



Sarvodaya Mahila Mandal's

Bajaj Chandrapur Polytechnic

Balaji Ward, Chandrapur – 442 402

Service Rules,
Conditions &
Code of Conduct for
Employees of BCPC

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- ◆ **Established in 1985.**
- ◆ **Approved by All India Council for Technical Education (AICTE).**
- ◆ **Recognized by Govt. of Maharashtra.**
- ◆ **Affiliated to the Directorate of Technical Education (DTE) (Code – 4229) & Maharashtra State Board of Technical Education (MSBTE) (Code – 0109).**

VISION

- ◆ To Enlighten The Nation Through Brilliant Cultured Technocrats Aiming Global Vision.

MISSION

- ◆ To Enhance the quality of Technical Education.
- ◆ To Equip students with Technical Skills for Global Acceptance.
- ◆ To Develop Cultured Technical Manpower for Empowering the Nation.

OBJECTIVES

- ◆ To inculcate learning habits in students by project based learning.
- ◆ To strengthen all the departments by encouraging faculty development.
- ◆ To motivate students for personality development, career guidance and encourage the spirit of team work.
- ◆ To strengthen industry – institute interaction and develop entrepreneurship skills.

QUALITY POLICY

- ◆ The Bajaj Chandrapur Polytechnic is committed to empower our students to meet global challenges through technical education.
- ◆ Our highly qualified and committed faculty is constantly practicing with the intention to build quality technocrats.
- ◆ We believe in grooming the overall persona of our students through excellence in academics, co-curricular and extracurricular activities.
- ◆ We strive to develop a sense of social responsibility and discipline among our students to be a better human being.

TERMS & CONDITIONS OF SERVICE AND CODE OF CONDUCT FOR EMPLOYEES OF BAJAJ CHANDRAPUR POLYTECHNIC, CHANDRAPUR.

1. TITLE AND COMMENCEMENT:

- 1.1. These rules may be called as the Service Rules for the employees working in the institute, BCPC, Chandrapur governed by Sarvodaya Mahila Mandal, Chandrapur.
- 1.2. These rules shall be binding on every employee of the institute.
- 1.3. The Governing Body of the society and institute reserves right to amend, alter and add any of these Rules and to bring any such amendment, alteration into effect from such date as it may fix.

2. DEFINITIONS:

- 2.1. **"Governing Body"** means the Body elected/selected by the General Body of the Society.
- 2.2. **"Chairman"** means Chairman of Governing Body.
- 2.3. **"Competent Authority"** in relation to the exercise of any power, means the Governing Body and / or any other authority empowered to exercise any such Power by Governing Body".
- 2.4. **"Institution"** means the Institutions run by the Society which includes Colleges existing as well as those that may be set up in future.
- 2.5. **"Head of the Institution"** means the Principal of the College who is appointed / designated as the Head of the Institution by the Governing Body.
- 2.6. **"Employee"** means a person in the employment of the Institution set up and / or run by the Society.
- 2.7. **"Permanent Employee"** means an employee who after completion of the period of probation has been confirmed in writing in his / her appointment.
- 2.8. **"Probationer"** means an employee appointed on probation in or against substantive vacancy in any cadre for a specific period.
- 2.9. **"Part-time employee"** means an employee appointed for limited period on a consolidated monthly salary, who may be employed elsewhere also.
Note: Part-time employees are not ordinarily entitled to the benefits provided to full time employees.
- 2.10. **"Temporary employee"** means an employee who has been employed for a fixed period or for a specific work of temporary nature.
- 2.11. **"Contract Employee"** means a person appointed on Contractual appointment for a fixed period.
- 2.12. **"Continuous Service"** means the service of an employee from the beginning of his/her service, without any break.
- 2.13. **"Holiday"** means a holiday prescribed or notified by Competent Authority of the Institution.
- 2.14. **"Notice"** means a notice in writing required to be given or to be pasted for the purpose of the Standing Orders issued by Management/Head of the Institution.

- 2.15. **"Muster Roll"** means all registers wherein the attendance of the employees, is marked and maintained.
- 2.16. **"Medical Certificate"** means a certificate issued by the Registered Medical Practitioner.
- 2.17. **"Habitual"** means commission or omission of an act for minimum of three times in a period of six months.
- 2.18. **"Lecturer or teaching staff"** mean, who engage in academic activities and complete the curriculum as prescribed by MSBTE and is involved in Teaching-Learning Process.
- 2.19. **"Office staff"** means employee working in institute office, library, store, gardener, electrician, plumber, & rector.
- 2.20. **"Class four staff"** means an employee who is appointed for cleaning of the institute premises, departmental work, housekeeping, security and related work.
- 2.21. **"Non-teaching staff"** means an Employee who is appointed for laboratory work & assist the student during practical. **OR** an employee who is not included in clause 2.18, 2.19 & 2.20.

3. RECRUITMENT:

No person shall be appointed in any post in college run by Sarvodaya Mahila Mandal, Chandrapur, if

- a) He/She has been removed or dismissed from any service for misconduct.
- b) He/She has been declared insolvent.
- c) He/She has been imprisoned on account of any criminal offence by any court of law in India.
- d) He/She is certified to be lunatic.
- e) He/She has been found to be guilty of moral turpitude.
- f) He/She is certified by the Competent Authority to have unsound and unstable mind.

The recruitment is done as per the guidelines of the society which is framed in the official publication of the institution. For all recruitments, applications shall be invited or walk-in-interviews shall be arranged by publishing advertisement in local newspapers or Social Media. A panel of 4-5 members shall be constituted including Members of the Management, Principal, HOD & subject expert, etc. The panel will make scrutiny and shortlist the candidates. Candidate for the teaching post is required to give demonstration lecture in the class in presence of students or 2-3 senior faculty of the concerned department and one member from other department. Shortlisted Candidate will be appointed after getting sanction from the management. All prescribed service rules and code of conduct shall be binding to appointed candidate. At the time of joining the appointee shall complete the following formalities:

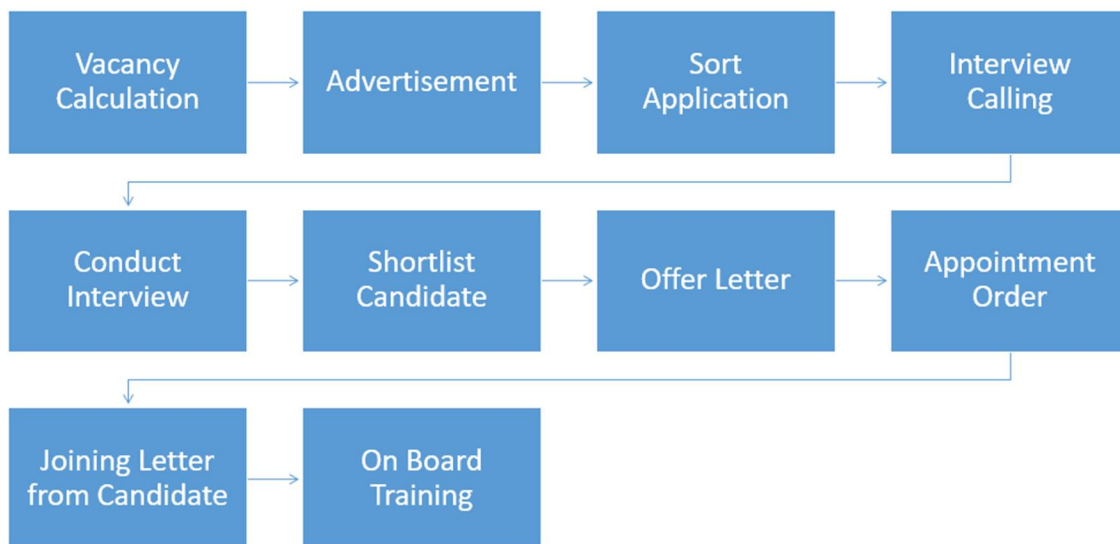
- 1) Submission of Joining Report.
- 2) Submission of Resume with Self-Attested Copies of Educational Qualification Certificates and Experience Certificates. Originals have to be produced for verification.
- 3) Submission of Relieving Letter from the previous employer (if applicable).
- 4) Submission of Evidence of date of birth / proof of age & caste.
- 5) Nomination for Provident Fund / Gratuity in prescribed form (if eligible).

- 6) ADHAR Card / PAN Card.
- 7) Application for Identity Card along with three recent passport size photographs.
- 8) Medical Certificate of fitness.

Following steps are followed for the recruitment:

- 1) Vacancy Calculation (By Department HOD & finalized by Principal).
- 2) Advertisement (In Leading Newspaper & Social Media).
- 3) Calling applications from aspiring candidates.
- 4) Sorting of the applicants as per the requirement by scrutiny committee.
- 5) Interview call (Telephonically), email or conduct walk-in interview.
- 6) Conduction of interviews by Interview Committee constituted & approved by Institute Governing Body.
- 7) Out of suitable shortlisted candidate & by considering performance in the demonstration offer letter is issued.
- 8) On confirmation on the offer letter from the candidate final appointment letter is issued with the consent of Management.
- 9) On acceptance of appointment letter and obtaining joining letter from the candidate, his/her appointment is confirmed. Further formalities are processed.
- 10) On board training of new joined faculty & support staff.

Recruitment Process



THE TERMS OF APPOINTMENTS

- a) The Employees selected by the Selection Committee constituted by the institution shall be appointed initially on probation for one year which can be extended by further one year depending upon their performance.
- b) The Employees who are appointed on Adhoc or Temporary basis shall serve up to the end of the Academic Year.

- c) The term of appointment of the College Principal shall be five years with eligibility of reappointment of one more term only after a similar Selection Committee process. His/Her appointment as Principal shall be initially on probation of one year.
- d) The services of all employees including Principal can be terminated during the probation period if their performance is found dissatisfactory.

ON BOARD TRAINING PROGRAMS

At the commencement of new Academic Year, the employees who have joined the College/Institution shall be required to attend Indoctrination and Induction Programs organized by Head of the College/Institution. In these programs the employees shall be given information about the College/Institution and the Sanstha. They shall be enlightened about the duties and responsibilities, the Vision and Mission of the College/Institution. The employees who join the College/Institution earlier shall also be required to attend the Program. The duration of the Program shall be two days.

4. SERVICE RECORD:

A Service Register (Book) shall be maintained by head of the institution for every employee, containing details such as his/her permanent address, date of appointment, consolidated pay, scale of pay, increments given from time to time, and leaves availed, transfers, promotions, suspensions, punishments etc. The Register shall be opened immediately after the employee reports for duty and shall be updated periodically.

5. LETTER OF APPOINTMENT:

Secretary of the society will issue letter of appointment to the selected candidate. The appointment letter shall include the type of appointment, designation and department of the employee, salary, appointment duration, other necessary instructions, joining period, etc. After receiving appointment letter, Candidate should submit joining letter in the prescribed format along with the acceptance of code of conduct of the institute.

6. DUTIES:

It shall be obligatory for every employee in the institute to perform the duties defined for his cadre. The duties to be performed for various cadres are listed in Annexure A. Failure to perform any such duty shall constitute misconduct on the part of an employee and such an employee shall be liable for disciplinary action. No employee is permitted to inflict corporal punishment on any student.

7. HOURS OF WORK & HOLIDAYS:

- 7.1. The number of working days and hours shall be as per rules laid by authorities and affiliating bodies and their compliance of requirements.
- 7.2. Duty hours in the different Departments and Sections of the Institutions are to be followed as notified from time to time.
- 7.3. Duty hours notified may be changed as per the requirements of the Institution from time to time. Employee may be required to work beyond stipulated working hours as per need of the department or institution.

- 7.4. Employees may be assigned emergency or other urgent duties outside their regular hours of work including on Sundays and holidays if required. They shall not be entitled to any extra remuneration for such work except to Compensatory Time off at the management's discretion and convenience.
- 7.5. Every employee shall remain present at the assigned place of work and at the notified time for the commencement of his work. He shall report or record each day the time of reporting and departure from the place of work, in the manner specified by the management. An employee failing to report or record the time as above is liable to be marked absent. An employee who is found absent from his proper place of work during the working hours without permission shall be liable to be treated as absent from the period he is away from his place of work and will not be paid salary for the period of absence. In addition, he will be liable for Disciplinary action.
- 7.6. National & Festival Holidays: Institution shall follow holidays as per MSBTE Board and Govt. of Maharashtra or as notified by the local authorities. However, employee has to be present for the flag hoisting ceremony compulsorily on Independence, Republic and Maharashtra Day. If any employee wishes to remain present for flag hosting at other place, then he/she has to take prior permission of Head of Institute and is required to produce attendance certificate from respective institute on the next day. If certificate is not produced, then the absence will be treated as without pay.
- 7.7. Important Day & Event of Society or Institute: All the employee has to be present compulsorily on these days, like Society Foundation Day on 2nd October and others. If any employee wishes to remain absent for such event, then he/she has to take prior permission of Head of Institute. Else the absence will be treated as without pay.
- 7.8. The working days shall exclude holidays and vacations, the time set apart for completing normal admission, time required for the preparation and for conduct of examination but shall include the days on which classes such as lectures, tutorials, seminars, practical's, etc. are held or conducted.
- 7.9. A College affiliated to Board shall not only follow syllabus prescribed for each program by Institution but also the manner of its implementation namely, through number of lectures, tutorials, laboratory sessions, seminars, field work, projects, etc.

8. VACATION:

- 8.1. Only permanent staff (except office staff, library and store staff) are entitled for Summer / Winter vacation as declared by DTE, Mumbai.
- 8.2. Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).
- 8.3. The vacation shall start on any day of the week. Un-availed Summer/Winter Vacation cannot be credited. Also surrendering of vacation period for "claim of salary" cannot be allowed.
- 8.4. Presence on at least one of pre vacation day and post vacation day is compulsory. If any employee remains absent on both days then complete vacation period will be treated

as leave. In such circumstances employee can not claim his/her vacation. If leave is not in balance, then excess period will be treated as without pay leave.

- 8.5. If the vacation of an employee is detained by Principal for MSBTE/DTE/AICTE/NBA work, then the detention period spent during vacation will be credited as EL in the ratio 1:2 (i.e. 1 EL for 2 vacation full days).
- 8.6. If any part of the vacation of an employee is detained by Principal for any institutional work, then the detention period spent during vacation will be credited as CO. The number of COs will be decided with consultation of respective staff and the volume of work. These COs must be utilized during next academic year otherwise COs will be lapsed.
- 8.7. If staff member remains "Absent" during detained vacation, it will be treated as misconduct and will be considered as without pay leave.
- 8.8. Employees on contract / ad-hoc basis are not eligible for vacation.

9. RESIGNATION BY AN EMPLOYEE:

- 9.1. An employee may resign from the service of the Institution on giving three month's prior notice or will have to pay three-month salary to the management.
- 9.2. If notice falls short of the requisite period, then Management will have an option either to deny the notice or to waive the short fall in period of notice on payment by the employee equal to the shortfall.
- 9.3. It is clear that no employee shall resign his/her post before completion of the term except under special circumstances with prior permission of the Management Committee.
- 9.4. Employee has to clear the dues if any, prior to resignation.

10. TERMINATION OF SERVICE BY THE MANAGEMENT:

- 10.1. In the case of a temporary employee or an employee on probation, the Management can terminate his/her services by giving one month's notice or by paying one-month salary whichever is necessary as deemed fit by the management.
- 10.2. Service of confirmed teacher shall not be terminated by the Management except on any one or more of the following grounds.
 - I) The teacher's continuance in service is prejudicial to the smooth working of the Institution.
 - II) The teacher's continuance in service is prejudicial to maintenance of discipline among the members of the staff or the students.
 - III) The teacher becomes surplus on account of reduction of work-load in the Institution, provided that the Junior-most teacher / Teachers only in the Department is/are served with this notice.
- 10.3. When Management desires to terminate the services of a confirmed teacher on any one of the grounds mentioned above, the Management shall give notice of its intention to do so to the concerned teacher. The notice shall state the ground on which it is desired to terminate the services of the teacher. Such notice shall be of not less than one month's duration calculated from the date of its receipt by the employee.

11. DISCIPLINARY ACTION:

- 11.1. Disciplinary action will be taken by the management against an employee who will found guilty in any of the following.
- I) Misconduct.
 - II) Gross negligence of duty.
 - III) Use of unfair means by the teacher at MSBTE & other examinations.
 - IV) Engaging private tuitions.
 - V) Dis-obeying the orders given by higher authorities.
 - VI) Mis-behaviour in the institute.
 - VII) Non punctuality in attendance and duty.
- 11.2. In case of misconduct by any staff, the Management will arrange an inquiry of the concerned employee and if found guilty then disciplinary action will be taken as deemed fit.

12. REMOVAL FROM SERVICE:

- 12.1. No permanent employee shall be removed from service by the Management except on one or more of the following grounds and except in accordance with the procedure prescribed under MEPS Act 1977 & MEPS Rule 1981.
- I) Misconduct or negligence of duty.
 - II) Incompetence.
 - III) Moral Wickedness or Moral Turpitude.
 - IV) Use of unfair means in MSBTE or other examinations.

13. COMPULSORY RETIREMENT:

If an employee becomes permanently incapacitated by any physical injury or mental infirmity, the Management will have discretion to retire him/her compulsorily not withstanding the provision regarding age of retirement under this Ordinance. For retiring any employee under this clause, a certificate from the Civil Surgeon of the District in which the Institution is situated stating the incapability shall be obtained. The employee who is compulsorily retired under the provision of this clause shall be entitled to all pensionary benefits.

14. AGE OF SUPERANNUATION:

An employee will retire at the age of superannuation prescribed and accepted by the state Government. Employee shall be continued up to the last day of the month in which his date of superannuation falls. The age of superannuation for the teaching staff will be up to the age 60 and age 58 for non-teaching class III staff and age 60 for class IV staff. The management may formulate its own scheme for VRS (Voluntary Retirement Scheme) and CRS (Compulsory Retirement Scheme) if necessary.

15. PROVIDENT FUND:

- 15.1. Employee of Institution who have been in service should receive the benefit of a scheme for contributory Provident Fund every employee shall become subscriber to the

provident fund. The subscription shall be at the uniform rate of 12% of the total of basic pay plus grade pay for the month provided maximum contribution will be Rs. 1800/-.

- 15.2. New employee whose monthly salary is more than Rs. 15000/- is not eligible for membership of PF scheme.
- 15.3. A part-time teacher and CHB staff is not eligible for membership of PF scheme.
- 15.4. The Management's contribution to the Fund shall be equal to the subscriber's contribution every month and it shall be credited to the subscriber's account at the end of each month.

16. PROHIBITION OF PRIVATE TUITION:

- 16.1. No employee of the institution shall engage himself/herself in private tuition/classes including guidance/ training / and or coaching for the preparation of any sort of examination to any student of his/ her own or other institution.
- 16.2. Occasional casual guidance to a student in the campus shall not be considered private tuition for the purposes of this Ordinance.
- 16.3. Teacher imparting instruction to his /her near relative shall not be considered as private tuition. The definition of relative shall be as under: Wife, Husband, Son, Daughter, grandson, Granddaughter, Brother, Sister, Father, Mother, Son- in law Daughter - in - law, Nephew, niece and ward, Step relation except father, brother and sister are not included in the above definition.
- 16.4. If any teacher is found engaged himself / herself in private tuition, he/she would also be considered to have knowingly violated this Ordinance amounting to grave misconduct and an employee will liable to disciplinary action as mentioned in clause 11.
- 16.5. In case of poor results or to provide additional knowledge to the students, the dept. may arrange extra coaching classes for their students in the premises of the institute with/without nominal fees with the permission of Principal or Management.
- 16.6. In devising such a coaching program, the dept. will furthermore, ensure that students coming from weaker sections of the society are not deprived of this special benefit because of the level of fees. For this purpose, differential fees may be imposed.

17. GRATUITY:

- 17.1. An employee who is on probation will not be eligible for gratuity.
- 17.2. A permanent employee, will be entitled to claim gratuity only after rendering five years' continuous service in institute.
A confirmed teacher will be entitled for gratuity to be paid by the Management in the following cases only.
 - I) On retirement on attaining the age of superannuation. Or
 - II) On his / her compulsory retirement from service on account of acquiring permanent incapacity for discharging duty due to physical injury or mental infirmity. Or
 - III) On his /her ceasing to be in service of the institution on account of resignation or termination of service.
- 17.3. The amount of Gratuity will be as per following calculation,

Gratuity = (last basic drawn + Merge DA)/30*15*(number of years serviced)

- 17.4. Maximum number of years of service for calculation of gratuity will be limited to 33. The total amount of Gratuity payable to an employee shall be subjected to maximum limit prescribed by the State Government or as decided by Management for payment of Gratuity to its employees from time to time.

18. STAFF WELFARE:

18.1. Interest Free Advance Scheme

- I) Can be availed by Permanent Staff and Employees who have put in minimum 3 years' service as an employee in the college, but can be availed once in a two consecutive academic session.
- II) Financial help shall be given as an advance to the employee.
- III) Financial help as advance shall be given to an employee for his/her own marriage or the member of family who has been notified as a member of family with the office of the College or for meeting the Medical Expenditure.
- IV) An Employee who desires to receive financial help shall be required to submit an application mentioning the purpose for seeking advance and other details to Hon'ble Secretary/Treasurer of the Sanstha through Principal/Vice-Principal of College.
- V) Hon'ble Secretary/Treasurer of the Sanstha on receipt of the application shall ascertain the bonafide of the employee concerned and consider the application.
- VI) If the above-mentioned Authorities are satisfied that the employee concerned really needs financial help it shall send the application with specific favourable remark to President of Sanstha.
- VII) After the receipt of application from the above-mentioned authorities President shall decide the amount to be given as advance to the employee concerned and also shall decide the mode and the amount of repayment of advance by the employee concerned.
- VIII) Before releasing the advance to the employee Principal shall take an undertaking to the effect that the employee shall continue to serve the College for minimum 4 years from the employee concerned. Similarly, in the process of disbursement of advance the employee concerned must present two permanent employees of the college as the guarantors.
- IX) The limit of the advance for employees should not exceed three times of his/her salary drawn per month.
- X) Repayment of advance will be deducted from salary in equal instalments in subsequent six months or to be decided as per the situation.

18.2. Employee's Child Education Scheme:

- I) 50% concession on Tution Fees will be provided to children of any employee.
- II) Employee should be in service for the period of study.
- III) Maximum 2 children of the employee can avail this scheme.

18.3. Staff Enhancement Scheme:

- I) 50% of Registration fees for paid training program will be bearded by the institution.
- II) In one academic year maximum amount of Rs. 2,000/-, Rs. 7,000/-, 10,000/- & 20,000/- for Non-Teaching, Teaching, Head of the Department & Principal respectively can be availed by employee of the institution.

19. BIOMETRIC ATTENDANCE, REPORTING TIME & LEAVE POLICY:

The Biometric Attendance, Reporting Time & Leave Policy are annexed with this service rules as Annexure B.

20. CODE OF CONDUCT FOR EMPLOYEES:

20.1. No Employee shall:

- I) Knowingly or wilfully neglect his / her duties.
- II) Propagate through his/her teaching lessons or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.
- III) Discriminate against any student on the ground of caste, creed, language, place or origin, social and cultural back ground or any of them.
- IV) Indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution.
- V) Make any sustained neglect in correcting class work, home-work, assignment, tutorials, project work or other work done by the students.
- VI) While being present in the Institution, absent himself/herself except with the prior permission of the Head of the Institution from the class which is required to attend.
- VII) Remain absent from the Institution without leave or prior permission of the Head of Institution provided that where such absence without leave or without the prior permission of the Head of the Institution is due to reasons beyond the control of the teacher (serious emergencies), it shall not be deemed to be breach of the Code of conduct, if, on return to duty, the teacher has applied for and obtained, ex post facto, the necessary sanction for the leave.
- VIII) Accept any job of a remunerative or any non-remunerative character from any source other than the Institution or give private tuition to any student or other person or engage him / her in any business unless permitted by the Head of Institution.
- IX) Prepare or publish any book or books, whether directly or indirectly, without the permission of the Management.
- X) Ask for or accept (except with the previous sanction of the management) any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.

- XI) Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.
- XII) Enter into any monetary transactions with any student or parent nor shall he / she exploit his / her influence for personal matters in such a manner that he / she has to incur a debt beyond his / her means to repay.
- XIII) Accept or permit any member of his / her family or any other person acting on his/her behalf to accept, any gift from any student, parent of any person with whom he / she come into contact by virtue of his / her position in the Institution
Explanation:
 - a) The expression 'gift' shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than near relation or personal friend having no dealings with him/her in connection with Institution.
 - b) On occasions, such as, birthday, weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice provided directly or indirectly it does not form an act of corruption.
- XIV) Practice, or incite any student, to practice, casteism, communalism or untouchability.
- XV) Cause, or incite any other person to cause, any damage to Institution property.
- XVI) Behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the Institution premises.
- XVII) Be guilty of, or encourage, violence or any conduct which involves moral turpitude.
- XVIII) Be guilty of misbehaviour or cruelty towards any parents, guardian, student, teacher or other employee of the Institution.
- XIX) Organize or attend any meeting during the college working hours except where he/she is required, or permitted by the Head of the Institution to do so.
- XX) Leave the space of work except theory, practical or assigned work.

20.2. Every Employee shall:

- I) Be punctual in attendance and in respect of his/her assigned work and also for any other working in connection with the duties assigned to him/her by the Head of the Institution.
- II) Abide by the rules and regulations of the Institution and also show due respect to the Constituted Authority.
- III) Take prior permission from the Management for contesting / canvassing for any election and obey any direction issued by the Management.
- IV) Use Dress code every day as specified by the institute. The cost of the dress code shall be borne by employee, except class four employees.
- V) The institute will provide dress material & cost of stitching to every class four employee once in two years or as and when required.

21. MAINTAENANCE OF INTEGRITY & DEVOTION TO DUTY:

- 21.1. Every employee shall at all times maintain absolute integrity and devotion to duty.
- 21.2. In his/her way of living and outlook, every employee shall set an example to his/her colleagues and students.
- 21.3. Every employee shall at all times conduct himself/herself in accordance with the institutional rules for code of conduct.
- 21.4. No employee shall discriminate against any pupil on grounds of caste, creed, religion, sex, nationality or languages or any of them. He /She shall also discourage such tendencies amongst his /her colleagues and students.
- 21.5. Every employee shall devote himself / herself diligently to his /her work and utilize his /her time to the service of the Institution and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
- 21.6. Every employee shall observe courtesy and politeness.
- 21.7. No employee shall enter into monetary dealing with his/her colleagues, subordinates, clients or customers nor shall he accept any present from them.
- 21.8. No employee shall use the Institutions name or properties for his/her own purpose and benefits, except when permitted to do so by the Management in writing.
- 21.9. Every employee shall present himself/herself in his/her seat/duty place at the prescribed time.

22. TAKING PART IN POLITICS & ELECTIONS:

- 22.1. No employee without previous intimation to the Principal and the Management of the Institution as the case may be, stand for election or accept nomination to any body local or other, legislature of the state or parliament not shall he /she in any manner force his/her subordinates of his /her students against their will for the canvassing of his/her election.
- 22.2. An employee shall before be seeking election or accepting nomination as aforesaid give an undertaking to the Institution that in the event of his /her being elected or nominated he /she shall, if so, required by the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains a member of such body, Legislature or Parliament.
- 22.3. An employee who has been elected or nominated to any body, Legislature or parliament to apply for leave for the whole or part of the period referred to in sub-rule (2) and the employee shall comply accordingly; Provided that the granting of any leave to a employee nominated with any body, Legislature or Parliament shall not prejudice his /her right to promotion, increments or other benefits, if any, to which he /she would have been entitled, had he /she not proceeded on leave.

23. UNAUTHORIZED COMMUNICATION OR INFORMATION:

No employee shall except in accordance with any general or special order of the institution, or in the performance in good faith or duties assigned to him /her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he /she is not authorized to divulge or communicate such documents or information.

24. MISCONDUCT:

The following lapses would constitute misconduct on the part of a teacher:

- 24.1. Failure to perform academic duties such as preparation of lectures, demonstrations, assessment, guidance invigilation and all other work connected with the examination.
- 24.2. Any breach of rules framed by University, Board, and All India Council for Technical Education, University Grants Commission and the Sanstha.
- 24.3. Habitual absence without prior permission or grant of leave in writing from the Competent Authority.
- 24.4. Habitual late-coming.
- 24.5. Violence or inciting violence.
- 24.6. Stopping work either alone or with other employees or inciting else not to work.
- 24.7. Theft of property of other employee within the premises of the College/Institution.
- 24.8. Playing cards or any other game of pastime during working hours.
- 24.9. Allowing any one within the prohibited premises of the College/Institution or allowing any person or persons whose entry is prohibited without the permission from the Competent Authority.
- 24.10. Falsification or tampering any paper or record of College/Institution.
- 24.11. Refusal to accept an order of transfer.
- 24.12. Sheltering or trying to shelter any offender or anyone who commits any act of misconduct or any employee helping any one or any such employee failing to report to the Head of the Department/Section any illegal activity or act of misconduct which takes place in his/her presence.
- 24.13. Making any false or exaggerated allegations against any officer, superior or a co-employee.
- 24.14. Committing nuisance during the working hours by being in toxicatated.
- 24.15. Withholding or concealing any relevant or pertinent information at the time of joining or at any other time.
- 24.16. Unauthorized use of the name, address, telephone of the College/Institution.
- 24.17. Possessing unauthorized firearms, other weapons or other articles in the premises which are detrimental to the security of other employees.
- 24.18. Preaching, carrying on canvassing for political or religious activity in the premises in any manner whatsoever.
- 24.19. Detention in police or magisterial custody for criminal charge for more than 48 hours.
- 24.20. Unauthorized removal of the notice boards of the College/Institution.

- 24.21. Instigating other employees or students to cause damage to the reputation of College/Institution/Sanstha.
- 24.22. Failure to promptly report an incident of ragging or sexual harassment.
- 24.23. Gross partiality in assessment of students deliberately over marking, under marking or attempts at victimization on any grounds.
- 24.24. Inciting students against other students, colleagues or administration.
- 24.25. Raising questions of caste, creed, religion, race or sex in his/her relationship with his/her Institution, colleagues and trying to use the above considerations for improvement of his/her prospects.
- 24.26. Insubordination or disobedience whether alone or in combination with others of any order of a superior, or any rule, circular, instruction or notice issued or given or as may be issued or given from time to time.
- 24.27. Borrowing money from his/her subordinate or students.
- 24.28. Canvassing of Non Official OR Other Outside Influence.
- 24.29. Unauthorized Communication OR Information to outside agency which is harmful to the institute.
- 24.30. Theft, fraud and dishonesty in connection with the property of the Institution.
- 24.31. Holding of unauthorized meetings within the premises of the Institution.
- 24.32. Discourteous behaviour towards anybody.
- 24.33. Causing sexual harassment. Wearing objectionable dress and indecent exposure of the body. Attending natures call / spitting in open within the Institute premises.
- 24.34. Demanding, accepting or offering bribe or any illegal gratification, whatsoever. Entering into financial dealings with any contractor of the College/Institution or accepting any present from anyone within the premises of College/Institution or elsewhere.
- 24.35. Drunkenness, fighting, riotous or disorderly or indecent behaviour within the premise of the Institution.
- 24.36. Wilful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a superior.
- 24.37. Sleeping while on duty, Misuse of movement facility.
- 24.38. Material mis-statements made on employment in the application for employment.
- 24.39. Anywhere within the establishment, causing or threatening to cause mental and / or physical pain or injury to other employees either alone or in collusion with others.
- 24.40. Sabotage.
- 24.41. Conviction for any criminal offence involving moral turpitude.
- 24.42. Refusal to accept any communication, memo, show-cause notice or refusal to appear for medical examination when called upon to do so.
- 24.43. Not to be present before any enquiry authority/committee. Not producing any required documents etc. when summoned.
- 24.44. Habitual negligence or neglect of work.
- 24.45. Smoking, Chewing Tobacco/Gutaka/Pan Masala/Liquor and any other prohibited material/ within any Institution premises. Habitual indiscipline.

- 24.46. Reporting for work in an unfit condition because of previous indulgence in or under the influence of intoxicants.
- 24.47. Refusal to work on another assignment. Habitual irregularity in attendance for reason whatsoever. Gambling within the premises of the establishment.
- 24.48. Leaving the Institution before time without permission.
- 24.49. Engaging or abetting in abusing and causing physical violence with another employee at any time or at any place. Habitual absence without leave or overstaying leave or absence without leave.
- 24.50. Any other act of commission or omission, which in the opinion of the Competent Authority constitutes an act of misconduct, consistent with those stated hereinbefore but not specifically mentioned.

24. PENALTIES:

- 24.1. Following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee.
 - I) Censure / Warning.
 - II) Withholding of increments of pay.
 - III) Withholding of promotion.
 - IV) Imposing Fine.
 - V) Recovery of the whole or part of any pecuniary loss caused by him/her to the Management by his/her misconduct or negligence.
 - VI) Reduction to a lower grade or post or to a lower stage in a time scale.
 - VII) Removal from service.
 - VIII) Dismissal from service.
- 24.2. No Work No Pay:
In all cases of absence from duty without leave or permission or no work like any type of strike or in all cases of absence from place of work, the principle of 'no work no pay' shall apply without prejudice to the other provisions of these rules.

25. TEACHING WORK LOAD:

Teaching load shall be allotted by Head of departments. Teaching load for the staff will as per the guidelines of AICTE/DTE/MSBTE as declared from time to time. It is obligatory for every staff to conduct theory or practical for assigned duration. In case late reporting in the class or early leaving from the class, disciplinary action as deemed fit by Principal shall be imposed on the corresponding staff.

26. NON-TEACHING WORK LOAD:

Non-Teaching Staff shall work for laboratory practical work & department work or other work as allotted time to time.

27. PROMOTIONS:

Promotions are offered to the staff after attaining eligibility for respective post. The eligibility criteria are as per AICTE and Institute norms. While attaining all eligibility criteria employee must submit his written application for demand of promotion. Management will decide about promotions by considering all eligibility norms, confidential report of the employee, past record of the employee, his/ her devotion towards institute work, teaching excellence, and vacancy of the said post in the institute or department level. Management has full desecration to offer or to deny any kind of promotions.

28. EVALUATION OF EFFICIENCY:

The management can conduct compulsory examinations / tests, training and programs etc. for updating knowledge, skill to enhance the efficiency and performance of the employees of the institution from time to time. Employees who fail to meet the required standard may be subjected to demotion, dis-increment, withholding promotions and increments. The employee may be subjected to any or multiple of the above said actions.

29. INCREMENT:

- 29.1. Increments as per the pay scale will be offered to each employee every year in the month of July. The dearness allowance, house rent allowance, traveling allowance & special allowance will be decided by Management depending on fee collection for the year. It will be ensured that the total salary budget for the year should be in appropriate ratio of the total tuition fee collection. No increment will be offered to the employee who has found guilty in above mentioned Misconduct clause.
- 29.2. Increment date will postpone for one month in case without pay leave taken for more than 29 days but less than 60 days similarly Increment date will postpone for two months in case without pay leave taken for more than 59 days but less than 90 days and so on and this postponement will be permanent.
- 29.3. At the time of regular increment period if an employee is suspended or absent for more than 30 days then no increment will be offered till management takes appropriate decision about concerned employee.
- 29.4. Yearly increment will be given to the employee only if the academic performance and evaluation efficiency is satisfactory.

30. OPPORTUNITY TO EMPLOYEES FOR HIGHER STUDIES:

Employee's will be provided opportunity for higher studies. However, any employee applies for sponsoring his/her candidature for higher studies, permission at the discretion of the Management be given for higher studies, subject to the following conditions.

- I) The higher studies, shall be voluntary and at his/her own wishes.
- II) No leave with salary shall be granted for the period of study.
- III) No salary is payable by the Institution for the duration of the study.
- IV) Employee can resume his/her duty after completion of study.

- V) Such an employee could be taken back to duty after successful completion of higher studies, on the terms and conditions which Governing Body may decide.
- VI) In exceptional circumstances management may depute an employee on specific recommendation of Head of the Institution with full/partial salary.
- VII) The terms and conditions fixed by management for bond etc. shall be binding on the employee.

31. IDENTIFICATION CARD:

Every employee will be provided with an identification card with ribbon and he shall put it on his neck during working hours or on duty outside the premises of the institute. When an employee ceases to be in the employment of the Institutions he shall surrender his identification card to the office before his accounts are settled. If an employee loses or damages his identification card during his service, he shall pay a fee as prescribed by the management from time to time to meet the cost of replacement.

32. OUTGOING PERMISSION GATE PASS PROCESS:

- 32.1. Gate pass book will be available at your own department.
- 32.2. Fill up required information in the Gate pass with your sign.
- 32.3. Take permission/sign from respective HOD.
- 32.4. Enter outgoing pass information (At Out time) to the official clerk appointed for this activity.
- 32.5. Punch on Biometric machine. (Out/In time)
- 32.6. Sign at Outgoing register kept with Security Guard. (Out/In Time)
- 32.7. Submit Gate pass to official clerk at the time of In-time.
- 32.8. Without gate pass 1 CL or LWP will be considered.

33. LIABILITY FOR SEARCH:

- 33.1. Employees are liable to be searched by any person authorized by the management at any time, and also while entering or leaving the premises of the Institutions provided that the women employees shall be searched only by women. If, acting without malice, any member of the management suspects that any employee is in wrongful possession not belonging to him, he can detain such an employee for search provided that the search shall not be made except in the presence of at least one person where practicable, and that women employee shall not be searched by or in the presence of men except with their consent, Quarters, accommodation and such other facilities provided by the Institutions are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.
- 33.2. Any employee found in unauthorized possession of any goods, equipment, articles, materials, instruments, books, papers, etc., which are in use in the Institutions or kept in stock in the Institution and are not normally carried on the person will be deemed to

have come into possession of such goods etc., by improper means, the management may confiscate such goods etc., and such unauthorized possession may attract disciplinary as well as any other action as deemed fit by the Management.

34. SEXUAL HARASSMENT POLICY:

34.1. Scope of The Policy:

The Policy shall cover complaints by employees against other employee(s) by subordinate against Superior, by a student against the Members of the faculty or non-teaching staff and by a student against the Fellow Student.

34.2. Definition & Ambit:

'Sexual Harassment', includes any unwelcome sexually determined behaviour, direct or by implication, and includes physical contact and advances, a demand or request for sexual favours, sexually coloured remarks, showing pornography, any other unwelcome physical, verbal or non verbal conduct of a sexual nature. "Sexual Harassment" shall mean and include, but is not limited to the following:

34.2.1. When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly.

34.2.2. When unwelcome sexual advances and verbal, nonverbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls, objectionable SMS or MMS or e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive Institution environment;

34.2.3. When any form of sexual assault is committed where a person uses, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will and;

34.2.4. When any such conduct as defined in (i) and (ii) above is committed by a third party or outsider in relation to an employee of the Institution, or vice versa on the premises of the Institution.

34.3. Constitution of Committee & To Prevent & Deal with Sexual Harassment:

The Institution shall establish a committee to deal with cases of sexual harassment. The committee shall consist of three members. One female member to act as Chairman of the committee. The other two members will be one male and another female member. The term of the office of committee is for a period of two years and after the expiry of the said period the Institution shall reconstitute the committee.

The names of the persons who are on the committee from time to time along with their contact telephone numbers and other details shall be displayed on the notice board of the Institution.

34.4. Power & Duties of The Committee:

34.4.1. To ensure implementation of this policy.

- 34.4.2. To ensure and supervise proper constitution and functioning of the committee.
 - 34.4.3. To organize regular workshop and training programmes.
 - 34.4.4. To formulate programmes for the spread of awareness of the policy among the management.
 - 34.4.5. To bring out publication concerning sexual harassment and also concerning implementation of this policy.
- 34.5. Grievance Procedure:
- 34.5.1. Any employee will have a right to lodge a complaint concerning sexual harassment against an employee or an outsider with any of the members of the committee.
 - 34.5.2. Such a complaint may be oral or in writing.
 - 34.5.3. If the complaint is oral, the same shall be reduced in writing in detail by the committee member to whom the complaint is made.
 - 34.5.4. The complainant will be afforded full confidentiality at this stage.
 - 34.5.5. Immediately upon receipt of the complaint, and within not more than 2 working days, the Member of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee.
 - 34.5.6. Within a period of 5 working days from the date of such communication, the chairperson shall convene a meeting of the committee.
 - 34.5.7. The committee shall examine the complaint and shall undertake investigation of the complaint after giving opportunities to the complainant to present his/her case and the accused to give his/her version. The committee may examine witness from both the sides and the other side will have opportunity of cross-examine the witness.
Documents if any produced by the parties may be taken on record. The committee after completion of investigation may submit its report to the management for further necessary action in the matter.
- 34.6. Protection Against Victimisation:
In the event complainant being an employee and the accused being his / her superior, during the pendency of investigation and even after such investigation if the superior is found to be guilty, the accused shall not act as superior of the complainant.
- 34.7. Consequence of Complaint Being Proved:
In the event allegations made in the complaint are proved against the employee, it will be taken as proved misconduct and the management may impose any or the punishment as envisaged in the policy on disciplinary process. No need to conduct separate enquiry in the matter. Action shall be taken on the basis of the findings of the committee. However, before imposing any punishment, the employee shall be given a copy of the findings of the committee and he shall be called upon to show cause against the proposed punishment.

34.8. Obligation of The Management:

The Management of the Institution shall provide all necessary assistance for the purpose of ensuring full effective and speedy implementation of this policy. Management shall be bound by the decision of the committee constituted as above and shall implement such decisions in an expeditious manner.

34.9. Third Party Harassment:

In case of third party Sexual Harassment the committee will actively assist and provide all its resources to the complainant in pursuing the complaint and ensure his/her safety at least in the Institution's premises.

34.10. Savings:

The proceedings under this policy shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of civil or criminal law. The provisions of this policy shall not restrict the power of Institution or complainant to proceed against the alleged offender for any other misconduct or to pursue the criminal or civil remedies.

35. SERVICE OF NOTICE:

35.1. Any matter required to be notified under these rules and any notice by the Management to the employees in the college shall be displayed on the notice board, such matter or notices shall be deemed to have been communicated to all employees.

35.2. Any notice or letter of communication intended for an employee may be delivered to him/her personally in the premises of the college and the employee is bound to receive and acknowledge the same. Refusal on the part of the employee to accept the letter or communication will absolve the management from the obligation to deliver the notice or communication a second time, provided a copy thereof is exhibited on the Notice Board. Such refusal will render the employee liable for disciplinary action.

35.3. In the case of an employee who is absent, any notice or letter or communication intended for such an employee sent to him/her by registered post with acknowledgement due to the last known address entered in his/her service register of the employee shall be deemed to have served on him/her. It is mandatory on the part of the employee to update the change in address. Where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board, and such display shall be deemed to be adequate service of communication, letter or notice on the employee.

35.4. Any matter required to be notified under the rules and any notice of communication by the Management to employees will be in Marathi/English.

36. TRAVELLING ALLOWANCE/ACCOMODATION CHARGES/CONVEYANCE CHARGES/INCIDENTAL CHARGES:

36.1. The Travelling Allowance (Train/Bus travel tickets), Accomodation Charges (if required), Local Conveyance Charges (if required), Incidental Charges (photocopy, telephones, fax, mail, etc.) will be sanctioned as per the actual expenditure incurred.

- 36.2. The journey should be carried out with the prior permission of the Competent Authority.
- 36.3. In order to claim the reimbursement, the railway tickets/air fare tickets/vouchers, etc. will have to be submitted to the office concerned. The bill without supporting documents will not be sanctioned.
- 36.4. Any advance taken from the office will have to be cleared within 10 days after return to the head quarter.

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DUTIES & RESPONSIBILITIES**1. LECTURERS (TEACHING FACULTY):****General Responsibilities:**

1. Lecturer should report to the Head of concerned Department.
2. Lecturer should accord all possible cooperation to the respective Head of the Department in academic, non-academic and extracurricular activities of the College.
3. Effective implementation of curricula of the concerned course/ subject.
4. To express the views, opinions and options as regards the class and subject allotment to the Head of the Department (The final decision in the matter is in the jurisdiction of the Head of the Department concerned under the control of the Principal/Vice-Principal).
5. Planning and delivering classroom and laboratory instructions.
6. Student's assessment and evaluation including tasks related with mid-term tests and term-end examinations.
7. To note that Head of the Department concerned is empowered to give instructions to teachers of the department as and when required.
8. To accept the substitution directed by Head of the Department caused due to absence of any teacher.
9. To submit Annual Teaching Plan at the commencement of the Semester to the Head of the Department.
10. Design and Development of learning resources/learning material.
11. Planning, setting of laboratories.
12. Guiding the concerned Lab Assistant in maintenance and repairs of laboratories and equipment concerned with the course.
13. Laboratories and academic facilities development.
14. Preparing and maintaining student records for the academic term.
15. Plan and execute student development activities.
16. Conducting Guidance and counseling activities for students.
17. Participate in professional activities through interaction with industries, consultancy, testing continuing education and trainings, industry sponsored projects, entrepreneurship development, research work.
18. Assist Head of department in department activities and in providing students services. Actively participate in department promotional activities.
19. Keep abreast of the newer knowledge, skills and technology through self up gradation and dissemination of knowledge through articles, books, journals and seminars etc.
20. Self-development through qualification improvement, experience enrichment, professional activities, and interactions with professional bodies.
21. Participate in non-formal mode of education for benefit of society / community.

22. To plan and implement the activities to take care of hygiene, safety and housekeeping in department.
23. Motivator and facilitator for carrying con-curricula and extracurricular activities for developing overall personality of students.
24. To render all possible cooperation in ensuring maximum attendance of the students in the theory and practical periods.
25. To submit application of leave whenever necessary minimum one day in advance to Principal/Vice-Principal through the Head of the Department concerned.
26. To attend all Training Programs and Faculty Development Programs whenever organized.
27. To fill in Self Assessment Form and submit the same to Head of the Department by 31st March for onward submission to Principal/Vice-Principal every year.
28. To accord all possible cooperation to Head of the Department and Principal/Vice-Principal in maintaining discipline in the campus.
29. To perform all other duties entrusted by Head of the Department and other Authorities.
30. To approach Principal/Vice-Principal in case of problems and difficulties beyond the jurisdiction of Head of the Department through Head of the Department concerned.

Course Specific Responsibilities:

1. Course Teacher is responsible for Effective implementation of curricula of the concerned / course as per MSBTE guidelines.
2. Course Teacher should implement the procedure of teaching and learning laid down in the Department.
3. Course Teacher prepares and maintains file and its contents viz. D1, and D2 etc. formats well in advance as per CIAN norms and the schedule in the academic calendar.
4. Course Teacher maintains Roll call muster and marks attendance, topics taught in a particular lecture etc. on it.
5. Course Teacher ensures that every concerned student has maintained a separate notebook for each Course.
6. Course Teacher should utilize Inter-college, Inter-department, and Intra-Department expertise for enriching the knowledge of the students in the concerned Course. Further, he/she maintain the record of all the activities done by him/her during the semester to give maximum to the students in that Course.
7. Course Teacher for practical arranges the extra practices at the end of the semester to see that all the students go for 100% completion of practical.
8. Course Teacher ensures timely submission of term-work by the students.
9. Course Teacher for practical should prepare list of experiments/assignments/tutorials/case studies (if any) and displays it with proper schedule at the start of the semester itself.

10. Course Teacher for practical submits all requirements consumables, instruments, equipment's, system, etc. related to his/her Course to HOD before the start of the semester.
11. Course Teacher should assist in Planning, setting of laboratories to HOD.
12. Course Teacher should the concerned Lab Assistant in maintenance and repairs of laboratories and equipment's concerned with the /Course.
13. If a teacher is absent for some meeting/discussion, workshop etc. he/she collects information from his/her colleague's diary in respect of discussion and decision made their in.
14. As soon as Course load distribution is done, Course Teacher verifies the availability of books required for the concerned Course and submits the demand note through HOD to Librarian.
15. Course Teacher maintains in his/her current academic file, all the documents concerning conduction of his lecture /practical. For example, additional question banks, new assignments, notice for test, test performance report, notice for extra lectures if any, invitation letters and thanks giving letters to guest faculties (from outside as well as inside), participation in workshops, and MSBTE programs etc.
16. There should be proper co-ordination amongst Course Teacher for theory as well as practical, if they are different.
17. Course Teacher submits test marks to the coordinator within 3 days after completion of his/her Course test examination.
18. Course Teacher should ensure that syllabi and sufficient number of earlier MSBTE examination question papers in respect of his/her Course are available to the students.
19. Course Teacher should ensure that there is no discrimination amongst the students and every student is looked after equally by the teachers.
20. Course Teacher should discuss with the students about their problems and solve the problems at his/her level. If any problem is beyond the jurisdiction of the class teacher, he/she should approach the Head of the Department and with his/her guidance should solve the problem.
21. Course Teacher should identify the students for various committees/chapters/forums and to encourage them to organize various activities.
22. Course Teacher should identify the students for hosting the programs and for participation in the competitions held elsewhere.
23. Course Teacher should make analysis of the Course result immediately, after declaration of the result by MSBTE and take corrective steps for the failure students.
24. Course Teacher prepare & preserve all type of records at least for last three years.

2. CLASS COORDINATOR:

Responsibilities:

1. Class Coordinator should have the list of the students concerned with his/her class with Enrollment No., Roll No., Name of the student as well as their parent's address (local & permanent), contact numbers, e-mail id etc.
2. Class-coordinator prepares list of students according to i) staying in hostels, staying at home and coming by ii) college bus and iii) their own vehicle. One copy of such list is to be given to all Course Teachers of that class.
3. Class coordinator maintains the copy of his/her class time table.
4. Class coordinator maintains result analysis of previous year and current semester of his/her class student.
5. Class coordinator takes extra efforts for his/her class students, who have mainly failed in Course(s) of earlier examination. This is to be done in consultation with HOD, Further the records of such activities are maintained with signature of HOD.
6. Class coordinator ensures that attendance report and mid semester & prelim exam performance be available for parents through proper platform.
7. Class coordinator ensures that phone calls are made to the residence of the students who are absent or inland letters are dispatched to those having attendance less than 75%. Class coordinator prepares and displays defaulters list on monthly basis. All such records with signature of HOD are preserved by him/her.
8. Class coordinator takes review of syllabus coverage by all the Course Teachers for his/her class, form the students on monthly basis and convey the same to HOD and ensures that Course Teacher take necessary steps in this regard to cover the syllabus. The record is maintained accordingly. To Monitor progress of students.
9. All record files are to be submitted by class coordinator to HOD at the end of the semester.

3. PARENT TEACHER (MENTOR):

Responsibilities:

1. Mentor prepares and maintains a register of their respective group students along with addresses (Present and permanent) and phone numbers for correspondence. This register contains all personal data of students concerned.
2. Mentor motivates the respective group students to follow the study approach and in particular maintain the records in respect of efforts made and result wherever possible.
3. Mentor prepares their respective group result analysis.
4. Mentor psychologically counsels the concerned group students so as to maintain the decorum of and discipline in the institute, in addition to helping them, solving their academic and personal problems.
5. Mentor motivates the concerned group students for curricular, co-curricular and extracurricular activities and maintains the record of the same. At the end of the academic Semester two copies are submitted in the form of a report attached with

copies of certificates and other documents, if any (one copy for the department and one for the office).

6. Mentor maintains good rapport with parents of the students of his/her group and also maintains the record of feedback from parents in proper format.

4. HEAD OF THE DEPARTMENT:

Responsibility:

1. Head of Department should report to the principal of the polytechnic for all academic and administrative / personnel activities of the department.
2. Academic and administrative management of the department.
3. Assessing the requirements of the material, financial and human resources for effective implementation of prescribed curricula of program offered by the department.
4. Allocation of workload (teaching load and practical load) to all faculty members and technical Non-Teaching staff of the department.
5. Planning, scheduling, coordinating, and monitoring the curriculum implementation pertaining to the department.
6. Seek the lesson plans from the teachers and ensure that they follow the plans and complete the syllabi within the stipulated period.
7. Responsible authority to perform academic, personnel and security functions and to maintain necessary records (like DSR) of the departmental assets in stipulated formats.
8. To act as facilitator for the departmental faculty in laboratory development, laboratory set-up, and laboratory maintenance.
9. Provide motivation & guidance to faculty and other staff in the department.
10. Coordination of resources available at department level.
11. Participate, motivate, guide & facilitate professional development through continuing education, testing and consultancy & research work.
12. Identify and organize faculty and supporting staff development programs.
13. To act as an authority for coordinating and conducting examinations/test examinations.
14. Maintaining student's attendance record submitted by respective lecturers and student's evaluation record.
15. Development and implementation of short term and long-term plan for department development and quality improvement.
16. Preparation of timetable and mobilization of teaching-learning resources.
17. Provide guidance & counseling and other student services at department level.
18. Plan, organize and facilitate industry visits and expert lectures.
19. To plan and implement the activities to take care of hygiene, safety and housekeeping in the department.
20. Take teaching load prescribed as per the norms as guided by regulating bodies.
21. Evaluate the performance of the faculty and supporting staff of the department.

22. Create, maintain and motivate cordial relations and team spirit in the team working under him/her & provide impartial opportunities for contribution to faculty & staff.
23. Promote, guide, facilitate and participate in professional activities through interaction with industries, consultancy, testing, continuing education and trainings, industry sponsored projects, entrepreneurship development.
24. Assist Principal in institute level activities.
25. Keep abreast of the newer knowledge, skills and technology through self-upgradation and dissemination of knowledge through articles, books, journals and seminars etc.
26. Self-development through qualification improvement, experience enrichment, professional activities and interactions with professional bodies.
27. Participate in non-formal mode of education for benefit of society/ Community.
28. Prepare & propose department budget.
29. Ensure effective utilization of the budget.
30. Certify and recommend the vouchers/bills of department/ related expenditures for further processing.
31. To develop and maintain inter departmental relation for effective working in the institute.
32. Motivator and facilitator for carrying co-curricular and extracurricular activities for developing overall personality of students.
33. Facilitate faculty in the submission of Self-Appraisal Reports.
34. Ensure maximum admission to the college by making all concrete efforts along with other teachers of the College.
35. Monitor Academic working throughout the session.
36. Conduct sessions of interaction with parents/guardians of the students in respect of conduct, attendance and progress of the students.
37. Make all possible efforts to ascertain the difficulties of the students and provide with solutions at his/her level. If it is found that certain problems are beyond his/her jurisdiction he/she shall report Principal/Vice-Principal accordingly, discuss with him/her and help him/her take the final decision in the matter.
38. Take stock of the equipment's/ material in the Department as and when required and purchase the same through the Principal/Vice-Principal of the College/Institution by following due procedure.
39. Identify students for different Academic and Extra-curricular activities through the Class Teacher and arrange to send them to the competitions held elsewhere with the permission of the Principal/Vice-Principal of the College/Institution.
40. Ensure that all information in respect of library, college programs, examinations, timetable, etc. is conveyed to the students and teachers well in advance.
41. Should maintain all the assets of the department.
42. Ensure that Self-Assessment Forms of all teachers in the Department or duly filled in and received by him/her by 31st March every year. The Head of the Department is

required to forward the same to Principal/Vice-Principal with his/her remarks by 5th of April every year.

43. Monitor the performance of Mentoring Scheme in the Department.
44. Perform all other duties and responsibilities assigned by the Principal/Vice-Principal and the Management.

5. NON-ACADEMIC:

The Principal/Vice-Principal of College/Institution shall assign duties and responsibilities as per needs or requirements of College/Institution from time to time in respect of other Non-Academic Employees.

6. PEON:

Responsibilities:

1. He/She shall open windows, doors, etc. in morning and switch on fans and lights if required.
2. He/She shall close the windows and doors after the working hours.
3. He/She shall ensure to switch off the fans and lights whenever not required and after the working hours.
4. He/She shall do dusting of office furniture, machines, files, table equipment, remove and replace covers of machines, etc. every day.
5. He/She shall do the work of opening, pasting and arranging papers and circulars in accordance with instructions of Higher Authorities.
6. He/She shall do the work of affixing stamps, sticking and sealing envelopes or wrapper, packing up parcels etc.
7. He/She shall carry messages, papers, registers, files, circulars, etc. from one place to another, inside or outside the office.
8. He/She shall work in reprography section and do the needful.
9. He/She shall serve drinking water/tea etc. to employees and to visitors, when required.

7. RECEPTIONIST:

Responsibilities:

1. He/She shall have to receive the guests, visitors, members of the various organizations and student community, etc. and guide them to the proper sections/departments/authorities to meet their requirements.
2. He/She shall be well acquainted with examination dates, various programs and other matters related to College/Institution.
3. He/She shall display on the notice board important notices, circulars received from various sections, departments and University/Board.
4. He/She shall attend to such other duties which are assigned to him/her by the Higher Authorities.

8. LABORATORY ASSISTANTS/ATTENDANT/INSTRUCTOR:

Responsibilities:

1. He/She shall assist students and teachers in conducting practical's and experiment's.
2. He/She shall maintain dead stock register and register of consumable materials and undertake physical stock verification of laboratory materials.
3. He/She shall assist the person-in-charge of Laboratory in purchase and procurement of laboratory materials.
4. He/She shall supervise the work of laboratory attendants working under him/her.
5. He/She shall assist the person-in-charge of laboratory in routine administrative matters and ensure that laboratory facilities are not misused by any person.
6. He/She shall report about breakages/damages/losses in laboratory to his/her superiors.
7. He/She shall ensure that all the cupboards, doors, windows and gates are properly close.
8. He/She shall maintain Laboratory clean & keep laboratory materials/equipment's/apparatus in working condition at proper place.
9. He/She shall render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment's, instruments, furniture and other material within and outside the Laboratory.
10. He/She shall assist Laboratory Assistant and other Laboratory staff in physical stock verification of laboratory equipment's, instruments, furniture and other material.
11. He/She shall render physical assistance to students and teachers in conducting practicals and experiments.
12. He/She shall report about losses of equipment's/instruments/other materials to his superiors.
13. He/She shall open and lock cupboards, doors, windows and gates of laboratories.
14. He/She shall attend to delivery of letters connected with laboratory and its staff.
15. He/She shall attend to such other duties which are assigned to him/her by the higher authorities.

9. ACCOUNTANT:

Responsibilities:

1. He/she shall ensure that various payments made from the College/Institution funds are within budget provision and with the sanction of Competent Authority.
2. He/she shall inform periodically the financial position of the College/Institution to the Registrar or the Principal/Vice-Principal of the College, examine and ensure that the Code and financial norms are followed by the Section or Department.
3. He/she shall attend to all the Government scrutiny, inspections and audit.
4. He /She shall attend to correspondence pertaining to financial matters to Statutory Authorities and Management under the guidance of Registrar/Principal/Vice-Principal.

5. He/She shall ensure accuracy in bank reconciliation statements and budget and final accounts of funds assigned to him/her and also ensure that non-revenue accounts appearing in the particular account of fund are reconciled.
6. He/She shall attend to all the matters pertaining to deduction of income tax, professional tax and LIC premium from the salary of individual employees.
7. He/She shall attend to routine correspondence with banks and other departments.
8. He/She shall ensure that various books of accounts such as ledger, salary register, income tax register, vouchers files, preparation of bills for payments, etc. are properly maintained by the employees of accounts department.
9. He/She Shall attend to such other works as may be assigned to him/her by Higher Authority.

10. SENIOR/JUNIOR CLERK:

Responsibilities:

1. The Senior/Junior Clerk shall enter the mails and letters and inter-departmental correspondence/file, documents etc. addressed to the officer by name.
2. He/She shall acknowledge the letters received.
3. He/She shall submit dak to his/her senior officer and dispatch daily and make all entries in the register bearing initials of the recipients of the letter/documents etc.
4. He/She shall prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. He/She shall send relevant extracts or any part of the receipt through Registrar to section/branch concerned for remarks and/or necessary action.
6. He/She shall open and maintain service book/new files, do copying, do rubber stamping and attend to all types of clerical work.
7. He/She shall maintain different registers, forms, etc.
8. He/she shall keep a notebook to watch timely disposal of urgent letters.
9. He/She shall collect the relevant material required for taking action on receipt viz. file on the subject if one already exists, other papers/files and refer to any receipt and any other relevant material.
10. He/She shall supply other relevant facts and figures and also papers pertaining to previous decision or policy.
11. He/She shall prepare routine letters/replies for approval to higher authorities.
12. He/She shall perform any other work assigned from time to time by the Higher Authority.

11. HEAD CLERK:

Responsibilities:

1. He/She shall perform the duties as may be assigned to him/her from time to time by the Principal/Vice-Principal, the Registrar or the Higher Authority.

2. He/She shall be in-charge of the unit or section and shall be responsible for its normal and smooth working. He/She shall discharge his/her duties and shall look after the day to day work in the office of which he/she is in-charge as per the instructions received from the higher authorities from time to time.
3. He/She shall ensure and maintain proper co-ordination and follow up with the other departments or sections of the College/Institution.
4. Head Clerk shall be responsible for smooth, efficient and effective working of the Office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
5. He/She shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
6. He/She shall train the members of his/her Department/Section and provide guidance to all.
7. He/She shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to Registrar with clear and specific comments.
8. He/She shall keep exhaustive and self-contained notes of important papers passed down and keep their movements till final disposal and also consider the proceeding of the work.
9. He/She shall exercise constant vigilance on disposal of work, safety of the records and regular and orderly behaviour of the staff under him/her.
10. He/She shall record verbal discussions, orders and instructions which shall be attested by the superior officials present.
11. He/She shall attend meetings, issue notices of meetings, prepare agenda and draft minutes of the meetings and take follow-up actions.
12. He/She shall inspect the racks and tables of assistants' workings under him/her and satisfy himself/herself that no paper or files have been overlooked or indisposed off.
13. He/She shall submit notes or drafts for approval of the Authorities through the Registrar.
14. He/She shall attend to any other work assigned to him/her from time to time by the higher Authorities.

12. REGISTRAR:

Responsibilities:

1. He/She Registrar shall be the Chief Administrative Officer of the colleges.
2. He/She shall work directly under the superintendence, direction and control of Principal/Vice-Principal.
3. He/She shall be disciplinary authority of the employees of the college.
4. He/She shall be the custodian of records. The common seal and such other property of the college as the Management may, commit to his/her charge.

5. He/She shall receive complaints and suggestions in regard to improvement of administration and consider them for appropriate action.
6. He/She shall render necessary assistance doe inspection of the college, its buildings classrooms, /laboratories, libraries, workshops, equipment's as directed by Principal/Vice-Principal.
7. He/She shall organise training and orientation programmes for non-academic employees in the colleges.
8. Have the power to enter into agreements in regard to any matter of the college.
9. Exercise such other powers and perform such other duties as assigned to him/her by Principal/Vice-Principal, from time to time.

13. Principal/Vice-Principal:

Responsibilities:

1. Principal being a head of polytechnic & academic, financial & administrative chief executive of the institute should report to the Management / parent society for all academic, financial and administrative / personnel activities of the institute.
2. Responsible for Academic, financial administrative, Human Resources management of the institute.
3. Admission authority for the institute to implement admission process as prescribed by State Government/ DTE time to time.
4. Assessing the curriculum implementation processes (including Planning, scheduling, coordinating and monitoring) pertaining to various departments & CEP activities of the institute & take corrective actions if necessary.
5. Assessing the requirements of the material, financial and human resources for effective institutional operations inclusive of academic & supporting operations.
6. Advising & facilitating the required resources for institute operations.
7. Development & implementation of strategic plan for short term and long-term development of the institute and sustainable quality improvement.
8. To lead the accreditation activities of institute for various quality standards.
9. Plan academic & frame policies accordingly.
10. Plan & facilitate guidance & counseling and other student services at institute level.
11. Management of the college library.
12. Liaise with all stakeholders of the college/institution.
13. Sanction funds for participation in conferences/workshops/seminars and other events to employees and students.
14. Release contingency amount for utilization up to Rs. 1 lakh.
15. Convene the meetings of College Development Committee.
16. Make all preparations for the visit of Inspection Committees and other committees deputed by AICTE/DTE/MSBTE and other Statutory Authorities.
17. Maintaining support services & academic facilities as per requirement.

18. Responsible authority for financial controls, transactions, academic, personnel and security functions and to maintain necessary records like financial, assets & academic records of the institute in stipulated formats.
19. To facilitate, plan & organize faculty and supporting staff development programs.
20. Coordinating with all stakeholders (AICTE, DTE, MSBTE, Industries, Apprenticeship BOAT, FRA & NBA, others) facilitating student's placements and student's development programs.
21. Provide motivation & guidance to faculty and other staff in the institute.
22. Participate, motivate, guide & facilitate professional development through continuing education, training, testing, consultancy and industry sponsored projects, entrepreneurship development, research etc.
23. To act as a chief officer in charge for examinations of MSBTE.
24. To facilitate industry- institute interaction.
25. To plan and implement the activities to take care of hygiene, safety and housekeeping in institute.
26. To take teaching load prescribed as per the norms issued time to time by state government.
27. Evaluate the performance of the faculty and supporting staff.
28. Create, maintain and motivate cordial relations and team spirit in the institute & provide impartial & equal opportunities to faculty & staff for contribution.
29. Keep abreast of the newer knowledge, skills' and technology through self - up gradation and dissemination of knowledge through articles, books, journals and seminars etc.
30. Self-development through qualification improvement, enrichment, professional activities and interactions with bodies.
31. Participate in non-formal mode of education for benefit of Society / Community.
32. Upliftment of Institution's image in the society.
33. Approve financial & accounts activity.
34. Ensure effective utilization of the budget.
35. Ensure smooth employee recruitment process.
36. Monitor the implementation of the Academic policy and Service Rules, Conditions & Code of Conduct for Employee of the institute.
37. Should maintain all the assets of the institution.

All job responsibilities above mentioned will be reviewed by Management from time to time as per need & necessity.

General

- ◆ Absence without leave more than 2 days will comprise an interruption in service
- ◆ Absence from duty after expiry of leave entails disciplinary action.
- ◆ Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- ◆ Leave are not applicable during suspension.

Biometric Attendance System

1. **Staff Timing:** Everyone has to adhere to the timing given below according to their designation
 - a. Teaching & Administrative Staff Timing:
In Timing: 10:25 AM – **Out Timing:** 05:05 PM
Designation: Principal, HOD, Sr. Lecturer, Lecturer, Lab Attendant, Technical Assistant, Librarian, Assistant Librarian, Registrar and Clerk of Various Sections. (Admission, Exam, Scholarship, Accounts & Typing)
 - b. Non-Teaching Staff Timing:
In Timing: 10:00 AM – **Out Timing:** 05:10 PM
Designation: Peon

Note: 1) Five minutes' grace period will be for the **In-Timing**.
 2) No Changes to be done in the timing without any approval from Collage Management Committee.
2. Anyone is having 3 Late coming in a month, then 1 CL will be considered. These Late Coming will be permissible up to 11:00 am.
3. Similarly, 3 Early going in a month will be considered as 1 CL that days will be considered as a half day CL after 01:00 PM and full day CL before 01:00 PM). Early going will be permissible after 04:30 PM.
4. Similarly, 3 Default in a month (Non Scanning finger while leaving and while coming, and reason has not mentioned in the defaulter register) will be considered as 1 CL.
5. Anybody moving out of the college campus (for any reason) will have to scan the finger before moving out and scan the finger again as soon as they enter the college campus. If anybody moved out of the campus without finger scan then half day CL or one CL will be considered.
6. With a prior permission from authority, late coming before 01:00 PM will be considered as half day CL. This kind of consideration will be once or twice in an academic year.

Leave Policy

Casual Leave (CL) (12 Leaves per Academic Session):

(July, Aug, Sept, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May & June)

- **Compensation Leave:**
 - ◆ **Eligibility:**
 - Worked on Sundays, Restricted Holiday or holidays
 - Leave taken only after working on above days will be considered.
 - For extra ordinary work.
 - All above will be on discretion of Principal.
 - ◆ **Validity:** Within 40 Days from the holiday worked, else leave will lapse.
 - ◆ Working on 14th August, 25th Jan, a day before College Reopening or resuming date, 2nd October, Annual cultural day and sports day are not applicable for this leave.
 - ◆ Leave should be prior sanctioned by respective authorities before 3 days of leave (Principal/Administrative).
 - ◆ Invigilation duty at Institute, college picnic or trip, event and competition held at Institute on such days are excluded from this leave.
 - ◆ Individual should intimate such claim within 3 days so that Compensation Leave can be granted.
- **Leaves Without Pay:**
 - ◆ Any leave availed in excess of the prescribed limit or avail without permission shall be treated as leaves without pay (LWP).
 - ◆ If the quantum of LWP is more than 10 days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leaves are provided. The decision of the Principal/Vice-Principal / Designated Authority shall be final in such cases.
 - ◆ If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LWP. Such absence will also be considered as a Break-in-Service.
 - ◆ Absence with or without permission and without making alternative arrangements for teaching class or other important duty will also be treated as LWP. Such absence will also be considered as a Break- in-Service.
 - ◆ Two such breaks in service within a period of one year will make the staff member ineligible for increments to pay. He/she will not be eligible for availing Vacation Leave /Earn Leave in the semester in which the second break occurs.
- **Continues Holiday:**
 - ◆ If a leave is taken prior and post Sundays or any such holidays in continuation, then the intermediate days including the prior and post days will be considered as CL or LWP.
For Example: If a leave taken on Saturday, Sunday & Monday, and duties joined on Tuesday then 3 days CL or LWP will be considered.

- ◆ If the leave is taken immediately after rejoin after a long holiday then it would be considered as LWP.
For Example: After rejoin Dipawali holiday on Monday and leave applied in that week itself will be considered as LWP of that week.
- **Extra Ordinary Leave:**
 - ◆ Extra Ordinary Leave may be granted to an Academic Employee who is in permanent employment of the College/Institution. This leave may be considered as STUDY LEAVE accorded to the Academic Employee to enable him/her to prosecute higher studies or research or specialized training in his/her subject either in India or abroad. Study leave shall be a leave without any pay & allowance and which shall not be debatable to Leave Account. Such leave ordinarily be granted for a period not exceeding 12 months. An Academic Employee who avails study leave shall have to execute an Agreement Bond to serve the College/Institution for a minimum period of 3 years on return.
- **Examination Holiday:**
 - ◆ Copy of Examination Hall Ticket, Time Table should be attached along with leave application, and Question Paper after completion of exam if any of document missing CL or LWP will considered. **Leaves should be sanctioned at least 10 Days Prior.**
 - ◆ In a year only for one kind of course this leave will be considered.
 - ◆ Leave taken during the examination period of BCPC will be considered as LWP.
 - ◆ 5 leaves will be granted under this section (it's a part of CL or LWP)

Medical Leave (ML) (10 Leaves per Academic Session):

- ◆ This leave will be granted on producing Medical Certificate/Prescription issued by MBBS Doctor or above. Certificate to be produce with in four days from the date of leave taken. (For more than 2 ML)
- ◆ In case of any Emergency leave will be considered according to the situation.
- ◆ ML are equally divided into 2 semester of academic session.
- ◆ ML may vary case to case on severity basis.
- ◆ ML will not be carry forward in next year.

Maternity Leave (for lady Employee in permanent service of the Institution):

- ◆ Maternity Leave for not more than 90 days (of which at least 6 weeks shall be after delivery) shall be granted provided that such leave shall not be granted at interval of 03 years and more than twice during the whole service including miscarriage. This leave will be treated as leave on full pay. Maternity leave may be prefixed or suffixed to Summer/Diwali vacation on production of Medical Certificate from a registered Medical Practitioner. Maternity Leave shall not be granted to a temporary or probationary Academic employee.

Special Leaves:

◆ **Marriage:**

- In case of applicant's marriage **7 leaves** (Including holidays & Sunday).
- Leave for applicant's marriage granted only one time in his/her service.
- In case of applicants sibling (not extended) marriage **3 leaves** (Including Holiday & Sunday).
- Sibling marriage leave only applicable one time in academic year.
- In case of applicant child's marriage **5 leaves** (Including Holiday & Sunday).

◆ **Demise:**

- In case of applicant's blood relation demise **4 leaves** depending upon the relation. (Including holidays & Sunday) (Blood relation of both sides you and your spouse)
- Only one time in academic year.

Duty Leave:

- ◆ Duty leave for more than 15 days in Academic Year may be granted to an Employee who is required to perform the duties and responsibilities assigned by MSBTE/DTE/AICTE & Other Government Authorities. An Academic employee who avails duty leave will have to submit Duty Completion Certificate from Authorities concerned after return. The rules regarding the grant of casual leave shall apply in case of such duty leave.

Leave Policies Note:

- ◆ For those joining in mid of the session, one CL for each month will be considered from the month of joining.
- ◆ There will be 1 CL for each month.
- ◆ It is compulsory to be a part of SMM foundation day on 2nd Oct. Else, 1.5 LWP will be marked.
- ◆ More than 3 days' leaves, permission to be taken at least 7 days prior with relevant document for reason of leave from Principal else, leave will not be sanctioned & 1.5 LWP will be considered.
- ◆ Take a pre-planned leave and intimate at least 3 days earlier to avoid any inconvenience.
- ◆ Leave should always be applied and sanctioned before it is taken.
- ◆ In cases of emergency and for satisfactory reason leaves should be applied and sanctioned within 3 days, else leaves will not be considered.
- ◆ Continues absence more than 2 days without prior intimation will be considered as discontinuation from service.
- ◆ 3 late entry or early going in a month will be consider as 1 CL.
- ◆ 3 default entries in biometric unit will be considered as 1 CL.(if the satisfactory reason not mentioned and signed in defaulter register)
- ◆ Once reported, leaving in 1st half or second half will not be considered except in case of emergency. (Exceptional under the discretion of principal)

- ◆ One CL will be considered if the staff move out of the college before 01:00 PM and Half Day CL will be considered if the staff move out of the college after 01:00 PM. (With prior permission).
- ◆ 100% of balance CLs will be rewarded as per person's salary which will be credited in May/June's Salary.
- ◆ During a year if more than 2 leaves taken on Monday or Saturday the third one will be considered as 2 LWP along with preceding Sunday.
- ◆ Only 10 LWP are allowed during an academic session. If it exceeds between 11 to 15 then 2 LWP per day and more than 15 days then it will counted as 3 LWP per day. (Accounting of these will be done in the same month of exceeding limits)
- ◆ Leave will be sanctioned on first come first basis.
- ◆ Without prior sanction 4 CL can be considered in a year inform through WhatsApp on same or prior day.
- ◆ Mark your leave in the College WhatsApp group in prescribed format. Leave informed after College in time will be considered as LWP.
- ◆ Going out for more than an hour less than two hours, for personal work during college timing will be half CL (prior permission), else one-day CL or LWP will be considered.
- ◆ CL are not facility awarded to staff of BCPC it is convince for emergency cases to have a smooth working.
- ◆ Governing Body reserve the rights to change or alter the policy.

Public Holidays:

- ◆ The Employees of the College shall avail of Public Holidays as per Notification/Circular released in this regard every year by competent authority.

1) Leave Approval Process (CL/ML/EL/VL/TOUR)

- Fill all fields of leave application format
- Handover charge to someone before going on leave and take his sign on Leave Application as well as take remark and sign of HOD.
- Submit Leave application to Registrar Office with supporting document for approval-
- Registrar Office will update your Leave Balance on application and will send for Approval to Principal by end of the day.
- Leave status should be checked by the applicant before availing the leave from Registrar's office.
- Leave Application with Not Approved status will be considered as LWP.

2) Leave Sanctioning Authority

Subject to the overall control of the Competent Authority, the following shall be the Leave Sanctioning Authority.

Sr No	Category	Through	Sanctioning Authority
1	Principal/Vice-Principal	-	Chairman / Secretary of the Management
2	Registrar	-	Principal/Vice-Principal
3	Head of the Department	Registrar	Principal/Vice-Principal
4	Teaching Staff	Head of the Department	
5	Non Teaching Staff (Department)	Head of the Department	
6	Non Teaching Staff (Administrative)	Registrar	

WhatsApp message is for intimation only. Leave approval process (Within 3 days) should be followed, else will be considered as LWP without any intimation.