SHREE L. R. TIWARI
COLLEGE OF ENGINEERING

Approved by AICTE & DTE, Maharashtra State & Affiliated to University of Mumbai
NAAC Accredited ISO 9001:2015 Certified | DTE Code No.: 3423

SERVICE RULES

Shree L. R. Tiwari Educational Campus, Mira Road

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PREFACE

Welcome to Rahul Education Society, the Educational Initiative!

To those of you who are present members of the faculty and staff of the College, I extend my sincere appreciation for your past loyalty and devoted service. To those of you who are joining our staff - Welcome!

We are pleased that you have become a member of Rahul Education Society and are confident that you will contribute much to our continued growth. A growth-oriented Institution requires the cooperation of everyone associated with it. Your position on the campus is important to our total effort, and your personal success will be determined by how well you understand and accept this paradigm.

Quality Policy

We, at Shree L.R. Tiwari College of Engineering, shall dedicate and strive hard to continuously achieve academic excellence in the field of engineering and to produce the most competent engineers through objective and innovative teaching methods, consistent updating of facilities, welfare and quality improvement of the faculty and system of continual process improvement.

Vision

To be a world class institute and a frontrunner in the educational and social development of the nation by providing high quality technical education to the students from all sections of the Society.

Mission

To provide superior learning experiences in a carrying and conducive environment so as to empower students to be successful in life and contribute positively to Society.

This Service Rule has been prepared to assist you in carrying out your duties and to inform you of privileges and responsibilities that are yours as an employee of the Institution. A variety of information has been assembled here. If you have specific questions that are not covered in the following pages, please contact your Head of the Institution or the Department of Human Resources.

Sincerely,
Rahul L. Tiwari
Secretary,
Rahul Education

1. PREAMBLE

1.1 - About the Organization:

Shree L. R. Tiwari College of Engineering (ISO certified, NAAC accredited), established in the year 2010, was the first engineering college in Mira – Bhayandar, and since then has provided a sound platform, equipping students to stand on their own feet, visualize, grow and build a bright future in the ever-growing industry. The college offers 6 full-time UG courses leading to the degree of Bachelor of Engineering (B.E.) from the University of Mumbai and also offers Master of Engineering (M.E.) in Computer Engineering and Electronics & Telecommunication. All courses are approved by All India Council for Technical Education (AICTE), New Delhi & Directorate of Technical Education (DTE), Maharashtra State.

1.2 - Name of the Service Rules:

These rules shall be called "SLRTCE Service Rules" and shall come into force from the date July 2020 as decided by the Management and Board of Governance. These rules supersede all rules previously in force.

2 - Extent of Applicability:

i. These rules shall apply to all categories of employees (Teaching, Non-teaching, Technical Staff and Supporting Staff).
ii. What is said of male employees shall apply to female employees unless it is repugnant to or inconsistent with the text or context, in as much as they do not in any way contradict it's working.

3 - General:

i. The Service Rules are confidential between the Institute and its Employees and are made available on joining the services of the Institute.
ii. In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Managing Trustee will be final and binding.
iii. Any amendment to the terms and conditions of service recorded herein will require approval of the GOVERNING BODY.
iv. The Rules in this "SLRTCE Service Rules book" supersede all existing instructions on the subjects.

2. CODE OF CONDUCT

2.1 - Principal's code of conduct:

Principals of highly effective colleges are well-respected leaders who are not afraid to serve their teachers and students. They lead by example. They listen to their students' ideas and set a cooperative tone. A principal's influence is far-reaching and their continued efforts bring out the change needed for the betterment of the institution. For this reason, principals are held to high ethical standards and are required to adhere to a strict code of conduct.

- Principals must stand by their word. They need to honour all aspects of their employment contract.
- Unethical conduct includes abandoning the job and leaving the position without a mutual agreement in place to do so.
- The welfare of the children is the highest priority, and failing to provide adequate supervision on and off campus equates to total disregard for the position held.
- Felonies and misdemeanours are considered in violation of ethical conduct. Principals must disclose any acts that result in criminal and civil charges against them.
- Principals should empower all staff members and students to reach their maximum potential.

2 - Student code of conduct:

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of students in respect of academic matters and personal behaviour.

2.2.1 - Personal conduct:

All students must:

- Treat all employees, honorary appointees, consultants, volunteers, any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity.
- Maintain a cooperative and collaborative approach to interpersonal relationships; act honestly and ethically in their dealings with employees, honorary appointees, consultants, volunteers, any other members of the public and other students.
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, volunteers, any other members of the public and other students to carry out their study or research work.
- Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.

2.2.2 - Academic Conduct:

All students must:

- Ensure that their enrolment and progress in their award course is lawful and consistent.
- It is the student's responsibility to maintain information about key dates and deadlines, read all official correspondence, including email.
- Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests.
- Avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- Behave professionally, ethically and respectfully in all dealings during placements.
- Use University resources, including information and communication technology resources, in a lawful and ethical manner.

2.3 - Teaching and Non-teaching staff code of conduct:

2.3.1 - Exclusivity of Service:

- The College does not seek to preclude staff unreasonably from undertaking additional employment but you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the College at all times. Accordingly, you must not, without the written consent of the College, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the College.
- It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify the College and Principal of any employment or engagement which you intend to undertake whilst in the employment of the College. (Including any such employment or engagement which commenced before your employment began with the College).
- Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions.
- Staff must familiarize themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.
- Staff must maintain an impeccable standard of integrity in all their professional relationships.

2.3.2 - Working with Integrity:

All the teaching and non-teaching staff members should be aware that:

- They must not be under the influence of alcohol, use illicit drugs or other illegal substances while at work. (If taking medication, staff must seek the advice of their doctor to ensure that the medication will not impede their ability to do their job in a safe and satisfactory way.)
- If the staff are offered favours, gifts which could be thought in any way to be compromising, they must inform the Principal or Chair of Governors immediately before fully accepting the gift.
- All staff have personal responsibilities regarding attendance and punctuality.
- If staff are unable to work because of sickness they must inform the Principal directly at the start of the school day or earlier, if possible (which is always appreciated to allow for arrangement of cover).
- An indication of the number of days of absence expected and an explanation for absence including nature of sickness should be given.

2.3.3 Relationships and Attitudes:

- Staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation.
- Following any incident where a member of staff feels that his/her actions have been or may be, misconstrued, a written report of the incident should be submitted immediately to the Principal, Vice Principal (Pastoral) or Bursar.
- A concern for fairness and for the welfare, dignity and protection of staff and pupils will be paramount.
- Following is the dress code for the faculty of Institute:

  Gentlemen: Tucked in shirts and shoes with neat shaving

  Ladies: Sari and Punjabi dress.

- It is Mandatory for staff to wear ID cards at all times when they are on the campus.
- Staff should not summon parents to the Institute under any circumstances.
- Faculty should always be in touch with Parents regarding the progress of students. If anyone is absent, it is the responsibility of the faculty (Mentor) to communicate with parents. Parents shall be invited to the campus only on the recommendation of the College authorities.
- Staff should not collect any cash amount from the students in whatsoever manner.
- Staff should also not collect any type of gift, present in cash or in kind in whatsoever manner.
- Violation of ethics may lead to disciplinary action.

3. SERVICE RULES FOR FACULTY

3.1 - Academic Work of a Teacher & Workload Distribution:

3.1.1 - Academic Responsibilities:

- Classroom Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by JNTU and relevant advanced topics beyond syllabus.
- To develop curriculum, learning resource materials and Laboratories.
- To actively participate co-curricular and extra – curricular activities of the college and those organized by other institutions.
- Excellent guidance and counselling to promote their personal, ethical, moral and overall character.
- To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
- Self-development through up-gradation of qualification and participation in professional activities.

3.1.2 - Administration:

- To participate actively in academic and administrative management of the institution and also in policy making.
- Planning, monitoring and evaluation and promotional activities at department and institutional level.
- To design and develop new Programmes of high quality.
- To prepare project proposals for funding in vital areas of R & D.
- Laboratory Development and Modernization.
- To participate in administration related activity both at departmental and institutional levels.
- To monitor and evaluate academic and research activities.
- To participate in policy planning at the Regional / National level for development of Technical Education.
- To help mobilization of resources for the institution.
- To plan and implement staff development activities.
- To maintain accountancy and to conduct performance appraisal.

3.1.3 - Research & Consultancy:

- To actively involved in Research and Development Activities, Research Guidance and Industries-sponsored Research.
- To provide consultancy and testing services by providing extension services and participating in community services.
- To provide non-formal modes of education for the benefit of community and dissemination in community services.
- To promote the spirit of entrepreneurship with an aim at creation of jobs.
- And any other relevant work assigned by the head of the institution.

Faculty (Professors / Associate Professors / Assistant Professors):

Besides teaching, all the teachers or the faculty are requested to spend their time and effort for various activities and contribute to the fair image of the college. They have to necessarily cooperate in students counselling, give support to the administration and involve themselves in R&D/Consultancy and extension services. AICTE norm stipulates that every teacher of the college has to contribute 40 clock-hours of work per week. A tentative distribution of the time spent in a week for Professors, Associate Professors and Assistant Professors is given below, which may be considered as a guideline, but not a rigid framework. The Heads of Departments, Deans and other officers in-charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department/unit.

Tentative distribution of time to be spared by a faculty member for different activities in a week

Item	Teaching Pleasure		Preparation, Paper setting & valuation	Student Counselling	Admin	Project Guidance/ R&D/ Consultancy & Extension Service	Total Clock Hours
Category	Clock	Periods					
Professors	4	5	6	3	6	20	40
Associate Professors	8	10	10	3	6	11	40
Assistant Professors	16	19 - 20	16	2	1	1	40

3.2 - Course Diary:

Every teacher must maintain a course file for each subject according to the guidelines of IQAC. It shall have at least the following details:

- Syllabus
- Academic Calendar
- Lecture Plan
- Lecture notes for each period
- Date and time of preparation
- Date and time of delivery

However, a teacher should prepare his/her lesson plan and notes before 15 days from the commencement of class work otherwise HODs should not assign him/her the class.

3.3 - Class Adjustment before Going on Leave:

- As per the rules of the Institute, staff members must adjust their classes one day prior and show the consent of the substitute teacher to the HOD before going on leave.
- All staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

3.4 - Administrative Procedure:

- In every academic year, the teaching staff are required to furnish written undertakings about their availability and or continuation of upcoming/next academic year (before every summer period).
- Faculty require any kind of written certification/recommendation from the Institute, they are required to apply in proper channels. If this is not followed, the request of such faculty will be treated as null and void. No direct email is to be sent for this purpose to HR.
- Teaching faculties are advised not to directly meet the Chairman/ Secretary favouring on the appointment, academic/ administrative ground, unless and until they call upon in very specific circumstances. Such acts of the faculty shall be treated as violation of code of conduct and the same will be considered as disqualification to work in this Institute.
- Full time appointment does not permit the individual faculty to accept any gainful assignment/ professional consultation/ business activity/ conducting group tuitions/ association with coaching institutes and other similar private or public enterprises in such cases, the same will be treated as violation of code of conduct. Any collaboration can be done with the permission and involvement of the Institution. For any financial gains, 30% will be the part of the institution.
- In case any faculty wish to resign from the employment of the Institute during the period of probation or the College decides to terminate his/her services, one-month

prior notice or one month's salary, basic plus AGP and DA, in lieu of the notice period, is required to be given by either party as the case may be. Any request of faculty for relieving from service during an academic session or semester will not be accepted.

- In case any faculty wishes to resign from the employment of the Institute, before accepting his/her resignation, he/she has to complete no dues, handover process and face an exit interview conducted by a senior personnel and findings of such interview shall be kept confidential with Institute record.

- A computerized salary slip will be distributed to all employees of the Institute indicating the details of that employee only for their personal use. Merely on production of such salary slip by the employee for opting banking, financial benefit and or other specific reasons, the Institute Authority shall not be responsible in case of any recovery and similar proactive action to be taken by such financials or bankers and or any other organization.

- Employees of the Institute should not be involved in any political parties/ religious organization activities without permission during college hours.
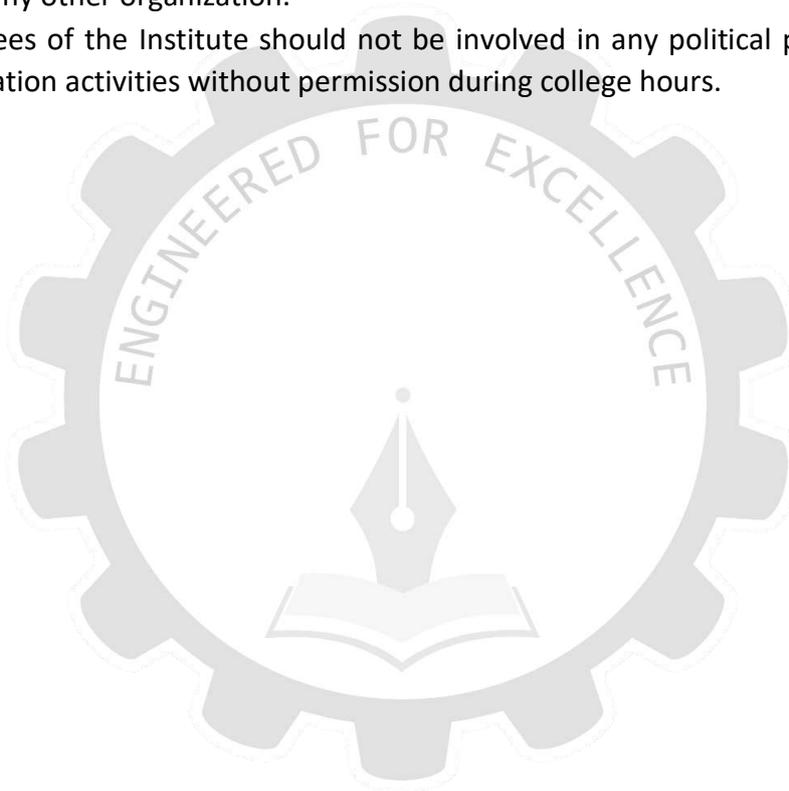
4. LEAVE RULES

4.1 - General:

- All leaves shall be calculated on the basis of academic year i.e., from July month.
- No leave can be claimed as a matter of right. All leave requires specific sanction from the Principal/Director as per the leave sanctioning procedure.
- Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority. Before applying for the leave adjustment of workload at the institute is mandatory.

4.2 - Casual Leave and Medical Leave:

- Every staff member is entitled to get a maximum of 12 (twelve) days casual leave in an academic year. The employees joining in between the year, shall get casual leave on a pro rata basis.
- Casual leave cannot be combined/joined with any kind of leave except half day casual leave (post noon).
- Casual leave cannot be taken more than 3 (three) days at a time. It cannot be prefixed or suffixed with holiday/s or Saturday and or Sunday.
- Casual leave can be granted for half day also.
- Casual leave can neither be accumulated nor encashed. Casual leave shall be applied for in advance in writing with prescribed format. However, in exceptional circumstances where leave cannot be applied for in advance before the leave begins, the staff member may apply for the sanction subsequently i.e., post facto. In exceptional circumstances leave sanctioning authority may grant post facto sanction of casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances, the casual leave availed of by employee without prior permission may be treated as leave without pay or unauthorized absence.
- Casual leave cannot be carried forward to the next year. Un–availed casual leave will be lapsed.
- Mass Casual leave shall not be treated as normal Casual leave but it will be treated as misconduct and will be dealt with accordingly in specific circumstances, felt by the authority.
- The Leave Sanctioning Authority may refuse/change to grant casual leave depending on the exigencies of work or if the reason does not appear to be genuine. If no casual leave is balanced in the account of a staff member, the Director/Principal may at his sole discretion grant leave without pay.
- Every staff members is entitled to get maximum of 6 (Six) days medical leave in an academic year. The employees joining in between the year, shall get medical leave on pro rata basis.
- Medical leave can neither be accumulated nor encashed.

4.3 - Compensatory Leave:

- Teaching faculties and Non-Teaching staff are eligible for any compensatory leave at the discretion of the Management/Principal.

4.4 - Extra - Ordinary Leave:

- This is considered when long leave is required on health or specific personal reasons. No salary is paid during this period and this period will not be considered for increment or promotion.
- Sanction of this leave is solely at the discretion of the Management/Principal.

4.5 - Vacation Leave:

- Teaching Staff who have completed two years of service from the date of Joining in this institution are eligible to avail Vacation.
- Before availing the vacation, new semester planning should be done.
- Maximum of 30 days in a semester can be given to the teaching staff depending at the discretion of the Principal/Director.
- Remaining staff will get proportionally vacation decided by management/principal.

4.6 - Maternity Leave:

- Maternity leave can be granted to married female and permanent teaching staff who have completed three years of service from the date of joining in this institution for a period of not exceeding 180 days (six months only) at a time during her confinement (both prenatal and postnatal period put together and only for two occasion in the entire period of her service in the institution.
- While proceeding on ML, the employee should apply in proper format and 15 days in advance along with the medical certificate indicating the pregnancy status and recommendation of ML.
- Application for ML should be submitted through proper channels and it should be approved at the appropriate level, since it will be the responsibility of the employee, otherwise, the maternity leave will be treated as unauthorized leave and will be resulted in without pay leave for the entire/whole leave period.
- The salary payment for the maternity leave shall be restricted to half-pay for a period of six months only.
- After completion/exhaustion of the maternity leave, the employee has to resume her duties along with a medical fitness certificate.
- In case she is not able to join the duties, she requires to apply for extension of maternity leave together with the medical certificate to that effect.

- In such case, her services will be in question to continue as per norms and till joining her leave will be treated as medically and physically not fit and will get zero salary i.e., leave without pay.
- During such a period of extension of ML, she will not be eligible to get the other benefit such as increments, etc.
- Employees on an ad hoc basis and or on temporary basis working in the Institute shall not be eligible to get the ML benefit.

4.7 - On Duty:

Faculties deputed by the institute to attend Conferences / Seminars / Workshops/ orals (Viva), Observer and other College or Institute work shall be deemed to be as "On Duty" or on terms specified by the Principal from time to time. Total 6 ODs can be sanctioned per semester.

4.8 - T.A. Rules (On Duty):

For Within the City:

The Staff members visiting places / Companies / Organizations for any institutional work within the city and its suburbs will be paid as per the following.

- Actual bus fare or train fare or auto fare
- Actual auto fare if some luggage has to be carried which cannot be taken in a bus
- If their own vehicle is used, actual fuel expenses will be paid to Deans/Principal/Director.
- Maximum of Rs.100 will be sanctioned as a DA (Actual Bill) based on necessity.

For Out-side the City:

- For Travel outside the city suburbs, i.e., outside the station T.A. will be paid for the Actual charges
- Any other mode of transport-Actual limited to the maximum of eligible rail fare.
- Maximum of Rs.200 will be sanctioned as a DA (Actual Bill).
- Maximum of Rs.1000 will be sanctioned as a lodging expense
- The above procedure may be varied for Professors and Deans and for the type of city.
- The amounts will be sanctioned on producing actual bills (It is Mandatory).

5. PROCEDURE FOR RECRUITMENT/ PROMOTION/ RESIGNATION AND TERMINATION

Direct Recruitment & Promotion Procedure

Constitution of Screening cum Evaluation / Selection Committee:

The AICTE & University of Mumbai has evolved following guidelines on:

(a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor and Professor for direct recruitment and for promotions.

(b) Specified selection procedures for direct recruitment and promotions for Teachers in Universities and Colleges.

These rules will be applicable to all the colleges (offering the said courses) affiliated to University of Mumbai, except those Institutes where selection is through Maharashtra Public Service Commission.

2. Rules regarding selection committee constitution, selection procedure, eligibility criteria / qualifications and Equivalence at under-graduate, post-graduate and Ph. D. level for teaching posts in the disciplines, coming under the purview of AICTE are revised which are as under.

 3) Selection Committee Constitution and selection procedure for appointment of Principal

3 a. **Selection Committee Constitution** There shall be a Selection Committee for making recommendations to the Governing Body for appointment of Principal in a college in a Governing Body. The Chairman of the Governing Body shall make a report of the Selection and appointment of Principal made to the University in prescribed form. The Selection committee shall consist of the following persons:-

a. The Chairman Governing Body of the College or his nominee who shall be the member of the Governing Body (who shall be the Chairman of the Selection committee)

b. Director of Technical Education (M.S.) or his nominee not below the rank of Joint Director.

c. Assistant Educational Advisor (Technical), ministry of HRD, Western Region or his nominee.

d. Nominee of the University.

e. Three Experts

f. Secretary of the Managing Trust / Society (will be the secretary of the Selection Committee)

3 b. Selection procedure for appointment of Principal

i) Appointment to the post of Principal shall be made on merit and on the basis of advertisement published in a newspaper of all India circulation in the name and address of the college and not by a Post Box Number. The qualifications prescribed for the post shall essentially be related to the academic attainment and shall not be linked with language or other regional considerations. Appointment shall not be made on communal or caste considerations. The particulars of minimum qualifications and additional qualifications, if any, required by the scale of pay and allowances shall be included in the advertisement and also the reasonable time, which shall not be less than 15 days from the date of publication of the advertisement, shall be allowed within which the applicants may submit their applications. Applicants who are already employed in Government, semi Government, Local Authorities, Universities and Colleges shall be required to submit their application through proper channel. Applicants shall also be required to account for breaks, if any, in their academic career.

ii) The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised and recommend the names arranged in order of merit of the persons, of exceeding one, whom it recommends for appointment to the post advertised. If no person is selected, a report to that effect shall be made. The committee shall have the right to recommend only one person if others are not found suitable. The recommendation of the selection committee shall be subject to the approval of the University Nominee, and in the event, of the University Nominee not approving the recommendation, he shall record the reasons in writing and communicate the same to the Chairman of the Governing Body.

iii) The Governing Body shall appoint a person to the post of Principal from amongst the persons in the order recommended by the selection committee and approved by the University Nominee.

iv) The assessment report in respect of the Principal of college shall be maintained by the Chairman of the Governing Body in a form prescribed for the purpose by the University and will be placed before the Governing Body at least two months before the date of expiry of the period of probation with a definite recommendation. If the Principal is not recommended for confirmation, his case along with the assessment report and the recommendation of the Chairman shall be placed before the Governing Body for consideration and decision.

v)   If during the period of probation the work of the Principal is not found to be satisfactory his services are liable to be terminated by the Governing Body by giving him one month's notice or in lieu thereof, one month's pay, without assigning any reason. However, if the work of the Principal who is appointed from amongst the teachers of the college is not found to be satisfactory, he is liable to be reverted by the Governing Body to his original post of teacher

vi)   If during the period of probation the Principal wishes to relinquish his post of his own, accord for personal or other reasons he shall give one month's notice thereof to the Governing Body. The period of the required notice shall run from the date of receipt of the notice. In default, the Governing Body may claim from him an amount equivalent to the pay for the period of notice.

vii)   If the Principal, whose services are confirmed, wished to relinquish his post of his own accord for personal or other reasons, he shall be relieved by the Governing Body on his giving three months' notice thereof to the Governing Body. The period of the required notice shall run from the date of receipt of the notice. In default, the Governing Body may claim from him an amount equivalent to the pay.

viii)   A Principal who is confirmed in service is liable to be suspended or compulsorily retired or removed/dismissed from service or his services are liable to be terminated on any of the grounds mentioned in these Directions and according to the procedure prescribed in that behalf.

4) Selection Committee Constitution and selection procedure for appointment of teachers and librarian

4 a. Selection Committee Constitution for appointment of teachers and librarian

There shall be a selection committee for making recommendations to the Governing Body for appointment of teachers and librarian in a college. Every Selection committee for selecting teachers and librarian shall consist of the following persons:-

a) Chairman of the Governing Body of the College or his nominee who shall be the member of the Governing Body (who shall be the Chairman of the Selection Committee).

b) Director of Technical Education (M.S.) or his nominee not below the rank of Joint Director.

c) Assistant Educational Adviser (Technical), Ministry of HRD, Western Region or his nominee.

d) Nominee of the University of Mumbai.

e) Subject Experts

- For Assistant professor in Science & Humanities in Engineering College & for

  Librarian – Two Experts.

- For Assistant Professor and Associate professor in all disciplines & for Placement Officer - Two Experts

- For Professor in all disciplines - Three Experts

f) The Principal of the college (who shall act as Member Secretary of the Committee)

• Experts for the selection of Professor shall be Principals or Professors from the appropriate discipline from recognized Institutions, colleges affiliated to University or other experts nominated / approved by the University.

• For all posts (excluding Professor and Principal) the subject experts shall be working at the level of Professor / Associate Professor in the appropriate discipline from any affiliated college in the University, IITs, National Institute of Technology, ICT or experts nominated / approved by the University.

• Subject expert for Librarian shall be senior librarian from IIT, NIT or any affiliated College or any other expert nominated / approved by the University.

• For the post of Placement Officer, expert shall be Professors / Associate professor, Senior Scientist or experts form Industry nominated / approved by the University.

4 b. Selection procedure for appointment of teachers and librarian

i. The no. of posts under each cadre for each department is calculated as per AICTE norms and work load of each subject / course as per syllabus approved by university of Mumbai. The draft of advertisement is prepared as per the roster and after approval by Governing Body of the institute, send to the University of Mumbai for approval. Special Cell verifies the draft advertisement and the roster and sends the approved draft to CONCOL section, which communicates approval of the advertisement to the college.

ii. All appointments to posts of teachers shall be made on merit and on the basis of an advertisement published in a newspaper of all India circulation in the name and address of the college and not by a Post box number. The qualifications prescribed for the posts shall essentially be related to the academic attainment in the subject concerned and shall not be linked with language or other regional considerations. Appointments shall not be made on communal or caste considerations, the particulars of minimum qualifications, and additional if any, required and the scale of pay and allowance shall be included in the advertisement and reasonable time, which shall not be less than 15 days from the date of publication of advertisement, shall be allowed within which the applicants may submit their applications. Applicants who are

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already employed in Government, Semi-government, Local Authorities Universities and colleges shall be required to submit their applications through the proper channel. Applicants shall also be required to account for breaks if any, in their academic year. The committee is constituted for scrutiny of applications received and preparing the merit list of applicants.

iii.   The date of the meeting of every selection committee shall be so fixed as to allow notice thereof being given of at least 15 days to each member and to the candidates and the particulars of the candidates shall be supplied so as to reach the members of the selection committee at least 7 days before the date of the meeting.

iv.   The quorum to constitute a meeting of the selection committee shall be Minimum 4 members including one subject expert for Assistant Professor and Associate Professor (2 experts in case of Professor), should be present in the Selection Committee Meeting.

v.   The Selection committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised and recommend the names arranged in order of the merit of the persons, if exceeding one, who it recommends for appointment to the post advertised. If no person is selected a report to that effect shall be made. The committee shall have the right to recommend only name if others are not found suitable. The recommendation of the committee shall be subject to the approval of the Vice-Chancellor and in the event of the Vice-Chancellor not approving the recommendations; he shall record the reasons in writing and communicate the same to the Principal.

vi.   The Governing Body shall appoint, from amongst the person in the order recommended by the selection committee and approved by the Chairman, the teachers required to fill in the posts advertised. A letter of appointment shall be issued to the teacher

vii.   A teacher shall subject to the procedure prescribed for selection and appointment be appointed on probation for a period of 24 months from the date on which he joins duties after the expiry of which he shall be confirmed and informed accordingly in writing; or his service shall be terminated provided that at least one month's notice is served on him prior to the expiry of the period of probation or one month's pay is paid to him.

viii.   It shall not be necessary to assign any reason for terminating the service of a teacher on probation if it is held that he has not completed his probation satisfactory.

ix.   The Principal shall maintain assessment report of a teacher on probation, in the form prescribed for the purpose by the University, for every six months and complete it at the end of each term of the academic year. The Principal

shall send to the Chairman of the Governing Body, at least two months before the date of expiry of the period of probation, his assessment report with a definite recommendation. If a teacher is not to be confirmed at the end of probationary period a confidential report justifying the recommendation should be attached and such cases be referred to the Chairman of the Governing Body for further action. The Chairman of Governing Body shall be the deciding authority in such cases.

x.   If the Chairman of Governing Body terminates the service of a teacher on probation on the ground of reduction in work-load or abolition of the post and if he is re-appointed on probation in the same college or a college under the same Governing Body subsequently within a year, the period spent by a teacher on probation during the previous appointment(s) shall be counted towards the total period of probation of 24 months. He shall be eligible for annual increment, condonation of break in service and confirmation subject to satisfactory assessment report of his work in the college (s) in which he has served.

xi.   A teacher whose service is terminated during the period of probation on the ground of unsatisfactory assessment report shall not be reappointed

Experts Committee for evaluation of professional work for Ph.D. equivalence:-

Such cases of candidates recommended by the Selection Committee for appointment as Professor on the basis of professional work of high standard at National / International level equivalent to Ph.D. will be evaluated by Expert Committee consisting of:

a. Dean, Faculty of Technology

b. Chairman, Board of studies of the respective discipline.

c. A subject expert, preferably from IIT / National Institutes / affiliated colleges / other Universities in Maharashtra / recognized Ph.D. guides in the relevant discipline, nominated by the Vice Chancellor as and when such cases arise.

Minimum Qualification and Experience prescribed for direct recruitment to the post of college librarian in affiliated professional colleges

i.)   Master's degree in Library sciences / information sciences / documentation science or an equivalent professional degree with at least 55 % marks or an equivalent grade in a point scale wherever grading system is followed and a consistently good academic record with knowledge of computerization of library.

ii.) Qualifying in the national level test conducted for the purposes by UGC or any other agency approved by the UGC.

iii.) However, candidate who are or have been awarded Ph. D. degree in accordance with the UGC (Minimum standards and procedure for award of Ph. D. degree), Regulations 2009 shall be exempted from the requirement of minimum eligibility condition of NET / SLET / SET for the recruitment and appointment of College Librarian.

Promotion to Associate Professor

Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Should have completed minimum training requirements as per Annexure – III.

AND

c. Should have satisfied any one of the below mentioned set of requirements.

Set No	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	**Research publications in SCI journals UGC AICTE approved list of journals**	**Avg. 360o feedback score (out of 10)**
1	3	2	5 to <8
1	3	1	8 to 10

Promotion to Professor

a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's

Level in the relevant branch.

AND

b. Should have satisfied any one of the below mentioned set of requirements.

Set No	PhD Guided	Total Experience Years	To have acquired in the cadre of Associate Professor.		
			Experience Years	Research publications in SCI journals/ UGC/AICTE approved list of journals	Avg. 360o feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

Note: 360° Feedback

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1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.

2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

Qualifications for Promotion to Senior Professor (Level –15, Entry Pay 182200/-)

a) Ph. D. degree in the relevant field

AND

b) Minimum ten years of experience in the cadre of Professor

AND

c) At least 8 research publications in SCI journals **/** UGC **/** AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

c). At least 8 research publications in SCI journals **/** UGC **/** AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of
Professor.

OR

c)**.** At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the
level of Professor.

AND

d). At least one patent awarded

OR

d. Development of one MOOC course applicable at national platform

For Assistant Professor (Selection Grade): Completion of following training requirements at the
level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Faculty of Science and humanities where industrial training may not be feasible, professional training will be required, whereas for all other faculty members, industrial training will be required

For Associate Professor: Completion of following training requirements at the level of Assistant Professor **(Selection Grade)**

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE/UGC/ TEQIP/NITTTR/PMMMNMTT/IISc/IIT/University/Government/DTE/Board of Technical Education/ CoA/IIA/SPA/ITPI/NRCs/ARPIT/research organization/other institute of National Importance/Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

For Faculty of Science and Humanities where industrial training may not be feasible in these regard necessary instruction will be issued, professional training will be required, whereas for all other faculty members, industrial training will be required.

5.1 - Procedure of Resignation:

- If an employee at any time after confirmation intends to resign, he/she shall give one months' notice in writing or pay one months' salary in lieu thereof. Similarly, the Management shall be competent at their discretion to terminate the services of any employee by giving one months' notice.
- The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject.
- The Management shall also be competent to terminate the services of an employee if he / she is involved in political activity/ a criminal case and or an employee failed to do his duty leading to moral turpitude / based on student feedback / negligence of duty, etc. Institute reserves the right to relieve the staff at any time during notice period.

5.1 - Procedure of Retirement:

- The retirement at superannuation will be at attaining the age of 60 years for all the staffs irrespective of Teaching, Technical, Non-Teaching, Administrative & Allied staff members.
- The retirement benefits will be applicable to only eligible permanent employees.
- The extension, in case of highly qualified and or specialize and or in essential services personnel after attaining superannuation shall be at the discretion of the Management.
- Such extension in service after the superannuation shall be applicable for period of one year only and service of such personnel shall be treated purely on the contractual basis without getting any superannuation benefits.
- No any further extension shall be permissible in any case.

6. APPRAISALS

There will be a system of annual performance appraisal of Institute's employees on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquiries in different quarters. Obviously, the performance appraisal report will have an important bearing on the:

a. Promotion as well as sanction of increments
b. Confirmation of service.
c. In respect of Ad hoc appointees, for taking them to regular rolls.
d. Self-appraisal to appraise one's own on their goals/targets gives an opportunity to explain what he/she has done and factors that helped and / or hindered his/her performance.

Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to his/her notice for necessary rectification. Faculty awards will be declared on the basis of appraisal.

6.1 - Faculty Awards Nomination Criteria:

6.1.1 - Distinguished Teacher Award:

Objective: To recognize a faculty member who excels in classroom teaching, gives individual attention to students, receives highest student feedback and demonstrates commitment beyond classroom performance.

Criteria for selection:

1. Excellence in Classroom Teaching Learning Process:

- Facilitates students in understanding the syllabus
- Uses latest teaching techniques
- Proper evaluation methods
- Sufficient coverage of syllabus
- Regularity and availability
- Goes beyond the syllabus and develops understanding of applications

2. Commitment to Students:

- Good rapport with all students in the class
- Proper delivery of information and effective communication
- Helps students in goal formation and attainment
- Provides guidance and counselling to students in need
- Identifies weak students and provides remedial work

All above criteria is evaluated by analyzing the student feedback and combining the average of each class subject wise.

6.1.2 - Best Research and Publications Award:

Purpose of the Award: To recognize a faculty member for their contributions towards Research and Publications, dedication to their field and willingness to share their work.

Criteria for selection:

1. Published work:
- Research papers in National/International Conferences
- Articles in reputed newspapers/magazines/websites
- Books - educational material
- Project Reports
- Blogs

2. Profile development:
- Sharing of work with others through online methods – email/blogs/social media
- Consistency in research
- Peer guidance and mentoring
- Conducting seminars/workshops on topics related to the specialization

All above criteria is evaluated on the basis of the certificates/published work/other information provided by the faculty member thus analyzing the contributions to their field.

6.1.3 - Faculty Development Award:

Purpose of the Award: To recognize a faculty member who organizes / coordinates / participates extensively in development programmes/workshops and engages in skill development throughout the year.

Criteria for selection:

1. Organization / Participation in Online Courses / Workshops:

- Faculty Development Programs
- Workshops
- Seminars
- Industrial Visits
- MOOC – NPTEL/FDPs etc.

2. Excellence in performance:

- Specialization and development of additional skills in latest technology/methods
- Appreciation from other institutions
- Invitation as Chief Guest/Judge for events
- High attainment of marks/grades in National/International Level Courses
- Special certificates attained on the basis of performance
- Appointed as coordinator/mentor for programs due to special skills

All above criteria is evaluated by analyzing the profile of each faculty member and assessing development / maximum participation throughout the year.

7. SALARY STRUCTURE FOR FACULTY

- The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE / UGC from time to time. Currently, the following are the scales as per the Sixth Pay commission prescribed by the AICTE / UGC. Every year Ratification will be conducted for the faculty members in the University.
- Salaries for the employee will be paid on 10th of every calendar month.

Sr. No.	CATEGORY	BASIC PAY BAND	GRADE PAY
1.	Assistant Professor	Rs.15600 - 39100	Rs. 6000
2.	Assistant Professor (Senior Scale)	Rs.15600 - 39100	Rs. 7000
3.	Assistant Professor	Rs.15600 - 39100	Rs. 8000
4.	Associate Professor (Senior Scale)	Rs.37400 - 67000	Rs. 9000
5.	Professor	Rs.37400 - 67000	Rs. 10000
6.	Professor (Senior Scale)	Rs.37400 - 67000	Rs. 12000

7.1 - Annual Increment:

- Annual increment of 3% of Net pay for every year based on date of joining and will be based on the performance of results of self-appraisal produced by faculty.

7.2 - Promotion Policy:

Career Advancement Scheme (CAS) for College's teachers

- Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- Assistant Professors who have completed four years of service with Ph.D. or five years of service with M.Phil. / PG Degree in Professional Courses such as LLM, M. Tech., M. Sc., M.D., or six years of service for those without PhD/ M.Phil./ PG Degree in Professional courses.
- Attended one Orientation course of 21 days duration on teaching methodology; and Any one of the following: Completed Refresher / Research Methodology Course

OR

- Any two of the following: Workshop, Syllabus Up Gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

- Taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOCs course during the assessment period. CAS Promotion Criteria: A teacher shall be promoted if the teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three of the last four years of the assessment period
The promotion is recommended by the screening-cum evaluation committee.
- Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- Assistant Professors who have completed five years of service in Academic Level 11.
- Any two of the following in the last five years of Academic Level-11: Completed courses/ programmes from among the categories of Refresher Courses/Research Methodology Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes/ Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or taken MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e- content in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

Note: The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Colleges from 01.07.2020.

CAS Promotion Criteria: A teacher shall be promoted if

i. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period.
ii. The promotion is recommended by the Screening cum evaluation committee.

I. Assistant Professor (Selection Grade / Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- Selection Grade Assistant Professor who has completed three years of service in that grade.

- Ph.D. degree in concerned subject/allied/relevant discipline.
- Any one of the following during last three years: completed one course / programme from among the categories of Refresher Courses/ Methodology Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or taken one MOOCs course (with e-certification); or contribution towards development of e-content in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria: A teacher shall be promoted if

i. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix III, Table 1, and
ii. The promotion to the post of Associate Professor is recommended through a selection committee constituted as per these Regulations.

II. Associate Professor (Academic Level 13A) to Professor (Academic Level 14):

Eligibility:

- Associate Professors who have completed three years of service in that grade.
- Ph.D. degree in concerned subject / allied / relevant discipline.
- A minimum of 10 research publications in peer reviewed/ UGC listed journals out of which three research papers shall be published during the assessment period.
- An excellent score in Research.
- CAS Promotion Criteria: A teacher shall be promoted if
- The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period
- The promotion to the post of Professor is recommended through a selection committee as per these Regulations.

8. RULES FOR STUDENTS

8.1 - Dress Code - Students:

Following is the dress code for the students of Institute:

Gentlemen: Tucked in shirts and shoes with neat shaving.

Ladies: Formal with proper shoes / sandals.

8.2 - ID Card:

- It is Mandatory for students to wear ID cards at all times when they are on the campus of the College.
- Staff will withdraw/take back ID cards from students when a student/s is found involved in undesirable and or unethical and anti-social activities. ID cards can be demanded only to ascertain the identity of students. After knowing/getting the details of the student, the ID card must be returned to the concerned student on the spot after inspection.

8.3 - Leave Rules for Students:

- Students can absent to the college with prior permission from parents duly submitted to H.O.D. and Class Mentor.
- Any student absent without intimation should be allowed to the college if he/she brings a written reasonable explanation by the parent.
- If any student found involved in continuous absenteeism in a semester and there is no reasonable written explanation by the respective parents, he/she may be suspended from the college based on the recommendations of HOD.
- Parents and students should be allowed to communicate to the college only on authorized mobile phones only. However, the institution is not responsible if parent and student change their address and mobile numbers without written intimation to Class Teacher and/or HOD.

8.4 - Attendance Policy:

- Staff members must take attendance within the first 5 minutes of starting the class / period.
- Latecomers should not be denied admission into the classes for being late, however, such students need not be given attendance.
- Teachers are advised to refrain from awarding punishments like:
    - i. Dismissal from the class rooms,
    - ii. Making them stand in the classrooms,
    - iii. Summoning their parents to campus

- Troublemakers in the classrooms must be reported to the HOD/Principal /Director for further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories and library. Faculty members must report such cases to HOD for cancellation of attendance for that day.
- For every 15 days attendance is monitored by H.O.D. If it is below 85% an undertaking from students and parents should be taken.
- If any student is irregular, the HOD/Class mentor should take responsibility to intimate parents and students.
- If any student is found irregular and having more backlogs, if he/she is undisciplined then the institution has the right to issue T.C. or suitable punishment.
- However, HOD should identify the list of the detained students before one month of closing instructional day of semester.

8.5 - Action Against Late Coming Students:

- Students are not allowed to the classes if they are coming late; however, they are allowed into the departments, separate class work will be planned for them.
- If they are regularly late, the HOD/Class Mentor should identify such students with appropriate punishment imposed on them.
- Students are not permitted to visit the canteen or sports grounds during class timings. Parents of such students shall be intimated about the absence of their wards during class hours.

8.6 - Indiscipline - Punishment:

- Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.

Cases of indiscipline, misbehaviour or insubordination should be dealt at HOD or Principal level; as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline

Following punishments are to be awarded to students indulging in indiscipline activities:

Sr. No.	Offence	Punishment	Authority to Award
1.	Ragging	As per Govt. Orders	Anti -Ragging committee
2.	Disturbing the class by making noise (use of cell phones, etc.)	Forfeiture of attendance for one day	Any faculty member
3.	Disturbing the class by making noise (use of cell phones, etc.)	Suspension from the class	Any faculty member
4.	Insubordination	Punishment as decided by HOD/ Principal	HOD / Principal
5.	Copying in External Examinations	As per JNTUK norms	Unfair Means Committee
6.	Copying in Internal Examinations	Cancellation performance in all subjects held till that day	HOD / Principal
7.	Damages to the Institute's property	Recovery of damages from the concerned student(s) / class	HOD / Principal

If any student indulges in indiscipline activities repeatedly such cases should be reported to the Principal for deciding the nature and quantum of punishment. Faculty members are advised not to condone indiscipline activities or award punishments, which are not prescribed.

8.7 - Violation of Dress Code – Confiscating ID Cards:

It is mandatory for students to display ID cards at all times when they are on campus otherwise, they will be sent out of the campus immediately.

8.8 - Prohibition of Cell Phones:

- Usage of cell phones with cameras is strictly prohibited in the campus. Such cell phones if found during random check-up will be confiscated.
- Students must surrender their mobile phone to the invigilator, whenever demanded, during the internal/external examinations. If any student found using his cell phone during the examination, the cell phone will be confiscated on the spot and possession of mobile/cell phone in examination shall be treated as malpractice in the examination.
- Students using their cell phones during regular class hours (including sending or viewing SMS) will be suspended for one week and his/her cell phone will be confiscated for the whole semester.

9. RULES FOR NON-TEACHING STAFF

9.1 - Leave Rules for Non-Teaching Staff:

- All administrative staff are eligible to avail only 12 days for the academic year except this all rules are similar to teaching staff.

9.2 - Regulations for Non-Teaching Staff:

- All the Non-Teaching staff and scavengers must reach the College by 8.00 am and leave the college by 5.00 pm daily
- Lab Assistants / Technicians should be punctual to the College and should sign the attendance register in the morning and evening.
- Lab Assistants / Technicians should be present 10 minutes before the commencement of the Lab.
- Lab Assistants / Technicians are responsible for the lab equipment and should ensure that the equipment is not damaged / lost.
- Lab Assistants / Technicians will have to periodically maintain / repair the lab equipment. Equipment not in working condition should be immediately brought to the notice of concerned lab faculty members / HOD.
- Lab Assistants / Technicians have to ensure the cleanliness and neatness of the lab.
- If applying for CL/CCL, besides obtaining the approval of the HOD, the concerned lab faculty member should be informed, so that he is aware of the alternate lab assistant arrangement.
- The CL/CCL should be applied keeping in view the timetable of the labs.
- The Lab Assistants / Technicians should keep the HOD informed, if they are summoned for work to be done in other departments of the college.
- A pleasing and good conduct is to be maintained in the college. The Lab Assistants / Technicians should be sincere and responsible.
- Any unexpected breakdowns of Lab Machines / Equipment must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for each and every
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.

- To ensure the availability and proper maintenance of "first aid facilities & firefighting equipment.
- To avoid other activities during Lab hours unless assigned by the senior Management.
- To adjust Lab work to a technician, who is familiar with that Lab, in case of absence
- Ensure that the Machine is in proper working condition & then allow the students to do the Job.
- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in the proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

10. DUTIES AND RESPONSIBILITIES

10.1 - Duties and Responsibilities of Principal:

Principal is overall responsible for establishing an ideal institute by promoting the various circular, co & extra-curricular activities, administrative and financial matters. As a Principal he shall advise the Management and the Director in all educational, financial and administrative matters of the institute. In addition he shall:

- Report to the President / Vice President / Director of the BOG
- Be responsible for human resource planning for teaching and non-teaching staff for long and short term requirements.
- Assist the Director in the annual budget preparation
- Inspect the departments and their functioning on day to day
- Liaison and coordinate with MU, AICTE, and other professional bodies, engineering and allied departments/industries etc.
- Work to develop the institute in all areas for an all-round growth of the institute
- Arrange and organize the various faculty and staff development programmes
- Participate in BOG meetings as a member secretary, advise in various policy decisions and ensure implementation of decisions
- Advise the HODs and faculty in various academic and administrative matters
- Represent the institute in various State and regional level bodies, societies, councils as required.
- Optimize the resources available in academic, administration, finance, etc.
- Implement integrated and uniform systems in academic, administration, finance, etc. here and whenever it is possible
- Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities
- Arrange and participate in Board of Studies and Academic Council Meetings in developing the curriculum for an autonomous institute
- Conduct Institute Development & Monitoring Committee Meetings to ensure
- Quality Management of the Institution

10.2 - Vice-Principal (Academic) / Academic Coordinator:

- Monitor smooth running of the classes & ensure timely completion of syllabus
- Monitor academic discipline among the students.
- Monitor smooth running of the Class tests
- Ensure timely evaluation of the test answer scripts
- Take necessary action on failed students and absentees.

- Consolidate the weekly activities and send MIS reports (Academic) to the Chairman.
- Conduct weekly meetings to the staff to know the difficulties if any and progress.
- Interact with students to know their academic problems and take necessary actions
- Complete the Academic audit (Twice in a month) and prepare necessary reports.
- Based on the reports, take corrective actions if any for the timely completion of syllabus
- Make sure that the time tables are ready before opening the academic sessions.
- Maintain Lesson plan, Question bank, Lab Manual & Tutorial Question of all subjects
- Check the readiness of class rooms, laboratories
- Monitoring Seminar / Guest Lecture (Students / External Faculty)
- Monitoring Tutorial Classes
- Analysis of University Exam / Mid Exam / Class Test results – Preventive Action.
- Faculty / Staff / Students counselling
- Monitoring of Lib books issues of students
- Prepare & Maintain consolidate Attendance / Academic Performance of all students for all sem.
- Maintain all attendance / mid -exam papers / Internal marks as per Mumbai University requirement.
- Faculty & Students Discipline & Counselling
- Advertisement / Banners / Posters / Brochure
- NSS / Department Symposium / Fresher`s Day / College Day / Sports Day Activity Follow up
- Industrial Visit / In plant Training (Winter & Summer)
- Placement / Industry Institute Interaction / MOU Signing
- Follow up of JKC & Soft skill Training Programs
- Organizing Workshop / Seminar / FDP (Minimum 1 per Dept. / year)
- Encourage the faculty & Student to attend the Conference / FDP etc.
- Faculty Recruitment
- Admin MIS Report to Chairman
- Monitoring all website and communicate to Chairman / Principal / Director
- Maintenance of College website
- Arranging GC meeting / Audit (Twice in a year)
- Office Automation Interaction with all counsellors and address the issues (Twice in a month).

10.3 - Duties and Responsibilities of Head of Department:

The Head of Department is overall responsible for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives.

a) Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time

 i. Maintain vacation duty statement, CCL account for the staff of the department. Maintain the relevant topic-wise files and ensure "place for everything and everything in its place".

 ii. The HOD should be well informed about the activities and programs of other professional colleges and institutions. HOD should keep good contacts with the faculty of IITs, Universities and Sister Colleges in the country and if possible, universities abroad.

 iii. Preparation of class-wise timetables.

 iv. Ensure compilation of students' attendance and sessional marks as and when required during Semester / Academic Year and maintain the relevant files and records for future reference.

Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.

i (a). Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.

i (b). Maintain laboratory-wise stock registers, one for capital equipment and the other for components & spares.

i (c). Procure spares and components and stock them and maintain inventory laboratory-wise.

ii (a). Coordinate the activities of Technical Associations, ISTE, IETE. I EEE and such other professional associations.

ii (b). Organizing special lectures by experts, technical staff, seminars & conferences and refresher courses.

iii (a). Encourage the faculty and staff to improve their academic qualifications without affecting normal curriculum.

iii (b). Encourage students to develop communication skills, report writing, debating and group discussions etc.

iv (a). Maintaining cordial relations with local industries and also developing contacts in general with industry and R & D organizations in the country.

iv (b). Extend all possible help to the students of the department for training / project work / professional employment.

iv (c). Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.

Note: The Appraisal of HOD Will Be Done On The Basis of **KEY RESPONSIBILITY AREA (KRA)**, Which Will Be Decided Yearly as per the requirement of the Institute and Department

10.4 - Duties and Responsibilities of Dean of Academics:

Dean of Academic Affairs (DAA) is responsible for the efficient conduct of all academic activities pertaining to curriculum and faculty development, in that:

- Generation of student data required for Student Information System (SIS).
- Dissemination of Syllabus Changes, Preparation and Circulation of Time-Tables (Class, Room).
- Preparation and Circulation of mid –term examination timetables before the start of the academic session.
- Preparation and Circulation of end term laboratory time tables.
- Follow up the following activities of the Departments:
    i. Submission on time the mid-term examination marks to the office of the Principal.
    ii. Taking Student Feedback for each Subject (Two times in a Semester-First Feedback one month after Commencement of Class work and the Second at the of the Semester).Appropriate action to be taken by the HOD's in Consultation with the Dean and the Principal.
    iii. Taking Suitable action on the feedback received from the parents, employers and other stakeholders.
    iv. Conduct Workshops at the Institute and encourage the Faculty to attend workshops at the National level for the academic development of the Faculty.

Note: The Appraisal of Dean Academics Will Be Done On The Basis Of KEY RESPONSIBILITY AREA (KRA), Which Will Be Decided Yearly as per the requirement of the Institute and Department

10.5 - Duties and Responsibilities of Dean Research & Development:

Dean of R&D (DD) is responsible for promoting the research culture in the Institute involving students and staff, in that:

- Organizing National and International Conferences
- Organizing Short Term Training Programs, Internship and workshops
- Establishing linkages with other Institutes / Labs / Organizations (such as SAMEER, ISRO, BARC etc.) for projects

- Arranging seminars on paper presentation techniques for faculty and students, designed to meet international standards
- Inculcate the concept of research among students & staff by arranging paper presentation and project competitions.
- Encourage publication of research articles by sending deserving entries to journals
- Identifying members of the faculty who have orientation towards research activities.
- Scrutinize, guide student projects(BE / ME) and suggest measures to develop projects to convert them into a viable Research Project
- Facilitate submission of project reports to AICTE / UGC / DRDO to facilitate funding, fetch grants etc.

Note: The Appraisal Of Dean R & D Will Be Done On The Basis Of KEY RESPONSIBILITY AREA (KRA), Which Will Be Decided Yearly as per the requirement of the Institute and Department.

10.6 - Duties and Responsibilities of Examinations In-charge:

Examinations In-charge is overall responsible for the evaluation system in that:

- To liaise with the Dean of Academic Affairs for preparation of mid exam and end Lab exam schedules.
- To ensure that mid exam papers as per the norms in sufficient copies as per the strength of the class along with attendance sheets should reach the departments before exam due date.
- To ensure proper conduct of the examination
- To preserve the Question papers of Mid exams and End exams for future review.
- To preserve the evaluated Mid exams and Lab answer sheets, End exam answer sheets branch wise, year wise for a period of one academic year and have them destroyed after the due date as per norms
- Any change in schedule due to valid but unavoidable reason duly approved by the Principal should accordingly be made and communicated to students through departments.

10.7 - Duties and Responsibilities of Training and Placement Officer:

To facilitate the Training and Placement Officer in carrying out the following activities.

- Collection of data in the prescribed proforma during III Year II Semester from Shree L. R. Tiwari College Students of all the Disciplines related to their bio-data.
- Preparation of latest bio-data of SLRTCE students discipline-wise for selecting the students for placements.
- Coordinating with various companies for conducting On-Campus or OFF Campus Selection Tests/Interviews for SLRTCE students of different disciplines. In the event of any ON/OFF Campus tests, providing the required information to the Companies and SLRTCE Students at different stages.

- Keeping an up-to-date year-wise data regarding SLRTCE students going abroad pursuing higher studies in India.
- Keeping an up-to-date year-wise data regarding SLRTCE students selected/joined in different companies.
- Preparation of printed matter giving details about College, Department, Course Structure etc. and giving it to companies with the information to know about SLRTCE college.
- Coordinating with various companies for SLRTCE students carrying out final semester project work on current areas either at company premises or at SLRTCE College.

Note: The Appraisal of TPO Will Be Done On The Basis Of KEY RESPONSIBILITY AREA (KRA), Which Will Be Decided Yearly as per the requirement of the Institute and Department.

10.8 - Duties and Responsibilities of Laboratory Assistant:

- The Laboratory In-charge (Lab I/C) is responsible for the safety, upkeep of all the equipment in the room as listed in the inventory for the room.
- The Lab I/C should maintain the following documents.
- The inventory of the laboratory
- Layout
- Room Time Table.
- Organization Chart
- Log Book for daily usage
- Complaint Register
- Lab Manuals
- List of Experiments

The Lab I/C should ensure proper discipline at laboratories by ensuring the following:

- No bags or eatables are to be allowed into the lab.
- Excess talking/unnecessary movement of the students is avoided
- Chairs are in proper position at the time of leaving
- Equipment is switched off or made inactive as per authorized procedure before leaving
- All fans/ lights wherever not needed are in OFF condition
- Room and equipment are maintained neat and clean at all time
- Assist the class teachers in the laboratory proceedings.
- Suitable motivation boards and list of experiments are displayed
- Lab I/C should be conversant with all the lab experiments and exercises.
- Lab I/C should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.

10.9 - Duties and Responsibilities of Subject Teacher for Laboratory:

The Subject Teacher for Laboratory, in consultation with the Subject Teacher for the corresponding theory subject and teachers for the same subject but for other sections, is responsible for preparing the list of experiments, as prescribed by MU.

- In addition, supplementary problems are to be developed for skill development and concept understanding.
- The teacher should be thorough with the experiments designed.
- The problems should be made known to the students well in advance for their preparation.
- Ensure attendance is taken as per the procedure and seating is done as per the order.
- Teacher should make sure that the observation book is maintained by every student.
- At periodic intervals, teachers should ensure that the records are maintained neatly by all students. The experiments/programmes listed in the syllabus should mandatorily be described in the record books. Assist students in case of queries.
- Prepare and update the lab manuals continuously.
- Internal assessment is done as per MU regulations. This may include continuous assessment and/or lab exams at the end.
- Sessional marks are handed over to the respective departments by due date.
- As an Internal Examiner, assist the External Examiner for the conduct of university lab exams.

10.10 - Duties and Responsibilities of Faculty In-charge for Laboratory:

The Faculty In-Charge is responsible to HOD of Department for following

The Faculty In-Charge of lab have to

- Take the attendance of students for the Lab.
- Verify the observation books.
- Make students keep records.
    i. Day to day assessment.
    ii. Conduct Final Lab Internal Exam.
    iii. Finalize internal marks [Session Marks].
    iv. Assist External Examiner to conduct the Final Lab Exam, if detailed as Internal Examiner.
    v. Creating and Implementing New Exercises over University Syllabus requirements.
    vi. Is responsible for Monitoring the proper utilization and upkeep of Lab Equipment.
    vii. Is responsible for Preparing / Updating the Lab Manual.

10.11 - Duties and Responsibilities of Class Coordinator:

The Class Coordinator is responsible to HOD of Department for following duties

- The class coordinator has to ensure maintenance of the student list and their databases including in G-CAP.
- Has to maintain an up-to-date attendance of the class as below:
    i. Ensure that the next day's attendance sheet of class is generated.
    ii. Ensure that the sheet is handed over to the class representative before the classes get commenced on that day.
    iii. Ensure that the filled in sheet is returned to the Attendance Data Entry Operator in the Evening on the same day.
- Problems regarding the classroom (or) with the teaching aids should be addressed to.
- By periodic meetings with the students verify about any difficulties of the subject (or) Faculty (or) both, and the same should be assisted.
- Is responsible for collecting & maintaining the student feedback of teachers twice a semester as follows :
    i. One month after the course starts.
    ii. Before the last 10 days.
- Maintain the regular Result Analysis of class.
- Is Responsible for coordinating effectively between students of class & HOD.
- Has to ensure, through class counsellors, updating of the Proctorial Sheets, assisting and counselling students observing their performance.

10.12 - Duties and Responsibilities of Mentor:

The Mentor is responsible for the batch of students assigned for the entire academic year and is answerable to the respective HOD of the students while carrying the following duties:

- Should maintain the record of the students in the pink sheets and GCAP, the information includes contact details, admission details, academic record, co/extra-curricular activities details, achievements and disciplinary actions if any etc.
- Meet them at least once a month for the counselling sessions and record it.
- Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary.
- Long absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behaviour should definitely be brought to the notice of the parents and college authorities.
- Emphasis should be made on attitudes, value systems, hard work, career planning in all the counselling sessions.
- In short, Mentor should act as a buddy, a guide as well as a mentor.

10.13 - Duties and Responsibilities of Maintenance In-charge:

The Maintenance in-charge is responsible to the Director in ensuring the following:

A. Maintenance:

- He has to liaise with local authorities for uninterrupted supply of municipal and bore water as per the requirement of the college, steady as well as peak loads.
- He has to supervise the maintenance team for general cleanliness of rooms, corridors, toilets, stair and surroundings.
- He has to direct the maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes, or any such maintenance works.
- He has to liaise with the horticulture advisor for the upkeep of college lawns, pathways, surroundings and gardens.

B. Hygiene:

- He is responsible for the quality management of hygiene of college.
- He should periodically inspect the condition of the water bowser, coolers and ensure that the quality of drinking water is safe.
- He should periodically inspect the toilet cleaning for proper upkeep.
- He should periodically inspect the canteen premises, wash areas for safe upkeep.

C. Security:

- He should liaise with the security in charge for the overall safety of the college.
- He should carry out surprise visits to ensure the movement of personnel and material is as per the procedures.
- He should periodically inspect to ensure that premises are locked with power switches made safe and windows closed. For the above activities, he should maintain records.

11. DIVISION OF WORK FOR ADMINISTRATIVE STAFF

The work will be distributed as given below and an administrative officer will monitor the work, the progress of work will be communicated to the Principal and Management regularly.

11.1 - Office Superintendent:

Admission of Students (Spot Admission / Management Quota)

- Compliance and Coordination with DTE/Deptt. Of Higher & Technical Education/ Mumbai University/ AICTE – New Delhi & WO/FRA/ARA, etc.
- Replying vide letters to University /AICTE / DTE/ State Govt. / ARA/ FRA/ PSHEC / UGC / HRD /NAAC, etc.
- Compliance and Coordinating with AICTE & MU Affiliation work.
- Compliance and co-ordinate all sorts of Admission process and keeping of records and submission to the approving authorities.
- Coordination with all concerned for preparation of Prospectus, Calendars, College Magazines, Brochures, Invitation, Greeting Cards and Advertisement etc.
- Collection and Maintenance of Department Activity (MIS Report)
- Liaison with Police / Municipal Authority / Education Deptt. /other Govt. and private agencies as and when required, with the approval of Chairman/Secretary.
- Liaison with Head Office, HOD and Lab Supervisors.
- Monthly Lab Report and dead stock details.
- Principal Cabin files maintenance.
- Preparing Staff Appointment and Relieving order.
- Staff details according to AICTE / Mumbai University

11.2 - Maintenance In-Charge:

- Cleanliness and Housekeeping of the institution (Inside & Outside Buildings)
- Delegation of work and supervision of Attenders & Sweepers Coordination with the Department for arrangement of Conference / Seminars / Meeting / Functions etc. including coordination with Transport Dept.
- Arrangement of Stores / Stationery, Inventory, Annual Stock Verification and
- Waste Management
- All the outside work related to purchase & other administrative works.
- Campus Maintenance
- Monitoring of Building construction Works
- Liaison with Purchase / Stores

11.3 - Accountant:

- Staff Salary - Maintenance of LIC, IT, EPF etc.
- Coordination with SC / ST / BC / EBC / Minority / welfare department for Scholarship
- Group Insurance & Property Insurance Remittance
- Keeping record of fees receipts, expenses details made towards the various approving authorities such MU, DTE, and other authorities.
- Preparation of Pay Bill for Teaching and Non-Teaching staffs, TA bills, expenses records, etc.
- All Bank Transactions.
- Liaison with Head Office in connection with Accounts - Maintained of All Account Books.
- Payment Regarding Purchase & Maintenance of Accounts
- Daily Financial Report - Internal & Consolidated for Head Office.
- Collection of all fees.
- Preparing DD for University / AICTE and other activities.
- Online uploading for student data for scholarship
- Collection of Students & Staff Certificates as per Norms and Maintenance
- Maintenance of Passwords EAMCET, E-CET, I-CET & PGECET
- Maintaining all original certificates of Teaching Faculty & Non-Teaching.

11.4 - Office Assistant - 1:

- Attendance & Leave Letters Maintenance of Teaching and Non-Teaching as per Rules.
- Faculty / Staff vacation details: Maintaining of Teaching & Non-Teaching staff Attendance Registers Outward Register – Student Reports & Correspondence and other Correspondence
- Maintenance of all Record Related to Xerox like Servicing, Accounts
- Maintenance, Keeping of Record and Filing the Matter Related to Xerox.
- Issue of T.C / Students & Staff Address Maintenance.
- Supply of Stationery items to all Depts. according to Indent Maintenance of all
- Stationery items and Office materials and Students record notebooks.
- Books, Uniforms, Lab Coats and calculators for First Year UG Students.
- Assisting to prepare the indent for purchase of Lab materials as sanctioned by
- Chairman.

11.5 - Office Assistant - 2:

- Maintenance of Stock Register (All Depts. soft copy).
- Assisting the Admin office whenever requires assistance.
- Inward Letters - Collection & Distribution
- Coordination and maintenance of equipment and services, compile feedback and provide prompt services in time
- Issuing ID Cards for Staff & Student and Duplicate ID if necessary.
- Maintenance of stock register and updating it regularly (Admin office / Exam Cell)
- Stock Inventory Maintenance
- Course Completion / Bonafide / Conduct / Fee details Certificate / RTC Bus Passes
- Maintenance of Student admission Register

11.6 - Bus In-Charge:

- Maintenance of all Buses (i.e. Fitness, Insurance, Road Tax, Pollution)
- Daily Checking of all Vehicles Meter Readings enter in Log Book
- Maintenance all Bus Repair works
- Daily Checking of Bus Passes
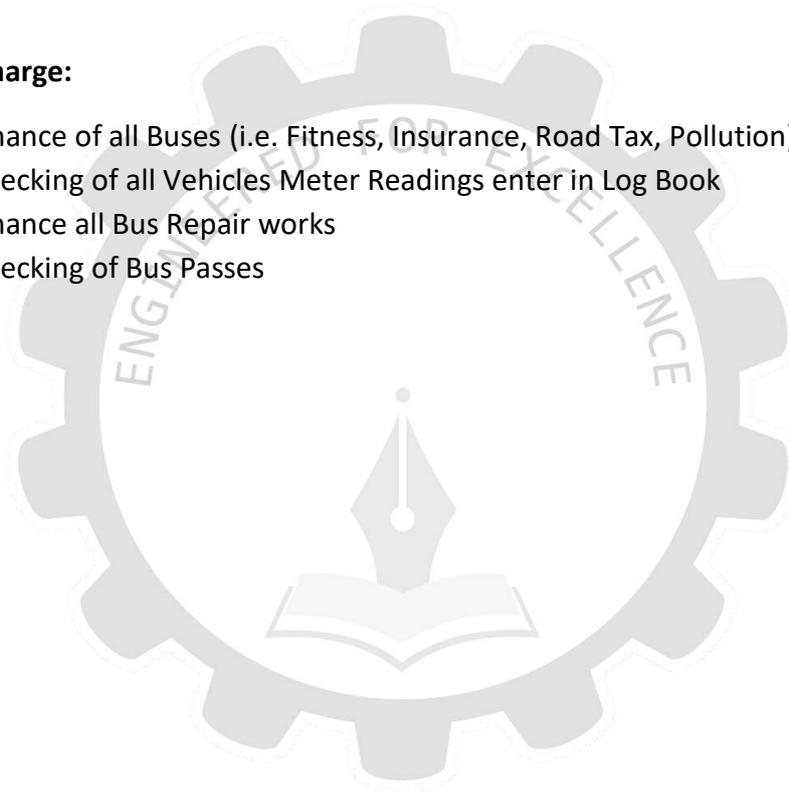
12. ROLES AND RESPONSIBILITIES OF COMMITTEES

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by IQAC after consultation with the Principal and HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /in-charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

- A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD). In case of any tie or any mismatch, the team reassigns the staff member.
- However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees.

12.1 - Examination Committee:

The Examination committee is an apex body of the Institute which is headed by COE and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

- The COE is a faculty member of the Institute and is appointed for a period of three years.
- The Examination Committee shall function under the guidance of the
- COE.
- The Committee shall comprise 5 members & for carrying out Class Tests and
- University Exams.
- The Committee shall meet at least thrice in a semester and record minutes of the same and submit a copy to the Principal.
- The COE shall follow the class test schedule as per the Academic Calendar.

12.1.1 - Roles and Responsibilities of the COE:

- 12.1.1 - Roles and Responsibilities of the COE:
- Responsible for the due custody of the records pertaining to his/her work.
- Shall have administrative control over the members working under him/her.
- Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
- To ensure that final year mark sheets are issued only to such students who produce a clearance certificate from the concerned authorities.
- Any other duty / responsibility assigned by the Principal / Director

12.1.2 - Class test:

- Class Test I shall be a compulsory written test of 1 hour duration
- Class Test II of 25 marks can either be a written test, practical, oral or in any other form. The nature of the test shall be decided by the faculty with the approval of respective HODs and shall be informed to the students.
- The Exam Committee - Class Tests:
- Shall prepare Class Test Time-Table at least 2 weeks before the Class Tests and shall display it on the Notice Board). It shall also put up a notice one week before the Class Tests, regarding details of submission of question papers to Senior Supervisors. A copy of the notice shall be kept in the Exam Cell.
- Shall display notice regarding rules for SS/JS and rules for students. A copy of each shall be kept in the Exam Cell.
- Shall display Block Arrangement and Supervision Duty List. One copy each shall be kept in the Exam Cell for ready reference.
- Shall ensure that adequate stationery (answer sheets, drawing sheets, charts, graph papers, drawing boards, trays, threads etc.) is made available.

12.1.3 - University Oral / Practical Exams:

- The respective HODs shall submit names of minimum of 2 and maximum of 5 Internal and External Examiners for each subject to the COE
- The HODs shall be responsible for finalizing the dates of exams, preparing the Time-Table and sending a copy of the same to the Exam Cell for display. Subsequently the Exam Cell shall make necessary arrangements for refreshments/lunch and remuneration.
- Lunch shall be arranged
- The HODs shall ensure that the External Examiner is punctual.
- If an External Examiner is found to be not competent or habitually coming late, he/she may not be included in the future Examination Panel.

- At the end of the Practical/Oral exam, the Internal Examiner shall ensure that the External Examiners' attendance is marked, certificate is issued and remuneration is paid. For this, the internal Examiner shall approach the Exam Cell.

- The Internal Examiner shall hand over the completed oral/practical evaluation sheets on the same day to the Exam Cell.

- Each faculty shall submit to the Exam Cell the term worksheets with the signature of the Principal. This shall be done at least 2 days in advance of the advised date announced by the University.

- It is the duty of faculty to ensure that they complete first our college assessment

- (Practical/Oral) before committing to dates as an External Examiner elsewhere.

- No faculty is allowed to be an External Examiner before the official end of term as announced by University of Mumbai. No leave (any kind) shall be sanctioned for this purpose.

- Each Faculty member shall enter the Oral / Practical marks into the software available with the Exam Cell. This shall be completed before the assigned date of the University of Mumbai. A printout of the same shall be taken by the Exam Cell which shall be verified and signed by the concerned faculty.

12.1.4 - Term Work:

- The properly filled and signed Term Work sheets shall be submitted by each faculty to the Exam Cell before the date advised by the University.

12.1.5 - University Exams:

- The Exam Cell shall distribute the Exam Forms of the University of Mumbai to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University of Mumbai within the stipulated time period.

- The Exam Cell shall put up notice inviting ATKT students to have the exam form collected and returned in due time. Students shall make the payment of required examination fees in the office and receipt shall be produced to the Exam Cell.

- The Examination Committee shall prepare relevant time tables based on the Examination Time Table of the University of Mumbai.

- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/ and Blocks.

- Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee .

- The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice Board/College Website.

- The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of supervisors. A report of same shall be submitted to the principal.
- The respective HODs shall submit names of 5 Examiners for assessment and moderation for each subject to the COE.
- The Exam cell in consultation with the COE shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.
- The COE shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
- The COE, along with Exam Cell, shall be in touch with the University for obtaining necessary approvals on time.
- All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website after 4pm. A copy of the same shall be sent to the respective HODs.
- Under the guidance of the COE, the Exam Cell shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal.

12.1.6 - Term work Evaluation:

- 10 marks shall be allotted based on the marks of Class test I and II.
- Marks shall be awarded to the students, based on their journal work, which includes experiments/ tutorials, assignments, quizzes, presentations etc.
- As per the college policy for Term Work, marks are to be awarded for attendance based on the percentage of attendance per subject, combining lectures and practicals together, wherever applicable.

NB: Subject teachers, according to their discretion may allow variation in the above given marking scheme with the approval of the Principal and shall notify the same to the students well in advance.

12.1.7 - Revaluation:

- After declaration of results, the Exam Cell shall display notice inviting students who desire a photocopy / revaluation of the answer sheets.
- Accordingly, students shall apply for the revaluation / photocopy to the Exam Cell. But before applying for the same, they shall pay the revaluation / photocopying fees at office subsequently, the Exam Cell shall issue the forms on the production of the receipt.
- The duly filled in form shall be submitted to the Exam Cell along with the receipt
- In case of First and Final years, the Exam Cell shall send forms along with the payment to the University.
- In the case of SE and TE, the Exam Cell shall initiate the revaluation process internally.
- The result of revaluation (for SE & TE) shall be put up on the Notice Board/College Website. For FE & BE, the students shall receive the result directly from the University.
- Students who are ineligible to attend the next class and have applied for re- valuation, can seek admission to the next class by paying a fee of Rs.500/- , before declaration of the result of revaluation.
- Such admission shall be provisional; and automatically stands cancelled on receipt of the result of the revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the College or any part of the same shall not be refunded.

12.2 - Role of the Training and Placement Cell:

- Training and placement of the students in the industry/ other user system.
- Industry Institute Interaction.
- Arranging Industrial visit of students.
- To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
- To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
- To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
- To arrange an in service training program for the teachers to update their knowledge and skill to teach the updated/ revised curriculum.
- To arrange entrepreneurship camps and to motivate the students for self-employment.
- To arrange programs for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.

12.3 - Rules and Regulations for Library Committee:

- Silence must be observed in the Library.
- Personal belongings are not allowed inside the Library.
- Every staff / student of the college is eligible for membership of the Library,
- The Library can be utilized by the students and staff from 9 A.M. to 7 P.M. on working days.
- All students should sign the entry register of the Library, before entering.
- Books borrowing limit: Faculty – 5, Non-Teaching staff – 2, Student – 2.
- Principal is empowered to increase additional issues of books to whomever he feels necessary.
- Borrower's tickets are not transferable.
- Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.
- Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately. Reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.
- Members are not permitted to underline, write in, folding / tearing of pages or deface books in any way whatsoever.
- The borrowed book should be returned on or before due date, If not, overdue charge of Rs.5. per day for students will be collected.
- If the due date falls on holidays, return can be done on the following working day without fine.
- Misbehaviour in the library will lead to cancellation of membership and serious disciplinary action.
- A member who has lost the borrower's token shall make a written report to the Librarian, then original or duplicate library token will be issued on payment of Rs. 50/-
- The members will be responsible for any loss or non-return of books issued against their original or duplicate borrower's ticket.
- All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting a Hall ticket.
- Similarly the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE" from the library.

12.4 - College Governing Body - Functions of Governing Body:

Subject to the existing provision in the by-laws of the College and rules laid down by the state government, the governing body of the College shall have powers to:

- Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve institution of new programmers of study leading to degrees and/or diplomas.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as autonomous.
- The Governing Body shall meet at least twice in a year.

12.5 - College Academic Committee or Department / College Development Cell Functions:

The system aims to maximize the following functions:

- Suggest developmental activities, keeping Vision and Quality Policy of MVR in focus, in tune with the regulations of the higher bodies like University, AICTE, State Government and the dynamic Industry and technology levels.
- Convert the plans to goal-oriented time-bound action plans.
- Estimate and allocate budget appropriately.
- Feel the pulse of the organization through appropriate feedback for mid-course corrections.
- Monitor the implementation at appropriate level.
- Suitably acknowledge the proposals and implementation efforts by the Organizational members.

12.6 - College Discipline and Anti Ragging Committee:

Self-discipline is desirable and all members in the environment adhering to rules and regulations is an ideal situation. Any aberrations in this regard are to be referred to the Discipline Committee, who should dispose of the case expeditiously. All discipline matters of students and matters related to Teaching and non-Teaching staff are to be referred to Discipline Committee, consisting of

- Chairman - Dean Discipline Members - Dean Student Affairs Physical Director
- Two faculty Members
- Co-opted - HOD of concerned
- Member staff / student

Anti-Ragging:

Anti-Ragging teams are to be formed to prevent ragging. Any cases of ragging observed are to be referred to the Disciplinary Committee for appropriate action.

12.7 - Women's Redressal Committee:

Functions:

- Create awareness on equal opportunity for women which will ultimately lead to improved attitude and behaviour.
- Bring about attitudinal and behavioural change in adolescent youth of the female gender.
- Provide a working / living harassment free atmosphere by identifying and fixing responsibility on concerned persons for ensuring equal treatment of and participation by women in all areas.
- Conduct programmes for ladies to empower them financially, emotionally, mentally and physically.
- Deal appropriately with reported cases of sexual harassment, abuse or discrimination, and initiate action against particular grievances in respect of unfair treatment due to gender bias.

12.8 - Timetable Committee:

The following are the major points and their order for consideration in preparing a successful schedule.

- Finalise the number of sections Branch-wise
- Finalise the laboratories as per current syllabi. Consider for the whole year, this will result in more than one semester duration and also overlap for various years of B. Tech and MCA.
- Finalise the time table for labs / drawing / workshop, i.e. all those which require a duration of three hours / three periods at a stretch. Make sure that same labs are not put continuously i.e., at least some theory is covered between two consecutive labs and also on a day, there should not be two labs / drawing / workshop or combination.
- Each branch / Department should depute a representative who should be available with the list of subjects, faculty for the subjects, along with the existing load of faculty and their preferences (like inabilities for some medical reasons etc.)
- Time-Table should be finalized giving preference to HOD, senior faculty and to faculty who take multiple sections like Basic Sciences, Management subjects.
- Always arrange classes diagonally so that time of the day is evenly distributed, some in the beginning of the day, some in the middle and some at the end of the day. Wherever possible give at least one day as free day to all the faculty.

12.9 - Entrepreneurship Development Cell:

Functions:

EDC is proposed to have the following action plan:

- To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programs in the region for the benefit of Science and Technology students.
- To conduct research work and survey for identifying entrepreneurial opportunities (Particularly in Science and Technology areas and service sector).
- To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems, information on technologies, etc.
- To organize guest lectures, TV & Radio talks, Seminars, etc. for promotion and growth of S&T based entrepreneurship.
- To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their Projects.
- To arrange visits to industries for prospective entrepreneurs.
- To act as a Regional Information Centre on business opportunities, processes, technologies, market, etc. by creating and maintaining relevant databases.
- To provide testing, Calibration, quality assurance, design, tool room pilot plant and other facilities for entrepreneurs besides expertise in intellectual property rights, patents search etc.
- To conduct competitions among students in developing project proposals.
- To conduct management games in the area of developing innovative ideas, creativeness and initiative.

12.10 - IQAC:

Vision:

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

Objective:

The primary aim of the IQAC is

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

Strategies:

IQAC shall evolve a mechanism and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial units;
- Adoption of relevant and quality academic and research programmes;
- Ensuring equitable access to and affordability of academic programmes for various sections of the society;
- Optimization and integration of modern methods of teaching and learning;
- Ensuring credible assessment and evaluation processes;
- Ensuring the proper allocation, adequacy and maintenance of support structure and services; and
- Sharing of research findings and networking with other institutions in India and abroad.

Functions:

- Development and application of quality benchmarks;
- Setting parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all the stakeholders;
- Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles;
- Documentation of various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

Benefits:

IQAC will facilitate / contribute to

- Ensuring clarity and focus in the institution's march towards quality enhancement;
- Ensuring internalization of quality culture;
- Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;
- Providing a sound basis for decision-making to improve institutional functioning;
- Acting as a dynamic system for quality changes in HEIs; and
- Building a sound methodology for documentation and internal communication.

Composition of the IQAC:

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

- Chairperson: Head of the Institution
- Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)
- One member from the Management
- The senior administrative officer (Office Superintendent / Manager)
- One nominee each from the Local Society/Trust, Students and Alumni
- One nominee each from the Employer/Industrialists/Stakeholders
- One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary. The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities.

The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

While selecting these members, several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from different backgrounds who have earned respect for their integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It is advisable to change the Coordinator every two/three years to usher in new thoughts and activities in the institution.
- It would be appropriate to choose senior administrators and persons in charge of institutional services such as library, computer centre, estate office, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be aware of the institution's objectives, strengths and limitations, and should be committed to its improvement. The local Society/Trust representatives should be of a high social standing and should have made significant contributions to society and to education, in particular.

The Role of the Coordinator:

The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Coordinator may be a senior and competent person with rich experience and exposure to quality aspects. He/ She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the coordinator has a sound knowledge of computers and data management.

12.11 - Financial Policy:

Chairman: He is vested with full financial autonomy and enjoys unlimited powers:

- To appoint as per the norms and fix the remuneration / salary to the teaching / non-teaching staff of the college and also sanction increments.
- To purchase fixed assets within the limit sanctioned in the budget.
- To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the college.
- To authorize the payment of purchase bills and to confirm the oral sanction given if any to Principal / Dean / HODs, etc., over and above the delegated powers.
- Delegate financial powers down the line in case of any exigency.
- Introduce adequate checks & control systems to enforce financial discipline.
- To enter into any contract for any service / work.

12.11.1 - Budget Plan:

All the Departments including the Library, Transport, etc. should critically analyse their requirements taking into account the syllabus, technology, up-gradation, quality/ quantity, etc. and prepare the budget estimates for next academic year before the beginning of financial year.

Each Laboratory or a Sub-Section of a Department should prepare the estimate in the format given in Annexure A and B. This is to be done separately for recurring and nonrecurring. Each Department should consolidate the same and review in the Departmental Development and Monitoring Committee before submitting for the Institute Development and Monitoring Committee. The same is required to be ratified by GB for implementation. The implementation needs to be done in a phased manner monitored by Development and Monitoring Committees of Institute and the respective Departments.

12.11.2 - Purchase Procedure:

Quotations from the Vendors who have the capacity and capability, financial soundness and reputed standing. The quotations will be called by the Head of the department as directed by the Management. The performance of the Vendors may be ascertained from the market reports; discreet enquiries which will form the basis for final selection of the Vendor.

Comparative statements prepared by Departments in consultation will be forwarded to the Office Superintendent and the OS will send the same to the Principal for his approval. Thereafter the same will be forwarded to Accounts Section and Accounts Section for getting approval from the Management for approval. Once it is approved PO will be placed for the vendor as per the quotations given. The equipment receiving is authenticated by HOD/Lab In-charge.

The purchases can be made in case of emergency and by cash on the unit cost of the item to avoid undue delay. The departments are expected to maintain each laboratory

- Asset Register (for non-consumable item)
- Consumable stock Register (item wise folio, details of receipts and issue, balance)
- Relevant registers as prescribed from time to time.

12.11.3 - Finance and Audit:

The Finance Officer is responsible for all cash and bank transactions. He has to maintain the following documents

- Day Book – Manual & Computerized
- Reconciliation details at least once in two months with all the banks with which accounts are operated.
- Tuition Fee Registers batch wise

- Pay Bill Registers
- Fixed Deposit Registers
- Fee Receipt Books
- Purchase Register - Computerized

12.11.4 - Pay and Allowances:

Pay bill has to be prepared on the last day of every month taking into consideration the leaves applied in the previous month.

12.11.5 - Student Fees:

Fees should be collected at the beginning of the year (odd semester) through the bank giving 15 days' time. Fine should be levied on defaulters.

12.11.6 - Computerization:

Every office transaction is to be computerized.

12.11.7 - Audit:

Records of the College are to be submitted in time to the college accounts section and audited by a Chartered Accountant. The audited reports to be placed before the Governing Body for its approval.

13. INCENTIVE SCHEMES

13.1 - Incentives to Faculty:

Objective of the Scheme:

The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.

Eligibility:

Teaching staff members who have completed 2 years of continuous service as on 1st July of every academic year shall be eligible for sponsorship for Professional memberships, Workshops, Seminars, International/ National Conferences, FDP/ STTPs, NPTEL/Certification Courses etc.

13.2 - Scope of the Scheme:

- To motivate our faculty members and to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed refereed international and national journals with impact factor.
- To pursue efforts to write books monographs for publication by International and National publishers of repute.
- To evince interest among the members of faculty so that they take efforts to establish collaborative research projects with their counterparts in reputed foreign Universities.
- To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- To undertake consultancy projects sponsored by Government & Non - Government, Industrial and other organizations.
- To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patent

Details of the scheme:

Sr. No.	Scheme	No. of faculties allowed in an academic year	Max. Amount (80% of actual amount or 1000/- whichever is less)	Amount Sanctioned
1.	FDP / SDP / STTP	6 Faculty	1000/- per Faculty	6000/-
2.	Research Publications (UGC approved and with good Impact factor)	4 Faculty	1000/- per Faculty	4000/-
3.	Presenting research papers in Conferences (proceeding with ISBN number)	4 Faculty	1000/- per Faculty	4000/-
4.	NPTEL / SWAYAN or other Certification courses	4 Faculty with silver medal or gold medal	1000/- per Faculty	4000/-
5.	Research Project Grants	2 Faculty	1000/- per Faculty	2000/-
6.	Books (College name should be mentioned in the book)	2 Faculty	1000/- per Faculty	2000/-
7.	Patents	2 Faculty	1000/- per Faculty	2000/-
8.	Professional Membership	1 Faculty	1000/- per Faculty	1000/-
Total				**25000/-**

13.3 - Other Conditions / Guidelines:

- Application of reimbursement will be considered depending upon seniority and no. of times application made by an applicant.
- Individual facilities can put forward his/her application for any one of the above mentioned schemes in the current semester.
- For availing more than one scheme by an individual, there should be no faculty applying in the said scheme. Then a faculty can apply for two schemes at a time.
- Only original research work will be considered. Student's publication will not be allowed.
- When a research publication has multiple authors, the cash incentive shall be divided equally among the first two authors. Only SLRTCE authors shall qualify for the incentive.

- It is the responsibility of the faculty member to produce evidence of having published paper in the UGC approved or refereed journal and the impact factor of the journal. She/he has to produce a printed copy.
- When a paper being presented in National/ international conferences has multiple authors, the right of Claim the paper will be restricted to the first author; and if the first author so permits to the second author in lieu of the first.
- Teachers are advised to apply to the Principal in prescribed Proforma before going for the activity. Application shall be forwarded to the Principal, with due remarks by the department head, through respective departments. If approved, staff members shall be reimbursed in the following way and his/her period of absence shall be treated as outdoor duty period.
- Apply to the Principal for approval for participation and reimbursement of participation/registration fee. Expected outcome of such participation shall also be mentioned in the application. Application shall also be supplemented with paper to be read/published, etc. as the case may be.
- Staff members shall submit all payment receipts along with the report, through the Head of Dept., to the Principal for final sanction.
- Reimbursement will be at the end of each semester.
- Accounts section shall reimburse the sanctioned amount within 7 working days to the staff member on certification by HOD
- If a student achieves university rank in academics the subject teacher will also be awarded with prize money.

13.4 - Higher Studies Eligibility:

- At a time only three faculties are allowed to pursue higher studies per department every year.
- The faculty with more than 3 continuous years of service can get study leave against future vacation to pursue PhD as per requirement and after the approval by authority. Any act of the candidate without permission will be subject to disciplinary action.
- The faculty with less than 3 continuous years of service can get casual leave only to pursue PhD / post-doctoral research.
- In addition to future vacation, they can avail O.D. for interacting with their guides, without disrupting the class-work. To avail this facility, faculty has to submit proof of visiting their guides on day-to-day basis.
- The employee pursuing higher studies has to execute a bond agreeing to serve the institute for three (3) years. If the employee doesn't fulfill the requirement mentioned in the bond, will be liable to pay Rs. 2.5 Lakh to the institute.
- Non-teaching staff after 3 years of continuous service in the college can pursue Diploma/Degree courses by availing study leave; however the course pursued should be of direct advantage to institute's interest.
- The employee on return should submit full report on the work done during study leave period.

- Any faculty pursuing PhD from un-recognized university will not be considered for any kind of promotion.

SLRTCE reserves the right to amend the above leave rules from time to time with the approval of its Governing Body without prior notice.

13.5 - Incentives for Students:

Reimbursement Policy for Technical Events

(Events includes Project Competition, Technical Paper Presentation & Poster competition)

The institute has constituted the rewards for students. The mode of reward is in terms of appreciation certificates and mementos. The winning team needs to submit a trophy to college.

Technical Events:

The students who achieved first/second/third position or participated in Inter collegiate, District Level, National or International Level Technical Events are felicitated by the Institute. The rules to provide financial support for the reimbursement of Registration fees, TA/DA and boarding and lodging for Students of Shree L. R. Tiwari College of Engineering are as follows:

Registration Fees:

- Actual Amount of registration for 1st/2nd and 3rd position. (Maximum 3 groups per department)
- 60 % of actual amount of registration for participation (Maximum 3 groups per department)

Travelling:
Sleeper class train ticket fair (Excluding tatkal charge if any) Express Bus fare (Non-AC) on Producing proof of travel

Transport Facility:
Local Visit (Within Mumbai) / Outstation Visit (Other than Mumbai)-The actual bills of transport facility will be reimbursed

Lodging Charges:
All localities outside Mumbai up to ₹ 500/- per day (Actual bill has to be produced)

DA:
Within Mumbai-Dearness Allowance ₹ 50/- per day per students for breakfast shall be permitted. (The bill has to be produced)

Outside Mumbai:
Students shall be permitted DA of ₹ 150/- per day per student. (The bill has to be produced)

13.6 - Topper's Scheme for the Institute:

- Certificate and Prize money for students as per the pointer in FE in each class per semester.
    i.   First Prize - ₹ 500/-
    ii. Second Prize - ₹ 300/-
    iii. Third Prize - ₹ 200/-
- Certificate and Prize money for students as per the pointer in SE, TE, BE and ME from each department per semester.
- For semester 8, an average of 4 years to be considered.
    i.   First Prize - ₹ 500/-
    ii. Second Prize - ₹ 300/-
    iii. Third Prize - ₹ 200/-

Note: University ranker will be awarded with ₹ 2500/-

- Exam Cell will provide name and Number of students (as per the pointer) and Budget for the above scheme.
- ***Photos to be published on Instagram and Facebook, departments wise. Exam section should take care of that.
- Students are encouraged to participate at National level sports, University level sports, District level sports. However, for participation at University level and National level travelling and accommodation allowances will be bared by the institution .First, second and Third
- Prize winners in National and University level will be awarded by ₹ 1,500/-, ₹ 1,000/- and ₹ 500/- respectively.

Note:

- For faculty and student development ₹ 25000/- has been sanctioned per department per year.
- For advisory board meetings ₹ 10000/- has been sanctioned per department per year.
- 1% Amount of total institutional expenditure will be sanctioned for research activities and placement activities individually every year.