



**TRINITY INSTITUTE OF MANAGEMENT AND RESEARCH (TIMR)**

# **ADMINISTRATIVE MANUAL**

**Affiliated to Savitribai Phule Pune University, Pune**

**Recognized by Govt. of Maharashtra, Approved by AICTE, New Delhi**

**Website: [www.trinitymbapune.com](http://www.trinitymbapune.com)**

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# 1. INTRODUCTION

The guidelines published in this document are for the Governance of Trinity Institute of Management and research established by KJ's Educational Institutes, Pune. The document is a blend of guidelines based on

- A) The University Grants Commission, New Delhi, India guidelines.
- B) Constitution of KJ's Educational Institutes, Pune
- C) Savitribai Phule Pune University, Pune, Rules and Regulation for Affiliated Institutes
- D) Existing Practices in the institution.

This **Good Governance Guidelines Document** has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability and clarity in the administration. The expected benefits due to implementation of good governance through the guidelines presented in the document may include to:

- Implement transparency at all levels of governance and administration
- Follow integrity in appointments at all levels
- Establish fair and transparent processes in internal control
- Comply with rules and regulations
- Establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit
- Involve the entire stake holders at various levels as deemed fit with regard to guidelines of statutory bodies
- Maintain registry of interests of members of governing body
- Achieve optimum utilization of infrastructure, resources for better output Establish processes in risk management
- Meet the requirements of accreditations
- Enhance the quality of teaching-learning process
- Strengthen the existing good practices

Accomplish appraisal of Head of the Institution the document provides information on organization of the institute along with its organization structure, functions, and responsibilities of all four statutory bodies. In addition, it outlines the responsibilities of various functionaries in the academics and administration including non-statutory committees formed for the smooth and effective functioning of the Institute.

## 1. PREAMBLE

*Title, application, and the authorities to interpret, clarify, modify and to amend*

a) The regulations stated herein below shall be called the Trinity Institute of Management and research's

**“Administrative Manual”**

b) These regulations shall be in force from the academic year from the date of ratification by the Governing Body of the Institute.

c) In the event of any doubt about the interpretation of these regulations, the matter shall be referred to the Governing Body and its decision shall be final.

d) The Governing Body shall have the authority to modify, amend and repeal any of the provisions of these regulations.

## DEFINITIONS

**In this document, unless there is anything repugnant to the subject or context**

**“Institute”** means “Trinity Institute of Management and research, Pune, Maharashtra”.

**“Student”** means a candidate who has taken admission in this institute as per the guidelines stipulated from time to time by the Government of Maharashtra and the affiliating university, SPPU Pune.

**“Government”** means the Government of Maharashtra.

**“Governing Body”** means the members of Governing Body constituted as per the guidelines of UGC.

**Institute Academic Committee** means the Academic committee constituted as per the guidelines of UGC.

**“Chairman”** means chairman of the Governing Body of Trinity Institute of Management and research

**“Secretary”** means the Secretary of KJ's Educational Institutes, Pune.

**“Director”** means the Head of the institution

**“Officer in-charge Examination:** means in charge of examinations branch of the institute

**“Head of the Department”** means the Head of an Academic Department of the Institute.

**“Faculty member”** means the teacher (Assistant/Associate/ Professor) working on regular or adhoc basis in any of the Academic Departments of the Institute.

**“Leave”** means leave of absence sanctioned by the competent authority of the Institute to a staff member to which he/she is eligible under the service rules.

## **2. ABOUT THE INSTITUTION**

This Institution was established in the year 2008 by KJ's Educational Institutes, Pune. The institute offers Master's Program in Business Administration, M B A.

The all round development of a student is achieved by exposing him/her to the outside world in a systematic and well planned manner. Just not marks and ranks, but also ethics and morals are incorporated into intellect of a student at the institute in a cautious way. This unification of tradition and technology makes the institute an ultimate abode of learning.

### **VISION, MISSION, QUALITY POLICY AND POLICY STATEMENT**

#### **THE VISION**

“To be a premier knowledge centre of the nation for socio-economic development.”

#### **THE MISSION**

- To provide education that combines rigorous academics with the joy of discovery through sustained efforts and dynamic strategies
- To provide a harmonious environment to explore the innate abilities of students with effective teaching-learning.
- To enrich teaching- learning process through innovative practices.

**QUALITY POLICY** TIMR is committed for creation, archiving and dissemination of knowledge in the field of management education for the service to the humanity. We develop professionally groomed manpower with sound knowledge and skill, respect for profession, social and national values and ethics.

#### **Objectives**

- i. To become dynamic, demand driven, quality conscious, efficient institute in the field of Management.
- ii. To strive for total quality management in order to have quality faculty and churn out quality students having prowess in their managerial domain with cultural and human values.
- iii. To prepare Students for a life time leadership with holistic development.

## **Core Values**

- Quality Education
- Holistic Development
- Research Culture
- Social Responsibility
- Ethics and Dignity

## **QUALITY POLICY STATEMENT**

“To impart quality education in the field of management through continual improvement and effectiveness of the quality management system.”

## **GOVERNANCE OF THE INSTITUTE**

**Statutory bodies:** Following committees ensure proper governance at various levels including academic, financial and administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC and affiliating university:

1. Governing Body
2. College Development Committee
3. Internal Quality Assurance Cell (IQAC)

## **GOVERNING BODY**

The Governing body is the highest body that monitors the progress of the institute and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education. The Governing body of the institute has been constituted as per the affiliating University, UGC and AICTE, New Delhi, India. The main objective of the Governing body is to offer transparent and effective governance in leading towards developing the institution, taking the confidence of stakeholders KJ's Educational Institutes, the sponsoring academy of the Institute, in one of its executive meetings resolved to have an eminent educationist in the Governing body. TIMR felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future. As per the UGC guidelines, five members of the Governing Body of TIMR will represent on the Board.

## **GOALS OF THE INSTITUTE**

### **Short term Goals**

- Upgrading teaching learning process by enhancing the content, pedagogy, management capacity building, qualification up-gradation etc.
- Improving interaction with Industry and Alumni and involving them in a variety of institutional activities.

- Special support to weak students, focusing on ensuring equity among all categories of students.
- Encouraging multidisciplinary/interdisciplinary activities.
- Offering value-added/add on certificate courses other than the curriculum.

**Long Term Goals: -**

- To transform this institute into a Knowledge Centre and achieving excellence in the domain of management education.
- Achieving accreditation of national statutory accreditation councils.

### **3. ORGANIZATIONAL STRUCTURE**

The organization structure is discussed in detail in the following.

## 4. GOVERNANCE OF THE INSTITUTE

**Statutory bodies:** -The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC and affiliating university:

1. Governing Body
2. College Development Committee
3. Internal Quality Assurance Cell (IQAC)

## 5. GOVERNING BODY

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S. No.	Name	Designation
1	Hon'ble Shri. Kalyan Jadhav	Chairman
2	Shri. Ashish Kothadia	Member
3	Shri. Vinod Kalyan Jadhav	Member
4	Shri. Suhas Saste	Member
5	Sau. Sunanda Jadhav	Member
6	Shri Shrikant Bagewadikar	Member
7	Shri. Sanjay Deshpande	Member
8	Shri. Sudhir Bhogale	Ex-officio, Member
9	Ku. Vibhavari Jadhav	Ex-officio, Member
10	Sau. Harshada Jadhav	Ex-officio, Secretary
11	Shri. Akshay Saste	Member



## **A. THE PRIMARY ACCOUNTABILITIES**

The Governing Body of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

### **To approve the mission and strategic vision of the institution**

The prime duty of the Governing Body is to develop and implement the vision, mission, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and, if necessary, make changes in the priority as and when needed. It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, academic and administrative practices, bench marking and risk management.

The Governing Body should be supported by various other committees in aspects like operational planning of strategic issues to meet the vision and mission statements in true sense. The strategic plans of the Academic committees of the institutes may be reviewed once in five years.

### **To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability**

- The Governing Body shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.
- The body should sanction Institute scholarships, studentships, medals, prizes and certificates on the recommendations of the Academic Committee.
- Should follow proper procurement guidelines and ensure appropriate spending for the right cause.
- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

### **To Monitor Institutional Performance and Quality Assurance Arrangements**

- The Governing Body shall advise the institute from time to time in respect of the following:
- Timely submission of documents for accreditation
- Ensuring whether the statutory requirements are met in respect of accreditation for the purpose of maintaining quality of education.
- Benchmarking to be taken up as a tool for performance monitoring to ensure credibility of the institution in the society.

- Carrying out gap analysis and identifying the areas for improvement.

**To put in place suitable arrangements for monitoring the performance of managerial and administrative positions**

- Members of Governing Body shall ensure that -
- Head of the institution implements the decisions of Governing Body in true spirit for the growth of the institution using the process of decentralization
- Head of the institution shall plan the future growth of the institution
- Required documentation is maintained to meet the statutory requirements
- Processes to evaluate the performance of Head of institution are established.

**B. Openness and transparency in the operation of governing bodies**

In order to maintain high ethical standards, transparency and openness, suitable measures are to be ensured for the institutions by the Governing Body.

**To promote of transparency and openness at every level**

- All the minutes of meetings of various committees should be available for the important stake holders.
- Conducting proceedings of Governing Body in an open manner as possible (and permissible by statutes), including the review of those of the Governing Body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- Ensuring that vacancies, if any, are widely publicized both within and outside the institution.

**C. KEY ATTRIBUTES OF GOVERNING BODY**

The Governing Body has been constituted in accordance with the guidelines of the UGC for private Institutes. As per the guidelines, as and when required, independent members may be co-opted into the Governing Body to carry out primary responsibilities for duration of two years.

The Chair of the Governing Body is responsible for the leadership of the Governing Body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.

**Composition of Governing Body is already mentioned above.**

Term: The term of Office of the members of the Governing body is 3 years except for Ex-officio member.

### **Role and Responsibilities of Chairman of Governing Body**

- Some important roles and responsibilities of Chairman of the Governing Body are listed below for effective administration to satisfy the needs of the stake holders as well as the future growth of the institution.
- Provide inspiring leadership for transparent and effective administration.
- Ensure effective, efficient and optimal use of resources towards the growth and development of institution.
- Develop processes and controls for financial resources with the help of finance committee.
- Motivate the members and other committees to function in unison to implement strategic plan of the institution.
- Encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- Suggest to implement the best suitable practices in and around to enhance quality of teaching-learning process, employability of students, good support mechanism to students and staff.
- Allow the head of institution to work independently and effectively.
- Prepare appropriate appraisal systems including that of the Head of the institution.

### **D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODY**

- Ensure that the members are properly inducted for further development, as deemed necessary.
- Regular review process to be conducted and revise the regulations as deemed necessary.
- Item wise bench marking may be adopted for review process.

## **E. REGULATORY COMPLIANCE**

- Governing body shall ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid down by the State government and affiliating university
- Take all final decisions on matters of fundamental concern to the institution.
- The regulatory compliance includes demonstrating compliance with the 'not-for profit' purpose of education institutions.

## **6. COLLEGE DEVELOPMENT COMMITTEE**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1	Hon'ble Shri. Kalyan J. Jadhav	Chairman
2	Shri. Suhas Saste	Secretary
3	Dr. Preeti Sharma	Member Secretary
4	Dr. R. K. Jain	Member
5	Prof. Vibhavari Jadhav	Member
6	Dr. Pralhad Joshi	Member
7	Dr. Vishal Raut	Member
8	Mrs. Shital Bidve	Member
9	Prof. Hrutuparna Kamble	Member

### **i. Composition**

The college development committee shall have a minimum of five members, including the Chairman. All other members will be nominated by the Chairman. The constitution will be as follows:

- a) President of the KJEI- Chairman
- b) Director of the Institute- Member Secretary
- c) Faculties- Members

The college development committee meeting shall be convened not less than four times a year and the interval between two consecutive meetings should not be more than three months.

## **ii. Quorum**

The quorum for the meeting shall be 40% of the total members.

## **iii. Functions**

The Governing Body besides being the supreme administrative authority of the Institute shall have the following additional functions:

- To monitor the academic and other related activities of the Institute.
- To consider the recommendations of the Staff Selection Committee.
- To consider the important communications, policy decisions received from the University, Government, AICTE/DTE, etc., from time to time.
- To monitor the students' Performance and faculty development programs.
- To pass the annual budget of the Institute (including clearance of all University dues).
- To check the audited income and expenditure accounts and approve the same for the Institute annually.
- To approve the increase/reduction of intake, courses, new and closure
- Approval of performance appraisal of faculty
- To monitor and advice for Industry Institute Interactions
- To monitor the steps taken for Students' Training and Placement Activities
- Any other suitable/relevant matter.

## **7. INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**As per University Grants Commission** (12th Plan guidelines for Establishment & Monitoring of the IQACs in Institutes)

### **Part A: Guidelines to Establish Internal Quality Assurance Cell (IQACs) in Institutes.**

Maintaining the momentum of quality consciousness is crucial in Institutes. Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. Every Institute should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of TIMR ADMINISTRATIVE MANUAL the stakeholders. The internal quality assurance mechanism of the institution may be called "Internal Quality Assurance Cell (IQAC)". The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the Institutes. The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. It should not be yet another hierarchical structure or record-keeping exercise in the institution; it would be a facilitative and participative organ of the institution. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

**The IQAC Structure and Composition** The IQAC shall be constituted under the chairmanship of Director. He / She may be assisted by a Coordinator who shall be a senior faculty member. This position may be held as an additional charge by the faculty member

concerned, or a new position of Coordinator may be created and a person is selected and appointed or a senior faculty member is posted by redeployment.

**Composition** The IQAC shall have the following composition:

- a) Director - Chairperson
  - b) TWO senior teachers and one senior administrative official-Member
  - c) **Two external experts on Quality Management/ Industry/Local Community-Member**
  - d) Director / Coordinator – Member Secretary
- The members at b) and c) of the above shall be nominated by the Director of the Institute in consultation with the academic body of the Institute (Academic Committee of a Institute). The membership of such nominated members shall be for a period of two years.

The IQAC should meet at least once in a Semester. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

<b><i>IQAC COMMITTEE</i></b>		
<b><i>TRINITY INSTITUTE OF MANAGEMENT &amp; RESEARCH</i></b>		
<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Preeti Sharma	Chairman
2	Dr. Pralhad Joshi	Co-ordinator
3	Prof.Priyanka Hajare	Member
4	Prof.Sonali Joshi	Member
5	Prof. Hrutuparna Kamble	Member
6	Maj.Gen.Sameer Kalla, VSM (Retd)	Management Member
7	Dr. Vijay M Wadhai	Stakeholder Member
8	Mr.Sudhir Kate	Sr.Administration Member
9	Mr. Vineet Ranjan	Alumnae Member
10	Ms. Anjali Jhare	Student Member
11	Mr. Sarvesh Muley	Student Member

## **Goals and Functions**

### **Goals:**

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institute.
- To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

### **The IQAC shall have the following function**

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institutes;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on the various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the Institute, leading to quality improvement;
- Acting as a nodal agency of the institute for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;

### **Benefits of IQAC**

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and integration among the various activities of the institute and good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in the Institutes

## 8. FUNCTION OF VARIOUS ROLES

**Head of the Institution- Director:-** The Director is the academic and administrative head of the institute and works for the growth of the institute. He / She will implement the policies approved by the Governing Body, the highest decision making body of the Institute. He / She shall achieve coordination among various statutory committees and non-statutory bodies. He /She is the ex-officio member of Governing Body, Chairman of Academic Committee and also Chief Superintendent of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system. He/She is authorized to nominate Coordinators, Members and other Administration functionaries in various committees. He / She is responsible for according extension or changes in various functionaries in the administration.

### Functions of the Director

#### 1. General administration- Institution level

- Maintaining regular, right and appropriate contacts and interaction with UGC, AICTE, SPPU/ University, Directorate of Technical Education, authorities and other councils.
- Conducting the meetings of the Governing Body and other committees as per the stipulated guidelines.
- Coordinating and motivating the faculty, administrative authorities and the supporting staff, so that they play their respective roles more effectively.
- Working for the common goal of providing effective management education and guiding to enable the students to carve out promising career and lifelong learning.
- Speaks of the institution and takes part in regional, national and international conventions in serving the cause of development of management education in particular.
- Singularly and collectively responsible to the Governing Body, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the Institute.
- Arrange performance appraisal of faculty and supporting staff.
- Sanctioning Casual Leave, Earned Leave, Medical Leave, Duty Leave, Study Leave, Compensatory Leave and other leaves up to the level of Heads of departments, except himself.
- Initiating disciplinary proceedings with proper guidelines.
- Maintenance and upkeep of the campus and premises of the institute.

**2. Academic Administration** Assisted by coordinator, officer in charge of examinations of the Institute, senior faculty members and various committees mentioned in the manuals of AICTE, UGC and other bodies the Director makes the following academic administration.

- Conducting SPPU exams and internal exams.



- Preparation of time table of the program with coordinator and faculty in-charges.
- Periodically conducting meetings of faculty members to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- Plan for training need analysis (TNA) of the staff and devise training programmes such as orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- Monitoring, evaluating research, development and consultancy activities and promoting Industry-Institute Interaction for better employability of the students.
- Conducting various academic, co and extra academic activities like conduct of conferences, seminars, workshops, sports etc.
- Looking after overall welfare of Staff and Students
- Involving faculty members at different levels for various institutional activities.

### **3. Financial Administration**

- Incurring expenditure within the stipulated limits and adhering to the related procedure subject to the budget allocations for a specific area of expenditure.
- Forwarding monthly salary bills of all the staff of the institute for necessary action.
- Signing all kinds of scholarship in respect of students of the Institute.
- Sanctioning the purchase of stationery, library books, periodicals, consumables for Computer Lab, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget. Any additional responsibilities assigned time to time by the Management, to the Director.

## **9. FACULTY SELECTION COMMITTEE**

The Constitution of the selection Committee shall be as laid by State Govt. G.O's issued, Procedures of SPPU /other statutory bodies from time to time. The extracts of norms are as follows, for the selection of teaching staff. .

### **A. For Appointment of Assistant Professor the members of the selection committee will include:**

- Chairperson of the Governing Body of the institute or his/her nominee from among the members of the Governing body to the chairperson of the Selection Committee, in congruence with the rules laid down by UGC / AICTE/ DTE and SPPU.
- The Director of the Institute.
- Faculty of the concern subject.

- One nominee of the Vice Chancellor of the affiliating University of whom one should be a subject expert.
- One subject expert who is not connected with the institute is to be nominated by the chairperson of the governing body of institute out of a panel of five names approved by the relevant statutory body of the University concerned.
- An academician representing SC/ST/OBC/Minority/Women/Differently abled categories, if any of candidates' representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

The quorum for the meeting should be five of which at least two must be from out of three subject experts.

**B. For appointment of Professor and Associate Professor the members of the Selection Committee shall include**

- The Chairperson of the Governing body or his/her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
- The Director of the Institute.
- Faculty of the concerned subject from the Institute.
- One University representative nominated by the Vice Chancellor, who will be the in charge of Institute Development Council or equivalent position in the University.
- One subject-expert not connected with the institute to be nominated by the chairperson of the Governing Body out of a panel of five names approved by the relevant statutory body of the University.
- An academician representing SC/ST/OBC/Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC.

**C. For Appointment of Director the members of the Selection Committee shall include.**

- Chairperson of the Governing Body as Chairperson. Two members of the Governing Body of the institute to be nominated by the Chairperson of whom one shall be an expert in academic administration.

- One nominee of the Vice Chancellor who shall be a Higher Education expert. In Case of Institutes notified/declared as minority educational institutions, one nominee of the Chairperson of the Institute from out of the panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University of whom one should be a subject expert.
- Three experts consisting of the Director/ Principal of parent Institute, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing body of the Institute) out of a panel of six experts approved by the relevant statutory body of the university concerned.
- An academicians representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

## **10. RESPONSIBILITIES OF PROFESSORS, ASSOCIATE AND ASSISTANT PROFESSOR**

### **(a) Professor**

#### **1. Teaching, Research and Administration**

- Developing learning resource material.
- Students' assessment and evaluation including examination work of University.
- Participation in the co-curricular & extra-curricular Activities.
- Student guidance and counseling.
- Helping the student in personal, ethical, moral and overall character development.
- Continuing Education Activities of faculty and students.
- Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications, seminars etc.
- Providing Industry sponsored projects, consultancy, and Industry – Institution Interaction.
- Involving in the academic and administrative management of the institution.
- Policy-planning, monitoring and evaluation which are connected to the program.
- Promotional activities at Institutional level.
- Involving and cooperating the Coordinators' in the design and development of new programmes.
- Preparing project proposals for funding in areas management Work and guiding research.
- Monitoring and Evaluation of academic and research activities.
- Participation in policy planning at the Regional/National level for development of management education.
- Assisting the Coordinators, in Planning and implementing staff development activities.
- Maintain accountability, Conduct performance appraisal.
- Any other additional responsibilities assigned time to time by the Director.

**(b) Associate Professor**

**1. Teaching, Research and Administration**

- Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at institution level.
- Evaluation including administering tests, invigilation during conduct of tests.
- Leading consultancy projects and extension services.
- Developing resource materials.
- Research activities and research guidance.
- Assisting in conduct of and organizing seminars/workshops/guest lecturers etc.
- Any other additional responsibilities assigned time to time by the Coordinator, Director.

**(c) Assistant Professor**

**1. Teaching, Research and Administration**

- Teaching and relevant academic activities such as acting as Class Reviewer, invigilator. Coordinator of attendance, Assistance in conduct of seminars, symposia, guest lecturers.
- Student's assessment and evaluation, aside from acting as paper setter.
- Assisting in consultancy and Research Activities.
- Developing resource material and laboratory development.
- Assisting in departmental administration.
- Involvement in departmental / institutional developmental activities.
- Be a member in student welfare committees such as Anti Ragging Committee, Discipline Committee.
- Any other additional responsibilities assigned time to time by the Director.

**(d) Coordinator** A good departmental head is a well disciplined and dedicated person with leadership qualities. He motivates the students and staff to perform their respective academic / administrative duties and responsibilities.

- Check the attendance register every week and sign after verification.
- Preparation of
  - a) Academic schedules and its implementation,

b) Academic time table,

- Recommend the leaves/permissions of the staff within the department only after ensuring the work adjustments and keep update about the leave record.
- Conduct regular staff meetings to monitor the progress and preserve the minutes of the meeting.
- Monitor the day to day student discipline, attendance.
- Students having shortage of attendance must be counselled and their parents are informed.
- Meet the Director and discuss about the progress during the day and plan the next day activity.
- Monitor the syllabus completion at regular interval and prepare Monthly reports for submission to the Director.
- Ensure and maintain the record of the semester and assignment marks awarded as per university regulations.
- Conduct the internal/class test examinations as per the academic calendar of the university and the sealed answer scripts are stored for scrutiny by authorities.
- The student's permission/Leave letters are approved only after evaluating the complexity.
- Enforce discipline among the students and prepare the list of indiscipline students and keep a close watch on them.
- Participate in any additional activities entrusted by the Director.
- Any other additional responsibilities assigned time to time by the Director.

## **11. GRIEVANCE REDRESSAL MECHANISMS**

The Institute shall have a duly constituted 'Grievance Redressal Committee', to maintain harmony and discipline in the Institute campus including the hostel premises and to redress all grievances of students and of staff.

### **GENERAL GRIEVANCE COMMITTEE (ACADEMIC/RAGGING) COMPOSITION**

The complaints cum redressal/ General Grievance Committee shall be headed by senior Faculty member, A senior lady staff member, A senior member from BC, SC, or ST categories (if available).

#### **Functions**

- To enquire into complaints received from the aggrieved students or staff of the Institute including complaints of ragging.

- To recommend to the Director of the Institute, the penalty to be imposed.

#### **Committee on Grievances on Sexual Harassment**

- The Committee shall consist of a presiding officer who shall be a women faculty member employed at a senior level at the educational institution.
- Not less than two teaching employees and a non-teaching employee preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- Not less than three students, who shall be enrolled at the postgraduate, masters level
- One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

**Anti Ragging Committee** Institute constituted a committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, nonteaching staff; and shall have a diverse mix of membership in terms of level as well as gender. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti Ragging Squad in prevention of ragging in the institution.

**Anti-Ragging Squad:** Institute constituted a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places. It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

## 12. SERVICE RULES

### **Categorization of staff:**

The staff pattern, the cadre structure and the students - staff ratio will be followed according to the norms given by AICTE / SPPU / Govt. of Maharashtra.

### **QUALIFICATIONS:**

The prescribed minimum qualifications and experience requirements for the various teaching posts will be on the norms of AICTE and SPPU.

For non-teaching post requirements will be based on the request of the department.

**RECRUITMENT:** The recruitment of staff members to all the cadres shall be strictly on merit and by open selection through open advertisement. The selection is made by a Competent Selection Committee duly constituted by the management, consisting of representatives from the management, university, administration, department and external experts. The recommendations of the Committee are to be approved by the Governing Body of the institute after which appointment orders will be issued. However, temporary vacancies may be filled subject to the competency of the applicant. This selection process may be done by a committee again. Internal candidates will also be permitted to apply for higher posts provided; they have required qualification and experience. The decision of the management is final in all appointments.

**JOINING REPORT:** The staff member at the time of joining has to submit the following to the institute office:

- Joining Report
- Originals certificates of his / her educational qualifications and experience certificates etc.
- Two recent passport size photographs The staff shall furnish both his / her temporary / permanent address along with contact phone number / e-mail ID (if any) to the administrative office. As and when there is any change in the above address / contact phone number/ E-mail Id/ the same has to be intimated to the administrative office immediately.

**REGULARISATION OF SERVICE:** All the appointments are purely temporary until regularization and terminable without assigning any reasons therefore.

**Probation:** The appointment to any post in the Institute is temporary for a period of one year. After assessing the performance during the year and if found to be satisfactory, the services will be continued for another year. At the end of the second year, he/ she will be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of two years. The employees whose services are ratified by Institute /University Pune will be placed under probation for two years within a period of three years of continuous service. The probation period may be extended for valid reasons.

**TEACHING DAYS AND WORKLOAD:** As per the UGC / SPPU norms, the Institute will fulfil minimum number of 90 teaching days required for a semester. Work load of a teacher will be as per the AICTE norms.

**WORKING DAYS AND TIMINGS:** Every week, the Institute normally functions from Monday to Saturday. Every day, the institute works from 9.00 A.M. to 5.00 P.M. For non-staff members, alternate Saturday is a Holiday.

**MAINTENANCE OF ATTENDANCE REGISTER:**

- All teaching and non-teaching staff members shall register attendance in the biometric before the reporting time (9.00 AM) and at the end of the institute (5.00 PM) on all working days.
- The attendance register will be kept open for 15 minutes of reporting time in the morning session.
- Non-marking of attendance shall be treated as absence unless permitted by the Director.

**SALARY:**

- Based on the qualification and experience, monthly salary and dearness allowance (DA) will be fixed for every staff member according to the norms laid down by the Government and University.
- The revision of D.A. is left to the discretion of the management.
- Staff members who acquire Ph.D. degree after entering into service in the institute will be sanctioned to give 3 compounded increments on the basic salary + the grade pay as per our Institute norms.
- Salary of each staff member will be directly credited into the savings bank account of the individual in Union bank of India, Lullanagar Branch, Pune-411040 before 10th of every month.
- Income tax, if any, will be deducted from the salary on written request of the staff member and paid to the Government.
- It is the bounden duty of all staff to pay the income tax. Non remittance of tax will result in legal action.

**BENEFIT EXTENDED TO THE STAFF MEMBERS:**

- I. Pay Revision and Annual increment:** Pay Revision is based on the Academic Performance Index (API) Appraisal report of the individual and will be taken up once every year. Performance and other credentials of the staff members shall be



the integral part of the pay revision. Annual increments will be given in the month of July every year as per the rule.

**II. Employees Provident Fund (EPF):** i. For the employees whose total pay is less than Rs.6500/- per month, the management will deduct 12% from their salary and contribute equally every month. ii. For the employees whose total pay is more than Rs.6500/- per month, the management will deduct 12% from their salary and contribute Rs.780/- per month.

**III. Opportunities for Higher Studies:** The staff members who have already served in this institute at least for one academic year are permitted to pursue higher studies in any one of the following categories.

- i) Fully Financed: a) Under this category, the individual who wants to go for Ph.D. in full time shall be entitled to receive 100% of the emoluments for a period of one complete year. b) To avail this facility, the individual has to execute a bond with the management. c) One must complete FIVE years of service in this institution and priority will be based on seniority. d) During this period, he / she will be treated as a full time faculty and the period will be treated as 'ON DUTY'. e) As soon as the duration of Ph.D. is over, he / she have to serve in this institution necessarily for a period of FIVE years as per bond. f) In case, if the individual is unable to serve the entire period of FIVE years, he / she have to repay to the Institution twice the amount received by the individual. g) Permitting leave and sanctioning of full salary for the period of study is left to the discretion of the management. h) It cannot be claimed as a matter of right.
- ii) Extraordinary Leave on Loss of Pay for Study: a) Under this category, the individual has to serve the institution on expiry of the leave period for an equivalent period. b) The period of study will not be considered for the sanction of increment.

**IV. Policy on Faculty Development Program (FDP), Conferences, Paper Presentations, Seminars and Workshops:** Selected faculty/staff members will be sponsored by the Management for faculty development programs, conferences, paper presentations, seminars and workshops. Every faculty member is allowed for a maximum of two such programs in a semester if the program period is 1 to 3 days. If any such program period is 4 to 6 days, then they will be allowed for only one such program in a semester. If the program period is more than 6 days, they will be allowed to attend only during Semester break periods.

**V. RESIGNATION:** If any staff member wants to resign the job, the concerned staff member shall give a minimum of one month / 30 days advance notice or as per the conditions specified in the appointment order about his / her intention of leaving job, only at the end of the semester/academic year to the Secretary through the Director in writing. In case, where the end of notice period falls during the course of a semester he / she may be relieved only at the end of the semester.

- In case, if the staff member does not give notice in advance, then the staff member owes to the institution his / her earning for the period as stipulated already in the appointment order before he / she is relieved.
- The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
- In case if , he / she takes leave for a day and if there is no casual leave available, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period iv. While getting relieved, the files, materials and documents, etc., entrusted to him / her shall be handed over to the person nominated by the Coordinator / Director under proper acknowledgement.
- The staff member can apply for his/her the relieving order from the Institution only after the submission of “No Dues Certificate” in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in-charge of the laboratory.
- Any staff member may be relieved immediately if he / she gets a Government Job or the concerned individual’s spouse is transferred or he / she is getting married. But, this is subject to the discretion of the management after assessing the merit of the request.

## 13. CONDUCT RULES

### **Conduct rules for teaching and non-teaching staff members:**

- The staff members are expected to be at their work place during the prescribed working hours.
- For any unavoidable reason, if one has to leave the work place, prior written permission should be obtained from the Director through their Coordinator.
- The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in other concern, etc.
- The staff members should not involve themselves in activities not connected to their work during working hours.
- The staff members shall not engage in offering private tuitions. However, in exceptional cases, with prior permission of the Director, tuitions can be undertaken.
- Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.

- The perks received if any, for the good work from the management by the individual shall be treated as confidential.
- The staff members shall not involve in political activities.
- The details of student feedback forms and appraisal reports given by the individual to the superior shall be treated as confidential.
- The Staff members should follow the dress code of the Institute. Any breach / violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.

#### **Applying for a job in other institution(s):**

If a staff member wishes to apply for a job in any other government institutions and organizations “No Objection Certificate” shall be obtained well in advance for the same from the Director who in turn will have consultation with the management and then only he / she will be permitted to do so.

## **14. LEAVE RULES**

the staff members are entitled to enjoy the following leave benefits:

**CASUAL LEAVE (CL):** Causal leave is a concession given to the members of the teaching and non - teaching staff to enable them in special circumstances to be absent from duty. All staff members are eligible for 15 days of casual leave per calendar year.

- The teacher has to get the sanction of his / her leave from the Director at least one day prior to the date of leave applied.
- In case of emergency i.e., for death of his / her relatives and other extraordinary circumstances alone the CL can be availed after passing on the information telephonically to the office. An alternative arrangement for class work has to be informed to the Coordinator.
- CL may be combined with CCL, Sundays or any other notified holidays.
- Total no. of days of CL to be availed at a spell should not exceed **3 days** including the holidays and Sundays.
- July to June of calendar year shall be followed for availing CL. Unutilized CL lapses at the end of the calendar year.
- A minimum of half a day CL can be availed.

**Compensation casual leave (CCL):** It is a leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Director.

- CCL can also be combined with CL.
- This leave must be availed within two months from the day of the duty carried out.
- CCL can be availed as full day only.

#### **Medical leaves (ML):**

All staff members (teaching and non-teaching) who complete one years of service are eligible for sanction of 10 days of Medical leave for each completed years of service. They are permitted to accumulate this leave up to a maximum of 60 days. Medical leave can be availed only in the case of illness requiring hospitalization.

#### **Maternity Leave (MAL):**

The leave as applicable by statute is applicable to all the married women members of staff appointed on regular basis. Maternity leave shall be granted for a maximum period of 3 months.

#### **Marriage Leave:**

- Only faculty members who have put in a minimum of 1 year of service in this institute are eligible to apply for leave for their marriage not exceeding 7 days. This is a special type of leave and is over and above all applicable and permissible leaves.
- The Non-Teaching staff and supporting staff are also eligible for this marriage leave.

**OFFICIAL DUTY (OD):** This is permitted to a Faculty member who is assigned a duty officially. The nature of duties and the number of days of OD permitted are as follows.

- For the conduct of University Theory Examination as Supervisor and Paper Valuation, Faculty members will be permitted.
- Total OD of 5 days per semester will be granted for the following: a. Participation and / or Presentation of paper in National / International Seminars / Conference / Symposium / Workshops Viva voce and Synopsis submission.
- Staff members are permitted to go on 'On Duty' for academic works of the Institutes such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other Institutes and other committee /Council formed related to the works of AICTE / DTE/ Pune University and other prescribed bodies etc., after obtaining prior written permission from the Director. Staff members availing OD are entitled to draw the salary in full for the entire period of OD.
- In all the cases, prior written permission has to be obtained from the Director.

**Earned Leave (EL):** All non-teaching staff members (employees) are eligible to avail 30 days of Earned Leave (EL) in a year with a provision to accumulate to maximum of 300 days for the total years of service in the Institute. Faculty members can not avail earned leave as they are entitled for both summer and winter vacation.

## **VACATION:**

- The vacation period for teaching staff members and non-teaching staff members for one academic year is as per the SPPU term ending dates. The staff members are permitted to avail the vacation in the maximum of 2 spells, at the end of first and second term.
- No staff member can take the vacation after the vacation period.
- Coupling of both vacations and availing the total period of vacation at a stretch is not permitted.
- The Director has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
- When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable compensatory additional leave after the mutually convenient time, which will not hamper the day to day working of the institution, during the academic year.
- Staff members who have completed two year of service as on date of commencement of vacation period are entitled for vacation as detailed above.
- However the staff member with a service of less than two year will be given vacation proportionally to the length of period of service rendered by him/her. (Pro-Rata)
- No other leave can be combined with vacation.
- All the staff members must be present in the Institution on the last working day prior to the vacation and also on reopening day after the vacation to become eligible to draw their vacation salary.

**Note:** Any type of leave mentioned above cannot be claimed as a matter of right and the decision of the Management of the institution/ Society / Director in all the cases is final.

## **15. GENERAL GUIDELINES**

**1 Duties of a Teacher:** The duties of the staff members (teaching) are as follows:

**a. For conducting theory classes, the teacher has to**

- Go to class well prepared
- Go to class at least 5 minutes earlier before the period starts
- Take charge of the class as soon as the staff member of the previous hours goes out
- Give lecture till the period ends
- Clear the doubts of the students then and there in the class

- Give notes only if necessary, and ask the students to take printout.
- Use LCD/LED projectors wherever necessary.
- Take attendance in the middle of the first hour in the forenoon and immediately after entering the class room for all the remaining hours.
- Take steps to maintain perfect discipline inside the class.
- Keep abreast in the subject by referring to journals and periodicals regularly.
- Maintain all the academic records like Course file, lesson plans etc.

**b. In general, the teacher has**

- To mark the arrival time / leaving time in biometric system.
- To sign the attendance register.
- To inform the coordinator about the attendance of the students in special classes like remedial classes, etc to enable coordinator to monitor the situation.
- To submit two copies of expected schedule plan in course file of their subject to the coordinator before commencement of the class work. One copy will be returned to them after approval. The expected schedule plan may also be informed to the students. To prepare the schedule plan based on the schedule plan of the previous year.
- To maintain error free attendance registers and Course File.
- To prepare and submit to the coordinator concerned, Course File consisting of Syllabus, Expected schedule for instructions, Lecture notes, Course handouts, PPTs, Assignment questions, Unit wise question bank, manuals, Model question papers, Previously conducted internal question papers before the commencement of Class work.
- To engage the classes regularly as per the time table and go to the classes punctually.
- To offer projects on latest topics preferably involving to application of software packages and to avoid study projects.
- In case the scheduled faculty of the immediate period is not found, the ongoing faculty should send the class representative to the faculty concerned / coordinator so that the required arrangements and action will be initiated.
- To be present in classes during the respective class timings without fail.
- To be prompt in evaluating the records of practical classes handled by them.
- Not to delegate the work allotted to them to any other faculty members without permission of coordinator.

- To prepare and issue Lab schedule and list of assignments/Group activities, well in advance to the coordinator and students and strictly adhere to them.
- Computer Lab in-charges to submit the requirements (stationery / equipments) to the coordinator at the beginning of the semester.
- The faculty member is responsible for the allocated students to check and correct Assignment/ Observation books, Experiment execution /completion, Record
- corrections and *Viva-voce* to update the students' day-to-day evaluation of marks allocated and to make the students excel in the co curricular work.
- To collect the completed records of the students at the end of the semester, for the final evaluation and for the signature of the coordinator on the student work. The responsibility to return the records to the students concerned lies with the respective faculty member only.
- To offer counselling to the students allocated to them and motivate the student to concentrate on studies and career development and to record the minutes of each counselling meeting.
- To record in the permission register, they have to seek permission from coordinator to leave the campus during the working hours, the time at which they leave the institute and the time when they come back. However if they seek permission in the morning or in the evening, they have to record the entry. The maximum permission to be availed is one hour only and the no. of permissions is only two times in a month. If the faculty exceeds two times /two hours the third permission will be treated as half a day Casual Leave.
- To make alternative arrangements for their class work, whenever they apply for leave. If the class work adjustment is not possible, a class can be let off only during the last period(s) after necessary sliding with the permission of coordinator. The cancellation of class work shall be informed to the students only just before sending them home.
- To avail a leave, the faculty should obtain a prior permission and approval from the Director a day in advance.
- To attend at least one seminar / workshop / FDP during the academic year and should submit a report with immediate effect of reporting.
- To read out the circulars signed by only the Director or Coordinators in the class rooms and not allow the students to make any announcements or to canvass in the class rooms.
- Using mobile phones are not restricted to faculty cabins (but in the classrooms / labs / corridors / institute campus premises).
- To give one internal exam and two concurrent evaluation method for every semester.
- To correct the answer scripts of the Internal examinations within four working days.

**c. Apart from duties given in (a) & (b) The teacher has**

- To give counselling to the students on regular basis at least once in a month.
- To bring the students misbehavior in the class to the knowledge of the Director.
- To give names of the students to the Director who are long absentees for more than 6 days.
- To carry out the administrative works of the department given by the coordinator concerned.
- The staff member is requested to inform the Director about his / her acquiring higher qualification(s). While informing the Director, the individual should also submit officially a copy of provisional or degree certificate or any other relevant document.

**d. Duties of Technical Assistants, Skilled assistants and Office Assistants:**

- They have to perform the duties assigned by the coordinator or staff in charge of the department concerned for the smooth functioning.
- They have to carry out the works assigned by the office of the Management and the Director now and then.

**e. General Instructions to the Faculty Members Regarding Examinations Duties:**

- Faculty members drafted for invigilation duty shall report at the exam section at least 30 minutes before the commencement of the exam. In case faculty members going on leave, they shall make alternative arrangement with the approval of their college examination officer and the same may be informed to the director well in advance.
- As soon as they report at the exam section, they shall synchronize to the time indicated by clock of the exam section, or note the time difference between the two, and shall follow their watches for implementing the time schedule in the exam hall regarding the issuing of question papers, collection of answer scripts, allowing the candidates to enter or leave the exam hall, announcing the remaining duration of the exam, etc. This is particularly important to maintain uniform and consistent time pattern in all the exam halls whenever there is power failure and the siren is not working, or even when power is there but the office assistant has erred in giving time bells.
- Before proceeding to the exam hall, invigilators shall verify the material handed over to them such as main answer books, question papers in case of internal examinations, seating arrangement sheet etc., and bring to the notice of the exams officer the discrepancies, if any, immediately.
- After receiving the stationery the invigilators are asked to go to the allotted exam halls only, and are instructed not to go anywhere else.



- Students are allowed into halls 15 minutes before the commencement of examinations. No grace period for entering the examination hall during both the internal and end semester exams.
- Invigilators shall verify the identity of the candidates by checking the hall ticket containing photo and also the identity card in the case of end semester examinations and the identity card in the case of internal seats meant for them as per the seating arrangement, before issuing the question paper.
- Candidates shall not be allowed to carry note books, text books, cell phones or any other unsolicited material that is likely to be used by them for malpractice. Candidates shall also not be allowed to use any data books / code books / charts / etc, of their own. The required material will be supplied by the examination branch. If there is any shortage of material, then the exam section will issue necessary instruction to the invigilators in this regard.
- Invigilators shall not allow the candidates with cell phones to the exam halls and also shall not keep the cell phones of the candidates with them. Carrying mobile phones in the exam halls is strictly prohibited.
- Invigilators shall ensure that
  - a. Candidates have received their pre-printed answer booklet and the respective question paper or not subsequently.
  - b. Any correction in the Hall Ticket number and / or question paper set number in the case of internal exams is attested by the invigilator.
  - c. Any correction in the Hall Ticket No. in the case of end semester exams is to be attested by the senior supervisor.
  - d. The student should not write their Hall Ticket No., anywhere else except in the space provided for it on the main answer booklet.
- The students shall be instructed not to write anything other than their H.T. No. on his / her question paper.
- No candidate shall be allowed to enter the exam hall under any circumstances after the commencement of the internal / end semester examination after 30 min. from the commencement time.
- Invigilator has to obtain signatures of the candidate in the attendance sheet and ensure that in the attendance sheet, the candidate has correctly written the answer booklet serial number issued to him / her.
- The attendance statement shall be prepared immediately after the expiry of 30 min. after the commencement of internal / end semester exam and while filling the attendance statement, invigilator (s) shall furnish all the details.
- Invigilators shall handover the attendance statement, the unused main answer booklets and unused question papers to the person who come to the exam hall to collect them.

- During the internal exams, if a candidate raises any doubt regarding the question paper, the invigilator, shall report the matter to the exams officer through the assistant/ water boy and shall advise the candidate to attempt other questions in the mean while. Exam section shall obtain the necessary clarifications from the manuscript of the paper setter available with exam section / paper setter / coordinator concerned and request the paper setter / exams in-charge to announce the clarifications in all the halls.
- During the End exams no candidate shall be entertained by the invigilators regarding clarifications on question paper. When they seek any clarification, they shall be instructed to bring the matter to the notice of the faculty/ coordinator concerned after the examination is over.
- When an invigilator suspects malpractice by any candidate, the material in the possession of the candidate and the answer script shall be confiscated and the matter reported to the officer in charge of Examinations/ Director. The invigilator shall obtain a statement from candidate and submit the same along with his/ her own report on the incident to the CEO/ Director, as per procedure laid down by the university.
- If the candidate refuses to give a statement, the same is allowed to leave the exam hall only after the permission by the CEO / Director / exams-in-charge.
- Candidates are not normally allowed to the rest rooms during the exam. However, in cases of urgency, a water boy may be asked to accompany the candidate.
- Invigilators themselves shall not leave the exam hall during exam.
- To avoid temptation on the part of the candidates for mutual consultations, Invigilators shall not remain at one place and shall make as many rounds in the exam hall as possible.
- Invigilators shall not bring newspapers, magazines or text books and cell phone to the exam hall and shall not enter into consultations / conversations with co-invigilators during the exam.
- Invigilators shall be prompt in supplying graph sheets, supplements, etc., to the candidates.
- After entering the exam hall and receiving the question paper, no candidate shall be allowed to leave the exam hall till the expiry of the allotted time / last half-an-hour of the exam.
- Candidates shall be allowed to carry the question paper with them only when they are leaving the exam hall in the last half-an-hour. If they are leaving earlier (but not before the expiry of half the allotted time) they shall be asked to leave the question
- Paper with the invigilator, after writing their H.T. No. on it, and to collect the same at the exam section after the exam is over.
- Invigilators shall remind the candidates about the remaining time of the exam at every half-an-hour.

- Candidates shall be asked to keep their main answer book and graph / drawing sheets in proper order and to tie them up 5 minutes before the end of the exam.
- Invigilators shall affix their signatures and fix barcode sticker in the space provided only on the first page of the main answer book in semester end exams, certifying the correct entry.
- Invigilator shall collect the answer scripts from all the candidates present in the hall immediately after the final bell is rung and shall arrange them in proper order that tallies with the attendance statement prepared by the invigilator.
- Invigilators shall bring the bundle of used and unused answer scripts, etc., and the question papers left behind by the candidates leaving the hall early and hand them over in the exam section within 10 minutes of the end of the exam.
- Invigilators shall leave the exam branch only when they are cleared by the exam section.
- Faculty members not related with exam work in any capacity shall not enter the exam halls.
- If graph sheets are not brought to the exam hall in time the same may be informed to the Chief Superintendent/Officer in-charge exams immediately.
- Invigilators are not to utilize the services of the water boys for works, other than the work related to the examination, during the exam hours.
- If there is any specific complaint against the water boys, invigilators are requested to bring it to the notice of Chief Superintendent / Director immediately.
- Faculty members shall realize that the examination work is a part and parcel of their academic work and they shall attend to it with utmost sincerity.

**f. General Instructions to the Examiners regarding the online Examinations: Note:** In the following instructions wherever the word external examiner appears, it must be treated as the second examiner in the case of all online/ practical and as external examiner in the case of project viva.

Internal examiner shall draw the required stationery from the coordinator well in advance.

- Internal examiners shall be present in the respective laboratories at least 15 minutes before the commencement of the exam.
- No candidate shall be allowed to take the exam without the producing the hall ticket or permission slip from the College Examinations Officer (CEO) / Director.
- No candidate shall be allowed to enter the computer lab and to take the exam after the commencement of the exam.
- As soon as they enter the lab, all the candidates shall be asked to submit the record of assignment work done by them during the academic year. It shall be returned to the candidate after punching a hole through it when they are leaving the lab after finishing the practical exam.

## 2 Administration of the Department:

**Requirements of Department:** The requirements of a Department (Computer, Library, Administrative Office, Staff, etc) are classified into,

- a. Consumables                      b. Non Consumables                      c. Stationery.

### **Procedures for procuring consumables, non-consumables and stationery:**

- a. **CONSUMABLES:** Soon after the last day of the classes of an academic year/semester, the staff in charge of each department should assess the requirement of consumables for the next academic year taking into account the consumption in the previous semester. The coordinator of the program concerned has to give a list of consumables required for the next academic year/ semester to the Management.

#### **b. NON-CONSUMABLES:**

- The coordinator as soon as realizing the need for the equipments (including furniture) for the next year/ Semester has to initiate a proposal to the Management for the procurement of the same, through the Director.
- After the approval, the Management will call for quotations.
- On receipt of quotations, the coordinator has to prepare a comparative statement.
- If required, vendors may be called for negotiations by the Management.
- The purchase order will then be issued to the selected vendor by the Management.
- A copy of the purchase order will be sent to the Director / Coordinator of the concerned department by the Management.
- After purchases are over and after the items are received by the Department, Coordinator has to certify that the items have been received in good / working condition.
- The details should be entered into the consumables / non-consumable stock register as the case may be and coordinator may pass the bill for payment within a week of the receipt of the consumable / non-consumables. Bill may be sent to the management through the Director.

#### **c. STATIONERY:**

- Soon after the last day of classes of an academic year, Coordinators' should assess the requirements of stationery needed for the administration of their Department
- After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
- After procurement, the stationery required for each section will be distributed by the office.
- Any purchase, which is of minor cost, can directly be made by taking the permission from the director.

## 3 SPECIAL REQUIREMENT OF THE STATIONERY:

- a) Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars
- b) While preparing the special indent the coordinator should adhere to the procedures & policies set for procurements.

#### 4 MAINTENANCE OF STOCK:

- In case of laboratory, the following stock registers have to be maintained.
- Consumables stock register
- Non-consumables stock register
- Other register(s) based on the requirement of the Department concerned (Computer Lab Stock registers etc).
  - The staff in charge for the Computer lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of the lab. Each entry should be signed by the staff in-charge of the laboratory, Lecturer in charge of verification and the coordinator concerned.
- The staff in charge is nominated among the members of the faculty. He/she will be in charge of the concerned laboratory.
- Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately through the coordinator and to the Director.
- If a staff member who is in-charge of a particular lab is on long leave, coordinator should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the coordinator has to report the fact to the Director.
- Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Director immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.
- Similarly, loss of any item should also be recorded in the register and reported to the Director for recovery of the cost from person responsible for the loss.
- After the recovery of the costs and on the specific orders from the Director the item lost / damaged has to be removed from the stock register.
  - If any old item is beyond repair and cannot be put into the use, the same can be condemned or given to the authorized vendor in buy back after obtaining approval from the Director. This has to be entered in the stock register.
- No transfer of an equipment / material from one lab to another lab (even within the Department) should take place without prior permission of the Director. As and when

such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.

- If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest possible.
  - Periodic service and maintenance of the equipments / machineries is a must.

#### **5 STOCK VERIFICATIONS:**

- Surprise checks on stocks have to be carried out by the coordinator in his/her Department at least once in a year. Director or any member of the Management may also conduct surprise checks.
- Apart from surprise checks, annual verification has to be carried out by the auditor deputed by the Director before the end of the academic year.
- Discrepancy, if any, noticed during stock verification should be reported to the Director immediately for further action.

### **16. CAREER ADVANCEMENT PROGRAMME**

Teaching & Non-teaching staff will be encouraged to go for acquiring additional qualifications, subject to the condition that they have successfully completed the period of probation. Condition of minimum service will be relaxed in deserving cases at the discretion of the management. For sending the faculty members under Quality Improvement Programme (QIP) with full pay for Higher Education like Ph.D. Employees who have completed 5 years service would be eligible. Since the universities (SPPU, and Central University) are within the city or nearby, employees prefer to study on part time basis. For such faculty members the following facilities would be extended.

- Reduction of work load
- Meeting the expenditure like payment of tuition fees
- Incentives like providing reading materials, books etc.
- Internet facilities at the institute
- Reimbursement of Internet expenses for study at home.
- Downloading of papers online from Digital Library.

#### **Abandonment of service:**

- In the event of a staff remaining absent in excess of the period of leave originally granted or subsequently extended he shall lose his/ her lieu on his / her appointment unless he/she returns within eight days of the expiry of the period of leave and
- gives satisfactory explanation to the Management, of his / her inabilities to return immediately after expiry of the leave period.
- Any Staff remaining absent without leave for a period exceeding eight days (including holidays or weekly off etc. at a stretch shall be deemed to have abandoned the service. In case an employee abandoned his / her service or is deemed to have abandoned his/her

services, it shall be treated as resignation from the service of the organization. Taking back into service such an employee will be at the discretion of the Management.

**Termination of employment:**

- Except as provided specifically in the contract of service, the Employer may terminate the services of an employee after giving one month's notice in writing or on payment of wages in lieu thereof. The Management reserves the right in requiring employee to work and not relieving him during the notice period. In case of services of Contractual /temporaries /casuals, no notice is required if the service is terminated before the expiry of the period, subject to the provisions of statutes. The employer may terminate the services of an employee who is on probation without giving one month's notice or salary in lieu thereof.
- The employment of a permanent employee shall be liable for termination on the following amongst other grounds.
  - Insanity, senility, physical infirmity, contagious or infectious diseases, continued ill health, unfitness for employment with the employer as declared by the Employer's doctor or for loss of confidence.
  - Conviction in a criminal case,
  - Engaging in any vocation without the written permission of the Management or found to have been working elsewhere during the period of leave, in case the employee is on full time contract with the Management.
  - Loss of confidence by the Employer in an employee due to leakage of information or propaganda against the Management.
  - Insolvency.
- An order relating to discharge or termination of service shall be in writing and shall be signed by the Employer Management and copy thereof shall be supplied to the employee concerned. In cases of general retrenchment on closing down of Program/Course, no such order will be given to individual employees.
- If an employee intends to leave the service, he shall give one month 1s notice of his intention to do so in writing to the Employer or may if he wants to be relieved earlier, surrender in lieu thereof salary equivalent to the days for which the notice falls short of one month, at the discretion of the Management. But if the severe exigencies of the work so require, the Employer may refuse to relieve him earlier than the entire period of notice. The Employer also reserves the right to accept the resignation with immediate effect subject to payment in lieu thereof.
- No notice or wages in lieu of notice shall be necessary, if the services of an employee are dispensed with for misconduct. vi. Employees other than those who have service bonds to serve the Employer for a specified period, who wishes to leave the Employer's service, will be required to give the Employer notice as per the terms of appointment.

**Employee to give accounts of the Employer's property:**

- On termination/ resignation of his service, an employee shall give a proper account of all identity card, clothing, reports and records, papers, books, gadgets, instruments and other properly of the Employer in his possession, custody or charge. The value of all shortages



and / or damages to the Employer's tools, instruments, and other properly in the employee's possession, custody or charge shall be recoverable from him and without prejudice to any other mode of recovery, may be recovered by adjustment against whatever dues are payable to him.

- Employee will be required to compensate the Employer for all losses! Damages caused by him to the Employer's official premises and all movable property therein.
- Failure to comply with all or any of the above provisions shall entitle the Employer to withhold the employee's dues to make appropriate deductions there from and to take such other action as may be deemed fit, which also includes the in initiation of Legal Proceedings in the Court of Law.

#### **Acts of misconduct:**

- Without prejudice to the general meaning of the terms of misconduct, the following acts and /or omissions, which are illustrative and not exhaustive, shall be treated as serious misconducts:
- Showing discrimination on the basis of sex, cadre, and favoritism.
- Abetting or aiding Malpractice in Examinations
- Leakage of questions of the examinations
- Showing partiality in awarding attendance marks in examination for consideration on caste, creed, religion, region, gender, political or monetary benefits etc or other acts like tampering of records like attendance, marks, accounts, service records etc.
- Leakage of results before its official declaration.
  - Going on or participating in an illegal strike\_ or abetting in the same.
- Willful slowing down in performance of work or abetment or instigation thereof or fasting with an explicit view to influencing the employer's decisions.
- Theft, fraud, breach of trust, or dishonesty by misappropriation of funds in connection with or damage to the Employer's business or property of another employee/officer within the work premises.
- Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts, etc., or interference with safety devices or firefighting equipment or disobedience of a safety instruction by the superior.
- Carrying Employer's goods, files or office documents to the house/home or any other place outside the work premises without prior permission in writing of the employer.
- Unauthorized use of any of the Employer's facility equipment or any other thing for personal use.
- Leaking any information relating to official matters to outsiders, as they are confidential.
- Giving false information/ intentionally hiding required information regarding one's name, father's name/husband's name, date of birth, qualifications, details of previous service/salary particulars, address, etc., at the time of securing employment or thereafter.
- Habitual late attendance and/or absence without leave and/or late attendance on more than three occasions within a month or similar omissions of leaving the premises before time.
- Assaulting, abusing or intimidating any employee of the Employer either within the premises or at any other place.

- Demanding, taking or giving bribes I gifts or any illegal gratification or indulging in any corrupt practice and I or lending or borrowing money to and from subordinate employees.
- Carrying on directly or indirectly or benami transactions in the office premises:
  - Monetary Transactions, unrelated with job profile and or
  - Other private business without the written permission of the Management or having private financial dealings with persons or firms, etc., having business relations with the Employer for the sale and purchase of any materials, equipments or supply of labour, if any, or for any other purpose.
- Writing of anonymous or pseudonymous letters criticizing the Employer or any other member of the office staff and making false reports regarding misconduct of colleagues and superiors or defamatory remarks against the Employer/Management.
- Holding meetings within the work premises or any other premises owned by the Employer without the previous written permission of the Management.
- Habitual neglect of work or negligence in work.
- Refusal to work on a job or a mission, which does not call for any additional skill or experience and can be done by the employee/officer without adversely affecting his service conditions.
- Hiding away or attempt to hide away any articles, documents or materials of the Employer.
- Obtaining or attempting to obtain leave of absence on false pretension.
- Attempting to obtain any benefit under false pretext or by making false statements.
- Refusal to act in any position offered by the Management.
- Failure to report immediately to the next superior of any defect in machinery/ equipment or damage to property or any dangerous condition of injury to persons caused accidentally or otherwise in the course of performance or work by any employee/officer or by the employee /officer concerned.
- Willful disfigurement, destruction or alteration or forgery of any record/file of the Employer.
- Bringing or possessing or using alcoholic drinks, abuse of tobacco in any form, charas, bhang, ganja, within the Employer's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
- Refusal to accept a charge sheet, an order or any other communication from the Management either in person by post or through courier.
- Entering or remaining in the work premises after the permissible/authorized hours of duty.
- Assumption of authority in matters, which are the prerogative of the Employer.
- Publication of any article relating to the work of the Employer without obtaining prior written permission of the Employer.
- Refusal to act on the accepted terms and conditions of service.
- Handling or attempting to handle any device, equipment, apparatus or vehicle not entrusted to the charge of the employee falsifying or refusing to give testimony when an accident, misconduct or other matters are being investigated.
- Interfering in the work of other employees and or the Management.
- Habitual breach or gross and / or deliberate violation of the Service Rules and internal regulations.

- Owing private or personal work within the work premises without the previous permission of the Management.
- Refusal to work on holidays or on off days when required to do so, refusal to work overtime, in the severe exigencies of Employer's business/ work notwithstanding any statutory provisions.
- Approaching higher authorities for personal promotion or favours or gains directly or through other people.
- Abuse of authority, threats, use of harassment or pressure to obtain illicit favours.
- Refusing to undergo training as and when required by the Management. Photo or otherwise copying and taking the extracts of official documents with a view to keeping/storing them at home or to maintain files at home will be considered breach of trust. xliii. It is considered breach of trust if one employee comes to know about the breach of trust done by another staff member, and if this matter is not disclosed immediately to the Management.
- Any act which is prejudicial or detrimental to the interests of organization or the Management of the organization.
- Breach of confidentiality or a loss of confidence by any act against the interests of Management or organization.
- No actions linking Management with activities of other NGO, international organization or local authorities can be decided without the prior agreement.
- Deliberate disturbance to the proper functioning of the association.
- Making statements (in any manner whatsoever) to the press or other media without prior permission of the Management.
- Fulfilling to task by other person than the one to whom it has been assigned. In case of absence the employee has no right to bring another person to replace him, except with the prior consent/permission of Management representative.
- Nobody can alter the contents of his job description without prior authorization. Any other act of commission or omission, which is against the interest of the Employer or subversive of discipline. Any other act which constitutes an offence under any other law in force. Striking work or adopting go-slow met Coordinators, either singly or along with others in contravention of these Service Rules or any statute, law, agreement, memorandum of settlement agreed from time to time and for the time being in force.
- Inciting whilst on the premises of the Employer any employee or employees to strike work or adopt go-slow met Coordinators. Collection or conversing or the collection of any money, whatsoever, for purpose not authorized in writing by the Employer within the premises of the Employer. Drunkenness, fighting, riotous, indecent or disorderly behavior or conduct likely to cause breach of peace or conduct endangering the life or safety of any other person. Any act subversive of discipline and efficiency, and any act involving moral turpitude committed within the premises of the Employer, and outside if the same has bearing on the services of the employee.
- Indiscipline or breach of any rules or instructions for the maintenance and or instructions for the running of any department or maintaining its cleanliness.
- Distributing or exhibiting inside the premises of the Employer any newspaper, and bill(s), pamphlets or poster(s) without the previous written sanction of the Management Refusal to accept charge sheet, suspension order or any other lawful order given by the

superior(s). Refusal to give evidence in any enquiry against any other employee, charged with any misconduct.

- Organizing, attending or holding meetings within the boundaries of the premises or in any of the premises owned by the Employer or in front of the residential premises of the officers of the Employer and in its estate without previous written sanction of the Management.
- Threatening or intimidating any employee within the premises of the Employer or outside concerning matters relating to the Employer / Employment. Gambling or playing cards, etc., within the premises of the Employer. Knitting, gossiping within the premises of the Employer. The sale or canvassing for the sale of tickets of chances in any lotteries or raffles within the premises of the Employer.
- The sale or canvassing for the sale of any commodity within the premises of the Employer.
- The sale or canvassing for the sale of tickets, coupons or other tokens in connection with any scheme for the sale of any commodity or articles within the premises of the Employer without previous written sanction of the employee. Sleeping or dozing whilst on duty. Insubordination, malingering, deliberately delaying of work, adopting go slow or work to rule practices or refusing to carry out the orders. Using abusive language or slogans against any superior officer or any officer of the Employer within the premises of the Employer. Resorting to picketing, hunger strike, tool down, Pen down against any officer whether within the premises of the Employer or outside it relating to in the matters concerning the Employer.' Absence from place of work without the permission of the departmental head.
- Acceptance of gift from any person connected with business of the Employer.
- Lending or borrowing money to or from subordinate employees. Habitual indebtedness.
- Spreading false rumors or giving false information which tends to disrupt the Employer, or its employees (or spreading among the employees)
- Speculation in any investment or commodity within the premises of the Employer.
- Writing of anonymous or pseudonymous letters criticizing employees /Employer.
- Theft of property belonging to other employees inside the premises of the Employer.
- Submission or representation to any authority or public-men except through proper channel.
- Misbehavior during the pendency of disciplinary action instituted against him.
- Interference, tampering with records, attendance registers, etc., either pertaining to himself/herself for to any other employee.
- Unauthorized removal or defacement of notices of the Employer at the notice board. Willful non-cooperation with fellow employee for proper discharge of duty at any time.
- Giving interview to press, radio, and television without the permission of the Management.
- Participation in public discussions, debates, and delivers speech in public pertaining to the affairs or business of the establishment without permission from the competent authority of the Employer.
- Reading Magazine, novels and other non-professional literature/material during working hours.

- Loitering, idling or wasting time during working hours staying within the premises of the Employer after authorized hours of work without permission. Expectorating or otherwise committing nuisance on the premises of the Employer.
- Not wearing the complete uniform provided by the Management, if any, during working hours or wearing the uniform improperly while on duty.
- Any attempt or threat to assault or attempt to murder/attack or assault or beating or murder of any employees/officers manager of the Employer or any other personal persons who has/had any connection with the organization within or outside the premises of the Employer.
- Not disclosing/intimating to the Employer any infectious or sexual/skin/any other disease/contagious disease from which the employee is suffering.
- Habitual production of the Medical Certificate for availing of leave.
- Having immoral relationship with employee of either sex within the premises of the Employer.
- Eve-teasing in the premises of the Employer or transport provided by the Employer, if any.

#### **Punishment for misconduct:**

If the Employer is convinced that an employee is guilty of committing any misconduct/s, the following punishments may be imposed upon him/her:-

- Suspension without pay for a period not exceeding one month.
- Demotion.
- Reduction in salary
- Discharge
- Dismissal, besides asking to tender the written apology by the concerned employee who has wronged.

#### **Procedure for disciplinary action:**

- The warning should be written and signed by both the organization and the Employee. A copy of it will go to the employee's file. Three valid warning letters automatically lead to immediate dismissal.
- Where disciplinary proceedings against an employee are proposed to be contemplated by the Employer or are pending or where criminal proceedings against the employee in respect of any offence are under investigation or trial and the Employer is satisfied that it is necessary or desirable to place the employee under suspension, it may, by an order in writing, suspend him with effect from such date as may be specified in the order. An employee placed under suspension will be paid 50 p.c. of his wages/salary provided he will give a declaration by the end of the month that he remained unemployed during such period. The Management can ask the suspended employee to come for marking his attendance at any time during working hours. The Suspension allowance during the pendency of enquiry can be reduced or revoked if the employee either fails to participate in the enquiry or does not cooperate in the continuation of enquiry.
- An order of punishment including dismissal against an employee will be made only after the employee concerned is informed in writing by a charge-sheet of the alleged misconduct and

is given an opportunity to give his explanations regarding the alleged misconduct except when the misconduct is admitted in writing by the delinquent employee.

- During a domestic enquiry, the delinquent employee may be allowed to have the assistance of a co-employee working in the establishment, if he so desires in writing. However, no outsider will be allowed to assist the delinquent employee officer in the domestic enquiry. The delinquent employee will be given the complaints/documents. Both parties should give their list of witnesses.
- The charge-sheeted employee will be issued with a charge sheet clearly informing him of misconduct alleged him. An explanation will be called for in writing against the charges of misconduct levelled against him. In the enquiry, the witness in support of the charges of misconduct will be examined by the presenting off the Management representative in the first instance. The employee concerned will be given a fair opportunity to cross-examine each of the witnesses on completion of their evidence. The Charge-sheeted employee should be allowed to examine the witnesses, including himself. The presenting officer/ Management representative may cross-examine the delinquent employee and each of his witnesses.
- Both the charge-sheeted employee and the Management representative may submit their arguments either orally or in writing before a definite date, on completion of the evidence on both sides. The enquiry officer, on the basis of the documents and evidence on records, should submit a report recording his findings and reasons thereof to the Management.
- The Management on receiving the report and findings of the enquiry officer will ask for the employee's representation, if any, against the proceedings and findings of the enquiry officer. Unless demanded by the employee, it will not be obligatory on the part of the Management to furnish the enquiry report to the employee.
- After receiving the representation, if any, of the delinquent employee with regard to the domestic enquiry, the Management on the basis of the entire proceedings, documents, evidence and report of the enquiry officer and also taking into consideration the representation, will appreciate the entire evidence on record and come to its own conclusions as to whether the charges of misconduct alleged against the delinquent employee have been established.
- If the employee refuses to accept the charge-sheet in the presence of another employee, it shall be kept in the individuals staff file and shall be deemed to have been served on him and a copy of the charge-sheet will also be sent by registered post or courier to his last recorded address. If refused, it will be deemed to have been served upon the employee.
- An employee who is placed under suspension under clause 16(i) shall during the period of such suspension be paid subsistence allowance at the rate of 50 p.c. of the salary which the employee was entitled to immediately preceding the date of such suspension during the pendency of domestic enquiry, or, if an enquiry is being conducted by an outside agency or where some criminal proceedings are pending against him.
- The employee under suspension shall report at the Employer's office/ premises at the time specified in the letter of suspension to be entitled to subsistence allowance, and if he does not do so, he shall not be entitled to subsistence allowance for the days he does not report at the Employer's office. The employee under suspension cannot go out of town without the prior written permission of the Employer/ Management. He also cannot enter the Employer's premises without his written consent.

- If on the conclusion of the enquiry or of the criminal proceedings, the employee has been found guilty of any of the charges framed against him and it is considered that an order of dismissal or discharge or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the Employer shall pass order accordingly. A copy of the enquiry report will also be supplied to the concerned employee against whom the punishment is inflicted:
- Provided that when an employee has been found guilty of the charges alleged against him, he shall, irrespective of the nature of punishment, be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. The subsistence allowance already paid to him shall, however, not be recovered.
- If an employee is found guilty under but it is considered that the period of suspension up to the conclusion of the enquiry was sufficient punishment, order will be passed to reinstate the employee and to treat the period of suspension as punishment without any future payment for the period except for the suspension allowance admissible.
- If on the conclusion of the enquiry or of the criminal proceedings the employee has been found to be not guilty of any of the charges framed against him, he shall be entitled to the same wages/ salary as he would have received if he had not been placed under suspension after deducting the subsistence allowance paid to him for such period.
- The payment of subsistence allowance under this rule shall be subject to the employee concerned not taking up any employment during the period of suspension, and for which the Management will be at take disciplinary action.
- In awarding punishment under these rules, the Management shall take into consideration the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist.
- Where an employee has been convicted for a criminal offence Involving moral turpitude in a Court of Law, the employee can be removed or dismissed from service without following the procedure afore-mentioned.
- A copy of the orders passed by the Management shall be supplied to the employee concerned.
- The enquiring officers or members of the enquiry committee shall be in a higher grade than the erring employee.

#### **Service Notice from the Employer and communication procedure:**

- Any order, notice, charge-sheet or letter issued by the Employer shall be served on the employee in the following manner:-
  - a) By delivering it to the employee by hand. If the employee does not accept such notice, charge-sheet or letter, then one witness must duly attest the fact of refusal, and file the same in the respective individual's personal file.
  - b) By sending it by registered post at the last address of the employee as per records of the Employer. If refused, it will be
- Any notice or communication or intimation to be given to an employee by the Employer shall be served personally or by post at the last address available in records of the Employer.

If an employee refuses to receive such notice or communication or intimation, or if such notice, communication or intimation sent to the employee concerned by post is returned unserved for any reason, the same may be filed in the respective individual's personal file maintained by the Employer, in which case it shall be deemed to have been duly served on the employee/ officer concerned.

#### **Complaint and grievance procedure:**

- All grievances/ complaints about salary, payment, overtime, leave, Transfer, promotion, demotion, seniority, work assignment and reasonable orders, working conditions and interpretation of service agreement, etc., shall be made by the employee to the Employer, through proper channel. It will be the duty of concerned authority to enquire or pass on the complain grievance to his Higher authority for disposal as per practices.
- All such complaints/grievances will be settled/responded to as soon as possible, but in any case not later than 15 days from the date the grievance is reported.
- If a grievance arises out of an order given by an employee, the Said order shall be complied with before the employee concerned Invokes the procedure laid down for redressal of grievance. If, however, there is a time lag between the issue of order and its compliance, the grievance procedure may immediately be invoked, but the order nevertheless must be complied within the due date.
- If, however, there is any complaint against any individual member of the staff who is at the same level as the employee designated to handle the grievance, the employee may take up his grievance with the staff member at the next higher level, i.e., line manager.
- In case of any grievance arising out of charge sheet, suspension order, discharge or dismissal of an employee, the above mentioned Procedure shall not apply. Instead, the discharged or dismissed Employee shall have the right to appeal to the Management requesting for review or revision of the order within a week from the date of dismissal or discharge.

**Resignation** Any employee who wishes to resign from service of the Employer shall give the Employer notice for the period as mentioned/specified in the letter of contract, and shall duly serve the Employer during the above said period. The Employer may, at his sole discretion, accept the employee's resignation with immediate effect and waive the notice period and may give notice pay in lieu of the same.

**Secrecy** No employee shall take any papers, books, drawings, files, photographs, instruments, apparatus, documents or any other property of the office out of the work premises except with the written permission of the Management, nor shall he in any way pass or cause to be passed, disclose or cause to be disclosed any information or matter concerning the work nor any other confidential documents of the office to any unauthorized person or outsider or to an employee under suspension without the written permission of the Management. An employee shall not at any time, work against the interest of the office at which he is employed and shall not take any employment or assignment or business in addition to his job in the establishment, in case the employee is on full time contract.

#### **Miscellaneous:**



- An employee shall carry out in addition to normal duties any reasonable additional duties entrusted by coordinators and the Director as per AICTE norms.
- All employees/officers shall be bound to observe all safety rules notified from time to time and to use safety equipment as and when necessary. Breach of this order shall make him/them liable for misconduct in as much as they shall be liable to punishment as per these rules.
- Non-enforcement of a rule shall not prejudice the right of the Employer to enforce the same at any later date.
- All matters not specifically covered by these rules and regulations shall be dealt with in accordance with the relevant provisions of the law and / or usage governing such matters.
- The Employer reserves the right to amend or alter these rules and regulations at any time and in any manner it deems fit.
- Interpretation of the foregoing rules and regulations as given by the Employer shall be final and shall be binding on all persons interested therein.

#### **General conditions and benefits:**

- The Employer is obliged to provide each employee with a copy of these Service Rules.
- The appointment of an employee will be stated in a letter of contract, it will be formalized by the signature of both the employer and the employee and becomes valid only after both have also signed the letter of contract, job description and service rules.
- These service rules supersede all agreements, conditions of employment for personnel of Employer, orally or in written form, between employer and employee.
- The employee is obliged to inform the employer of all revenues, gifts, and presents, etc., which he receives as a result of his activities on behalf of the Employer.
- Any change in salary will be communicated in writing to the employee.
- Employee will be governed by the other rules as per PF act, payment of gratuity act as applicable to Educational Institution.
- The Employer may apply to the Reserve Bank of India for the reduction of the number of employees or for closing the establishment for economic (lack of institutional donor for the project) or technological reasons.
- The Employer may provide for group Insurance group gratuity, group pensions, incentive etc depending on the resources.
- Incentives, PF, Group Insurance, gratuity, pension (if applicable) and other such benefits will be announced by the management in due course.
- Career Advancement: An employee will be allowed to improve qualifications, to attend conferences, workshops courses etc to have advancement in career in a phased manner without affecting the work and on recommendations of the concerned Heads of the departments and the Director. An employee would be provided full cooperation for the career advancement.

#### **Conclusion**

**Modification:** The Employer has the right to change and to update the present regulations at any stage and to give notice to the staff in writing.

**Certificate on cessation of service:** Every employee shall be entitled to a service certificate after cessation of his employment.

**Fitness for work:** The Management reserves the right to test any workman by sending him/her to the medical officer for his/her fitness to hold a post at any time with notice. However, no decision to discharge, transfer or demote him/her will be taken on the recommendations of the medical officer alone. For that purpose the employee will be subjected to further medical examination before an independent Medical Board whose recommendations will be considered in such a case. If he/she is found suffering from any communicable disease or if he/she is found medically or mentally unfit for the job, it will be open to the Management to send the workmen on leave for medical treatment at its own cost.

**Retirement:**

- An employee will retire on attaining the age of 60 years, for Teaching staff and 58 years for Non-Teaching staff. However, on account of physical or mental infirmity, inefficiency or incapability to work or if he outlived his utility to discharge his contract of service by invoking provisions of section 2 of the Industrial Disputes Act, 1947. The decision of the Management in this regard will be final and binding. After superannuation the employer may continue the service of the employee on contract for any specified period as deemed by the employer at the discretion of the employer.
- Teaching staff above 60 years of age and non-teaching staff above 58 years of age will be on consolidated salary and not in scale.

## 17. STUDENT RELATED PROCEDURES

- **Admission Procedure:** Admin in charge / concerned admin Staff is responsible for proper counselling and rendering all the information sought for by the parents during the admission time. This should be done by taking the parents through all the departments if required so that the parents are fully satisfied with the facilities provided at TIMR. Admission to MBA is done through DTE, a common entrance test conducted by the Govt. of Maharashtra, as per the rules and regulations prescribed by the competent authorities.
- **Admission Report:** The concerned Admin Officer / Admin Staff should render a daily report to the Director about the number of students admitted and the amount of fee collected under various categories. They must submit the data on a daily basis about the vacancy position.
- **Preparing the Final Lists:** The concerned Admin Staff must prepare the final list of the candidates under various categories for perusal by the Director.
- **Categories of Fee:** The admin staff should collect the fee as per the communication form the secretary / Director. No fee other than the above should be collected under any circumstances.

- **Timing of the Fee Collection:** The fee shall be collected one week before the beginning of the course. The due date for the payment of fee can be extended by one week , with nominal fine as decided by the management.
- **Mode of Fee Payment:** The fee will be received only in the form of DD in favour of “The Director, TIMR, Pune”
- **Fee Receipt:** The student shall be given a fee receipt in the prescribed format.
- **Student Fee collection Report:** Institute shall send a daily fee collection report to the Secretary& Correspondent through the Director with the details of Roll Number; Name of the Student, course; Year, Total fee, Fee paid, DD Number, fine Collected and Remarks.
- **Admission Cancellation Procedure:** If any student intends to cancel the admission for any reasons in the middle of the course shall have to pay the total fee for the remaining course period (remaining number of years), even if the student is studying with the help of scholarship.
- **Report on admission cancellation:** The institute shall send a quarterly report on admission cancellation to the Secretary & Correspondent.
- **Institute Timings:** All the students should follow the institute timings i.e. 9.00 am to 5.00 pm in all working days.
  - i. Late coming by the student is strictly prohibited. However a grace of fifteen minutes is allowed under special circumstances, i.e. beyond 9.30 a.m. no student shall be permitted in to the institute under any circumstances.
  - ii. Habitual late comers are punishable. The punishment might include suspension to a period of one week.
- **Attendance – Minimum Required:**
  - To get promoted to the next academic year/ semester the student has to put in a minimum 75% attendance.
  - The shortage of attendance of the students can be condoned on medical grounds provided his attendance is 65% and above. Student falling sick should submit a medical certificate immediately on attending the Institute.
  - Student will not be given attendance for the lab hours unless he/she submits practical records in the next ensuing lab session.
- **Student Discipline**

Nothing can be achieved without discipline. In our Institute students who resort to in disciplinary actions, rude behaviour and indecent dressing etc will regularly identified/warned and kept on a continuous watch by the faculty. They are counselled by the concerned Heads of Departments and Director and also intimation will be sent to their parents. The institute shall take serious action including dismissal in case of student indiscipline such as ragging, drinking in the institute premises, coming to institute in a drunken state, using vile and objectionable language, threatening co-student's, physical assault, eve teasing, arguing with the institute authorities/faculty etc,. Student found involved in disciplinary act will be suspended immediately and parents/wardens are informed through telephone call/registered post asking for explanation. If the same student indulges in more

than one incident during his/her education at the institute he/she will be rusticated from the Institute.

- **Dress code:** All the students should follow the formal dress code strictly. Students have to tag the institute ID card while in the campus. Student will not be allowed into the campus without ID card. The formal dress for boys is shirt and trouser with black belt and black or brown formal shoes, for girls it is formal Indian dress. Students are allowed to wear casual dresses on Saturdays.
- **Student Placement Procedures:** The following are the various activities to be done under placement cell.
  - The placement cell shall maintain database of top National/ International companies, with their addresses, contact numbers and their expectations from the students. This information is divulged to the students on regular basis.
  - The students may take help from the placement officer/ concerned faculty, while preparing their profiles and resumes for placement brochure.
  - Placement cell will organize training to the students which include preparatory exams, mock interviews, group discussions, etc.
  - The placement cell will prepare the album of the outgoing students with their profiles and photographs which helps the alumni activity in addition to the placements.
  - The institute undertakes a rigorous placement campaign.
- **Student Institute Leaving Procedures:** The institute keeps all the information ready regarding the outgoing batch of students at least one month in advance.
- **Student Institute leaving record:** The record will consist of all the necessary information pertaining to the student like the course completion status; rank / grade / percentage of marks; TC, Bonafide certificate etc.
- **An Alumni Feedback Form:** The institute shall get the alumni feedback form filled by the outgoing student which is used to update the database (alumni) of the placement cell.

## 18. TEACHING – LEARNING PROCEDURES

### Teaching – Learning Procedures

All the faculty members will use interactive audiovisual teaching aids such as LCD, OHP apart from conventional chalk and board. Each of the class will be divided into several groups consisting of 5-6 students. The distribution of students will be done in such a way that the group will consist of good – average and below average students. Each group will have a group leader. These groups will be active and will participate in guest lectures and presentation and other such academic activities.

***Guest Lectures:*** The teaching / learning will involve a good portion of guest lecture. Presentations / lectures are conducted by inviting eminent personalities from industry/academics to boost their skills.

***Presentations:*** Student shall be asked to give presentations on latest happenings and developments in the relevant field. Each student shall present at least one presentation in a semester. For presenting, each student is given 15 minutes followed by 5 minutes for Q & A.

***Student Assignments:*** Each student group shall be given assignments. Each group will submit a minimum of two assignments per semester. These assignments questions shall be drawn from the syllabus of university.

### **Communication Skills & Personality Development**

The institute conducts regular Group discussions, mock interviews, workshops and simulations to improve student skills. The institute shall enter Into MOU's with organizations to improve personality development of the students.

- ***Project Work*** Each student will be doing mini projects and Summer project in the end of Semester-II. The mini projects are to be developed in campus in collaboration with faculties. For each summer project, one internal examiner will be guiding the student from the institute along with an external guide in the field.
- ***Industrial Tours & Educational Tours*** The institute will organize industrial and educational tours at least on each in each year.
- ***Mentor Mentee*** The faculty shall mentor and counsel students at regular intervals. Each faculty member will be attached to a group of 15 to 20 students from first and second year. The faculty should try to motivate the students continuously and guide them to achieve their targets time to time.

### **Computer Laboratory Management Procedures**

The faculties assigned would be responsible for upkeep and maintenance of the computer lab.

- ***Lab Coordinator*** prepares lab manuals for each subject / lab which is followed strictly.
- ***Lab administrative mechanism*** lab is maintained by lab-in-charge and Lab-assistant. The assistants have to maintain registers like login register, service log register, stock register, issue register, and any other register as required. The stock verification will be carried out at the end of each academic year by the faculty deputed by the Director.
- ***Lab Attendance*** It is mandatory for all the students to attend their lab sessions. Students should follow the dress code and rules to attend the lab sessions. Lab records should be submitted in the next lab session. The students shall sign in the login register whenever they enter the lab.
- ***Day-to-Day Lab Evaluation Process*** It is mandatory for all the faculty members to evaluate the student performance in the lab. The evaluation process is given in the lab attendance register.
- ***Lab Management*** All the computer laboratories are provided with battery backup. In computer laboratory the server shall have a minimum of two-hour battery backup and all the nodes having a minimum of half an hour back-up capability.

### **Library Management**

Special emphasis is laid on the library management procedures and developing the library with world class literature and competent enough to match the premier educational institutions. Library will be taken-up as a strategic instrument to leverage learning and

knowledge oriented culture in the Institute. The library will have all the possible literature that can create highly competent and committed management professionals.

**Sufficiency of Number of Text Books-** The institute has sufficient number of text books so as to serve the basic needs of the students.

**Focus on reference and general books-** The library focuses on having large number of reference and general books. The reference section will consist of

- Advanced titles on various subjects that are needed towards the curriculum.
- Titles which are suited for management /competitive examinations.
- Titles which will usher research orientation among students.
- Hand Books and manuals.

The general books section shall consist of

- Biographies of famous management thinkers, technocrats, and entrepreneurs.
- Books on business stories, company profiles.
- Books on communication skills, presentation skills, personality development.
- English literature books essentially focusing on imbibing a soft, cultured orientation among students.
- Popular and general reading.


**Journals & Periodicals** The Library contributes to a minimum of 10 national and international journals for each department in case of management.

**Periodicals**

- To have periodicals such as the week, India Today, Discover India, Business Today, Business World.
- Subject oriented periodicals like Harvard Business Review, HRM Review, Data Quest, Computers Today, and Network Computing, Electronics today, IIM periodicals,
- Competitive Examination oriented periodicals like competition success review, competition master, employment news, Chronicle Review.
- Added with back volumes of Journals and periodicals.

**News Papers** Institute subscribes to leading news papers such as, Times of India, Lokmat etc.



  
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