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

HR Manual

(Teaching Faculty)

Index

1. **VISION AND MISSION**

👁 <u>VISION</u>

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

🎯 <u>MISSION</u>

- 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.
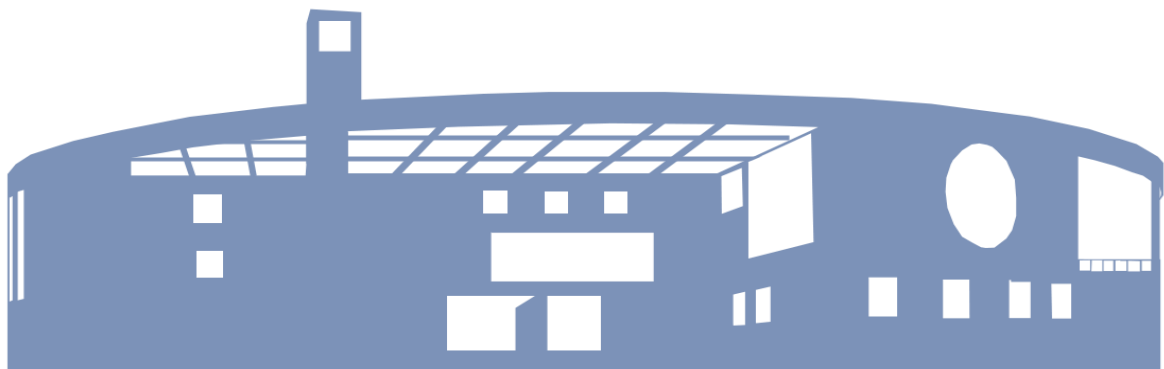
2. THE MANAGEMENT

BOARD OF TRUSTEES

PRABANDH SAMITI

Sr. No.	Name	Post of Honour
01	Shri. Ajit Santokchand Surana	Chairman
02	Shri. Arvind Dhanraj Bhansali	Vice Chairman
03	Shri. Jawaharlal Shantilal Abad	Hon. Secretary
04	Shri. Zumbarlal Hiralal Bhandari	Joint Hon. Secretary
05	Shri. Dineshkumar Bhagchand Lodha	Member
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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

These policies and procedures apply to all areas of operations within the Institute.

3. ORGANIZATIONAL STRUCTURE
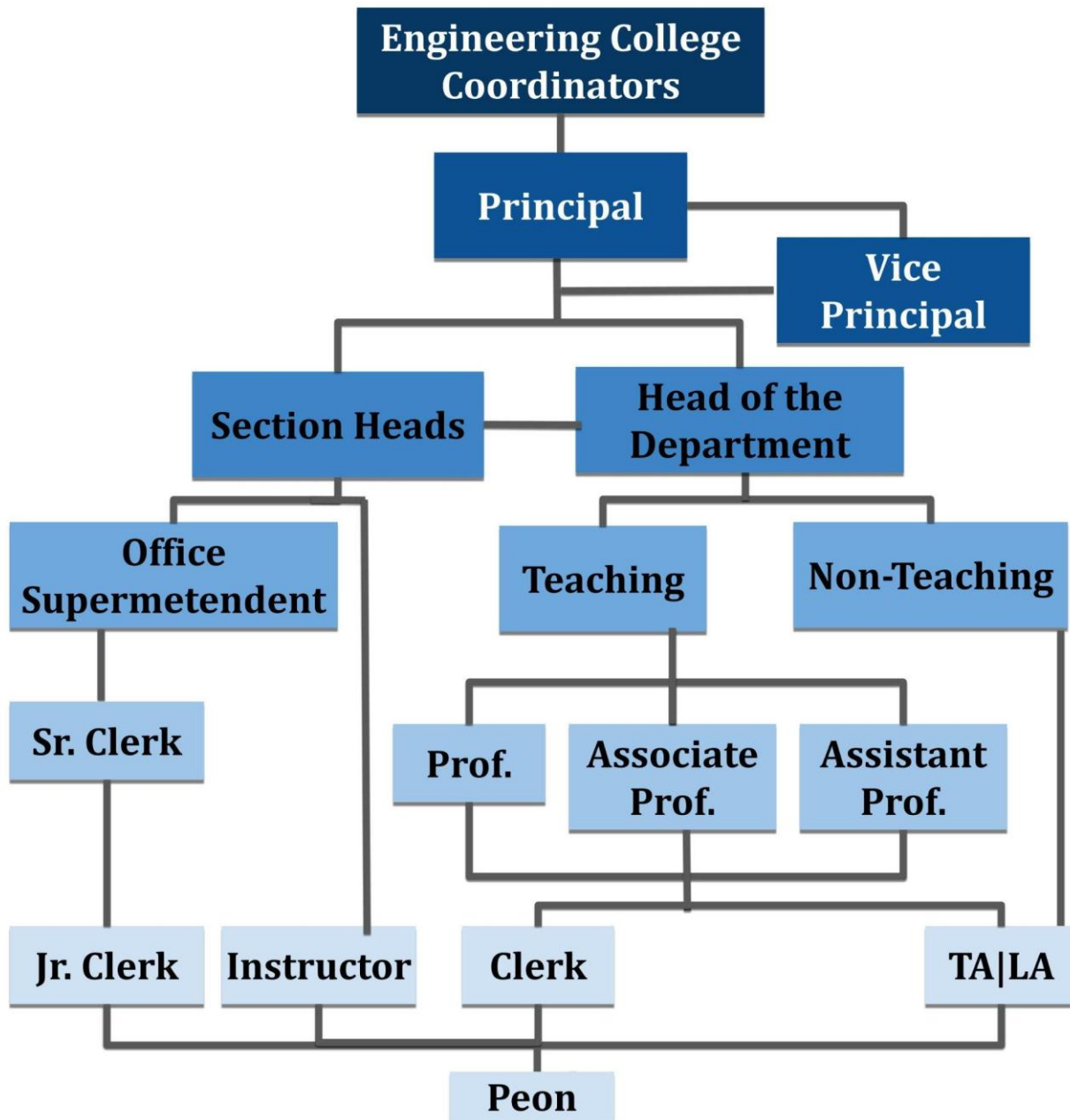
Note: TA is Technical Assistant & LA means Lab Assistant.

Internal organizational structure of SNJB KBJ CoE, Chandwad

4. TEACHING FACULTY RECRUITMENT SYSTEM

4.1. Objective

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

4.2. Operating Authorities

4.2.1. The Management – The Institute Coordinators, The Principal

4.2.2. Respective Department Head (HOD)

4.2.3. Registrar/Office Superintendent

4.3. Operating Procedure

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

4.3.1. The Head of the Department should estimate the Manpower Requirement for Teaching and send the report to the Principal for approval.

4.3.2. The Principal should seek the approval of the vacancies from the Institute coordinator within the stipulated time (5 days).

4.3.3. A formal announcement is made in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.

4.3.4. The screening committee appointed by the Principal screens the profiles and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications

4.3.5. The shortlisted candidates are called for an interview.

4.3.6. The candidates have to fill in the Application form of the institution and then subjected to a personal interview with the Head of the Department for initial shortlisting.

4.3.7. Short listed candidates will be interviewed for the final selection by the Management Panel consisting of The Institute Co ordinator/s, The Principal and the concerned Head of the Department.

4.3.8. The Management Panel reviews the performance of the candidate in the previous round of interview and checks for the stability and attitude of the individual to suit the organization.

4.3.9. If the candidate satisfies the expectation of the Management Panel, other terms of employment are discussed with the candidate and Date of Joining is scheduled. An offer/Appointment Letter is issued to the selected candidate

4.3.10. This process is to be completed before at least two weeks of the commencement of the semester.

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

Table: Time Schedule for Teaching Faculty Recruitment Process

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

5. JOINING FORMALITIES

5.1. Objective

To ensure a smooth and hustle 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 monitory 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**

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

7. **CONTRACT OF EMPLOYMENT**

7.1. **Objective**

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

7.2. **Operating Authorities**

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

7.2.2. Administrative Officer

7.2.3. Legal Officer

7.2.4. Registrar/Office Superintendent

7.3. **Operating Procedure**

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

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

7.3.1.1. **Teaching Staff**

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

7.3.2. **Proof of Age:**

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

7.3.2.1. Birth Certificate

7.3.2.2. Transfer Certificate//School Leaving Certificate

7.3.2.3. 10th standard Certificate

7.3.2.4. Pan Card

7.3.3. **Proof of address:**

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

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

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

7.3.3.1. Driving license

7.3.3.2. Voters ID card

7.3.3.3. Aadhar Card

7.3.4. Hours of Work

7.3.4.1. The institution works six days a week on a 7 hours shift, with a lunch break for forty five minutes and a tea break of fifteen minutes.

7.3.4.2. The weekly off will be on all Sundays

7.3.5. Shift Timing

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

7.3.6. Attendance

7.3.6.1. Every employee shall "PUNCH IN" and "PUNCH OUT" his/her attendance at the time of entering and leaving the institution premises respectively. The employee should also manually register attendance in the office muster.

7.3.6.2. Every employee shall be present at the place of his/her work in his/her respective departments at the beginning of the day.

7.3.6.3. A period of fifteen (15) minutes late coming after shift start is provided for employees who are unable to come in time due to unavoidable circumstances

7.3.6.4. In any case the employee comes late on more than (3) three such occasions in a month one leave from employees leave record will get deducted.

7.3.6.5. Any employee who after punching his/her card is found absent from his/her place of work at any time during the working hours without permission will be liable for disciplinary action for loitering.

7.3.7. Period of Payroll Process:

The period of payroll will be on a monthly basis.

7.3.8. Dress Code:

7.3.8.1. Teaching:

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

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. Every teacher selected by the selection committee mentioned in 4.3.7 shall be appointed on Ad-hoc basis for an academic year.

8.3. After completion of service on Ad-hoc basis depending on the performance appraisal he/she may be cantinuted on Ad-hoc basis for at least five academic years.

8.4. After completion of Ad-hoc service for 5 years, depending on the vacancy in the department and the performance appraisal, the candidate shall be eligible for getting an appointment on probation for the stipulated probation period.

8.5. The Chairman shall be the authority for issuing all appointment orders.

8.6. All types of appointment letters are issued by the central office.

8.7. The Executive Body/Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order of

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

8.8. The declaration of probation does not confer on the employee any special right of permanency to continue in the post in which he/she has satisfactorily completed the probation period.

8.9. The rules governing probation shall not apply to appointments made on an Ad- Hoc/Contract basis.

8.10. **Probation**: Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a stipulated period as prescribed by the government authorities. The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's notice or one month' salary in lieu thereof.

9. EMPLOYEE COMPENSATION AND BENEFIT POLICY

9.1. Employee Compensation and Benefit policy:

9.1.1. AICTE Scales of Pay, as applicable from time to time, shall be adopted to posts classified as teaching staff subject to the approval of the SNJB **apex body**. However, the **SNJB apex body** may temporarily appoint staff on consolidated pay in certain cases.

9.1.1.1. The scales of pay as approved by the SNJB apex body shall be adopted for all posts not falling under the category of teaching staff.

9.1.1.2. Dearness and House Rent Allowances as per State Government rates shall be adopted, but subject to approval of the SNJB apex body.

9.1.1.3. All service in a post on time scale of pay shall count for eligibility for increment.

9.1.1.4. The SNJB apex body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect.

9.1.1.5. An employee who is newly appointed has to keep a security deposit (one salary) for a period of one academic year and is returned back after successful completion of one academic year.

9.2. Leave Policy

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

9.2.1. **CL:** 8 per academic year to all staff members. Casual leave can be granted occasionally for personal work. CL cannot be granted more than 03 days at a time / or per month.

9.2.2. **ML:** 10 (or 20 days with half pay) per year will be credited for Probation or Confirmed staff. Medical leave is granted only after submitting a medical certificate and fitness certificate at the time of rejoining the duty.

9.2.3. **C-Off:** Compensatory off is given against work on holiday or Sunday with prior permission / office order by competent authority. There is no need to sign on muster on that day simply it will be written OD. Against such OD, C-off is granted which has to be availed from the next working day and before the semester end or carry forward with prior permission.

9.2.4. **OD:** On duty is granted where staff members perform the duty of the college other than normal place of working. Like a person who has gone to DTE, AICTE, Unipune, etc. If OD is given on any working day one cannot claim a C-off against OD. If OD is given on holiday or Sunday for

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

9.2.5. **Study Leave:** Study leave 10 per academic year for all teaching eligible staff members. Study leaves will be granted by the Principal for staff members who are pursuing higher (ME, M.Tech. Ph.D) study with prior permission.

9.2.6. **UDL:** University Duty Leave for paper setting, CAP, oral, practical or other University work.

9.2.7. **SpL:** Special Leave will be granted for attending a seminar, workshop, conference, paper presentation etc. No special leave will be granted for staff members appointed on academic order.

9.2.8. **EL:** Earned Leave avail only those staff members who do not fall under vacation scheme. Non vacation staff are entitled to EL at the rate of one-eleventh of the period spent on duty. i.e. 30 days per academic year. **15 days EL is available only after completing six month / one semester for confirmed staff (Total 30 per academic year & 15 days per academic year for staff on Probation). EL will not be encashed. EL can be accumulated for not more than two years. After every two years previous EL shall automatically get lapsed. The employees are advised to avail the EL.**
Number of Earned leaves balance prior to one year of the retirement of an employee should not be more than number 30 and all these need to be availed during the year of the retirement. In any case, Earned leaves will not be encashed.

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

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. Principal

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

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

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

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

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

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

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

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

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

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

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

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

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

The following are some of the visionary functions:

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

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

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

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

2. Vice Principal

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

3. Head of Department (HOD)

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

4. Teaching Faculty

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

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

5. **LIBRARIAN**

- Overall Library Administration

- Arrangement of books following Dewey Decimal Classification

- Maintenance of Library Management System in ERP

- Planning for and procurement of books and Periodicals

- Collect the requirement of student text books from faculty members, procure and issue the same

- Coordinate Photography and Videography and maintain photos and videos of various events

- Maintenance of soft/hard copies of project reports of students

- Issue of College ID cards to students

- Maintenance of Books and Periodicals

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

- Displaying on the college notice board, news items of importance and news items that come in dailies about the college

- Periodic update the "SNJB KBJ COE in Press" section of the college website with relevant content

- Increasing Library Utilization

- Maintenance of Digital Library comprising of DELNET, NPTEL, NDL & E Journals

- Maintenance of Photocopying Machines and Providing Copier Services

- Act as Single Point of Contact for initiatives like NAAC, NBA etc.

- Carry out stock verification once a year and report status

- Monitor the timely receipt of periodicals and follow up against delayed or non-payment of subscriptions

- Review of feedback received from students and members and initiating corrective action

- Issuing warnings/notices/memos to the employees working under him, who are not working/ not behaving as per the policies laid down by the organization

6. **Workshop Superintendent**

- Arranges all the machines/equipment required in the workshops.

- Responsible for repair and maintenance of all the machines and equipment in the workshops.

- Makes a schedule for different groups of students for practice in their respective workshops.

- Responsible for maintenance of laboratories.

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

ETHICAL STANDARDS FOR TEACHERS

A Teacher

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

7. **Dean Academics**

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

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

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

8. Dean Administration:

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

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

- Assist the Principal/ Vice Principal in evolving service rules, code of conduct, leave rules, annual reports, annual confidential reports, self-appraisal reports, performance appraisal reports of faculty and staff and such other activities. In general to assist the Head of the Institution i.e., the Principal to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries & R & D Establishments and the general public.

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

10. **Dean Research & Development:**

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

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

Create an environment conducive to intellectual and research growth.

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

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

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

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

funded projects.

o Manage R & D projects

o Submit quarterly reports to the Principal on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.

o Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner

o Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.

o Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D/ consultancy related activities.

o Form a research committee composed of distinguished faculty members having aptitude for research and members from industry/R&D organizations to address the issues of research.

● **Promotion of research:**

○ Develop and establish a policy to promote research culture in the college

○ Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.

○ Identify prioritized research areas based on the expertise available with the college.

○ Organize visits by eminent researchers to interact with the faculty and students.

○ Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.

○ Take initiative and develop mechanisms for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the community.

● **Research Publications:**

○ Coordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.

○ Publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.

○ Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received

by them from reputed professional bodies and agencies.

○ Motivate the eligible faculty to guide Ph.D scholars.

○ Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

● **Collaboration and Consultancy:**

○ Develop and establish consultancy policy for

■ Identifying and recognizing the areas of expertise of the college.

■ Publicizing the expertise of the college for consultancy services.

■ Encouraging the faculty to utilize their expertise for consultancy services.

■ Costing of consultancy projects.

■ Revenue sharing as between institution and the consultants- including faculty consultants, external consultants, Technical services staff of the college.

○ Initiate and coordinate signing of MoUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.

○ Evaluate the impact of the linkages, periodically, on:

■ Curriculum development

■ Faculty exchange and development

■ Research, Publication

■ Consultancy

■ Student placement

11. Master Time Table Coordinator

● Maintaining the list of department time table coordinators.

● Overall responsibility for the preparation of the time tables before commencement of every semester.

● Organizing and chairing the meeting among department time table coordinators.

● Finalization of the class time table and faculty time table at the meeting among departmental coordinators.

12. Department Time Table Coordinator

• Take the copy of Teaching Scheme / Syllabus for all subjects

• Collect subject choices from the all Faculties

• As per choice, distribute the subject to the Faculty by concerning HOD

- Sanction it from all the Faculties & HOD
- Design Time Table à Class, Lab, Individual, Classroom
- While designing time table always follow the following tips

1. Always set the time table as per the constraint and available resources
2. Avoid consecutive two lectures to any faculty
3. Only one Theory Hour of one subject should be allotted per day
4. Heavy subject should be in the morning slot
5. Avoid theoretical subject after Lunch hour
6. Departmental Activity Slot of SE, TE, and BE should be at one time.
7. Ideally, maximum of 4 Hrs load can be given to any faculty per day
8. One faculty should not have more than two theory slot per day
9. Practical Slot should be like Morning: TE Students, Afternoon: SE Students & Evening: BE Students
10. First Lecture of the day or Lecture after Lunch hour should be allotted to faculty who are really prompt in time.
11. Always think of student psychology.
12. Use Pink Paper for printing the time table.
13. Time Table always includes w.e.f. (with effect from) field.
14. Please follow the Format for Time Table enclosed with this document

- Sanction by all the staff & HOD.
- Sanction by other HOD (if subject is taken by other department)
- Sanction by Principal
- Distribute Copy to

1. Time Table File
2. Hon. Principal
3. HOD
4. Other HODs (If any)
5. Notice Board (Classes, Classroom, Laboratory etc.)
6. All the Concern Faculties
7. In-Charge of Master Time Table

13. Class Coordinator (Advisor)

- Take roll call list(From HOD / Student section)
- Collection of reporting form from students
- Filling of reporting register with students sign with date wise , which contain following

information

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

14. Mentor / Tutor

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

leading to the Bachelor's degree.

● Explain student importance of attendance and its implication to do well in examinations

● Explain importance of participation in the class activities

● Explain importance of Mid Examination (s) and its consequence in the end semester examinations

● Explain importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well

● Explain importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations

● Explain importance of laboratory exercises and their correlation with theory

● Help the student explore the career fields in the student's branch of engineering and provide information about Higher education and job opportunities.

● Serve as a "Teacher Friend" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.

● Explain the importance of getting a meritorious Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services, etc.

● Assemble, organize, channelize, and centralize all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans

● Assist the student at regular intervals to make adequate self-evaluation

● Explain the importance of Self-Motivation to do well in career and subsequently in life.

● Counsels students whose progress is unsatisfactory and reports the same to the Program Coordinator.

● Monitors the interim and final performance of students assigned and coordinates with parents, whenever required

15. Laboratory Incharge

● Maintaining stock of both capital and consumables in the laboratory and updating the same against receipt and issue.

● Maintaining identification of items in the laboratory.

● Identification of purchase requirements of consumables for the laboratory and raising purchase requisition.

- Collection of quotations and preparation of comparative statements.

- Recommendation of the supplier for the purchase of laboratory consumables against the comparative statements.

- Preparation of purchase orders and forwarding the same through the college office after approval.

- Verification of items received from the suppliers.

- Maintaining the equipment in the laboratory and ensuring that they are in working condition for offering to conduct the experiments for students as per the cycle of experiments planned.

16. Project Coordinator

- To coordinate with the HODs in planning Projects

- Finalization of the project topics and guides

- Preparation of list of projects

- Planning for project presentations

17. Project Guide

- Monitor the progress of the projects

- Finalization of project plan

- Monitor the students' attendance in projects

- Review the feedback received during the presentations and incorporates improvements through the students

- Verification of project reports

- Awarding internal marks for students and supporting external examiners.

18. Department Library Incharge

- Maintaining stock of books in the department library.

- Issue and receipt of books to and from the faculty/ department staff.

19. Departmental DSR Coordinator

o Collect the requirement from lab In charge(if any)

o Check whether it is available in the Department / can be made available

o If not available, draft the requirement letter / Indent (Format Attached)

o Sanctioned by HOD, Principal, Coordinator, Core-Coordinator, Trustee

o Call the information leaflet & quotation from at least 3 Suppliers.

o Prepare Comparative chart from the available Quotation (Always choose best three

quotation)

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

20. Overall Furniture Coordinator

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

21. Industry Institute Interaction Cell

● Initiating relationship with corporate regarding industry relations and interaction

● Initiating relationship with corporate regarding industry relations and interaction.

● Interact with HR heads of corporate regarding internships, recruitment opportunities & in plant training.

● Arrange and coordinate industrial visits for students.

● Interact with technical heads of corporate and procure industrial projects for students of various engineering disciplines.

● Provide career guidance counseling sessions for students pursuing higher studies.

● Assessment and segregation of students as per their area of interest, communication, soft skills and core area competency.

● Initiate and coordinate with industry leads to set up industry powered laboratories in the institution.

● Exploring different avenues of employment and knowledge development opportunities for students across various sectors in both upcoming and niche areas.

● Training students in the area of communication and soft skills

● Maintain a database of all corporate contacts (both individual and company).

● Identify areas of training required for students in specific areas of communication and soft skills provided by vendors.

22. EXAMINATION CELL

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

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

Pre-Examination Work:

● Filling Examination form for eligible students as per University Schedule.

● Display the schedule on the College Notice Board for Examination form. Accepting Exam form & Fees

● If Any Problem/issue Regarding the Examination form filling Communicate to University and solve the same.

● Collect all exam forms and Scrutiny all exam forms, inward and Pay fees by Challan to University.

● After Paying Challan to University College Download Hall Ticket, Name List & Summary from University Portal and Distribution Name list & Summary to Department.

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

● University Display the Schedule/slot for conduction of Oral/Practical/Termwork/Project/Seminar. College examination office Conducts the Meeting with Exam Coordinators / HOD for information and Guideline.

● Appointment of Heads for Department for mark entry on the University portal. Further Heads will Appoint Internal Examiners as per availability and need.

● Ensures OR/PR as per University Schedule.

● Examination cell will take follow up of Mark Entry with the department as per schedule

● Collection of All OR/PR Marks Copies from Internal Examiner form office record along with Undertaking.

**Theory Examination (INSEM & End SEM)

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

● College Display of Time Table for University Examination (INSEM and End SEM)

● Appointment of Jr. Supervisor, Int. Sr. Supervisor and Supporting Staff For Exam.

● Block Wise Seating Arrangement of Students as per Strength.

● Printing Question Papers from Portal of University and distribution to Block

● Collection of Answer Paper, Packing and Dispatch to CAP Center as per University Guidelines.

● Submission of Examiners list to CAP Center for Paper Checking

**Post Examination Work

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

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

23. Alumni Coordinator

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

24. Training and Placement Officer (TPO)

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

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

25. Technical Club Coordinator

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

○ Where required, plan for the financial budget for the technical club activities, in line with the departments

○ Publishing the schedule for the technical club activities

○ Ensuring that the scheduled activities are carried out

○ Submitting the consolidated report along with photographs to management on a weekly basis

○ Ensuring that the departments publish IEEE Newsletter in coordination with the professional bodies they have collaboration with.

26. General Club Coordinator

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

● Where required, plan for the financial budget for the general club activities, in line with the activities planned by the clubs

● Publishing the consolidated schedule for the club activities

● Conducting monthly reviews to ensure that the scheduled activities are carried out

● Submitting the consolidated report along with photographs and supporting documents to management on monthly basis

27. IQAC Coordinator

● To coordinate the dissemination of information on various quality parameters of higher education

● To coordinate the documentation of the various programmes / activities leading to quality improvement

● To coordinate the quality-related activities of the institution

● To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

● To coordinate the timely and efficient execution of the decisions of the IQAC committee.

28. NAAC / NBA Coordinator

● Conduct of NAAC/NBA awareness sessions for faculties

● Preparing NAAC/NBA report

● Applying for NAAC/NBA

● Meeting NAAC/NBA requirements

● Getting NAAC/NBA visits

29. Discipline Coordinator

● Providing academic leadership in the discipline, including advising junior colleagues in the context of promotion and promoting colleagues' research opportunities.

● Having responsibility for the oversight of standards pertaining to the discipline, and (with Head of School) the preservation of disciplinary integrity.

● Briefing the Head of School on any matters relating to the welfare of the discipline in College.

● Participating on nominating committees and advising the Head of School on recruitment of part-time staff in the discipline, as appropriate.

● Being a member of Executive Committee of the School and (where one exists) the Research Committee

● Contributing to policy formation and strategic planning.

● Determining, with disciplinary colleagues, content and curriculum of major courses, e.g. Moderatorships or half-Moderatorships; liaising with course directors of interdisciplinary courses or taught postgraduate courses.

● Chairing meetings of the discipline.

● Proposing to the Director of Teaching and Learning (Undergraduate) the distribution of teaching for staff in the discipline.

● Representing, or nominating a representative of, the discipline on cross-School committees, e.g. Two-subject Moderatorship.

● Recommending to the Senior Lecturer the admission of non-standard students to the discipline.

● Advising the Director(s) of Postgraduate Studies / Research as appropriate on the assignment of research supervisors; advising on choice of examiners and all discipline-specific research issues within the School.

● Participating in quality reviews.

● Dealing with professional/accreditation issues affecting the discipline.

30. Grievances Committee

● The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.

● Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.

- In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the principal@snjb.org or officer in-charge of Students' Grievance Cell.

- The cases will be attended promptly on receipt of written grievances from the students. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.

- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell

- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give a report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

31. Academic Event Coordinator

- Plan the academic events for the upcoming semester (it is expected that at least one event should be arranged for SE, TE, and BE per month)

- Sanctioned it from the HOD, Principal and Management

- Prepare the invitation letter for the event execute

- Sanctioned it from Event Coordinator / HOD / Principal

- Send the hard copy by post and soft copy (i.e. scanned copy) by email

- Confirm the same thru phone

- Once the date is decided then convey the same to student by Circular / Notice Board

- Make the arrangement of the Food and Accommodation by sending the letter to the Administrative Officer thru Principal (if necessary)

- Take the permission for the Venue and Schedule of the Event from the HOD / Principal

- Make the arrangement of the Audio, Video System (if essential)

- Make the arrangement of the Chairs, Tables, Table Clothes, Water Bottle, and Glasses etc.

- Make the arrangement of the Bookie, Flowers and the necessary goods for the Saraswati Pooja

- Call the Photographer for the Program

- Prepare the Invitation Card (should include the Venue of the Event) and detailed Schedule for the Event which should include

- Pray to God by Lightning of the Lamp

- Introduce the Theme of the Event (may take the help of Documentary)

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

11. FACULTY APPRAISAL SYSTEM

Table: Schedule of the Faculty Appraisal System

SN	Description	Responsibility	Time Period
1	Announcement of start of Faculty Appraisal System through a notice including declaration of Set Targets	Principal	30th April Previous Ac Year
2	Filling up of the Appraisal data in prescribed format with proper attachment	Respective Faculty	10th May
3	Evaluation of data filled in by faculty And Offering Remarks	HOD	15th May
4	Evaluation of data filled in by HOD And Offering Remarks	Principal	20th May
5	Conduct of Interview of each Faculty	Principal With Guidance of Institute Co-ordinator	1-30th June
6	Assessment of the data for faculty appraisal grade and grade by faculty assessment committee	Institute Co-ordinator	15th July
7	Sanctioning of increment based on combined grade of faculty appraisal grade and grade by faculty assessment committee	Institute Co-ordinator	1st August
8	Referring of the increment in salary	Principal / Registrar	In September

ESTD - 1928

SNJB

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LATE SAU. K.B. JAIN COLLEGE OF ENGINEERING, CHANDWAD

11.1 POLICIES
ON
Faculty Performance Appraisal and Development System (FPADS)

POLICIES
ON
Faculty Performance Appraisal and Development System (FPADS)

IMPLEMENTATION COMMITTEE

SR. NO	NAME	DESIGNATION	DEPARTMENT
1.	DR. M. D. KOKATE	MENTOR	E&TC
2.	DR. M. R. SANGHAVI	CHAIRMAN	COMPUTER
3.	DR. Y. L. BHIRUD	MEMBER	CIVIL
4.	DR. S. D. SANCHETI	MEMBER	MECHANICAL
5.	DR. R. C. PATIL	MEMBER	MECHANICAL
6.	PROF. K. M. SANGHAVI	MEMBER	COMPUTER
7.	PROF. G. S. PAWAR	MEMBER	E&TC
8.	PROF. M. S. BARKALE	MEMBER	MBA

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SAMPLE FACULTY APPRAISAL REPORT

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EMPLOYEE DETAILS:

Name of the faculty	:	Mr. ABC
Department	:	Mechanical Engineering
Designation	:	Assistant Professor
Date of Joining the Institute	:	01/07/2020
Type of Order	:	Ad-hoc/ Probation/ Confirm

GUIDELINES:

The period of evaluation shall be 1st July to 30th June of every year.

- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- The faculty must refer to the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- **Appraisal Committee for Faculty**: Evaluating Authority (EA) is the HoD and the Reviewing Authority (RA) is The Head of Institution (Principal).
- **Appraisal Committee for HoD:** Evaluating Authority (EA) is the Head of Institution (Principal), the Reviewing Authority (RA) is Hon. Management (or the competent authority appointed on his behalf).
- The EA shall verify all the information by supporting proofs before commenting on the performance.
- All the Target Set will be provided by College Authority
- Decision of EA & RA will be final for final Points Calculations.

CATEGORY – I : TEACHING, LEARNING & EVALUATION
(MINIMUM SCORE REQUIRED: 75%)

1.1 Teaching Process | Workload

(Maximum Points: Assistant Professor: 4, Associate Professor: 2, Professor or HoD: 2)

Sr. No	Semester	Target Set	Total Teaching Load (Hrs)	Teaching Load Theory (Hrs)	Teaching Load other than Theory (Hrs)	Self Evaluation points	Evaluation by EA
01	SEM I	16	20	06	10	04	
02	SEM II	16	14	04	10	3.5	
Average credit points						3.75	

Note:- HOD in consultation with Principal can change the Target set as per the requirement
Teaching Load requirement for the Faculty as per the cadre .
HOD will Communicate the Load Distribution to Dean Academics and Principal before the start of semester.
However the minimum load of Assistant Professor: 16, Associate Professor: 14, Professor = 14, HoD: As per cadre and relaxation of 2 Hrs per week in teaching hours shall be granted to faculty members handling additional responsibility of HoD.
*Points earned = Actual load / target set * Max Points*
Sample Calculations:-   For sem-02
*Points earned = 14/16 *4 = 3.5*

1.2 Content Beyond Syllabus/GAP Analysis

(Maximum Points: Assistant Professor: 1, Associate Professor: 1)

Sr. No	Semester	Name (Course Code)	Name of the Topic	Self Evaluation points	Evaluation by EA
01	SEM I	Fluid Mechanics (202045)	Simulation of Boundary Layer	01	
02	SEM II	Turbomachines (302044)	Not taken	00	
Cumulative credit points				0.5	

Note:- The Content Beyond Syllabus/ GAP/ Value addition sheet should be communicated to the Academic Coordinator. The Academic Coordinator should further communicate the same to Dean Academic and Principal in the first week of semester.

1.3 Engagement of classes (Entry of University Theory Courses only):

(Points: Assistant Professor: 5, Associate Professor: 4, Professor or HoD: 3)

Sr. No	Semester	Course Code | Name	Scheduled Classes	Actual taken by staff	Self Evaluation points	Evaluation by EA
1	Sem-01 (Asst Prof)	Fluid Mechanics (202045)	48	50	5	
2	Sem-02 (Asst Prof)	Turbomachines (302044)	48	30	3.12	
	Average credit points				4.06	

Calculation of Points earned as follows :
*Points earned = No. of Actual Classes / No. of Scheduled Classes * Max Points*
Sample Calculations:-   For turbomachines,
           *Points earned = 30/48 *5 = 3.12*

Note:- The engagement of the classes will be checked periodically based on the digital evidence report by the Higher Authority. Daily entries into the digital evidence sheet are expected as weekly monitoring will be done.

1.4 Attendance (Entry of University Theory Courses only)

(Points: Assistant Professor: 10, Associate Professor: 9, Professor or HoD: 5)

Sr. No	Semester	Name (Course Code)	Target Set	Average Attendance	Self Evaluation points	Evaluation by EA
1	Sem-01	Fluid Mechanics (202045)	75 %	80 %	10	
2	Sem-02	Turbomachines (302046)	75 %	60 %	08	
	Average credit points				09	

Note:- The minimum Attendance expected by the university is 75 % as per the norms.
*Sample Calculations:-   Points earned = 60/75 * 10 = 08*

Note:- The Attendance Checking will be done periodically based on the digital evidence report by the Higher Authority. Digital Evidence Report must be shared with the Dean Academics and Principal Sir.

1.5 Student Feedback (Entry of University Theory Courses only)

(Points: Assistant Professor: 15, Associate Professor: 12, Professor or HoD: 10)

Sr. No	Semester	Course Code | Name	Target Set	Average student feedback (%)	Self Evaluation points	Evaluation by EA
1	Sem-01	Fluid Mechanics (202045)	75 %	90 %	15	
2	Sem-02	Turbomachines(302046)	75 %	60 %	12	
3	Sem-02	CAD/CAM	75 %	50 %	0	
	Average credit points				09	

(Minimum 60% feedback is essential in order to get the credit; other points will be nullified (0) if feedback is less than 60%).

Sample Calculations:-   *Points earned = 60/75 * 15 = 12*

Note :- Target for the Student feedback will be given by Hon. Principal. The HOD will take the permission of Hon . Principal in case of any change in the Target.

1.6 University Result (Entry of University Theory Courses only)

(Points: Assistant Professor: 15, Associate Professor: 12, Professor or HoD: 10)

Sr. No	Semester	Course Code | Name	Target Set	Actual Result	Self Evaluation points	Evaluation by EA
1	Sem-01	Fluid Mechanics (202045)	75 %	80 %	15	
2	Sem-02	Turbomachines(302046)	60 %	40 %	10	
	Average credit points				12.5	

Note:- Target should be considered by analysis of the last three year results of that course. If the course is newly added then the standard Target shared by the Principal will be considered as final.

Sample Calculations:-   *Points earned = 40/60* 15 = 10*

Calculation for Assistant Professor

Heads	SN	Parameters	Maximum Credit Points AP/Asso.P/Prof/HOD	Earned Credit Points	Evaluation by EA
Academics	1	Workload	4/2/2/2	3.75	
	2	Content Beyond Syllabus	1/1/0/0	0.5	
	3	Engagement	5/4/3/3	4.06	
	4	Attendance	10/9/5/5	09	
	5	Students' Feedback	15/12/10/10	09	
	6	Univ.Results	15/12/10/10	12.5	
		Total Earned Points	50/40/30/30	38.81	
		Status for appraisal		Eligible/ not eligible	

Note: Assistant Professor/Associate Professor/Professor Should score a minimum of 75% (37.5 credit points for Assistant Professor, 30 for Associate Professor, 21 for Professor and HoD) to get eligible for appraisal.

CATEGORY – II : CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT
(MINIMUM SCORE REQUIRED: 50%)
Acad. Supp.Activ Dept/Inst. Contribution towards Institute | Society

Contribution to Department / Institute / SNJB Level

Sr. No	Activity	Level (Department/ Institute/SNJB)	Frequency	Credit Point	Evaluation by EA
1	Academic Calendar Preparation	Dept. Level	Semester	01	
2	Class Coordinator	Dept. Level	Daily	03	
3	Expert Talk Coordinator	Dept. Level	Monthly	03	
4	ERP Coordinator	Dept. Level	Daily	05	
5	Budget Preparation	Institute Level	Annual	02	
06	Gathering Sports Coordinator	Institute Level	Annual	02	
			Total Points :	16	
			Credit Points	10	

Note :- The maximum credit points earned by the faculty in the above table is 10 points and 20 for HoD.

Depending upon the level of activity, you can claim the points which will be verified by the Evaluation committee.

Please refer the Table for the credit point

Level of Activity	Daily	Weekly	Monthly	Quarterly	semester	Annua1
SNJB Level	100 %	70 %	50 %	30 %	20 %	15 %
Institute level	100 %	70 %	50 %	30 %	20 %	15 %
Dept. level	50 %	40 %	30 %	20 %	10 %	7.5 %

CATEGORY – III: Contributions (Gain) towards (from) Inst./ Society

3.1 Faculty Development Program(FDP)/Short Term Training Program (STTP) Attended

(Points: Assistant Professor: 5, Associate Professor: 3, Professor or HoD: 0)

Read the following instructions carefully before filling the details in Table 3.1 : This is mandatory for all

FDP/STTP Duration	FDP/STTP in the relevant area recognised by AICTE /UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio/	FDP/STTP in SNJB
More than 5 Days	100% of Allotted Points per FDP/STTP	50% of Allotted Points per FDP/STTP
5 Days	90% of Allotted Points per FDP/STTP	40% of Allotted Points per FDP/STTP
2-4 Days	75% of Allotted Points per FDP/STTP	25% of Allotted Points per FDP/STTP
1 Day	25% of Allotted Points per FDP/STTP	5% of Allotted Points per FDP/STTP

Note: Maximum TWO FDP/STTP is allowed for every Academic Year

Table 3.1: Details of FDP/STTP Attended

SN	Name of FDP/STTP Attended	Level (AICTE/UGC /…….)	FDP/STTP Duration (Days)	Credit* Point	Evaluation by EA
1	FDP on Internet of Things	AICTE	10	05	
2	Seminar on Recent Technology in Electrical Vehicles	COEP	01	1.25	
Total points				6.25	
Credit Points				05	

Attach the certificate of FDP/STTP

Note:- Maximum point earned in above table is 05 credit points.

3.2 Massive Open Online Course (MOOC)/School Attended or Developed

Read the following instructions carefully before filling the details in Table 3.2
MOOC/School Course Attended
(Points: Assistant Professor: 5, Associate Professor: 3, Professor or HoD: 0)

MOOC/ School Duration	Credit Points	Requirement
12 Week	100% of Allotted Points per MOOC/School	MOOC/School course **Attended** must be in the relevant area with E-Certification by **NPTEL-AICTE/Swayam**
8 Week	90% of Allotted Points per MOOC/School	
4 Week	25% of Allotted Points per MOOC/School	

Note: Maximum TWO MOOC/School is allowed for every Academic Year

Table 3.2A: Details of MOOC/School Attended

SN	Name of MOOC/School Attended/Developed	MOOC/School Duration	Credit* Point	Evaluation by EA
1	NPTEL Course on Convective Heat transfer	12 Week	05	
2	Udemy: Course on Personality Development	4 Weeks	1.25	
	Total points		6.25	
	Credit Points		05	

Attach the documentary evidence (certificate/ acceptance of course at National level etc….) of MOOC/School

MOOC/School Course Developed
(Points: Assistant Professor:05/Associate Professor:05/Professor or HoD:5)

1-10 Hours (<1 Week)	1 Week	2 Weeks	More than 2 weeks
25 %	50 %	75 %	100 %

Maximum Combinations of Courses are allowed.

Table 3.2B: Details of MOOC/School Developed

SN	Name of MOOC/School Developed	Platform/MOOC site	MOOC/School Duration	Credit* Point	Evaluation by EA
1	Analysis Fluent Professional Course	Udemy	1 Week	2.5	
2	Course on Personality Development	MOOC	2 Week	3.75	
Total points				6.25	
Credit Points				05	

Attach the documentary evidence (certificate/ acceptance of course at National level etc….) of MOOC/ School

3.3 Lab/ Equipment/ Application Development

(Points: Assistant Professor: 5, Associate Professor: 3, Professor or HoD: 0)

Table 3.3: Details of Lab/ Equipment/ Application Development

SN	Equipment/ Application	Approx Cost	Credit* Point	Evaluation by EA
01	Set-up for Major loss through pipe flow	Rs. 27,000/-	05	
	Total Points		05	
	Credit Points		05	

Note:- The Lab/equipment developed must be approved by the Head of Department and Principal.
(Credit Points- 05)

3.4 Research Grants:

(Points: Assistant Professor/Associate Professor/Professor or HoD:5)

Table 3.4: Details of Research Grants

Research Grants	>=50K And <100K	>=100K And <=1.5L	>1.5 L	Communicated
Principal Investigator (PI)	50%	75%	100%	20%
Co-PI	40%	60%	80%	10%

S N	Name of funding Agency	Date of Sanction and Duration	Status (Communicated/ Granted)	Amount	Self Evaluation Credit points	Evaluation by EA
1	SPPU BCUD	05/02/2021	Granted	Rs. 1,21,000/-	3.75	
Total points					3.75	
Credit Points					3.75	

Sample Calculations:- 75 % of 05 Credit points = 0.75 * 5 = 3.75

3.5 Research Paper Publications

(Points: Assistant Professor/Associate Professor/Professor or HoD:15)

 Read the following instructions carefully before filling the details in Table 3.5 (Almost mandatory for all)

Publication Type	Distribution of Credit Points per Paper Published				Publication Review	
	Corresponding Author	Author 2	Author 3	Author 4	Credit Points	Review Limit
SCI/WoS/Scopus Journal	15	11	7	4	4 per Paper	1
UGC/AICTE Journal	14	10	6	3	3 per Paper	1
International Conference @abroad	7	5	3	2	2 per Paper	2
International Conference @India	5	4	2	1	2 per Paper	2

Note:

1. **The paper published in the conference proceedings and the SCI/WoS/Scopus/UGC/AICTE Journal then the count of Publication is considered to be one only and credit points of concern journal publication will be awarded.**
2. **The paper published in International conference (Abroad/India) proceedings and the Journal other than above mentioned then credit points will be awarded for International conference only.**
3. **Total credit points for Publication & review will not exceed more than 15.**
4. **All your Papers must be communicated to Dean R&D once Published for his acceptance**

Table 3.5: Details of Paper Publications

SN	Date of Publication/ Acceptance/ Review & Author	Name of Paper Published/Reviewed	Journal / Conference	Name of Journal/Conference / Publication Type	Self Evaluation Credit points	Evaluation by EA
1	08/11/2020	Review on the Plate Heat Exchangers enhancement technologies	Journal	Journal of Heat and mass transfer / Scopus	15	
2						
Total points					15	
Credit Points					15	

3.6 Book & Book Chapter Publications
(Points: Assistant Professor/Associate Professor/Professor or HoD:10)

Read the following instructions carefully before filling the details in Table 3.6A

Book Publications

Publication Type	Distribution of Credit Points per Book Published				Book Review	
	Reference Book		Text Book			
	Corresponding Author	Author 2	Corresponding Author	Author 2	Credit Points	Review Limit
Book: Only Technical for Engg and Management for MBA	10	7	5	3	2 per Book	2

Book Chapter Publications

Publication Type	Distribution of Credit Points perBook Chapter Published			Book Chapter Review	
	Chapter in renowned publications like Elsevier/Springer/Wiley/ Talyor & Francis etc...	Chapter in local publications	Limit	Credit Points	Review Limit
Book Chapter:Only Technical for Engg and Management for MBA	9	3	1	2 per Book Chapter	2

Table 3.6B: Details of Book & Book Chapter Publications

SN	Date of Publication/ Review & Author	Name of Book/Book Chapter Published/Reviewed	Book/ Book Chapter/ Review	Published in Elsevier/Springer/ Wiley/ Talyor & Francis etc...	Self Evaluation Credit points	Evaluation by EA
1	02/04/2021	Advanced Fluid mechanics	Book (author 02)	Tata Mcgraw Hill	07	
	Total points				07	
	Credit Points				07	

Note: 1. Total credit points for Book & Book Chapter Publication & review will not exceed more than 10.

2. The book published must be communicated to Dean R&D after publication.

3.7 Citations to Research Paper/Book & Book Chapter Publications

(Points: Assistant Professor/Associate Professor/Professor or HoD:5)

Read the following instructions carefully before filling the details in Table 3.7

Table 3.7A: Details of Citations to Research Paper/Book & Book Chapter Citations

Publication Type	Distribution of Credit Points per Paper Published				
	Corresponding Author	Author 2	Author 3	Author 4	Citation Limit
SCI/WoS/Scopus/UGC/AICTE Journal	3	2	1.5	1	2

International Conference @abroad/@India	2	1.5	1	0.5	1
Book/Book Chapter (International/National)	3	2	0	0	1

Note:

1.The further editions of the same book/book chapter will not be counted in the next academic year.

2.The citations for the publications in the concerned academic(faculty appraisal) year will be considered from Google Scholar Citation.

3. The Citations for the Publications should be communicated to Dean R&D every year .

Table 3.7B:Details of Citations to Research Paper/Book & Book Chapter Citations

SN	Name of the Paper	Total Citations	Citations per year	Self Evaluation Credit points	Evaluation by EA
1	Investigation of thermal performance of solar dryer	05	02	03	
	Total Points			03	
	Credit Points			03	

3.8 Consultancy

(Points: Assistant Professor/Associate Professor/Professor or HoD:10)

Consultancy	Amount 10-25K	Amount 26-50K	>50K	Teacher is major
Credit Point	50%	75%	100%	

Note:- The consultancy amount should only include your share value as per the college policy.

(However, full marks can be claimed for Lead Generation).

Table 3.8: Details of Consultancy

S N	Name of funding Agency	Date of obtaining and Duration	Amount (Rs)	Self Evaluation Credit points	Evaluation by EA
1	Art Rubber Pvt. Ltd., Ambad, Nashik	04/05/2021	12,000/-	05	
	Total Points			05	

	Credit Points	05	

3.9 Resource Person

(Points: Assistant Professor/Associate Professor/Professor or HoD:05)

Table 3.9: Details of Resource Person

Resource Person (Expert Talk)	SNJB (Institute)	Outside	Inter Department
>1 (2-3)	20%	30%	10%
>3 (4-5)	40%	60%	20%
>5	60%	100%	30%

S N	Name of The session	Duration (Hrs/ Week)	Agency (College)	Type of Session	Self Evaluation on Credit Points	Evaluation by EA
1	Session on Personality Development	1 hr	S.S. Patil Poly, Chopda	Outside	1.5	
2	Session on Energy Management	2hr	IT Dept.	Inter Department	0.5	
Total Points					2	
Credit Points					2	

Proofs as resource person should be verified by EA with supporting documents like Session details, date, feedback, Attendance, photos (with geo-tag/Screenshot in online Mode), Letter of Appreciation (Must Document) for the session.

Sample Calculations:- *Points earned = 5* 40/100 = 02 or as per hours/days basis*

3.10 Awards/ Recognition Record

(Points: Assistant Professor/Associate Professor/Professor or HoD:05)

Table 3.10: Details of Awards/ Recognition Record

S N	Title of Award	Level of Award (Int./National/ State etc)	Award given By	Date of declaration of Award	Self Evaluation Credit points
1	Dronacharya Award	National /level	Chatra-vishvakarma, AICTE	11/02/2021	4.5
Total Points					4.5
Credit Points					4.5

Sample Calculation:- 90 % of 05 = 4.5

Awards/Recognition	District/ Regional	University	State	National	Int. National	Local
Academic Bodies (UGC, AICTE...)	40%	60%	75%	90%	100%	20%

3.11 Placement Assistance (Not applicable to HoD, TnP and Department TnP)

Faculty will earned 20% of the maximum Points per Lead generation (Max 10 Points)
This must be communicated to the Departmental/Institute T&P Coordinator and must be certified by them.

Table 3.11: Details of Placement Assistance

S N	Name of the Industry	Generated Lead communicated to	No. of student Placed in the industry	Self Evaluation Credit points
1	Art Rubber Ltd.	Prof. H.S. Deore	02	04
	Total Points			04
	Credit Point			04

Note: Points of TnP and Department TnP will be computed on overall success. Set Target will be shared by Higher Authority.

3.12 Admission Assistance: (Not applicable to HoDs & Admission Incharge)

Faculty will earned 20 % of the maximum Points per admission (Max 10 Points)

Table 3.12: Details of Placement Assistance

S N	Name of the student	Type of Admission (FE/DSE)	Branch	Admitted to which Round	Self Evaluation Credit points
1	ABC	FE	Mech	Round 01	02
2	PQR	FE	Civil	Round 03	02
3	XYZ	DSE	Computer	Institute Level	02
	Total Points				06
	Credit Points				06

Note:- Incase of the CAP Round Admission , the list of students must be communicated well in advance (before the CAP Round allotment) to the Admission In-charge.

3.13 Professional Training/Industrial Training

(Points: Assistant Professor, Associate Professor, Professor or HoD: 5)

Table 3.12: Details of Professional Training/Industry Training

Sr. No.	Name of the Professional Course/ Industry	Details	Duration (Hrs/Week)	Points Earned	Evaluation by EA
1	Eleations Ansys Professional Course	Ansys Software Training	4 Week	05	
2	Training at Art Rubber Pvt. Ld, Nashik	Shop Floor training	2 Week	05	
	Total Points			10	
	Credit Points			05	

Note:- Minimum 2 Week Professional Training/ Industrial Training is Mandatory for Assistant Professor Cadre to be eligible for Appraisal.

3.14 CSR Participation (Points: Assist Professor, Asso Professor, Prof or HoD: 5)

Sr. No.	Activity Name	Description	Points Earned	Evaluation by EA
1	Blood Donation	At K.B. Abad Hospital,Chandwad	05	
2	Financial Help to ABC (Student from TE Mech)	Financial help of Rs.6000/-	05	
	Total Points		10	
	Credit Points		05	

Note:- Fund/Donation in the form of money (> Rs. 5000) will only be considered and it should be Donated through Student Welfare Officer (SWO).

Points Summary: Contributions (Gain) towards (from) Inst./ Society (Addition) [Sample for Assistant Professor Cadre]

Head	Name of the Activities	Max. Credit Points	Self Evaluation Credit points	Evaluation by EA
Contributions (Gain) towards	**FDP**	**05**	**05**	
	School/ MooC (Attended)	05	05	

(from) Inst./ Society	Mooc School (Developed)	05		
	Lab/ Eqpt/ App Devp (5%)	05	05	
	FDP / STTP / Workshop Grant	05	01	
	Research Grants	05	3.75	
	Publications	**15**	**15**	
	Patents Filing (5%)	5	00	
	Consultancy >50k (10%)	10	05	
	Resource Person (5%)	5	00	
	Awards/ Recognition Recd.(5%)	5	4.5	
	Placement Count	**10**	**04**	
	Admission Count	**10**	**06**	
	Blood Don./Plasma Don/Flood Relf / Student Adoption (From our College via Committee)	5	05	
	Book Chapter / Book	10	07	
	Citation	5	03	
	Professional Training/ Industry Training ≥ 2Weeks	05		
	Total Credit Points Gaines		**64.25**	
	Maximum Credit point earned		**30**	

Very very Important to note:

The following activities are compulsory for the Cadre mentioned below

Assistant Professor:

FDP /Moocs:**100%** AND Research Publications: **At least one Paper** AND

2 Weeks of Industrial Training / Professional Training AND **Academics Score: 75%** AND **Management Observations: >=60%**

Associate Professor / Professor / HoD:

Research Publications: **100%** AND FDP / Moocs: **At least one** AND **Academics Score: 75%** AND **Management Observations:>=60%**.

Points Summary: **Case of not Eligible case in Contributions (Gain) towards (from) Inst./ Society [Case discussed below]**

Head	Name of the Activities	Max. Credit Points	Self Evaluation Credit points	Evaluation by EA
Contributions (Gain) towards (from) Inst./ Society	**FDP**	**05**	**00**	
	School/ MooC (Attended)	05	05	
	School/ MooC (Developed)			
	Lab/ Eqpt/ App Devp (5%)	05	05	
	FDP / STTP / Workshop Grant	05	01	
	Research Grants	05	3.75	
	Publications	**15**	**00**	
	Patents Filing (5%)	5	00	
	Consultancy >50k (10%)	10	05	
	Resource Person (5%)	5	00	
	Awards/ Recognition Recd.(5%)	5	4.5	
	Placement Count	**10**	**04**	
	Admission Count	**10**	**06**	
	Blood Don./Plasma Don/Flood Relf / Student Adoption (From our College via Committee)	5	00	
	Book Chapter / Book	10	07	
	Citation	5	03	
	Professional Training/ Industry Training ≥ 2Weeks	05		
	Total Credit Points Gaines		44.25	
	Maximum Credit point earned		30	

Credit Point Score Table (case for the above table explained)

S N	Heads	Max. Credit Points	Points required for eligibility	Credit Points Earned	Evaluation by EA	Status of Eligibility
1	Academic	50	37.5	38.81		Eligible
2	Acad. Supp.Activ Dept/Inst.	10	NA	10		NA
3	Contributions (Gain) towards (from) Inst./ Society	105	NA	30		Eligible
4	Management Observation	10	06	07		Eligible
	Total Points earned			85.81		Eligible

Credit Point Score Table (sample for not eligible case)

S N	Heads	Max. Credit Points	Points required for eligibility	Credit Points Earned	Evaluation by EA	Status of Eligibility
1	Academic	50	37.5	31		Not Eligible

2	Acad. Supp. Activ Dept/Inst.	10	NA	10		NA
3	Contributions (Gain) towards (from) Inst./ Society	105	NA	30		Not Eligible
4	Management Observation	10	06	07		Eligible
Total Points earned				85.81		Not Eligible

Approved by

SR. NO	NAME	SIGN
1.	DR. M. D. KOKATE	
2.	DR. M. R. SANGHAVI	
3.	DR. Y. L. BHIRUD	
4.	DR. S. D. SANCHETI	
5.	DR. R. C. PATIL	
6.	PROF. K. M. SANGHAVI	
7.	PROF. G. S. PAWAR	
8.	PROF. M. S. BARKALE	

Faculty Appraisal System Grade and Percentile for evaluation

Grade	Percentile
A	90-100
B	80-89
C	75-79
D	<75

12. Employee Growth and Development Policy

1. Institute has prepared several policies for the growth of employees which are mentioned below in terms of publication of papers/FDP/IPR.

2. As per organization norms study leave is sanctioned to the concerned employees for Higher Education.

3. Office duties are normally sanctioned for the FDP/STTP and also registration fees and TA & DA are paid by organization.

4. For faculty encouragement exam fees of NPTEL Certifications is paid by the organization for the merit holders.

5. Many Expert Talks, Training, FDPs, STTPs are arranged for the growth of faculties free of cost by an Institution.

12.1 Journal Publications and FDPs.

1. If the teaching faculty publishes a paper in UGC care journals (or via international conference) and stating the name of the Institute as association, then maximum financial assistance of Rs. 1500 will be provided per person per Academic year.

2. If the teaching faculty publishes a paper in Scopus indexed journals (or via international conference) and stating the name of the Institute as association, then maximum financial assistance of Rs. 3000 will be provided per person per Academic year.

3. The UGC approved teaching faculty members should be allowed to attend STTPs, and FDPs, College will bear registration fee and traveling expenses maximum up to Rs. 5000/- (Rupees Five thousand only) per faculty per academic year. Faculty should take care of academics before proceeding for such a program.

4. If a faculty attends FDP/workshop related with curriculum design/implementation, the Institute will provide him 100% financial assistance of TA/DA and course fee, if any.

12.2 Promotion to Professional membership

1. If the teaching faculty has more or equal to 10 years of experience, then the Institute (SNJB LKBJ CoE) should contribute 50% of the total membership fee limited to a maximum amount of Rs. 5000/- per member per year.

2. If the teaching faculty has an experience less than 10 years, then the Institute (SNJB LKBJ CoE) should contribute 25% of the total membership fee limited to a maximum amount of Rs. 3000/- per member per year.

3. If the teaching faculty resigns from his service in the same year in which he availed the

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

4. The extension of the above facility is only applicable to the faculty on probation or confirmed service.

5. Financial assistance will be extended to two memberships only for a faculty.

13. Research and Consultancy Policy:
Given below is the duly approved Research and Consultancy Policy

To,

The Principal,

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

Subject: Distribution of testing/consultancy/training charges

Dear Sir,

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

1) Testing work (use of lab/equipment)

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

2) Consultancy work (No lab/equipment use)

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

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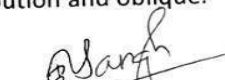
Sr. No.	Particular	Distribution Percentage
1	Institute	40%
2	Principal	05%
3	Head of Dept.	15%
4	Training team	25%
5	Technical Asst.	10%
6	Peon	05%

4) Training work (Outside college)

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

Please sanction above distribution and oblique.

HOD Civil

HOD Computer

HOD Mechanical

HOD E&TC

HOD MBA

HOD Applied Science

for MM approval

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14. RESIGNATION POLICY

14.1 Objective

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

14.2. Operating Authorities

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

14.3 Operating Procedure

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

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

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

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

15. TERMINATION POLICY

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

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

15.1 Objective

To provide appropriate regulations when an employee is to be terminated

15.2. Operating Authorities

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

15.3 Operating Procedure

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

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

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

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

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

POWER TO MODIFY THE RULES:-

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