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SNJB

SNJB's
**SHRI HIRALAL HASTIMAL (JAIN BROTHERES)
POLYTECHNIC, CHANDWAD**

HUMAN RESOURCE MANUAL

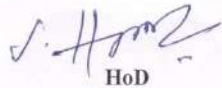
SHRI H.H.J.B. POLYTECHNIC, CHANDWAD

Approval Form for Human Resource Manual

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SHRI H.H.J.B. POLYTECHNIC, CHANDWAD 423101

HUMAN RESOURCE MANUAL

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SHRI H.H.J.B. POLYTECHNIC, CHANDWAD 423 101.

1. VISION AND MISSION

1.1. Vision of the institute

To enhance technical skills of students to meet industry needs along with human values.

1.2. Mission of the institute

- To provide industry-oriented quality technical education to face industrial challenges.
- To inculcate professional skills and human values among students.
- To develop entrepreneurial qualities among students and motivate them towards lifelong learning.

SHRI H.H.J.B. POLYTECHNIC, CHANDWAD 423 101.

2. THE MANAGEMENT

BOARD OF TRUSTEES

Sr. No.	Name	Post of Honor
01	Shri. Bebilal Kesharmal Sancheti	Chairman
02	Shri. Dineshkumar Bhagchand Lodha	Vice Chairman
03	Shri. Jawaharlal Shantilal Abad	Hon. Secretary
04	Shri. Dalichand Hastimal Chordiya	Member
05	Shri. Ajit Santokchand Surana	Member
06	Shri. Arvind Dhanraj Bhansali	Member
07	Shri. Ashok Bhavarlal Jain	Member
08	Shri. Ravindra Bansilal Sancheti	Member
09	Shri. Kantilal Lakhichand Baphana	Member
10	Shri. Nandkishor Babulal Bramhecha	Member
11	Shri Vivek Kantilal Jain	Member

SHRI H.H.J.B. POLYTECHNIC, CHANDWAD 423 101.

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. Zumberl Hiralal Bhandari	Joint Hon. Secretary
05	Shri. Dineshkumar Bhagchand Lodha	Member
06	Shri. Shantilal Motilal Alizhad	Member
07	Shri. Sumatilal Kanhyalal Surana	Member
08	Shri. Kantilal Lakhichand Bafna	Member
09	Shri. Sunilkumar Mohanlal Chopda	Member
10	Shri. Dr. Sunilkumar Chandrabhan Bagrecha	Member
11	Shri. Nandkishor Babulal Bramhecha	Member
12	Shri. Vardhman Mishrilal Lunkad	Member
13	Shri Rajkumar Suganchand Bumb	Member
14	Shri Subhashchand Zumberlal Shrishimal	Member
15	Shri. Prakashchand Bhagchand Bokdiya	Member
16	Shri. Mahavirchand Parasmal Parakh	Member

2.1. About SNJB

SNJB (Jain Gurukul) located at Neminagar, Chandwad a taluka place which is 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.

The development of the institute during the last 84 years is an outcome of 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 amazing and remarkable.

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

2.2. About SNJB's Shri H.H.J.B. Polytechnic Chandwad

The Jain Gurukul campus has various faculties, out of which the SNJB's Shri Hiralal Hastimal (Jain Brothers) Polytechnic, which is approved by the All India Council of Technical Education (AICTE), New Delhi and Government of Maharashtra and is affiliated to the Board of Technical Education Mumbai (MSBTE) was established in the year 1983 with four branches viz. Civil Engineering (1983), Computer Technology (1994), Mechanical Engineering (1994) and Electronics & Telecommunications Engineering (2001).

The year 2003 viewed the establishment of a new branch of Dress Designing & Manufacturing & Interior Design & Decoration (Non AICTE Courses) is affiliated to the Board of Technical Education, Mumbai (MSBTE) under the SNJB's Shri Hiralal Hastimal (Jain Brothers) Polytechnic's Institute of Design.

The institute 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 institute. Every department has a separate departmental library.

An army of technicians is employed in every department to resolve the technical problems. The institute 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 Shri H.H.J.B. Polytechnic Chandwad HR Manual

SNJB's Shri Hiralal Hastimal (Jain Brothers, Jalgaon) Polytechnic 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 Shri Hiralal Hastimal (Jain Brothers, Jalgaon) Polytechnic

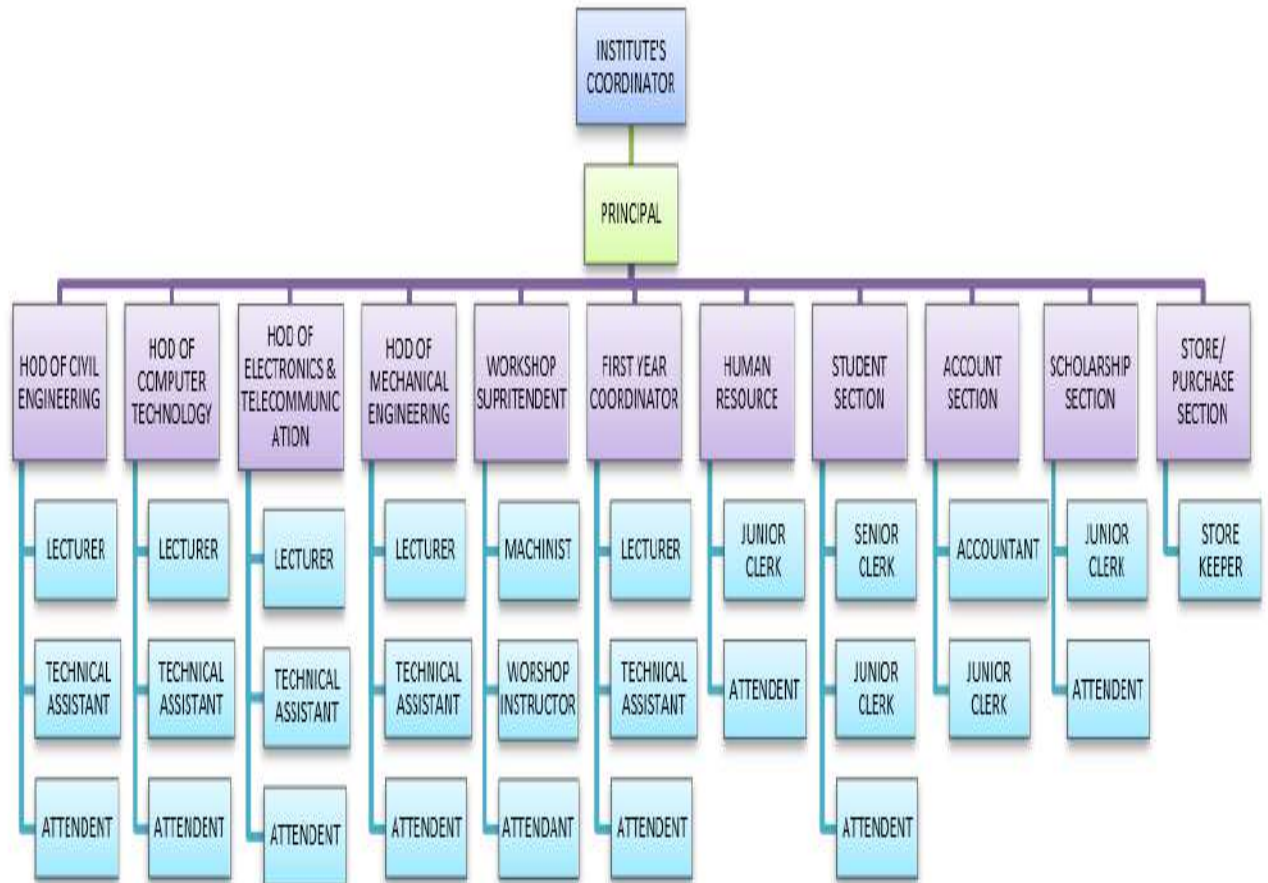
HR policies shall be kept current and relevant. Therefore, from time to time the document will be modified and amended or new procedures will be added to the manual.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. This should be mailed to shhjbpoly@rediffmail.com.

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

3. ORGANIZATIONAL STRUCTURE

Internal organizational structure of SNJB's Shri Hiralal Hastimal (Jain Brothers) Polytechnic



4. FACULTY RECRUITMENT SYSTEM

4.1. Objective

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

4.2. Operating Authorities

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

4.3. Operating Procedure

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

- 4.3.1.** The Head of the Department should estimate the Manpower Requirement for both Teaching and Non-Teaching and send the report to the Principal for approval.
- 4.3.2.** The Principal should seek the approval of the vacancies from the Institute coordinator within stipulated time.
- 4.3.3.** 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 are 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 are 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 MSBTE selection of the faculty, the process defined as per the MSBTE regulations/ordinances/statutes is followed.

Table: Time Schedule for 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 interview 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 hassle free joining process of the candidates who have been offered a job with the institution.

5.2. Operating Authorities

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

5.3. Operating Procedure

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

- **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 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. Teaching staff are further classified into Teachers and Trainers.

7.3.1.2. Non- Teaching Staff

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

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

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

7.3.2. Proof of Age:

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

- 7.3.2.1.** Birth certificate
- 7.3.2.2.** 10th standard mark sheet or transfer certificate
- 7.3.2.3.** Age Certificate from a dentist / medical officer
- 7.3.2.4.** Certificate issued by the registrar of births or any other local authority.

7.3.3. Proof of address:

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

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

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

- 7.3.3.1. Driving license
- 7.3.3.2. Ration card
- 7.3.3.3. Voters ID card
- 7.3.3.4. 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 Institute before 10 Minutes i.e. on or before 9.20 AM and leave the Institute after 10 Minutes of the Institute 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 (2) two such occasions in a month half 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 wage period is calculated from start to end of the month

7.3.8. Dress Code:

7.3.8.1. Teaching:

- **Men: Blazer** (Applicable to the Principal and HoDs), White Shirt, Black Pant, Sox, Black/Brown Shoes.
- **Women:** Green Punjabi Salwar, Blue Pant, Blue Dupatta / Sari.

7.3.8.2. Non-Teaching:

- **Men:** White Shirt, Black Pant, Sox, Black/Brown Shoes.
- **Women:** Green Punjabi Salwar, Blue Pant, Blue Dupatta / Sari.

7.3.9. Code of Conduct:

The successful functioning and reputation of SNJB's Shri Hiralal Hastimal (Jain Brothers) Polytechnic 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.

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

7.3.9.2. Internet

The internet is a facility provided for official purposes. The following activities, using SNJB's Shri Hiralal Hastimal (Jain Brothers) Polytechnic'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 offence 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's Shri Hiralal Hastimal (Jain Brothers) Polytechnic 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 the opportunity to respond.
- 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 a related 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 on the employee's personnel 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 SHHJB Polytechnic 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 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 receive directions or be escorted to their destination.

7.3.9.8. Workplace Violence Prevention

SNJB's Shri Hiralal Hastimal (Jain Brothers) Polytechnic 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 any 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 30th April of each calendar year without any notice.
- 8.1.4. **Daily wages:** Means persons employed for work of a casual or occasional nature who are appointed by SNJB's central office.
- 8.2. The Chairman shall be the authority for issuing all appointment orders.
- 8.3. Policy of non-teaching is given by the central office.
- 8.4. All types of appointment letters are issued by the central office.
- 8.5. The Executive Body/Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.
- 8.6. The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she has satisfactorily completed probation.
- 8.7. The rules governing probation will not apply to appointments made on an Ad-Hoc/Contract basis.
- 8.8. The rules governing probation will not apply to appointments made on an Ad-Hoc/Contract basis.
- 8.9. Ad-Hoc employees may get probation orders after successful completion of 05/07 academic years.
- 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 adapted to posts classified as teaching staff subject to approval of the SNJB **apex body**. However, the **SNJB apex body** may temporarily appoint staff on consolidated pay in certain cases.
- 9.1.1.1.** The scales of pay as approved by the SNJB apex body shall be adopted for all posts not falling under the category of teaching staff.
- 9.1.1.2.** Dearness and House Rent Allowances as per State Government rates shall be adopted, but subject to approval of the SNJB apex body.
- 9.1.1.3.** All service in a post on time scale of pay shall count for eligibility for increment.
- 9.1.1.4.** The SNJB apex body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect.
- 9.1.1.5.** An employee who is newly appointed has to keep a security deposit (one salary) for a period of one academic year and is returned back after successful completion of one academic year.

9.2. Leave Policy

All staff members teaching / non-teaching are hereby informed that following leave rules are applicable with effect from 01st January 2012.

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 & Confirmed staff. Medical leave is granted only after submitting a medical certificate and fitness certificate at the time of rejoining the duty

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

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

9.2.5 Study Leave: Study leave 10 per academic year for all teaching 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 BDL: MSBTE Duty Leave for paper setting, CAP, oral, practical or other MSBTE 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 are 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.

9.3. Vacation Policy

Summer vacation & Winter vacation are available for teaching staff and supporting staff (T.A, L.A, Workshop Instructor, Librarian) Summer vacation & Winter vacation is granted as per following table.

Total No. of Vacation	Period	Remark
1 Week	Winter	For Staff on Academic Orders
1 Week	Summer	
1 Week	Winter	For Staff on First Year of Probation
02 Weeks	Summer	
02 Weeks	Winter	For Staff on Second Year & more yrs. of Probation
03 Weeks	Summer	
20 days	Winter	For Confirmed Staff
40 Days	Summer	

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 The 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 MSBTE / 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 institute.
- 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, computers, 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 MSBTE 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 program budget on an annual basis and approval of expenses.
- 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 institute.
- Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the institute.
- 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 academicians 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 institute as the Principal in absence of the Principal.
- Should focus on Administration or Academics of the Institute as per the Management's Order
- Also look after the day to day administration of the institute.
- 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, 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
- 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 institute.
- Any other work entrusted by the Principal and/or Management.

3. HOD

- Chair the Departmental Academic Advisory Council Meetings
- Approval and Publication of Program 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 Program Outcomes
- Identification and monitoring of Program 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 programs
- 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 Program 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. 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 institute 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.

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.

5. 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.
- **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 institute, 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 institute including research awards, recognition received by them from reputed professional bodies and agencies.
 - 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 institute.
 - Publicizing the expertise of the institute 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 institute.
 - 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

6. 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.

7. 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 FY, SY and TY 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: FY Students, Afternoon: SY Students & Evening: TY 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.

8. 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:
- Roll no, 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, term work 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.

9. Mentor / TUTORS

- 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 institute; 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

10. 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 institute 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.

11. 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

12. PROJECT GUIDES

- 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.

13. DEPARTMENTAL DSR COORDINATOR

- Collect the requirement from lab In charge (if any)
- Check whether it is available in the Department / can be made available
- If not available, draft the requirement letter / Indent (Format Attached)
- Sanctioned by HOD, Principal, Coordinator, Core-Coordinator, Trustee
- Call the information leaflet & quotation from at least 3 Suppliers.
- Prepare Comparative chart from the available Quotation (Always choose best three quotation)
- Sanctioned by HOD, Principal, Coordinator, Core-Coordinator, Trustee
- Prepare Purchase Order by concerning Store Keeper with necessary Terms & Conditions
- Sanctioned by HOD, Accountant, Store Keeper, and Principal
- Distributes Copy to
 1. Proposal / Requirement File
 2. Sanctioned Supplier
- Once the Supplier supplies the order, Test it with the help of Expert.
- Collect copy of Delivery Challan & Bill cum Invoice from supplier, Give Received to Supplier if demanded.
- Prepare GRN i.e Good Receipt Note with the help of Expert and Store Keeper
- Check the Bill cum Invoice as per the Purchase Order
- Make the Entry into Central Dead Stock Register / Central Consumable Register
- Then issue the Material to respective department
- Make the Entry in to Dead Stock Register or Consumable Register
- Give its reference by writing Central DSR No., Page No., and Serial Number on the backside of the bill
- Sanction it by Store Manager with Stamp
- Give its reference by writing Departmental DSR No., Page No., and Serial Number on the backside of the bill
- Sanction it by HOD with Stamp (Also write the name of HOD)
- Sanction by Principal with Stamp
- Also sanctioned the Dead Stock Entry with the Technical Assistant, Lab Incharge, HOD, and Principal
- Take the three photo copy of complete proposal which include Indent, Quotation, Comparative Statement, Purchase Order & Bill cum Invoice from Front & Back side
- Submit Original Copy to Account Section Head for Payment to Supplier
- Attach One photo copy to Departmental Purchase Proposal / Bill File
- Submit One Photo copy to the Store Manager.

14. 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).

15. LABORATORY / TECHNICAL ASSISTANTS

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

16. 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.

17. REGISTRAR/OFFICE SUPERINTENDENT/SENIOR CLERK

- AICTE – Approval and Renewal activities
- MSBTE – Affiliation/Approval Process related activities
- DTE – activities
- In-Charge for Admission Related Activities – New, Lateral – Transfer, Re-admission
- Issuance of Certificates to students for Education Loan
- Scholarship Related Activities – For various communities - Scrutiny and Processing
- Course Completion Related Activities – Handing over of TC, Original Certificates
- Students/Staff Group Insurance Scheme - Payment of Premium, Tracking of Policies and Claims
- Fee Collection – DD, Cheque Payment and Cash Deposits
- HR Function covering: Resume Gathering, Scrutiny, Scheduling Interviews, Issue of Appointment Letter, Joining Formalities
- Students Admission, Staff Attendance, Leave, Payroll Processing through ERP System
- Point of Contact for NBA, NAAC for data pertaining to Faculty Recruitment and Retention
- Liaison with Governmental Departments regarding Building Approval and Payment of Taxes
- Maintaining depository of Rules and Regulations of AICTE, MSBTE
- MIS reports for governmental departments viz., Ministry of HRD, AICTE and MSBTE, Employment Exchange
- Single of Point of Contact for Medical Emergency for students and staff members
- Official Communication with various agencies
- Issuing warnings/notices/memos to the employees working under him, who are not working/ not behaving as per the policies laid down by the organization

18. EXAMINATION CELL

The Examination Cell of Polytechnic (**MSBTE Examination**) is headed by incharge of student section 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 institute shall be the Chief Coordinator, Examinations.**

The Institute Examination officer will create his/her own team with the approval of the Principal

of the Institute. 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 MSBTE Schedule.
- Display the schedule on the Institute Notice Board for Examination form. Accepting Exam form & Fees
- If Any Problem/issue Regarding the Examination form filling Communicate to MSBTE and solve the same.

- Collect all exam forms and Scrutiny all exam forms, inward and Pay fees by Challan to MSBTE.
- After Paying Challan to MSBTE Institute Download Hall Ticket, Name List & Summary from MSBTE Portal and Distribution Name list & Summary to Department.

MSBTE Oral/Practical/Teamwork/Project/Seminar:-

- MSBTE Display the Schedule/slot for conduction of Oral/Practical/Term work/Project/Seminar. Institute examination office conducts the Meeting with Exam Coordinators / HOD for information and Guideline.
- Appointment of Heads for Department for mark entry on the MSBTE portal. Further Heads will Appoint Internal Examiners as per availability and need.
- Ensures OR/PR as per MSBTE 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**

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

- Institute Display of Time Table for MSBTE 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 MSBTE and distribution to Block
- Collection of Answer Paper, Packing and Dispatch to CAP Centre as per MSBTE Guidelines.
- Submission of Examiners list to CAP Centre 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 MSBTE.
- Download Result Gazette from MSBTE Portal and distribute to all Head of Department
- Collection of Mark List from MSBTE and distribute to the Concern Department.
- Conduct Convocation Ceremony for Final Year Completed Student.

19. 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 Institute 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 institute notice board, news items of importance and news items that come in dailies about the institute
- Periodic update the “SHHJB Polytechnic in Press” section of the institute 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.

20. 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 institute campus
- Organizing alumni office bearers meeting at least once in a year at institute 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 institute newsletter to alumni on regular basis
- Preparing and sending alumni newsletters and proceedings to stakeholders
- Regular Audit of Alumni Association.

21. TRAINING AND PLACEMENT OFFICER

- 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 institute 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.

22. INCUBATION CENTRE COORDINATOR

- Where required, plan for the financial budget for the incubation centre activities, in line with the departments
- Publishing the schedule for the incubation centre activities
- Ensuring that the scheduled activities are carried out
- Submitting the consolidated report along with photographs to management at the end of every semester.

23. 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

24. 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 Institute.
- 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.

25. 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.

26. 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.

27. Store Officer

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

28. Accounts Clerk

Responsible for the following activities in consultation with the Registrar:

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

- e. Ledgers
- f. Vouchers
- g. Cheque books / pass books
- h. Bank challans
- i. Fixed deposit certificates
- j. Other important office documents

- To deal with banks and other financial institutions regarding financial transactions.
- To prepare a salary sheet and obtain signatures of all employees.
- To disburse salaries for the employees of the institute.
- To attend to the subject of income tax, and performing TDS at source for all payment transactions.
- To write caution money deposit register, if any.
 - To scrutinize and attend to the payment of all invoices and statements of account
 - To carry out and keep analyses of costs and other statistical information.
 - To ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted to appropriate authorities within required deadlines.
 - To collate information, statistics and prepare reports as required by the authorities of the institute and central office.
- Any other accounts related function assigned by the authorities from time to time.

29. Office Assistant

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

- To take up dictation and typing work to help the Registrar/Office Superintendent in various ways such as maintenance in a methodical manner all confidential, personal papers, arranging of meetings, conferences, tours, telephone calls, interviews, appointments and special duties.
- To initiate prompt action on files and proposals and their disposal including promptly putting up notes and files to the higher authorities and maintain all the files and records.
- To initiate various proposals and prepare drafts and submit the same to the higher authorities for consideration and approval in a time bound manner.
- To assist the authorities in drafting letters, putting up items with suitable notes, etc.
- To maintain inward/outward registers and use them for sending/receiving all official communication
- To maintain leave records, permission records of faculty, staff and students as may be applicable.
- To maintain personal register with regard to the appointments etc., if any

- To provide any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time.
- To organize the work schedule, sort out routine incoming and outgoing papers promptly, in order of priority and maintain registers for the same.
- To draft letters/notes for the officer and handle correspondence independently as and when required.
- To summarize from documents and prepare information for Annual Reports, Newsletter, etc. pertaining to the activities of the department/section.
- To refer/direct callers (in person/telephone)/papers to appropriate persons of the department, as the case may be
- To supervise the work of the sub staff in the department/section.
- To be responsible for the safe custody of all the files in the department/section and maintain strict confidentiality on all matters related to the office work of any nature.
- To enter data, maintains data entered, and backs up data files periodically

30. ACADEMIC EVENT COORDINATOR

- Plan the academic events for the upcoming semester (it is expected that at least one event should be arranged for FY, SY, and TY 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 Lighting 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....Institute 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	30 th April Previous Ac Year
2	Filling up of the Appraisal data in prescribed format with proper attachment	Respective Faculty	10 th May
3	Evaluation of data filled in by faculty And Offering Remarks	HOD	15 th May
4	Evaluation of data filled in by HOD And Offering Remarks	Principal	20 th May
5	Conduct of Interview of each Faculty	Principal With Guidance of Institute Co-ordinator	21st May-12 th June
6	Assessment of the data And report of interviewee Panel	Institute Co-ordinator	30 th June
7	Sanctioning of increment based on score and report of interview panel	Institute Co-ordinator	1 st July
8	Referring of the increment in salary	Principal / Sr. Clerk	In August



ESTD - 1928



**SNJB's
SHRI HIRALAL HASTIMAL (JAIN BROTHERS)
POLYTECHNIC, CHANDWAD**

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

SHRI.H.H.J.B. POLYTECHNIC, CHANDWAD.

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

IMPLEMENTATION COMMITTEE

SR. NO	NAME	DESIGNATION	DEPARTMENT
1.	DR. V.A. WANKHEDE	MENTOR	
2.	Mr. H.S. GOWDA	CHAIRMAN	CIVIL
3.	Mr. D.V. LOHAR	MEMBER	MECHANICAL
4.	MR. P.R. SALI	MEMBER	COMPUTER
5.	Mr. P.R. THAKRE	MEMBER	E & TC

SAMPLE FACULTY APPRAISAL REPORT

SHRI HHJB POLYTECHNIC, NEMINAGAR, CHANDWAD, DIST.

NASHIK

Confidential Report for Teaching Staff

1. For the Period: 2020-2021
2. Name: A B C
3. Qualification: ME (X Y Z)
4. Designation: Lecturer
5. Program: CE / CM / EJ / ME
6. Length of service – N years
in the Institution:
7. Scale of Pay: lecturer

Calculation of 360 Degrees Feedback

1) Teaching Process (25) :

Sr. No	Semester	Course Abbreviation & Code	No. of Scheduled Classes	No. of Actually Held Classes (15M) *	% of Result (10M) *	Points Earned 15+10	Documentary proof
1	3/2020-21	DMS(22319)	64	64	97	15+10=25	
2	5/2020-21	EVS(22447)	48	48	100		
3	4/2020-21	DCC(22414)	64	64	Exam is Remaining		
4	6/2020-21	PWP(22616)	48	48			
5	6/2020-21	MAN(22509)	48	48			
TOTAL			272	272	9.8		

* With reference to AICTE 360⁰ feedback manual .

2) Students Feedback (25):

Sr. No	Semester	Course Code	Average Student Feedback on the scale of 25 *	Points Earned	Documentary proof
1	III	DMS(22319)	21	20.4=20	
2	V	EVS(22447)	20		
3	IV	DCC(22414)	20		
4	VI	PWP(22616)	20		
5	VI	MAN(22509)	21		
TOTAL			102		

* **Mechanism:-** Google form has been created for respective class and get filled online by only HoD. Analysis of Google forms instances done by HoD and average taken. Google form contains various questing related to overall Teaching quality Average marks putted in Column No. 4 of above table.

3) Departmental Activities (20)

Sr. No	Semester	Activity	2 Point / Activity	Points Earned	Documentary proof
A. Curricular Activities(any 5 for 2M)					
1	5/2020-21	Msbt duty- Appointment as a moderator for Course (Advanced Database Management Systems (Elective) , Q.P.Code 22521)	2	16	
2	3 and 5 /2020-21	Examinar for Winter-2020	2		
3	1/2020-21	Paper setter in Winter-2020 exam	2		
B. Co-curricular Activities(any 3 for 2M)					
4	2/2020-21	Paper Presentation Thane	2		
5	1/2020-21	CSI Project Competition	2		
6	2/2020-21	Scholarship Pradyashodh	2		
C. Extra Curricular Activities(any 1)					
7	6/2020-21	TnP work-2020	(any 1 for 4 M) 4		

4)Institute Activities (15)(Any Five Activities)

Sr. No	Year	Activity	3 Point / Activity	Points Earned	Documentary proof
1	2020-21	ERP- Polytechnic	3	12	
2	2020-21	Pimpalgaon Region admission team work	3		
3	2020-21	Second Year Admission Incharge	3		
4	2020-21	Organized a FDP on “Teachers Empowerment”	3		

5) Contribution to Society (15)(Any Three)

Sr. No	Year	Activity	5 Point / Activity	Points Earned	Documentary proof
1	2020-21	-	5	15	
2	2020-21	-	5		
3	2020-21	-	5		

ACR Credit for Three Years:

Sr. No	Criteria	ACR Credit Range	Credit range (out of 10)	ACR Credit 2017-18	ACR Credit 2018-19	ACR Credit 2019-20
1	A	90-100	10			
2	B	80-89	09			
3	C	75-79	08			
4	D	<75	07			

ACR Maintained at Institute Level For Present Year (Out of 10 M) :

Sr. No	Criteria	Obtained Total Marks (Out of 100)	Obtained ACR Credit (Out of 10)	Remark by HOD	Remark by Principal
1	A				
2	B	88	9		
3	C				
4	D				

Approved by

SR. NO	NAME	SIGN
1.	DR. V.A. WANKHEDE	
2.	MR. H.S. GOWDA	
3.	MR. D.V. LOHAR	
4.	Mr. P.R. SALI	
5.	MR. P.R. THAKRE	

11.2 Performance Evaluation System

Objective

To constantly monitor progress of the capabilities and achievements of employees, to facilitate the ongoing development of the faculty members and to identify when an employee has demonstrated readiness for greater responsibility.

- Those employees who have completed one year of employment with the institution will be eligible for the annual performance appraisal programme.
- As per the schedule given in the table of Schedule of the Faculty Appraisal System every year, official information is sent through the circular highlighting the objectives and process of the Performance Appraisal Programme.
- The employees are requested to fill in the Performance Appraisal Form and submit the same to the reporting authority. The Performance Appraisal Form rates the employee in the skills such as job proficiency, co-curricular activities, extra-curricular activities and contribution towards/from society.
- The appraisal forms are then evaluated and each of the fields in the form is weighted against a predetermined scorecard and the final score is calculated for each employee.
- A Performance Appraisal Meeting is then scheduled with the employee and the panel of the Management that includes the Institute Coordinator or his representative, the Principal of the institute and One Principal of the other institute run by the organization nominated by the Institute Coordinator. This committee, hereafter will be called the **Faculty Assessment Committee**.
- The following points are discussed during the Appraisal Meeting:
 - Reviewing, discussing, and confirming understanding of the essential functions listed on the job description, annual goals and standards of work performance.
 - Recognizing strengths, weaknesses and achievements.
 - Confirming previously identified functional areas needing improvement and establishing agreement about how improvement is to be accomplished.
 - Identifying areas in which education, training, or other development opportunities are needed and a strategy for developing skills, knowledge or abilities.
 - Discuss and confirm understanding and agreement about the steps the employee will take to accomplish self- development goals, as well as how the Management or the department will help.
- The Faculty Assessment Committee to classify the teaching employees in four categories as A, B, C, and D based on the performance in the interview and the records produced by the teaching faculty. The Principal of the institute will combine the grades of the Faculty Appraisal System and the report of the Faculty Assessment Committee and convert it into four grades as A, B, C and D as per the following table.
- Table for Compilation of Grades

Performance Grade in Faculty Appraisal	Grade by Faculty Assessment Committee	Final Grade
A	A	A
A	B	A
A	C	B
A	D	C
B	A	A
B	B	B
B	C	C
B	D	C
C	A	B
C	B	C
C	C	C
C	D	D
D	A	C
D	B	C
D	C	D
D	D	D

- Based on the performance the faculties can be classified in four categories as A, B C and D for increments to be sanctioned. The increment to the faculty will be sanctioned depending on the category he/she fits in. per the percentile in Faculty appraisal system and the grade given by the faculty assessment committee.

Table for grades obtained by the faculty year on year basis for conversion from academic year basis appointment to probation appointment

Grade	Consecutive no of years	Category
A	3	Probation
B	4	Probation
C	5	Probation
D	3	Termination

The Performance Based on Appraisal Form (min)

Cases	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Category
1	A	A	A	-	-	Probation
2	A	A	B	A/B	-	Probation
3	B/C	B/C	A/B/C	C	C	Probation
4	D	D	-	-	-	Terminate

+

Rules :

*If 3 Consecutive A : Then Probation after 3 Year

*If 3 A in 4 Years : Then Probation after 4 Years

*If 4 Consecutive B : Then Probation after 4 Years

*If 5 Consecutive C : Then Probation after 5 Years

*If 1 D and any grade except A for 4 consecutive Years then One More Year to Gain at Least B

11.3 Teaching faculty probation policy

The teaching faculty will always be appointed on an academic year basis, except in exceptional

cases as approved by the management. The maximum number of years the teaching faculty to be converted from academic year basis appointment to probation appointment will be as per the

following table, where A, B, C, and D are the final combined grade obtained by the faculty as

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. For faculty encouragement exam fees of NPTEL Certifications is paid by the organization for the merit holders.
4. Many Expert Talks, Training, FDPs, STTPs are arranged for the growth of faculties free of cost by an Institution.

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, Institute will bear registration fee and travelling 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 SHHJB POLY) 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 SHHJB POLY) 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 SNJB's H. H. J. B. Polytechnic, Chandwad

Policies for Consultancy work by the Academic and Technical Staff

We encourage our faculty to undertake consultancy work through which the faculty contributes toward the industrial/economic growth, strengthen institute-industry interface and enrich their professional experience. This enriched professional experience and knowledge of faculty members make them better educators. Research and consultancy projects provide a first hand knowledge of current problems of industry and the emerging areas which is very helpful in tuning the curriculum to the national needs. Both Sponsored projects and consultancy give an opportunity to faculty for rich experience and incentives as well for their professional development.

Consultancy Rules and Norms:

- Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in the areas of Expertise available in the Institute.
- The services offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the Standard Terms and Conditions
- Technical infrastructure / Computational facilities of the university may be offered to undertake the outside work of the clients. The use of physical infrastructure of the University Purely for Rent Purpose will not be covered under consultancy work.
- All Consultancy and related Jobs need to be structured and executed in the spirit of promoting SNJB- Industry Interactions
- Consultancy work carried under mainly three categories as given below
 - Category I:** Expert Advice and R&D Consultancy: - This type of Consultancy will be Expertise intensive and based on the expertise of the Consultant.
 - Category II:** Testing Consultancy: - This type of Consultancy will involve testing of sample/component/product against a standard. The institute will undertake testing jobs provided testing facilities and expertise are available in the university.
 - Category III:** Service Consultancy:- This type of Consultancy will involve use of University's Computational facilities / Software / Hardware and other Technical, Physical infrastructure by the client. For example, use of software/hardware by the outside students, researchers, scientists, engineers, etc. or use of computers / technical manpower and other infrastructure of the institute for conduct of online / offline examinations or tests; and other e-services.
- Full time regular faculty of Departments of the institute may take up the consultancy work.
- The services of permanent employees of the Institute will be utilized for the execution of the consultancy projects provided it does not affect at any cost their primary functions and responsibilities to the Institute.
- Consultancy assignments must not have any adverse impact on the ongoing academic, Research, official and administrative activities.
- The consultancy assignments under Category-I are of highly specialized nature and must be handled with utmost sincerity. The assignments under this category may have far reaching impact on academia as well as society. Thus, any compromise in the execution of these assignments may tarnish the image of institute. Keeping this in view, it is mandatory

to ensure that the concerned consultant possess proper academic qualifications and well established credentials in the area of consultancy.

- The consultant must undertake any consultancy assignment under Category – II only after ensuring that the machine/equipment used for testing is duly calibrated and provide accurate results against a reference / standard. It is understood that the testing equipment will be used only by the consultant(s) and not by the client.
- The consultant must undertake any consultancy assignment under Category – III only after ensuring that all the Computational facilities /Software / Hardware, technical and physical infrastructure, etc. are in proper working conditions as these are to be used by the client(s). For any damage, the cost may be recovered by the consultant from the client.
- However, an individual Consultant / Staff member shall not undertake consultancy work more than 60 days in a calendar year.
- Outstation travel on Consultancy Assignments will be undertaken with the prior approval of the Principal under intimation to the Head of the Department / Office concerned. TA-DA, expenses towards boarding and lodging, etc. as per entitlement of the consultant shall be admissible as per institute rules. All these expenses will be met out of the concerned consultancy project funds.
- The consultant(s) will have the right to publish the work carried out by him/her out of the consultancy work under Category – I only after taking prior permission of the client.
- If the Principal Consultant is on leaves for some reason (exigency / critical illness), the Principal can appoint new principal consultant through Head of the department / office concerned.
- Normally the agreed charges of the consultancy project are to be deposited by the client, in full, before the consultancy work commences. However, this stipulation is negotiable. In cases where the consultancy work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance while submitting the proposal before screening committee. However, the project will commence only after depositing 50% of total contracted amount of the consultancy project by the client. The final report of the consultancy work shall be released subject to the full payment of the total contracted amount.
- Total amount paid by client include Service Tax as applicable
- If possible last year students must be involve as an assistant in the consultancy work without disturbing their academics.
- Details of distribution of consultancy project fund shall be as below:

Total amount received including Govt. Taxes	A	10
Govt. Tax	B	5
Direct expenditure (TA/DA) if any <i>Actual</i>	C	15
Total Contracted Amount (D)	D=A-B-C	80
Institute Development Fund	0.50D	40
Amount Available for Distribution among the staff	0.50D	40

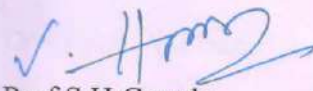
➤ Amount Available for distribution among the staff are distributed as below.

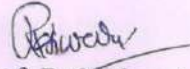
Sr.No	Designation	% share from Distribution Amount		
		Category- I	Category- II	Category -III
01	Principal	5	5	5
02	HOD	5	5	5
03	Principal consultant	25	18	18
04	Lab assistant	5	12	12
05	Lab attendant	5	5	5
06	Accountant	5	5	5

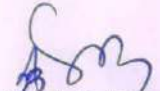
➤ The distribution amount is distributed among the staff in current financial year.

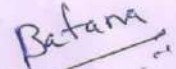
➤ In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified there in or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavored be resolved by mutual negotiations. If, however, such negotiations are failed then the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

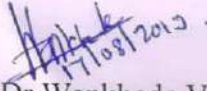
Committee members:



Prof. S.H. Gowda
HOD Civil



Prof. R.C. Tiwari
HOD Science


Prof. D.V. Lohar
HOD Mechanical


Prof. P.M. Bafana
HOD Computer


Prof Dr. Wankhede V.A
Principal
S H H J B POLYTECHNIC


Shri. R.S. Bumb
Member P M C SNJB
S N J B


Shri. A.D. Bhansali
Trustee & Member P M C
S N J B

Details of distribution of consultancy project

Total amount received including Govt.Taxes	A
Govt. Tax	B
Direct expenditure (TA/DA) if any	C
Total Contracted Amount (D)	D=A-B-C
Institute Development Fund	0.50D
Amount Available for Distribution among the staff	0.50D

Example

Civil Department obtain a testing consultancy (Category -II) of 20 cube test from a NTPC as per the rate of consultancy is 400 rupees per cube, so the contractor will submit a following amount to the collage .

$$A = \text{Total amount received including Govt.Tax} = (400 \times 20) + 18\% \text{ GST} = 8000 + 1440 = \mathbf{9440}$$

$$A = \text{Total amount received including Govt.Tax} = \mathbf{9440}$$

$$B = \text{Govt. Tax (GST) } 18\% = \mathbf{1440}$$

$$C = \text{Direct Expenditure (TA/DA)} = \mathbf{500}$$

$$D = \text{Total Contracted Amount} = (9440 - 1440 - 500) = \mathbf{7500}$$

From the total contracted amount (D) institute will obtain 0.50 D, and remaining 0.50 D amount will be distributed among the concern staff members as given above.

$$\text{Institute Development Fund} = 0.50 D = 0.50 \times 7500 = \mathbf{3750}$$

$$\text{Amount Available for Distribution among the staff} = 0.50 D = 0.50 \times 7500 = \mathbf{3750}$$

OK
27/08/2013

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 in lieu of notice to the Management in writing.

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.

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

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

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

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

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 in 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 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.

ANNEXURE – 1

Sr. No.	Various Application Forms*
1	Application Form (Teaching)
2	Application Form (Non-Teaching)
3	Form pertains personal information, academic details and experiences up till.
4	Application for Library
5	Application for ERP Login Credentials
6	Application for I-Card Preparation
7	Letter for Bank Account Opening

***Available with, Establishment Department, SHHJB Polytechnic.**