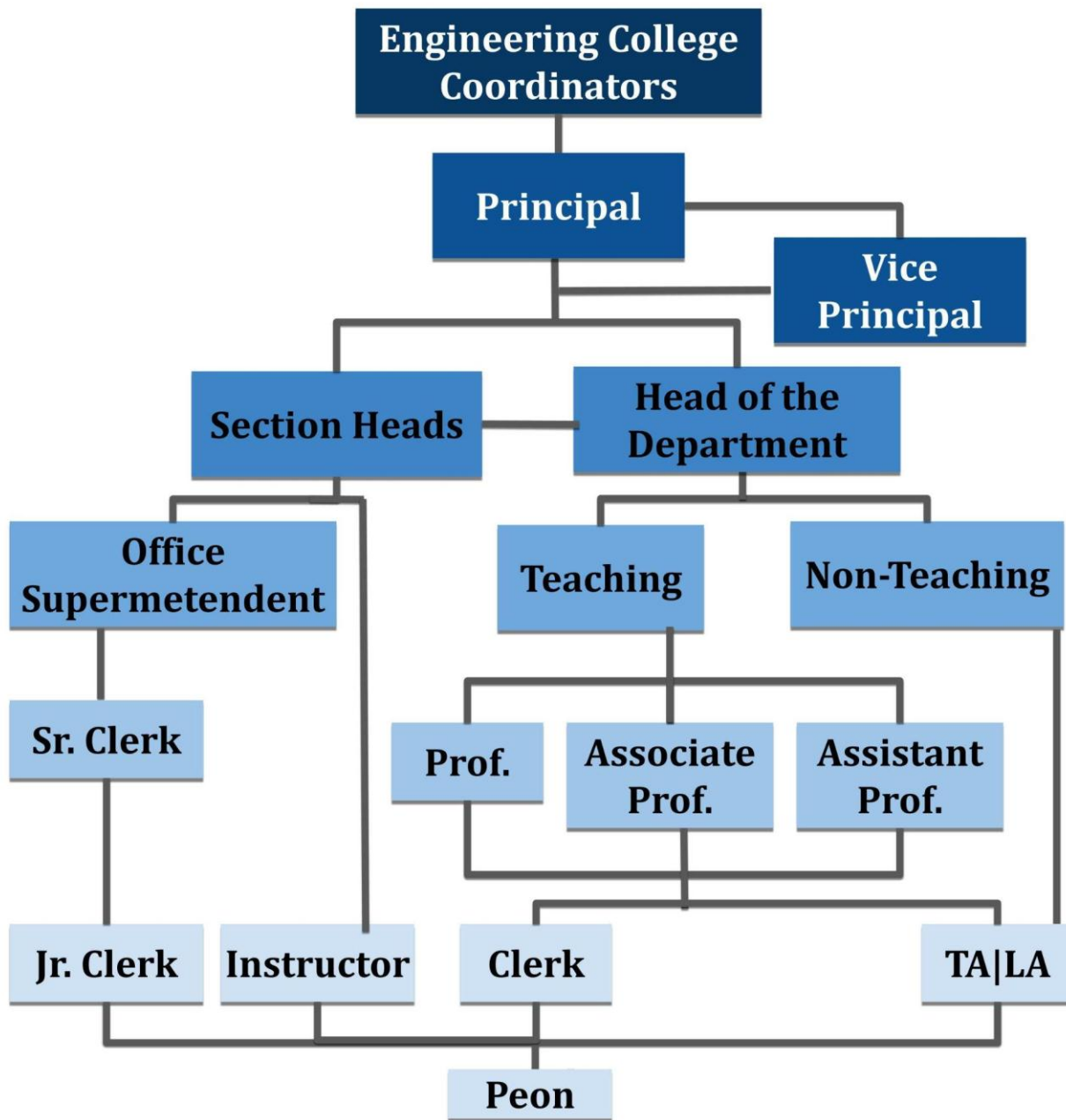
The policies specified within are consistent with those of best practice management principles and have the full support and commitment of the management of SNJB's KBJ College of Engineering

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.

### 3. ORGANIZATIONAL STRUCTURE



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

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



#### **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.

**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

## 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

employees can be credited.

- **PF Form**

This form is to be issued to the employees for whom PF is applicable, and is used to open an account with Provident Fund authority.

- **Library Membership Form, if required**

This is the format which should be filled by an employee to be submitted after approval from authorities to the Librarian.

- **ID card Application Form**

This is the format which should be filled by an employee attaching one of his/her photographs and the same form can be sent to the ID Card Printing Department to print the ID Card of the employee.

- **Details for website Form**

This document is used to get the information that is essential to add the employee's data in the website of the institution.

- **Staff Mail ID**

Official mail id created for individual staff in order to have effective paperless official communication.

- **Certificate acknowledgement form**

This form acknowledges the certificates that have been submitted by the employee to the institution. A copy of the form will be given to the employee and the institution holds another copy for the Personal File of the Employee

- **Staff Whatsapp Contact Number**

Staff should provide whatsapp contact number so that he/she can be added to the various groups and entire communication is done through whatsapp

## **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
- Training for 1day or more days depending on need assessed by the HOD for fresher on Specific topics, if any needed

## **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. Non- Teaching Staff**

The employees who are not directly involved in the teaching/training of the students are categorized as Non-Teaching Staff.

The Non-Teaching Staff can take any one of the following roles:

- Registrar/Office Superintendent
- Office Staff
- Lab/Technical Assistants
- Administrative Executives
- Housekeeping staff
- Store/Purchase Officer
- Workshop Instructors
- Library Staff
- Drivers
- Peons/ Attendants
- Daily wages Employees

### **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
- 7.3.2.5.** Certificate issued by the registrar of births or any other local authority

### **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.

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. For peons reporting time shall be 09.15 PM & departure time shall be 04.50 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. Non-Teaching:**

- **Men:** Blue Shirt, Navy Blue Pant, Sox, Black/Brown Shoes.
- **Women:** Gray Punjabi Salwar, Red Pant, Red Dupatta / Any Sari.

### **7.3.9. Code of Conduct:**

The successful functioning and reputation of SNJB KBJ College of Engineering is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

#### **7.3.9.1. Email**

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, the employees will be held responsible for the contents of email messages, including any attachments.

- Official mail id to be used for any official communication.
- No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of the institution in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.



- Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships etc.

Failure to comply with these instructions is a disciplinary offense and will be subject to appropriate investigation & action.

#### **7.3.9.2. Internet**

The internet is a facility provided for official purposes. The following activities, using SNJB KBJ COE's internet access are not permitted:

- Attending personal activities of a business nature
- Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material.
- Downloading or printing material as described above
- Repeated or prolonged use that is irrelevant to the employee's work

Failure to comply with these instructions is a disciplinary offense and will be subject to appropriate investigation.

#### **7.3.9.3. Outside Employment**

Employees may not hold any type of outside employment. Employees may not receive any income or material gain from individuals outside SNJB for material produced or services rendered while performing their jobs unless otherwise consultancy work.

#### **7.3.9.4. Grievance**

SNJB KBJ College of Engineering supports the right of every employee to lodge a grievance with his/her acquaintances in the institution if the individual believes a decision, behavior or action that affects their employment is unfair. We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

Grievances will be dealt with discreetly and promptly with an objective manner.

Compliance with this policy of ethics and conduct is the responsibility of every employee

- A verbal warning will be given to an employee for minor misconduct. A record of warning will be kept by the HOD and will be signed by the employee. The employee will be given an opportunity to respond in a positive way.
- If the unacceptable behavior continues, a written warning will be issued, and signed by the employee as being received and understood. The employee will be given the opportunity to respond.
- A second written warning will be given to an employee if he/she requires further discipline for the same or similar or any other issue, and also signed by the employee as being received and understood.
- Employees who have been disciplined three times are subject to dismissal.

Details of disciplinary actions should be recorded in the respective employee's personal file.

#### **7.3.9.5. Conduct with the Students**

- The faculty members are expected to maintain a reasonable professional space with the students and in any circumstance should not extend the relationship to the personal spheres.
- Unnecessary contact through phone, email or any other means is to be strictly avoided.
- Any grievance related to the issue should be reported to the management immediately. If the employee does not abide by this procedure strict disciplinary action will be taken.

#### **7.3.9.6. Overtime**

SNJB KBJ College of Engineering will not support any overtime policy. Employees are requested to complete their assignment in a given period of time. Compensation Off can be availed if the employee works on any Holiday with due permission of the higher authority.

#### **7.3.9.7. Visitors in the Workplace**

To provide for the safety and security of employees and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguards employees and students, and avoid potential distractions and disturbances.

All visitors should enter the institution at the reception area. Authorized visitors will be given clear directions or be escorted to their destination if necessary.

#### **7.3.9.8. Workplace Violence Prevention**

SNJB KBJ College of Engineering is committed to preventing workplace violence and to maintaining a safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

- All employees, associated members, and students should be treated with courtesy and respect at all times.
- Conduct that threatens, intimidates or coerces another employee/student or a member of public at any time, including off duty periods, will not be tolerated
- All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the reporting authority.
- We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.

#### **7.3.9.9. Others**

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property.
- Falsification of time keeping records.
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sales, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials.
- Excessive absenteeism or absence without notice.

- Unauthorized disclosure of business “secrets’ or other confidential information.
- Violation of personal policies.
- Unsatisfactory performance or conduct.


## 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.** The Chairman shall be the authority for issuing all appointment orders.
- 8.3.** HR Policy for non-teaching is issued and revised by the central office from time to time.
- 8.4.** All types of appointment letters are issued by the central office.
- 8.5.** 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 confirmation declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.
- 8.6.** 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.
- 8.7.** The rules governing probation shall not apply to appointments made on an Ad- Hoc/Contract

basis.

8.8. The Policy issued by the central office is attached herewith

  
ESTD - 1928

**SHRI NEMINATH JAIN BRAHMACHARYASHRAM**  
Founder : Late Shri Keshavlalji Harakchandji Abad (Poojya Kakaji)  
Reg. No. E - 35 Nashik

Ref. No. SNJB/AO/2021-21/ 62 08/07/2021

**Confidential**

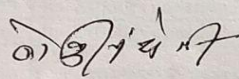
To,  
**All Principals  
of SNJB's Non-aided Colleges/Institutes.**

**Sub.:** - **Pay Structure Policy for the Post of Technical Assistant, Lab. Assistant,  
Lab. Technician, Jr. Clerk, A/c. Clerk, Store Clerk, Library Assistant.**

Dear Sirs / Madams

You are informed to use the pay structure mentioned in the policies enclosed herewith for the appointment of staff. The pay Structure Policy is revised for the following posts with effect from **01/07/2021**.

1. **Technical Assistant**
2. **Laboratory Assistant**
3. **Laboratory Technician**
4. **Junior Clerk**
5. **Accounts Clerk**
6. **Store Clerk,**
7. **Library Assistant**

  
**(Bebilal Kesharmal Sañcheti)  
Chairman, Trust Board,  
Shri Neminath Jain Brahmacharyashram (Jain Gurukul),  
Neminagar, Chandwad, Dist. Nashik.**

cc:

1. Principal, SNJB's Smt. Kanchanbai Babulalji Abad Homoeopathic Medical College, Shri. Ratanlalji Premrajji Chordiya Hospital and Bhamashah Shri. Vijaykumarji Devrajji Mehta, Dev Vijay Post Graduate Institute of Homoeopathy and Research Centre, Neminagar, Chandwad.
2. Principal, SNJB's Late Sau. Kantabai Bhavarlalji Jain College of Engineering, Neminagar, Chandwad.
3. Principal SNJB's Shriman Sureshdada Jain College of Pharmacy (U. G. and P.G. Course), Neminagar, Chandwad.
4. Principal, SNJB's Shri. Deepchand Fakirchand Lodha Pharmacy College, Neminagar, Chandwad.
5. Principal, SNJB's Shri. Hiralal Hastimal (Jain Brothers, Jalgaon) Polytechnic, Neminagar, Chandwad.
6. Principal, SNJB's Shri. Hiralal Hastimal (Jain Brothers, Jalgaon) Polytechnic's Institute of Design, Neminagar, Chandwad.

**Encl. : Pay Structure Policies for the above post.**

**SNJB**  
(Jain Gurukul)  
Neminagar, Chandwad - 423 101.  
Dist. Nashik (M.S.) India  
T : 02556 - 252122, 252150  
F : 02556 - 253172  
E : snjb1928@rediffmail.com

*Handwritten notes in blue ink on the left margin:*  
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2 NA  
3  
4  
5  
6

Date of Implementation: 1/7/2021


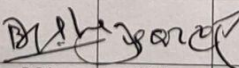


<b>Salary Policy for "Laboratory Assistant"</b>		
Qualification	As per norms	SSC passed
	As per SNJB	Graduate / Diploma
Scale as per 6th Pay	5200-20200 + 2000 (Grade Pay) (Total Payment - 16497)	
<b>Duties</b>	1	To assist Students and teachers in conducting practicals and experiments.
	2	To maintain dead stock register and register of consumable materials and undertake physical stock verification of laboratory materials.
	3	To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
	4	To supervise the work of laboratory attendants working under him.
	5	To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
	6	To report about breakages/losses in laboratory, to his superiors.
	7	To report to Incharge of Laboratory about misbehaviour inside the laboratory.
	8	To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendant.
	9	To attend to such other duties as may be specially brought to his notice with the approval of the Head of the Department.
	10	Any other work assigned by the Management & Principal.
<b>Policy for Lab. Assistant</b>		
1st Year	Rs. <b>6500/-</b> consolidated per month	
2nd Year	Rs. <b>8500/-</b> consolidated per month	
3rd Year	Rs. <b>10500/-</b> consolidated per month	
4th Year	Rs. <b>12500/-</b> consolidated per month	
5th Year	Rs. <b>14500/-</b> consolidated per month	
6th Year	Rs. <b>16500/-</b> consolidated per month	
7th Year	Rs. <b>18500/-</b> consolidated per month	
8th Year & 9th Year	<b>Probation 2 Years with Scale</b>	

**Note for existing employee.**

- 1) Employee whose salary is excess than that of above mentioned in the policy will be given suitable yearly increment till he completes 7 years of his service in SNJB. After completing 7 years service, will be eligible for Probation for 2 years with Scale.
- 2) Employee whose salary is less than that of above mentioned in the policy, will be entitled to get payment as per the policy.

**Note for existing employee as well as new employee**

- 1) The pay of employee as per the policy is subject to employee's Performance Appraisal / Assessment.
- 2) The management has reserved its rights to change the pay-structure in case of an Extraordinary Employee.
- 3) The Management has right to transfer services as and when & wherever required.

			
A.D.B. V.C. (P.S.)	D.B.L. Vice Chairman	J.S.A. Hon. Secretary	A.S.S. Chairman (P.S.)

Date of Implementation: 1/7/2021

Salary Policy for "Laboratory Technician"		
Qualification	As per norms	(for BHMS) Diploma in M.L.T. from a recongized University/Institution (for Pharmacy) D. Pharm.
	As per SNJB	(for BHMS) Diploma in M.L.T. from a recongized University/Institution (for Pharmacy) D. Pharm.
Scale as per 6th Pay	5200-20200 + 2800 (Grade Pay) (Total Payment - 22152)	

**Policy for Lab. Technician**


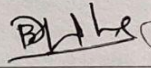
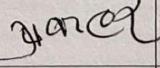

1st Year	Rs. <b>7000/-</b> consolidated per month
2nd Year	Rs. <b>9000/-</b> consolidated per month
3rd Year	Rs. <b>11000/-</b> consolidated per month
4th Year	Rs. <b>13000/-</b> consolidated per month
5th Year	Rs. <b>15000/-</b> consolidated per month
6th Year	Rs. <b>17000/-</b> consolidated per month
7th Year	Rs. <b>19000/-</b> consolidated per month
8th Year & 9th Year	<b>Probation 2 Years with Scale</b>

**Note for existing employee.**

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A.D.B. V.C. (P.S.)	D.B.L. Vice Chairman	J.S.A. Hon. Secretary	A.S.S. Chairman (P.S.)



Date of Implementation : 01/07/2021

### Salary Policy for "Junior Clerk"

Qualification	As per Norms - SSC		
Scale as per 6th Pay	As per SNJB - Graduate, English-Marathi Typing, Drafting. 5200-20200 + 1900 (Grade Pay) (Total Payment - 16233)		
Duties	1	To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officer by name will be received by the officers themselves or through P.A.'s stenographers/Secretaries.	
	2	To acknowledge letters received.	
	3	To submit dak to the Section Officer/Assistant Section Officer daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter / documents etc.	
	4	To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.	
	5	To send relevant extracts or any part of a receipt, through section Officer/ Assistant Registrar / Superintendent to the Section, branch concerned for remarks and / or necessary action.	
	6	To open and maintain service-book/new file(s)-note-books(s), do copying work/rubber stamping and to attend to all types of administrative / clerical work.	
	7	To maintain different registers, forms etc.	
	8	To keep a note-book to watch timely disposal of urgent papers.	
	9	To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.	
	10	To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.	
	11	To prepare routine letters/replies for approval where noting is not required issue reminders.	
	12	To maintain daily work sheet, and to submit weekly arrears report to the Section Officer and/or Assistant Section Officer.	
	13	To prepare monthly arrears report and submit it to the Assistant Section Officer and/or Section Officer for perusal and guidance/instructions.	
	14	Any other work assigned from time to time, with the approval of the Assistant Registrar.	
	15	Any other work assigned by the Management & Principal.	
<b>Policy for Junior Clerk</b>			
	<b>For Average Employee</b>	<b>For high profile employee</b>	<b>For Extraordinary Employee</b>
1st Year	Rs. 5900/- consolidated per month	Rs. 7500/- consolidated per month	<b>The employee can be placed in any stage of this policy or at the discretion of Management on Higher Pay than the Policy.</b>
2nd Year	Rs. 6600/- consolidated per month	Rs. 9000/- consolidated per month	
3rd Year	Rs. 7500/- consolidated per month	Rs. 9700/- consolidated per month	
4th Year	Rs. 8400/- consolidated per month	Rs. 11000/- consolidated per month	
5th Year	Rs. 9400/- consolidated per month	Rs. 12200/- consolidated per month	
6th Year	Rs. 10500/- consolidated per month	Rs. 13500/- consolidated per month	
7th Year	Rs. 11700/- consolidated per month	Rs. 15000/- consolidated per month	
8th Year & 9th Year	<b>Probation 2 Years with Scale</b>	<b>Probation 2 Years with Scale</b>	

**Note for existing employee.**

- 1) Employee whose salary is excess than that of above mentioned in the policy will be given suitable yearly increment till he completes 7 years of his service in SNJB. After completing 7 years service, will be eligible for Probation for 2 years with Scale.
- 2) Employee whose salary is less than that of above mentioned in the policy, will be entitled to get payment as per the policy.

**Note for existing employee as well as new employee**

- 1) The pay of employee as per the policy is subject to employee's Performance Appraisal / Assessment.
- 2) The management has reserved its rights to change the pay-structure in case of an Extraordinary Employee.
- 3) The Management has right to transfer services as and when & wherever required.

A.D.B. V.C. (P.S.)	D.B.L. Vice Chairman	J.S.A. Hon. Secretary	A.S.S. Chairman (P.S.)

Date of implementation: 01/07/2021

### Salary Policy for "Accounts Clerk"

Qualification	As per Norms - SSC	
	As per SNJB - Graduate, English-Marathi Typing, Drafting, Tally.	
Scale as per 6th Pay	5200-20200 + 1900 (Grade Pay) (Total Payment - 16233)	
Duties	1	To write various books of accounts such as ledger salary register, income tax register.
	2	To ensure filing of vouchers and papers.
	3	To prepare bills for payment.
	4	To prepare various returns.
	5	To report to the Assistant Accountant / Deputy Accountant about any mistakes noticed by him in books of accounts.
	6	To attend to such other work as may be assigned to him with the approval of the Assistant Registrar (Finance and Accounts)/Accountant, from time to time.
	7	Any other work assigned by the Management & Principal.

#### Policy for Accounts Clerk

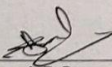
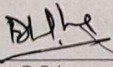
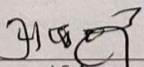

	For Average Employee	For high profile employee	For Extraordinary Employee
1st Year	Rs. 5900/- consolidated per month	Rs. 7500/- consolidated per month	The employee can be placed in any stage of this policy or at the discretion of Management on Higher Pay than the Policy.
2nd Year	Rs. 6600/- consolidated per month	Rs. 9000/- consolidated per month	
3rd Year	Rs. 7500/- consolidated per month	Rs. 9700/- consolidated per month	
4th Year	Rs. 8400/- consolidated per month	Rs. 11000/- consolidated per month	
5th Year	Rs. 9400/- consolidated per month	Rs. 12200/- consolidated per month	
6th Year	Rs. 10500/- consolidated per month	Rs. 13500/- consolidated per month	
7th Year	Rs. 11700/- consolidated per month	Rs. 15000/- consolidated per month	
8th Year & 9th Year	<b>Probation 2 Years with Scale</b>	<b>Probation 2 Years with Scale</b>	

#### Note for existing employee.

- 1) Employee whose salary is excess than that of above mentioned in the policy will be given suitable yearly increment till he completes 7 years of his service in SNJB. After completing 7 years service, will be eligible for Probation for 2 years with Scale.
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#### Note for existing employee as well as new employee

- 1) The pay of employee as per the policy is subject to employee's Performance Appraisal / Assessment.
- 2) The management has reserved its rights to change the pay-structure in case of an Extraordinary Employee.
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A.D.B. V.C. (P.S.)	D.B.L. Vice Chairman	J.S.A. Hon. Secretary	A.S.S. Chairman (P.S.)

Date of Implementation : 1/7/2021

### Salary Policy for "Store Clerk"

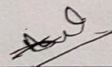
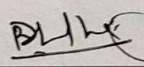
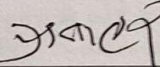

Qualification	As per Norms - May be SSC	
	As per SNJB - Graduate	
Scale as per 6th Pay	5200-20200 + 1900 (Grade Pay) (Total Payment - 16233)	
Duties	1	All works related to stores.
	2	Any other work assigned by the Management & Principal.
<b>Policy for Store Clerk</b>		
1st Year	Rs. 5900/- consolidated per month	
2nd Year	Rs. 6600/- consolidated per month	
3rd Year	Rs. 7500/- consolidated per month	
4th Year	Rs. 8400/- consolidated per month	
5th Year	Rs. 9400/- consolidated per month	
6th Year	Rs. 10500/- consolidated per month	
7th Year	Rs. 11700/- consolidated per month	
8th Year & 9th Year	Probation 2 Years with Scale	

**Note for existing employee.**

- 1) Employee whose salary is excess than that of above mentioned in the policy will be given suitable yearly increment till he completes 7 years of his service in SNJB. After completing 7 years service, will be eligible for Probation for 2 years with Scale.
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A.D.B. V.C. (P.S.)	D.B.L. Vice Chairman	J.S.A. Hon. Secretary	A.S.S. Chairman (P.S.)

ARC/Ret

15/7

Date of Implementation: 1/7/2021

### Salary Policy for "Library Assistant"/"Assistant Librarian"

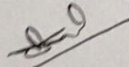
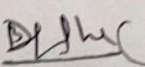
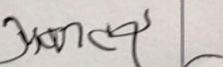

Qualification	As per Norms (1) SSC (2) Library Science & 1 year experience in library. 3) Priority to Library Science Diploma/Degree holder.
Scale as per 6th Pay	As per SNJB - B. Lib. or M.Lib. 5200-20200 + 2000 (Grade Pay) (Total Payment - 16497)
Duties	<b>Books Processing</b>
	Accessioning of books.
	Classification of books.
	Data entry of books.
	<b>Circulation</b>
	Books issue to staff.
	<b>Routine work</b>
	Fulfilling the requirements of users.
	Checking issue records at the circulation counter.
	Keeping record of average number of users who visited/documents consulted per month.
	Fulfilling the stationary requirement.
	Send out to notices & accept fine payments for lost or overdue books.
	Providing assistance to librarian in the maintenance of collections of books, periodicals, newspaper & other materials.
	Facilitate the acquisition of books, pamphlets, periodicals & audio visual materials by checking prices, figuring cost and preparing appropriate order forms.
Schedule & supervise to library clerk, library attendant.	
Any other work assigned by the Management & Principal.	
<b>Policy for Library Assistant</b>	
1st Year	Rs. 5900/- consolidated per month
2nd Year	Rs. 6600/- consolidated per month
3rd Year	Rs. 7500/- consolidated per month
4th Year	Rs. 8400/- consolidated per month
5th Year	Rs. 9400/- consolidated per month
6th Year	Rs. 10500/- consolidated per month
7th Year	Rs. 11700/- consolidated per month
8th Year & 9th Year	Probation 2 Years with Scale

**Note for existing employee.**

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A.D.B. V.C. (P.S.)	D.B.L. Vice Chairman	J.S.A. Hon. Secretary	A.S.S. Chairman (P.S.)

## 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 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 / non-teaching are hereby informed that following leave rules are applicable with effect from 01<sup>st</sup> January 2012.

**9.2.1 CL:** 8 per academic year to all staff members. Casual leave can be granted occasionally for personal work. CL can not 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 avail 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 then one can claim C-off against OD.

**9.2.5 Study Leave:** Study leave 10 per academic year the non-teaching staff members, who are eligible for higher studies. Study leaves will be granted by the Principal for staff members who

are pursuing higher (BE, ME, M.Tech. Ph.D) study with prior permission.

**9.2.6 UDL:** University Duty Leave for University work, if any.

**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 is 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.**

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
<b>Academic</b>	8	4 (sick leave)	7	---	7	8	4	7	---	7	8	4	---
<b>Academic (5 + Years)</b>			14	7	14								
<b>Probation (Extended Period)</b>	8	10	21	14	21	8	10	21	14	21	8	10	15
<b>Probation (Newly given)</b>	8	10	14	7	14	8	10	14	7	14			
<b>Confirm</b>	8	10	32	21	28	8	10	32	21	28	8	10	30

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.

## **10. DUTIES AND RESPONSIBILITIES**

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

### **1. REGISTRAR/OFFICE SUPERINTENDENT**

- AICTE – Approval and Renewal activities
- University – Affiliation/Approval Process related activities
- DTE – activities
- In-Charge for Admission Related Activities – New, Lateral – Transfer, Re-admission
- Issuance of Certificates to students for Education Loan
- Scholarship Related Activities – For various communities - Scrutiny and Processing
- Course Completion Related Activities – Handing over of TC, Original Certificates
- Students/Staff Group Insurance Scheme - Payment of Premium, Tracking of Policies and Claims
- Fee Collection – DD, Cheque Payment and Cash Deposits
- HR Function covering: Resume Gathering, Scrutiny, Scheduling Interviews, Issue of Appointment Letter, Joining Formalities
- Students Admission, Staff Attendance, Leave, Payroll Processing through ERP System
- Point of Contact for NBA, NAAC for data pertaining to Faculty Recruitment and Retention
- Liaison with Governmental Departments regarding Building Approval and Payment of Taxes
- Maintaining depository of Rules and Regulations of AICTE, University and DTE
- Maintenance of Records of Staff Members
- MIS reports for governmental departments viz., Ministry of HRD, AICTE and University, Employment Exchange
- Single of Point of Contact for Medical Emergency for students and staff members
- Official Communication with various agencies
- 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

### **2. LABORATORY ASSISTANTS**

- The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.

- Keep the experiments ready before the laboratory classes.
- Issue of equipment and consumables for the students for practical classes and to receive back and maintain records of issue and receipt.
- Report to the faculty/ laboratory in charge against any loss or damage of the equipment and consumables while carrying out experiments by the students (or otherwise).
- Update the stock record as well as maintenance records.
- Absentees follow-up with parents by making calls.
- Making sure to open the laboratories before 9.30 a.m. on all working days and to ensure to close the same after 4.30 p.m.
- To check and ensure on all working days electrical items are switched off and the windows are closed before they leave the lab in the evening session.
- To monitor and to ensure that all the laboratories are kept clean.
- Walk around the labs and see who needs help. Ask that person if they need assistance, and provide them with support to the best of your capabilities.
- Any other assignments as given by HOD/Vice Principal/Principal/.

### **3. Stores Officer**

- To supervise and check the functioning of stores and maintenance of proper accounts-both, quantity and value.
- To prepare estimates for various civil, electrical, mechanical and sanitary works undertaken/ proposed by the institute
- To receive the requirement from different departments.
- To check opening stocks as per reports on a daily basis specially running items.
- To float enquiry, receive quotations, prepare comparative statements and then place the purchase order after following the due procedure of negotiation.
- To verify all the incoming material according to the standard prescribed in purchase order.
- To prepare bills/Good Receipt note of incoming material and submit to accounts.
- To issue the material to the respective departments after seeking approval from the authorities.
- To maintain a proper record of incoming and outgoing material.
- To ensure the implementation of an inventory management system.
- To analyze the aging of stocks and communicate with the management about obsolete stock and take appropriate action as per the directive from the authorities.



#### **4. Accounts Clerk**

Responsible for the following activities in consultation with the Registrar:

- To write and maintain accounts, cash books / ledgers.
- To prepare monthly accounts including writing cash books, journals.
- To verify bills prepared.
- To prepare the institute's annual budget, review and update as and when necessary in consultation with the authorities.
- To collect cash/cheques/demand drafts and deposit the same with the appropriate agencies.
- To prepare daily receipts and challans and submit associated details along with remittance details to Registrar/Principal for scrutiny.
- To verify cheques and bills.
- To write a daily collection register for institute accounts.
- To keep all accounts and prepare income and expenditure reports in accordance with the financial regulations and shall prepare accounts for submission to the auditors.
- To be responsible for keeping the following in safe custody

a. Bill books / receipt books

b. Files pertaining to accounts/purchases

c. Registers

d. Cash books

e. Ledgers

f. Vouchers

g. Cheque books / pass books

h. Bank challans

i. Fixed deposit certificates

j. Other important office documents

- To deal with banks and other financial institutions regarding financial transactions.
- To prepare a salary sheet and obtain signatures of all employees.
- To disburse salaries for the employees of the institute.
- To attend to the subject of income tax, and performing TDS at source for all payment transactions.
- To write caution money deposit register, if any.

- To scrutinize and attend to the payment of all invoices and statements of account
- To carry out and keep analyses of costs and other statistical information.
- To ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted to appropriate authorities within required deadlines.
- To collate information, statistics and prepare reports as required by the authorities of the institute and central office.
- Any other accounts related function assigned by the authorities from time to time.

## **5. Office Assistant**

The Office Assistant shall discharge the duties under directions of the Registrar/Office Superintendent

- To take up dictation and typing work to help the Registrar/Office Superintendent in various ways such as maintenance in a methodical manner all confidential, personal papers, arranging of meetings, conferences, tours, telephone calls, interviews, appointments and special duties.
- To initiate prompt action on files and proposals and their disposal including promptly putting up notes and files to the higher authorities and maintain all the files and records.
- To initiate various proposals and prepare drafts and submit the same to the higher authorities for consideration and approval in a time bound manner.
- To assist the authorities in drafting letters, putting up items with suitable notes, etc.
- To maintain inward/outward registers and use them for sending/receiving all official communication
- To maintain leave records, permission records of faculty, staff and students as may be applicable.
- To maintain personal register with regard to the appointments etc., if any
- To provide any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time.
- To organize the work schedule, sort out routine incoming and outgoing papers promptly, in order of priority and maintain registers for the same.
- To draft letters/notes for the officer and handle correspondence independently as and when required.

- To summarize from documents and prepare information for Annual Reports, Newsletter, etc. pertaining to the activities of the department/section.
- To refer/direct callers (in person/telephone)/papers to appropriate persons of the department, as the case may be
- To supervise the work of the sub staff in the department/section.
- To be responsible for the safe custody of all the files in the department/section and maintain strict confidentiality on all matters related to the office work of any nature.
- To enter data, maintains data entered, and backs up data files periodically

## **6. Peon**

- Opening the college, department, labs, classrooms, sweeping the area/rooms allotted and closing and locking every day after college time .
- To move the equipment, arrange it properly and keep it clean as directed by the superiors.
- To clean the floors, table, chairs, furniture, equipments in the lab etc. daily or as per time schedule specified.
- To clean the officer's cabin daily. e.g.to clean tables, chairs, cupboards, cabinets, racks etc. Making arrangements of Drinking water, lights, fans etc. carefully.
- To carry office work documents, letters etc. to or from the offices/Labs and bringing the items required by the offices/for the college etc.
- To obey orders of senior officers.
- To obey discipline, regularity and punctuality during duty hours. To do all works given by senior officers without complaints and with due responsibility.
- To stamp on documents, students file etc as per instructions.
- To make arrangements like providing chairs for employees attending meeting and make arrangements for fans, light, snacks, water during meetings as per instructions.
- To serve (Hospitality) the staff and visitors.
- To complete the assigned work mentioned in the office order.
- Any other work assigned by the head and his/her superiors.

## **11. RESIGNATION POLICY**

### **11.1 Objective**

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

### **11.2. Operating Authorities**

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

### **11.3 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.

## **12. 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.

### **12.1 Objective**

To provide appropriate regulations when an employee is to be terminated

### **12.2. Operating Authorities**

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

### **12.3 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.

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

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