



INSTITUTE LEVEL PROCEDURES AND CODE OF CONDUCT

The Code of Conduct has been approved by the College Development Committee and will be implemented from the academic year 2016-17.

Evaluation of teachers

The evaluation of the teachers shall be based on following points .

- a. Involvement in development of innovative experiments in laboratory.
- b. Research project
- c. Consultancy
- d. Research publications
- e. Contribution in various activities in the institute for technical excellence.
- f. Conduction of workshops, FDPs/STTPs in the institute.
- g. Participation in conferences, workshops, FDPs outside institute.
- h. University results of the subjects taught.
- i. Participation in the activities of MU and other state universities in Maharashtra.

Note: A performance appraisal form shall be created based on above points.

Evaluation of non-teaching staff

A. Technical non-teaching staff

The evaluation of the non-teaching staff shall be based on following points.

- a. Involvement in conduction of laboratory courses.
- b. Ability to perform the experiments in laboratory work.
- c. Contribution in various activities in the institute such as Examination work, development of hardware and related work etc.
- d. Involvement in conduction of workshops, FDPs in the institute.
- e. Ability of troubleshooting and repairing the instruments.
- f. Semester based physical testing of equipments and dead-stock verification.

B. Non-technical non-teaching staff

Note: A performance appraisal form shall be created based on above points.

Duties and responsibilities of teachers in different capacities

A. Duties and responsibilities of a teacher

- a. Teaching the given subjects with full efficiency and honesty and guiding students for seminar and projects.
- b. Imparting social and ethical values to the students.
- c. Maintaining the attendance records and forwarding the same to departmental academic coordinator once in a month.
- d. Conducting all theory and laboratory session with utmost rigor.

- e. Conducting the class tests as per schedule and forwarding the results to departmental academic coordinator
- f. Preparing the course file and updating it regularly.
- g. To identify weak students and counsel them.
- h. Involvement in University related examination work such as assessment of term work, practical and oral examination, junior / senior supervisor duty, paper assessment in CAP conducted by SPPU and other work assigned by University time to time.
- i. Active participation in workshops/conferences/STTP/FDP organized by other colleges/organizations by delivering Guest lecture, expert lecture.

B. Responsibilities of Principal

- a. Academic growth of the College.
- b. Physical monitoring of academic activities in the college.
- c. Regularly counseling of employees and students.
- d. Assisting in planning and implementation of orientation courses, seminars, in service and other FDPs organized by the College, for academic competence of the teachers.
- e. Admission of students and maintenance of discipline of the College.
- f. Monitoring the management of College Libraries, Laboratory, Gymkhana and Hostel.
- g. Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- h. Monitoring relating to the administration of college.
- i. Administration and supervision of curricular, co-curricular/extra-curricular activities, and welfare of the college, and maintenance of records.
- j. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued from time to time.
- k. Assessing reports of teachers and maintenance of Service Books.
- l. Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- m. Observance and implementation of directives issued by Government, authorities viz. Director of Technical Education / Higher Education / University and other concerned authorities.
- n. Timely submission of information/returns to different authorities viz. Government, University, AICTE, DTE etc.
- o. Any other work relating to the College as may be assigned to him by the Competent Authority from time to time.

C. Responsibilities of Head of the department

- a. To become a bridge between staff of the department and Principal
- b. To prepare annual budget of the department
- c. To implement institute policies at the department
- d. To co-ordinate co-curricular and extra curricular activities in the department
- e. To monitor the academics in the department
- f. To counsel the teachers, non-teaching staff and students in the department.



D. Responsibilities of Laboratory incharge

- a. To consolidate the requirement for conduction of laboratory courses in the laboratory
- b. To prepare the annual budget of the laboratory
- c. To monitor the laboratory courses in the laboratory
- d. To get quotations for purchase and maintenance of the equipments in the laboratory with help of subject teachers
- e. To keep all equipments in the laboratory in working condition
- f. To inspect periodically (before commencement of each semester) the dead stock and working condition of all equipments
- g. To get repaired the ill conditioned equipments
- h. To inform the head of department regarding the instruments beyond maintenance
- i. To maintain and upgrade the laboratory manuals of all laboratory courses conducted in the laboratory
- j. To showcase the updated laboratory information regularly

E. Responsibilities of Class teacher

- a. Work as a bridge between students and department administration
- b. Study monthly attendance report and identify irregular students. Handover the monthly attendance record to guardian faculty member for further action (counseling of students, meeting with students, send information to parents)

F. Responsibilities of guardian faculty member

- a. Collect personal information (Address, mobile number and parent's mobile number) of the student
- b. Interact with the students in the allocated batch and know their problems
- c. Try to resolve the problem if the solutions are in his / her capacity. Otherwise put their problems to class teacher and head of the department
- d. Identify the defaulter students and counsel them. Also, inform the parents about the poor attendance/ performance of their ward on telephone

G. Responsibilities of various committee incharges and their subordinates

Academic committee:

- a. Preparation of academic calendar in accordance with academic calendar of MU
- b. Daily monitoring (physical) of academic activities in the college
- c. Analysis of monthly attendance records and monitoring of actions taken by the departments
- d. Analysis of university results and making proposal for improvements in results
- e. Monitoring of course file, laboratory course manuals

Note: Academic dean shall perform the above activities and the departmental academic co-ordinator shall accompany him during the visits.



College examination Head (HOD): As per directions of University and Principal

Academic research coordinator (ARC): As per directions of MU and Principal

Admission committee: Existing system shall continue

Library committee:

- a. A library committee shall be formed consisting a teacher from each department. One of the members shall be the head of committee.
- b. The library committee shall forward the list of books and journals required by the department
- c. The library committee shall support the librarian in fulfillment of the various learning resources as per AICTE/DTE/University

Sports committee:

There shall be a sports committee consisting a teacher from each department. A teacher having interest in sports activities shall be the head of the committee. They shall co-ordinate the sports events; promote participation of students in the sports activities referring to conditions given in clause 17.

Anti-ragging committee: As per directions of State government and other statutory bodies

Discipline committee:

The discipline committee shall maintain the discipline in the college. The list of students not following discipline shall be forwarded to Principal for disciplinary action.

Cultural committee:

The cultural committee shall co-ordinate the cultural events; promote participation of students in the cultural activities referring to conditions given in clause 17.

H. Responsibilities of Librarian:

- a. To determine the required number of titles, volumes, e-Journals, e-books as per AICTE.
- b. To get requisition from the respective departments.
- c. To purchase the required books, e-Journals and e-books.
- d. To make a system for arranging the books as per different area of specialization.
- e. To make a system for maintaining the records of issuing the books.
- f. To make a system for collecting fine related to late submission of books.
- i. Arrange the meeting of Library committee at least once in a month and send the minutes of meeting to all departments/Principal/Management.



4. Duties and responsibilities of non-teaching staff

A. Duties and responsibilities of office staff (post wise)

Head Clerk

- a. To coordinate the functioning of college office
- b. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued from time to time
- c. To provide information to Principal for timely submission of information/returns to different authorities viz. Government, University, JDE, DHE
- d. Provide all kind of assistance to Principal for preparing various reports such as mandatory disclosure, LIC visit report, LMC meeting report etc.

Senior Clerk

- a. Performing all finance related activities and maintaining records such as preparation of salary sheets, taxation, collection of fees, list of defaulters in making payments, purchase of material, payment to staff other than salary such as remuneration for examination work, distribution of amount in consultancy projects, accounting research grants
- b. To provide accurate information to Head Clerk for timely submission of information/returns to different authorities viz. Government, University, JDE

Junior clerk

- a. To maintain the service books of all employees.
- b. To maintain staff attendance musters and biometric attendance records and forwarding it to account section at the end of every month.
- c. To maintain all records of the student from his/her admission till completion of the course.
- d. To maintain all records related to university examination and coordinate with corresponding authorities of University as per the directions of Principal and Head Clerk.
- e. To assist Senior Clerk in maintaining all financial records.
- f. To call quotations for the material to be purchased.
- g. To place purchase orders to the suppliers.
- h. To take follow-up of delivery of material.
- i. To collect the cash and submit daily records to account officer.

B. Responsibilities of Library Attendant

- a. Maintaining dead stock of the Library.
- b. To have knowledge of the required books and other facilities.
- c. Providing equipment required for conduction of laboratory courses.

C. Responsibilities of peons and wet sweepers

- a. Maintaining cleanliness in the allotted area.
- b. Doing all kind of office work given by the Office and Principal.



Service rules related to leaves, vacation, late mark and increment

A. Leave rules

Duty leave

- a. The teacher attending the examination work of the University shall be treated to be on duty leave
- b. The teacher attending such business of other University/Central or State Government Bodies/Other Statutory Bodies in India/College/Institution shall be entitled to duty not exceeding 15 days in a year
- c. The teacher who is deputed/sponsored by the College for any special training/teaching/academic visit to other places of country shall be treated on duty leave.

Casual leave

- a. The teacher shall be entitled to 15 days casual leave in an academic year (1 July to 30 June).
- b. The application for casual leave shall ordinarily be sent before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained.
- c. The teacher shall not be entitled for more than seven days casual leave at a time together with prefix and suffix sundays/holidays. It could be extended to 10 days at a time only in exceptional circumstances. Holidays or Sundays falling between the period of casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to duty leave and medical leave

Medical leave

A staff member shall be entitled to leave on medical ground for 10 days on commutation basis or 20 days on half of pay for each year of completed service. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner. The medical leave shall be applied at least for three days in continuation. For the medical leave more than 15 days, he/she shall produce the fitness certificate from civil surgeon. There shall be no limit on accumulation of medical leaves. The records of the medical leaves shall be preserved in the service book.

Earned leave

- a. There shall be 30 days earned leave every year accumulating maximum of 180 days for the non vocational staff. The record of the same shall be preserved in the service book.
- b. For vocational staff pl. refer the clause given in rules for vacation.



B. Vacation Teachers

- a. Who have completed continuous 2 or more years of service can avail full vacation. (40 days in summer, 30 days in winter)
- b. Who have completed continuous one year but less than 2 years of service can avail half vacation.
- c. Remaining teachers are eligible for $\frac{1}{4}$ th of full vacation.
- d. Teacher can avail vacation in two slots.
- e. Teacher on vacation must attend the duties of examinations such as senior/junior supervisor, Internal/External examiner for which he/ she shall get L.C.A as per university norms.
- f. Teachers have to perform the duties such as uploading of TW/PR/OR/Seminar/Project/ dissertation marks and related work as per the dates prescribed by MU.
- g. In vacation it is desirable to perform at least one of the following.
 - i. Participation in International / National Conference / Workshop of national importance.
 - ii. Participation in FDP organized by reputed organization.
 - iii. Participation in STTP / summer school at NIT's / IIT's / in reputed institute.
 - iv. Course work for PG/Ph.D program for those who has taken institute permission.
 - v. One / Two week industrial training or hands-on training.
 - vi. Draft a manuscript for possible publication in National / International Journal / conference of national repute.
 - vii. Design and development of experiments other than curriculum.
 - viii. Preparation of lecture notes using advance tools such as PPT/Latex/Audio/Video etc. as per syllabus of MU.
- h. Teachers who are eligible for assessment of answer sheet of FE/SE/TE/BE/ME University Examination shall assess at least 300 (Three hundred) answer sheets and bring the attendance certificate from CAP director at the time of joining.
- i. All teachers shall report to institute as and when called upon by the higher authority during the vacation period without fail.
- j. All teachers shall have interaction with at least one industry (small/medium scale or multinational) and invite industry expert to deliver guest lecture / talk either subject related or application / technology related. Remuneration & other expenses will be born by institute.
- k. During vacation the teachers shall perform all duties and assigned work which is in the interest of Institute / society.
- l. During vacation the teachers shall perform allocated admission related work.
- m. No teacher should proceed on vacation without prior approval of vacation slot.
- n. CEO / T.P.O should perform duties assigned by SPPU / Institute. They can avail earned leaves.
- o. Maternity leave and vacation should not be availed in continuity.
- p. Prefix & Suffix Holidays are counted in vacation.



- q. It is mandatory for all to join the duties as soon as vacation is over otherwise LWP will be imposed.
- r. Nobody can avail vacation in notice period.

Non-teaching staff

- a. Those are completed 5 or more years of continuous service shall be eligible for vacation of 15 days in summer and 10 days in vacation in winter.
- b. Those have not completed 5 years of continuous service shall be eligible for one week vacation.
- c. Staffs on vacation must attend duties of PR/OR/TW/Theory examination, as allotted to them.
- d. Staff shall report to institute as and when called upon by higher authorities during vacation period
- e. Staff shall perform allocated admission work during vacation period.
- f. Staff shall perform all duties and assigned work which is in interest of institute / society.
- g. Maternity leave & vacation should not be availed in continuity.
- h. Prefix & Suffix holidays counted in vacation.
- i. It is mandatory to all to join duties as soon as vacation slot is over otherwise LWP will be imposed.

C. Late mark

The late mark of the staff shall be monitored from biometric attendance. Every staff member shall get 60 minutes every month. Thereafter for every 30 minutes there shall be deduction of 1 casual leave. Principal, heads of the departments shall be exempted from late mark. Also, the late coming of a staff with prior permission shall be considered and he/she shall be allowed to put signature on the muster.

D. Increment

An increment shall be drawn as a matter of course unless it is withheld under disciplinary action and penalties against offenses

D. Maintaining the service books

- a. Service books of all approved teachers and non-teaching staff shall be maintained in two copies
- b. One copy shall be retained in the college office and be updated continuously
- c. The other copy shall be handed over to staff and be updated once in a year from the copy maintained in the office
- d. All relevant entries (Pay scale, increments, earned leaves, medical leaves, maternity leave, disciplinary actions, deputation to workshops, conferences, FDPs, higher education) shall be made the service book

E. Deputation of teachers for conferences, seminars, workshops, FDPs

- a. Teachers those will come forward with a proposal, shall be deputed with on duty leave for summer and winter workshops (of minimum two weeks only) at reputed institutes only.



- b. The teachers shall be deputed with on duty leave to all related and useful FDPs conducted by MU and recommended by head of the department. For such deputation, all expenses shall be born by the institute.
- c. The teachers shall be deputed with on duty leave to present papers in all national and international conferences at his / her own cost. However, for reputed international conferences in India, 50% of registration fees and TA-DA as per institute norms shall be sanctioned. For reputed international conferences outside India, RAC shall assist the faculty member to apply for travel grant to funding agencies. The institute shall bare 50 % of remaining expenses if the travel grant is sanctioned and 20% of total approved expenses if travel grant is not sanctioned. Recommendation regarding the repute of conference could be judged by the expert teacher outside the institute.
- d. Upon completion of workshop, conference, seminar, FDP the teacher has to submit a copy of certificate to institute office and give presentation to RAC. Interested teachers in the institute can attend the same.

F. Industry/Banks/Firms and institute interaction

Every teacher shall interact with at-least one industrial person and shall co-ordinate the following activities.

- a. Arranging guest lectures
- b. Sending students for industrial training in vacation
- c. Making MOUs with Bank/Firms, Industry
- d. Getting academic projects for students
- e. Getting technical projects and consultancies

G. Motivation to staff through incentives (Incentives may not be financial)

The teaching and non-teaching staff shall be motivated and appraised if

- a. He/she contributes in development of innovative practices in the college such as development of system oriented software, development of teaching aids
- b. The teacher produces results better than the benchmark
- c. A non-teaching staff is troubleshooting and repairing of the instruments
- d. The teacher is generating revenue through consultancy
- e. The teacher publishes research work in an internationally reputed journal
- f. The teacher completes doctoral degree

H. Disciplinary actions and Penalties against offenses

The disciplinary actions and penalties against offenses shall be enforced as per University act. 2016

I. Non granting of term of students

There shall be unique and uniform policy regarding non-grating of term of students irrespective of number of students. This policy shall be declared to students at the commencement of the term.



J. Training and placement of students

- a. Training and placement cell consist of qualified and experienced training placement officer (preferably approved by the University) and a team of department representatives.
- b. For development of students, a personality development program shall be conducted by the training and placement cell from the first year of degree course.
- c. Such program could be designed and conducted with the help of external agencies and experts.
- d. An appropriate budget shall be allocated for training and placement cell.
- e. Separate budgetary provisions shall be made for personality development and placement.
- f. Students shall be motivated for industrial training during vacation.
- g. Skill development programs shall be conducted (one program per semester) by the departments.

K. Consideration of curricular, co-curricular and non-curricular activities undertaken by the students

Student participation in curricular, co-curricular and non-curricular activities shall be motivated with following conditions.

- a. A student wishes to participate in any activity shall take prior permission from head of the department.
- b. A student wishes to participate in any activity shall be permitted only for 7 days in every semester provided that his / her attendance records and previous results are satisfactory.
- c. No consideration shall be given if prior permission is not taken.




Principal
Padmashri Babasaheb Vengulekar
Mahavidyalaya, Pandurthiha