Criterion 6- Governance, Leadership and Management

Key Indicator- 6.2 Strategy Development and Deployment

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Sr. No.	Document of Evidence	Page number
1.	Governing body	01
2.	College Development committee	02
3.	List of coordinators	03
4.	Class In-charge	04
5.	Policy and Code of conduct hand book	05

Siddhivinayak Technical Campus

School Of Engineering & Research Technology

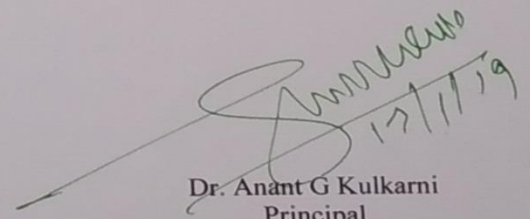Approved by AICTE, DTE Mumbai & Affiliated to SGBAU Amravati
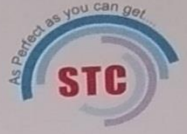
Ref:STC/Governing Body/6986/2019

Date: 17.01.2019

GOVERNING BODY

SN	Name	Designation
1	Hon. Shri. Sagar Pandurang Fundkar Chairman, Vasundhara Bahuddeshiya Samajik Sanstha, Khamgaon	Chairman
2	Hon. Shri. Akash Pandurang Fundkar	Member
3	Hon. Shri. Kedar Kashinath Ekade	Member
4	Hon. Sau. Kavita Madhukar Wadode	Member
5	Hon. Sau. Lalita Avadhut Rahane	Member
6	Hon. Smt. Sunita Pandurang Fundkar	Member
7	Hon. Sau. Kasturi Rameshwar Fundkar	Member
8	Dr. D. T. Ingole	Member
9	Dr. Ajit R. Thete	Member
10	Shri Bipinji Gandhi	Member
11	Prof. Jayesh Kokate	Member
12	Dr. Anant G. Kulkarni	Member Secretary

Dr. Anant G Kulkarni
Principal
Principal
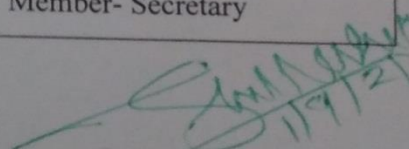Siddhivinayak Technical Campus
Shegaon 444203 (M.S.)

Near Hanuman Temple, Shegaon Road, Khamgaon, Dist. Buldhana Post Box No. 9 (Maharashtra) Pin - 444 303
Mob. 9850335422, Ph. 07263 - 220333, Email - admn.stc@gmail.com. Web site - www.stc.org.in

COLLEGE DEVELOPMENT COMMITTEE

SN	Name	Designation
1	Hon. Shri Sagar P. Fundkar	Chairman
2	Hon. Shri Akash P. Fundkar	Member
3	Hon. Shri Kedar K. Ekde	Member
4	Prof. Abhishek P. Narkhede	Nominated member
5	Shri Amit S. Kirtane	Member (Local)
6	Shri Shashank P. Deshpande	
7	Dr. Prashant P. Kawadkar	
8	Prasanna B. Gajghane	
9	Prof. Akash G. Bhopale	Member (Teaching)
10	Prof. Dhiraj G. Wankhade	
11	Prof. Vaishali S. Patil	
12	Prof. Naresh G. Metange	IQAC Coordinator
13	Mr. Vikky A. Ingle	Student's Representative
14	Ms. Jayshree R. Mishra	
15	Shri Amol S. Lande	Member (Non-teaching)
16	Dr. Anant G. Kulkarni	Member- Secretary

Dr. Anant G Kulkarni
Principal

Reference: STC/Engg/PO/2022/09-

Date: 01/09/2022

NOTIFICATION

List of Centralized Coordinators for session 2022-2023 is as follows:

SN	Activity	Name of the Coordinator	Mobile no.
1	Academic Dean (SGBAU Theory, Practical and Unit test)	Prof. A. Narkhede	9860404893
2	Internal Quality Assurance Cell (IQAC)	Prof. Naresh Metange	9890106300
3	T & P and Institution-Industry Cell	Prof. Vaishali Patil	7741914977
4	Alumni	Prof. Vaishavi Borde	9370433965
5	Cultural & Extra Curricular committee	Prof. Harshvardhan Patil	9763296843
6	Anti-Ragging Committee	Prof. Vilas Chavan	8888182040
7	Entrepreneurship Development and Startup Cell	Prof. Harshvardhan Patil	9763296843
8	ERP	Prof. Priyanka Pande	7066876806
9	Feedback	Prof. Ankita Joshi	9284604721
10	Grievance Redressal Committee	Prof. Ankush Bhalekar	8975907706
11	Internal Complaint Committee (ICC)	Prof. Radhika Bihade	9422942344
12	Innovation & IPR Cell	Prof. Akash Katode	8208333481
13	Indian Society for Technical Education (ISTE)	Prof. Dhiraj Wankhede	9096458129
14	IT facility	Mr. Harshal Kolhe	9552905742
15	Library	Prof. Shrddha Kadukar with Mr. Vijay Satao	9890209297
16	National Service Scheme (NSS) & UBA	Prof. Atul Adhao & Prof. Radhika Bihade	7030488283 9422942344
17	NPTEL Local Chapter & SWAYAM	Prof. Yogesh Katole	9175359548
18	Parent Communication	Prof. Chachal G. Salampuria with Mr. Ramesh Chavare	9767991652
19	Remote Center of IIT Bombay & Virtual Lab	Prof. Bharti Bhambere (RC IIT) & Prof. Kanchan Kankale (VL)	9767670436 8329235594
20	Committee for SC / ST	Prof. Dhiraj Wankhede	9096458129
21	Social media cell	Prof. Yogesh Katole	9175359548
22	Sport	Mr. D Fundkar	9307536208

Dr Anant G Kulkarni
Principal
Copy to:

Sagar P. Fundkar
Chairman

1. All coordinator for kind information.
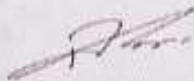2. All HODs for information and circulation to all faculties.
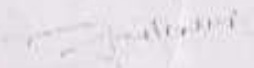
Reference: STC/Engg/PO/2022/

Date: 05.01.2022

NOTICE

All the HODs are hereby informed that please mention the class In-charge for the academic year **2021-2022** (Summer-2022).

SN	Branch	Class	Name of Class In-charge	Mobile number
1	ASH	First Year	Prof. S.P. Gotmoke	9637562132
2	CE	Second Year	Prof. Y.R. Boode	9370433965
		Third Year	Prof. C.D. Tayade	8999802830
		Final Year	Prof. V.J. Chavan	8668957413
3	CSE	Second Year	Prof. P.D. Pande	7350110292
		Third Year	Prof. S.V. Rathod	9588684959
		Final Year	Prof. K.R. Kavale	9665338402
4	EE	Second Year	Prof. B.B. Bhambere	9112007558
		Third Year	Prof. P.A. Wauge	7720974476
		Final Year	Prof. E.P. Kaukale	8329235584
5	ET	Second Year	Prof. P.B. Patil	9763296843
		Third Year	Prof. S.A. Jumle	9890209297
		Final Year	Prof. A.V. Kotode	8208333481
6	ME	Second Year	Prof. N.G. Metange	8668740453
		Third Year	Prof. V.J. Patil	7741914972
		Final Year	Prof. S.P. Joshi	8149708083

Prof. A. P. Narkhede
Dean

Dr. Anant G Kulkarni
Principal

Copy to:
1. Honorable Chairman Sir,
2. All HODs.
3. Circulations among staff.

INSTITUTIONAL POLICIES, PROCEDURES AND CODE OF CONDUCT HANDBOOK

VASUNDHARA BAHUDDESHIYA SAMAJIK SANSTHA'S

SIDDHIVINAYAK TECHNICAL CAMPUS SHEGAON

Approved by
All India Council for Technical Education (AICTE) New Delhi
&
Affiliated to
Sant Gadge Baba Amravati University (SGBAU) Amravati

INSTITUTIONAL POLICIES, PROCEDURES AND CODE OF CONDUCT HANDBOOK

Shegaon-Khamgaon Road, Shegaon, Dist: Buldana 444203

Phone: 072-63220222, Web: stc.org.in, Email: stc.shegaon@stc.org.in

Administrative Office: 9373402607, 7499415170, Principal: 9131386242

CONTENT

OUR INSPIRATION

"21st century has given us sharp and intellectual young generation. I really amaze with the speed of this generation with which they are grasping the new day by day improving cutting edge technology. Therefore I think it is our moral responsibility to nurture them in right direction.

True education is concerned not only with practical goals but also with values. Our aims assure us of our material life; our values make possible our spiritual life.

Our strength is youth of India and we must carve them to become tomorrow's world leaders."

Shree Pandurang Fundkar
Former Minister of Agriculture Horticulture
Government of Maharashtra, Maharashtra State.

1. Preamble

1.1 The Management:

"The conventional definition of management is getting work done through people, but real management is developing people through work."

1.1.1 Introduction to VBSS

Vasundhara Bahuddeshiya Samajik Sanstha (VBSS) was established in year 2002 understanding the responsibility towards society. Our prime focus is Value based Education which is need of rapidly improving education system of world. VBSS started with Primary Education by setting up Sanskar Dnyanpeeth at Khamgaon in 2006. By setting standards and quality of its own, soon Sanskar Dnyanpeeth became one of the few top most Schools in Khamgaon. We are coming up with STC with the aim of providing Quality Higher Education on par with International Standards. With a vision to see the Vidarbha vicinity completely developed, with the best technical support and skilled Technicians, the Institution has planned to put heavy emphasis to see the youths get the best of Facilities in achieving their goals and hence utilize the opportunities waiting ahead.

1.1.2 Management Executive Body (MEB):

Presently Management Executive Body of VBSS consists:

SN	OFFICE BEARERS
1	CHAIRMAN
2	VICE CHAIRMAN
3	SECRETARY
4	JOINT SECRETARY
5	TREASURER
6	MEMBER
7	MEMBER

1.1.3 Code of conduct of Management Executive Body:

a) Decisions taken in resolutions shall be religiously implemented.
b) MEB shall maintain transparency.
c) Property of the trust shall not be used for personal benefits.

d) The member of the MEB will not express non-satisfaction about any decision publicly.

e) Any member of the MEB needs any primary information from the institute; he/she will communicate in writing.

f) MEB shall function as per the memorandum of association.

1.1.4 From the desk of Honorable Chairman:

"Siddhivinayak Technical Campus is established with the aim of providing quality higher education on par with international standards. It will persistently adopt innovative methods to improve the quality of higher education on a consistent basis. Experienced and learned teachers

will be strongly encouraged to nurture the students. The global standards which we intend to set at STC in the field of teaching and research will spur us on in our relentless pursuit of excellence. In years to come, it will become a way of life for us. I am eager to see the highly motivated youngsters on the campus which will become constant source of pride for us.

We look forward to meeting you here at STC and join the journey of Value based Education and Success with us."

Sagar P. Fundkar
Chairman
Vasundhara Bahuddeshiya Samajik Sanstha

1.2 About the College / Institute:

VBSS's "Siddhivinayak Technical Campus" is a premier institute of engineering that has carved a niche for itself in the field of technical education in a very short span of time. Since its inception in 2011 the college has made its presence felt in the technical horizon. It has been approved by All India Council for Technical Education (AICTE) and recognized by the Sant Gadge Baba Amravati University (SGBAU), Amravati and Maharashtra State Board of Education (MSBTE), Mumbai being located in Shegaon, District- Buldhana, and the college has got access to all means of transport, communication and lodging facilities.

ABOUT THE STC	
Name of the Institute	Siddhivinayak Technical Campus
Address of the Institute	Shegaon-Khamgaon Road, Shegaon Dist: Buldana 444203
Contact details of the Institute	Phone: 072-63220222, Web: stc.org.in, Email: stc.shegaon@stc.org.in, Administrative Office: 9373402607, 7499415170, Principal: 9131386242
Location of the Institute	Near Hanuman Temple
Name of the Principal	Dr. Anant G. Kulkarni
AICTE permanent approval number	1-465030131
All India Survey on Higher Education (AISHE)	C-42830
College ID of DTE Maharashtra state	1268
SGBAU college ID number	C-42830

1.2.1 Courses Offered:

UG Degree Courses are as follows:

SN	Courses offered	Intake	Code
1	B.E. Civil Engineering,	30	126861210
2	B.E. Mechanical Engineering	30	126819110
3	B.E. Electrical Engineering	30	126835610
4	B.E. Electronics and Telecommunication Engineering	30	126837210
5	B.E. Computer Science and Engineering	30	126824210
	Total →	150	

1.2.2 College development committee:

The Local Managing Committee (LMC) is a statutory committee which monitors the academic administration at the institute. The Committee meets twice a year and makes recommendations for improving the standard of teaching in the college, discusses on the staffing pattern, distribution of teaching work-load, discipline of the college students etc. It

determines the program of instructions and internal evaluation and discusses on the progress of studies in the college.

a) The local managing or advisory committee shall meet at least twice a year.

b) Members elected or nominated shall have a term of five years if any vacancy occurs in the office of such member, the vacancy shall be filed within three months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office if the vacancy had not occurred.

c) The powers and duties of the local managing or advisory committee shall be to –

   i. Prepare the budget and financial statements;

   ii. Recommend to the management the creation of the teaching and other posts;

   iii. Determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college;

   iv. Make recommendations to the management for the improvement of the standard of teaching in the college;

   v. Formulate proposals of new expenditure not provided for in the college budget;

   vi. Advice the principal regarding the intake capacity of various classes, preparation of time-tables, distribution of the available teaching work-load and such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by, the principal, from time to time.

   vii. Consider and make recommendations on the inspection report, if any;

   viii. Consider and make recommendations on the report of the local inquiry committee, if any;

       1. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management, the Management Council of the university and to the concerned Director;

       2. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

College Development Committee formed under Maharashtra Public University Act 2016, Article 97 (1) is as follows:

SESSION 2018-2019

SN	Name	Designation	Designation in LMC	As per Composition [Structure of Committee as per The Maharashtra Universities Act, 2016 97 (1)]
1	Shri Sagar P. Fundkar	Chairman	Chairman	President or Chairman of the management or his nominee – Chairman
2	Adv. Akash P. Fundkar	Vice - Chairman	Member	One representative of the Management
3	Shri Kedar Ekde	Secretary Management	Member	Secretary of the management or his nominee
4	Prof. Abhishek Narkhede	HOD ET	Nominated member	One head of department, to be nominated by the principal or the head of the institution
5	Shri Amit Kirtane	Fields of education	Member (Local)	Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
6	Shri Shashank Deshpande	Industrialist	Member (Local)	
7	Dr. Prashant Kawadkar	Researcher	Member (Local)	
8	Prasanna Gajghane	Alumni	Member (Local)	
9	Prof. Umesh T. Kute	Dean Academic	Member (Teaching)	Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman
10	Prof. Mayuri Kulkarni	HOD CSE	Member (Teaching)	
11	Prof. Vijay Ghorade	Assistant Professor	Member (Teaching)	
12	Prof. Jayesh Kokate	Assistant Professor	IQAC Coordinator	Co-coordinator, Internal Quality Assurance Committee of the college
13	Chaitanya Thakre	President	Student's Representative	President and Secretary of the College Students' Council
14	Pallavi Sable	Secretary	Student's Representative	
15	Shri Amol Lande	Cashier	Member (Non-teaching)	One non-teaching employee, elected by the non-teaching employees of the college or institution
16	Dr. Anant G. Kulkarni	Principal	Member-Secretary	Principal as member-Secretary

1.2.3 Principal's message:

It is my great pleasure to welcome you to Siddhivinayak Technical Campus Shegaon, run by Vasundhara Bahuddeshiya Samajik Sanstha Khamgaon.

Today, India is among the topmost countries in the world in the field of scientific research similarly in agricultural today; India is the largest producer of milk and now India world's third largest economic power. India's knowledge power making India as a preferred destination for out sourcing knowledge services from India, all above are sign of witness of bright future for young generation.

Life is a continuous process of learning and doing. Therefore, Siddhivinayak Technical Campus (STC) should all be prepared to face the challenges posed by various situations and circumstances in life. STC offers five undergraduates courses in Mechanical, Civil, Computer Science, Electrical and Electronics & Telecommunication Engineering. Form Deans to teachers; provide quality education to ensure that students are supported to make the transition in life.

STC is authorized as Remote Training center of Indian Institute of Technology, Bombay, Akash Tablet Research Centre under IIT Bombay, Partner of IIT Madras for NPTEL local chapter, Virtual lab remote center under COE Pune and member of National Digital Library (NDL) of India. NSS & UBA activities are conducted like various camps, Digital India Campaign, Swach Bharat Adhiyan, Women Empowerment programs etc, beneficial for the society.

I salute to our pride of STC; Ms. Vijya Gayaki in 2016, Ms. Manisha Wanare & Ms. Sushma Mate in 2017 and Ms. Neha Jethwa in 2018 for hold merit position in SGBAU examination. STC Shegaon has proudly announced the placement of forty nine (49) BE final year students of 2018-2019 sessions.

Our institute stands by its core values, mission of churning out well-rounded individuals and thorough professionals. I convey thanks to faculty members and express love for my students and wish that they do well and contribute to the goodness of the world.

Dr. Anant G. Kulkarni
B.E. (I. Electronics Engg.), M. E. (Electronics Engg.), Ph.D. (Electronics Engg.)

Principal

1.2.4 Goals of the institute

Vision:

The institute envisions being the Centre of excellence in professional development, incubation and entrepreneurship with special application to the rural and developing India.

Mission:

To educate students from rural region ethically strong and professionally competent engineers for business and industry and thereby enhancing the quality of life of rural society at large and promote innovation and entrepreneurship through the quality of teaching, learning and research and industry-institute collaborations. The institute shall focus on student centric, work centric education and practiced based approach in the training of the students.

Core Values:

  i.   Student Focus
 ii.   Honesty and Integrity
iii.   Ethics and Dignity
 iv.   Accountability
  v.   Social Responsibility
 vi.   Excellence

Perspective Plan of STC:

SHORT TERM PLAN [2017-2020]

1.   Digital Environment inclusive of E-learning platform.
2.   Leadership Development program for all stakeholders.
3.   Community Development Centre.
4.   Introduce PG course in Electronics and Computer Science Engineering.
5.   Participate in NIRF.

MEDIUM TERM PLAN [2020-2023]

1.   Recruit the specialized faculty in all the departments.
2.   Upgrade facilities and infrastructure.
3.   Collaborations for industry – institute Relation.
4.   Introduce PG course in Mechanical and Civil Engineering.

5. Establishment of Incubation Center.
6. Improve the student success rate regarding competitive exam and encourage the student for Entrepreneurship, Abroad education, Placements in industries.
7. Obtain NBA accreditation.

LONG TERM PLAN [2023-2027]

1. Research Center by the affiliating University.
2. Organizing International Conference in the institute.
3. Provide consultancy service with the industry and Governmental organizations**.**
4. To get copyrights and patents on the research work.
5. Obtaining Autonomous status.

Quality Policy:

The organization is committed to create a center of academic excellence in the field of, Degree courses, Diploma Courses, in order to fulfill the social and business requirements by holistically developing future achievers/performers having the right knowledge, skills & attitude for business & life. This shall be achieved through continually improving the Quality Management System with our maintained systematic approach by involvement of each & every member of our organization.

Quality Objectives

The following Quality Objectives are established at VBSS's Siddhivinayak Technical Campus:

  i. To impart world class quality education to the student in technical era at Diploma, Degree, and Postgraduate level to make them globally accepted.
 ii. To develop the center of excellence of technical education in the area with all research facilities.
iii. To have liaison with industries for industrial exposure to the students.
 iv. To provide the finest opportunities and environment for teaching, learning and research.
  v. To develop the abilities of right kind of leadership amongst the students in all works of life.
 vi. To provide the opportunities of higher education for upliftment and empowerment of students.
vii. To transfer the knowledge and skills for fulfillment of changing needs of rural society in the process of modernization.
viii. To ensure the overall personality development of all the students through extracurricular and co-curricular activities.
 ix. To impart the knowledge and skill of various sports and games among the students.
  x. To ensure maximum number of candidates entered in respective fields by arranging campus interviews.

ADMINISTRATIVE SETUP

2. Administrative setup:

Administrative procedures of STC Shegaon are a set or system of rules that govern the procedures for managing an organization. These procedures are meant to establish efficiency, consistency, responsibility, and accountability. Administrative processes include academic, office, accounting, personnel, IQAC, college level committee and others. The main job responsibility of an administrator is to ensure the efficient performance of all departments in an organization. They act as a connecting link between the management and the staff. They provide motivation to the work force and make them realize the vision of the institute.

2.1 The institution practices decentralization in the STC Shegaon:

Decentralization Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

➢ **Principal Level:**

The Governing Body delegates all the academic and operational decisions based on policy to the Academic Council headed by the Principal in order to fulfill the vision and mission of the institute. Academic Council formulates common working procedures and entrusts the implementation with the faculty members.

➢ **Faculty Level:**

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tie up with industry experts and appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs. For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, store etc. have operational autonomy under the guidance of the various committees/cells

➢ **Student Level:**

Students are empowered to play an active role as a coordinator of co-curricular and extracurricular activities, social service group coordinator. SSCC, ISA EESA MESA ISTE are professional student committee.

Principal, Dean, Heads of the Departments, sectional heads and Coordinators of various committees have adequate participation in making decisions in academic and administrative processes under their preview.

2.2 Organizational Structure of the Institution:

ORGANIZATIONAL STRUCTURE OF THE INSTITUTION

```
                        VBSS Society
                             │
                             ▼
                         Chairman
                             │
                             ▼
                      Governing Body
                             │
                             ▼
          College Development Committee (CDC)
                             │
                             ▼
                         Principal
```

Dean Academic

- HOD CE
- HOD ME
- HOD EE
- HOD CSE
  - System Administrator
- HOD ASH
- HOD ET

❖ Student Feedback
❖ Unit Test
❖ Parent Communication.
❖ Virtual Lab.

- Class-IV
- Electrician Plumber Cleaner
- Supervisor
- Library
- Workshop Superintendent
- Physical Director

Internal Quality Assurance Cell (IQAC).

Office Superintendent

- Finance & Account
- Student section
- Scholarship
- Store / Purchase.
- Personnel section

Other

College level Committee (CLC)

➢ College Education Council.
➢ College Grievances Redressal Committee (GRC).
➢ Internal Complaint Committee.
➢ Women Grievance Committee (WGC).
➢ Anti-Ragging Squad.
➢ Anti-Ragging Committee.
➢ Unnat Bharat Abhiyan (Under UBA IIT Delhi).
➢ Alumni Association.
➢ Training & Placement Cell (T & P).
➢ ISTE / Student Chapter.
➢ Institution's Innovation Council (ICC).
➢ Entrepreneurship Development Cell (ED Cell).
➢ Cultural / Extra Curricular.
➢ ERP and Website.
➢ R & D cell.
➢ Social Media.
➢ Library committee.
➢ IITB Remote Center.
➢ Sport committee.
➢ Facilitation Centre (FC).
➢ National Service Scheme (NSS)
➢ SGBAU Practical Exam.
➢ SGBAU Examination.
➢ NPTEL Local Chapter.
➢ Intellectual Property Rights cell.

2.3 College Level Committees:

List of various committees Session 2018-2019 with their responsibility are as follows:

SN	Name of Committee	Responsibility	Expected result
1	College Education Council	The Academic Council shall be responsible for lying down the academic policies in regard to maintenance and improvement of standards of teaching, research and evaluation of work-load of the teachers. It has the right to advise the management on all academic matters, periodical review of the activities of the Departments and action taken, improvement of standards of teaching research and training, maintain proper standards of the examinations, Staff requirement etc.	Best academic discipline, Optimum academic quality output, Non-violation of any of the rules and regulations of the Institute
2	College Grievances Redressal Committee (GRC)	Considering grievance of staff & student proposing the remedial measures.	Proper impartial justice to all concern
3	Internal Complaint Committee	Redressal grievance of staff & students relate to sexual harassment of male & female. Forward the report in seal envelop to the principal.	Proper impartial justice to all concern
4	Women Grievance Committee	Considering grievance of woman staff & student & proposing the remedial measures.	Proper impartial justice to all concern
5	Anti-Ragging Squad	Continuously maintain surveillance/ vigil in the college campus Monitor the activities of the students. Conduct patrolling of canteen areas, parking area and college building. Overall maintain the discipline in college campus.	Friendly and healthy environment during all functions.
6	Anti-Ragging Committee	Review of the activities of anti-ragging squad, follow the guidelines given in the referred AICTE regulation-2009	Free and friendly relationship amongst students, Better results of academic.
7	Unnat Bharat Abhiyan (Under UBA IIT Delhi)	Work with the people of rural India in five villages identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. It also work to create a virtuous cycle between society and an inclusive academic system by providing knowledge and practices for emerging professions and to upgrade the capabilities of both the public and the private sectors in responding to the development needs of rural India.	Welfare of the society.
8	Alumni Association	Registration and collection of data related to students. Organizing alumni meet, farewell function, interacting with alumni to involve them in college development. Distribute degree by taking of convocation ceremony.	All eligible students should get Degree certificate, Satisfaction of students, Helpful for Laboratory

SN	Name of Committee	Responsibility	Expected result
9	ISTE / Student Chapter	Establish ISTE student and Faculty Chapter. Organize Conference, Technical events, Quiz, under ISTE for students and FDP, STTP, Conference for faculties.	Good liaison with ISTE professional body, Benefit to students and staff.
10	Technical Event coordinator / Institution's Innovation Council (Under MHRD)	Organize technical events And with directions from MIC perform necessary actions	Effective technical activities with positive outcomes
11	Entrepreneurship Development Cell	Entrepreneurship Development Program ,Industry Visit under EAC Camp, Guest lecture by Entrepreneur to students and maintaining records of the events	Start-up suitable company by students.
12	ERP and Website	Meeting and workshop conduct for up gradation of ERP and Website.	Improve e-governance.
13	R & D	Motivating faculty and students towards research work. Preparing Research proposals, conduction of technical workshop/seminar/conference, and Consultancy creating awareness about IPR.	Motivate for PhD, Increase in SCI indexed urnal publications, Startup of research projects
14	Parent Communication	Communicate UT results & Monthly Attendance of student with parents.	Very good and homely relation with parents
15	Social Media	Coordinator sends all events' news in FB. Event report writing Marathi, Hindi, English, for respective newspapers. Creating the event video for uploading, print an E-media.	Ever-ready and easy to get information
16	Library	Preparing library budget, updating and maintaining digital library setup up, regular update of books, journal, call and verify requirements of books and journals.	All needy students should get books, Optimum utilization of books, Improve digital library concept. Organize Gandhi Vichar Sanskar Pariksha.
17	Store / Purchase	Prepare Audit report for store.	Optimum utilization of fund.
18	Virtual Lab	Prepare a Time Table for VLAB, VLAB practical conducted by dept., Conduct program under guidance College of Engineering, Pune, More practical exposures, Arrange one day workshop for student regarding awareness of VLAB, At end of session one lab test conduct on VLAB & feedback taken from Student.	Enhancing the students learning.
19	IITB RC	Communication between IIT Bombay and institute, Smooth conduction of workshop & funding settlement, A- view testing as per IITB.	Benefited staff and students.
20	Sport	Motivating students towards sports. Arranging sports activity, Prepare teams to participate in SGBAU ICT. Maintaining records of activities.	Smoothly conduction of sports activity. Create Best Sports Person.

SN	Name of Committee	Responsibility	Expected result
21	Facilitation Centre [FC Number 1268]	FC Activity form filling, verification, confirmation according to DTE Mumbai during admission process.	Try to full Seats for First and Direct year admission
22	Counseling & Mentoring	Counseling and motivate XII class pass out students for higher education during admission process. Mentoring of students, personal problem of students, motivate students to excel in personal life, TG send special case for mentoring	Support and guidance to students.
23	Internal Quality Assurance Cell (IQAC)	Understanding the disseminating the process, Preparation of the same, form filling, coordinating related activities , conducting awareness sessions/workshops, files checking.	Highlight the Institute in all direction at National level
24	Student Feedback	Take the feedback from all departments with respective HOD's, make the report from that data and submit the report to respective HOD's and Dean Academics.	Increase learning and improve student outcomes.
25	NSS	Conduct activities laid down by NSS, Social program, blood donation, health checkup & Motivating students to participate in social activities.	Bonding between Students-Staff, Clean campus.
26	T & P	Soft Skill Training, Interaction with industries for placement & internship, Arranging /monitoring placement events, arrange expert lecture, aptitude classes	Placement in companies Improve relation in more better companies, Startup of MOUs with companies, Satisfaction to all students.
27	Cultural / Extra Curricular	Arranging Cultural activity and maintaining records of events.	Effective celebration with satisfaction of students to learn co-operation and co-ordination, Students achievement.
28	Unit Test	Preparation of Question paper, planning and execution of Unit Test, handover the list of absent and fail student to class in charge for calling in every subject exam, Preparation of result analysis, and maintaining records and inform to class in charge.	Evaluate students, teachers, and the entire educational system.
29	SGBAU Practical Exam	Planning and execution of practical exam, allocating budget and report as per SGBAU norms.	Non-violation of examination rules and regulation.
30	SGBAU Exam	Planning and execution of university examination and coordination with student section.	Better learning towards creation and innovation
31	NPTEL Local Chapter	Encourage students to enroll in these courses, Ensure NPTEL content at college is up to date, Aid students in exam registration, Make available facilities for students to access online courses	Learn about new course, Update and judge knowledge.
32	Intellectual Property Rights cell	To promote constant awareness about IPR and to conduct Intellectual Property Rights workshops/seminars	Aware about IPR used rights in future.

Dr Anant G. Kulkarni
Principal

Date:

CODE

OF CONDUCT

FOR

STUDENT

3. Code of Conduct for Students:

It is hereby notified for information of all concerned that the Siddhivinayak Technical Campus Shegaon has prepared common code of conduct for **Bachelor of Engineering** (BE) students. Following are minimum code of conduct.

3.1 College Dress Code and Timing

i.   The students should wear college uniform when they come to college campus. Both boys and girls have specific dress code. Boy's uniform consists of cream color shirt & brown color trouser and girl's uniform consists of cream color kurti and brown color salwar.

ii. Dress code is compulsory for all students during college time from Monday to Friday. Students can wear other clothing of their choice on **Saturday,** given that the outfits should be decent according to the college premises.

iii. Students have to be in dress code with blazer for expert lectures, seminars, workshop, & industrial Visits etc.

iv. Dress code is also compulsory for Unit test, University theory, Practical & Oral examination.

Timing for students is as follows:

Time	Particulars
Monday to Friday	
10:00 AM	Reporting
10:15 AM to 05:15 PM	Total six lectures duration one hour each. 12:15 PM to 01:00 PM lunch break and 03:00 PM to 03:15 PM short break
Saturday	
10:00 AM	Reporting
10:15 AM to 02:30 PM	Total four lectures with 12:15 to 12:30 short break
Extra class, co-curricular and extracurricular activity	
Saturday	
02:45 PM to 05:15 PM	If any; event and dates will be declared after decided / planned by the HOD and Coordinator.

3.2 Attendance requirement:

i. Minimum 75% attendance in aggregate is mandatory for all the students to be eligible for the term & submission of term work of all courses.

ii. If the aggregate attendance is below 75% then the student will not be permitted for the term work submission and he/she will not be eligible for the exam, and will have to repeat the term. Attendance of T & P classes, V-lab, ED programs are mandatory.

iii. Students are advised to take the minimum attendance criteria very seriously to avoid the consequences.

3.3 Internal & External assessment:

Performance of students at STC Shegaon is assessed through a two tier system.

i. Students are graded internally throughout the semester based on their performance in class tests, attendance theory & practical, unit tests, home assignments and measure throughout the semester.

ii. External assessment is done solely on the basis of the student performance in the end of semester examination conducted by University. External examinations are conducted under the supervision of an external examiner, with no tolerance to any form of indiscipline or unfair means.

iii. External assessment is also done for certain course laboratories which involve performance of practical experiments in the laboratory as well as performance in viva and practical exam conducted by University after the completion of semester.

3.4 Identity Card:

i. At the beginning of the academic year, every student of the college should take his/her Identity Card and Library Card.

ii. The student should always carry their Identity cards, whenever they are in college premises.

iii. If the I-Card or Library card is misplaced then student should report it immediately to the class teacher or HOD in writing.

iv. Duplicate Identity card and library card will be issued to the students on payment of the applicable charges.

3.5 Discipline:

Any student committed or to have attempted to commit the following misconduct on college premises is subject to appropriate disciplinary action under this code. Celebration of birthday, HOLI or any other functions/festivals is strictly prohibited.
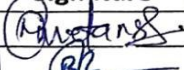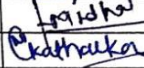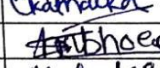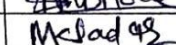
Students must carry individual ID card while travelling by college bus. They should go to library only during the library hours with the accompaniment of the teaching stew or when there are no classes. Submission of records, observation notebooks and assignments on time is compulsory. Fines, if ever imposed, are only to improve/enforce discipline. These instances are illustrative, and the college reserves the right to take disciplinary action in appropriate circumstances.

a) Academic Misconduct

b) Discrimination

c) Unauthorized Possession or Use of Weapons

d) Unauthorized Possession or Use of Drugs or alcohol, smoking.

e) Act of Violence

f) Property Damage

g) Recording of images without knowledge & permission

h) Ragging

3.6 Anti-Ragging:

The following Anti-Ragging committee has been constituted at STC Shegaon as per UGC Regulations F1-16/2007(CPP-II) dated June 17, 2009.

Anti-Ragging Committee for the Year 2018-19, formed under the Chairmanship of Principal Dr. Anant G. Kulkarni, Dean Prof. U. T. Kute and First Year HOD Prof. (Dr.) A.V.Yadgire.

Sr.No.	Name Of member	Designation	Contact No.	Signature
1	Prof. N. G. Metange	Chairman	8668740469	
2	Prof. P. B. Patil	Vice-Chairman	8329068452	
3	Prof. H. M. Idhol	Member	9404257205	
4	Prof. G. M. Kathalkar	Member	7972625246	
5	Prof. A. S. Ambhore	Member	9881287764	
6	Prof. M.K.Sadar	Member	8606478184	

3.7 Examination Rules:

Instructions to candidates while entering the examination hall are as follows:

i. Make sure that students are not in possession of any material such as books, note-books, Scribbled notes which may tempt students to copy.

ii. Students should read the instructions given on the answer-book carefully.

iii. Students should not carry with them any answer-book or supplement written in or blank while leaving the examination Hall.

iv. Students should not speak or communicate in any way with any other candidate in the examination Hall during the examination.

v. Students should not behave in a rude or disobedient manner with the invigilators or the faculties.

vi. Students should not carry any electronic devices such as mobile phone, calculators, pagers etc, in examination hall.

If it is observe that any students is not following the instructions may result in expelling of the candidate instantly and Punishing the misconduct or breach of rules by excluding him from University Examination or course for a specified period or permanently.

3.8 Library rules:

i. The Working hours of central library for Monday to Friday are from 10.00 AM to 6.00 PM and on Saturday from 10.00 AM to 2.45 PM.

ii. Books issuing counters time for Monday to Friday are from 10.30 AM -5.30 PM and on Saturday from 10.30 AM - 2.00 PM.

iii. The issue Counter will be closed half an hour before the closing hours.

iv. Every student who enters the library shall sign the entry register.

v. All personal Belonging except purses, notes books shall be deposited at the property counter.

vi. Napping in library is strictly prohibited.

vii. Any misconduct by student will be subjected to disciplinary actions.

viii. The students are liable for punishment & fine if they misbehave or damage the books or any other property of the library.

ix. Student should carry ID card and Library Card while issuing books.

x. If Library card is misplaced then student must report immediately to the Librarian who will issue him a duplicate Library card.

xi. The books are issued to students for the duration of seven days only.

xii. The student shall not sub-lend the books issue from the Library.

xiii. If the books are not returned on the due date, an overdue charge of 1.00 Rs per book per day will have to pay by the student.

xiv. In case any book is lost or damaged by the student, the student will have to replace the book or Pay cost of replacement. If a book is one of the volumes of a set, the student may be Asked to replace the whole set.

xv. The renewal of book will be done only on the physical presentation of the book.

xvi. Only two books can be issued for reference purpose.

xvii. No reference book and periodical magazine, newsletters or journals is to be issue out.

3.9 Canteen /Mess:
a. Seating arrangements should not be altered by students inside the canteen/mess for any reason.
b. Canteen is meant for limited purpose of dining and should not be used for academic or recreational activities.
c. Misbehavior inside canteen/mess services is an ounce and is punishable.
d. Students should be polite and courteous to the canteen stew.
e. Boys and girls should stand in separate queues to collect tokens.
f. Canteen timings should be strictly adhered.
g. Students are not allowed to go to canteen during class hours.

3.10 Curricular Activities:
Students should be punctual to the classes (expected to be inside the classroom at least five minutes before the commencement of the class) they should attend all classes & lab regularly and participate fully in all learning and assessment activities. Attendance for tests UT-01 and UT-02 is compulsory.

Test Schedule is as mentioned below:

SN	Test	Portion	Probable day of Unit test examination	Maximum marks
1	UT-01	Complete two units	After completion of 45 teaching days from the commencement of class.	30 Marks each subject
2	UT-02	Complete next two units	After completion of 85 to 90 teaching days from the commencement of class.	30 Marks each subject
3	Re-test	Same as SN 1 & 2	Re-test is depend on any genuine absent / failure of the students and Re test will decide after the Unit Test.	Same as SN 1 & 2

3.11 Leave application:
a. Students cannot absent themselves from the classes without prior approval of the Class in-charge/HODs.
b. Leave application in the prescribed format should be submitted with the signature and remark of of Class in-charge and should submit to respective HOD. When students fall sick, intimation should be given to class in-charge / HODs about the nature of sickness, duration of leave required, etc.
c. On the next day of the absence leave applications (letters) signed by the parents along with doctor's prescription & certificate should be submitted.

3.12 Leave on duty:
Permission or leave on duty will be given only in the following cases:
a. Students who are permitted to take part in paper presentations / internship and same soft copy pdf or photo copy of certificates / result submit to HOD.
b. A limited number of students will be permitted to take part in cultural, sports and other competitions in other colleges on a 'first come first served' basis and the criteria of 'no arrears' may also be applicable as appropriate and students should submit certificates.

The institute reserves the right to amend the code of conduct for students as and when the situation warrants.

CODE OF CONDUCT FOR TEACHER & NON-TEACHING STAFF

STC Shegaon 444203 Maharashtra   2018-2019   **Page 25 of 74**

4. Code of conduct for teacher & non-teaching staff:

Teacher being the backbone of the institute shall have many fold responsibilities in the growth and development of institute.

4.1 What institute expects from Faculties?

1) The Faculty Member should come to the college at least 15 minutes before the commencement of classes.
2) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
3) The faculties should be punctual to their lectures, lab and should complete their duties on the same days and inform the HOD regarding all necessary matters. He / She should complete all units before preparation leave, if any take extra lectures also complete all Practicals in schedule time.
4) On every working day faculty must sign the staff attendance register, and register attendance on the biometric machine at the time of arrival and leaving the Institute.
5) The work load of all the faculties shall be decided by their respective department. The work load of the department (Subjects and portfolios) should be decided by HOD. The work plan of faculty shall ensure, in the most productive manner, the utilization of stipulated working hours, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
6) He/ She should be responsible for the discipline amongst the students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute and its students, employees may be, from time to time, allotted such duties to maintain discipline and orderliness at the Institute.
7) He/ She should be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
8) Faculty members must ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind and by any means.
9) Faculty Members are expected to update their knowledge by attending seminars/ workshops/ conference, after obtaining necessary permission from the Principal/Management.
10) Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences. After above submission of soft copy and photocopy of certificate are mandatory.
11) Faculty members should go for SGBAU practical exam as a external, central valuation as a valuer, Centre head as exam co officer, BOS meeting, inspection committee, question paper as a setter, without delay. After above submission of soft copy and photocopy of certificate is mandatory.

4.2 Duties, Authorities and Responsibilities:

The job description of the posts in Department is given as under:

Principal

Authorities of Principal

1) Assign duties, authorities and responsibilities to Deans, Head of the Departments, Teaching Staff, Administrative Office Staff and Supporting Staff.

2) Decide funds allocation for departmental academic activities, Research & Development, Infrastructural development, various recurring & non-recurring expenditure.

3) Preparation of short term (1-2 years) budget. Decide the allocation of funds for budgeted expenditure among different heads.

4) Take measures to enhance the academic standards of the institute.

5) To supervise, guide, monitor, co-ordinate and control various functions of the administrative office of the college.

6) To supervise and control accounting procedures, preparation of budgets, balance sheets, audited statements etc.

Responsibilities of Principal

i. Develop institute accordance with the Vision, Mission, goals & objectives.

ii. Submit proposal for approval of AICTE, Fees regulating authority FRA, Registration in ARA, Mandatory discloser in college website, Update vacancy position at DTE portal and send report to Joint Director, afflation process of SGBAU etc with the help of teaching and supporting staff.

ii. Identify and plan for the source of finance, financial provisions and preparation of budgets.

v. To execute recruitment process of teaching and non-teaching staff in consultation with the management.

v. Comply with the requirements of the University, DTE, and State Government, AICTE rules, regulations & norms.

ʻi. Interact with University and participate in all related matters, requirements, procedures, correspondence & records.

ii. Interact with other institutes, research organizations, industries etc., for developmental work/activities.

ii. Prepare and submit proposals to AICTE for financial Assistance Schemes, additional courses and variation in intake.

x. Interact with society, social organizations for developmental collaborative projects, activities.

x. Plan, Direct, Monitor & Control the overall activities, duties of the Deans, HODs, Section In-charges, Staff.

i. Supervise, monitor & control routine administration of the college.

ii. Supervise Guide, Train, and Motivate and Control the teaching and supporting staff.

ii. Plan, monitor and control the overall staff welfare.

v. Guide, Monitor & control the student's academic, curricular, co-curricular, extracurricular activities enabling their overall professional development.

v. To act and support activities so as to have excellent academic results & student's performance.

i. To act and support activities so as to have maximum placement of students in reputed industries, organizations.

ii. To encourage students for higher studies. Take student's meeting / interact with Council, professional body, class fortnightly.

ii. Interact with parents as and when required.

x. To set mechanism for student's welfare.

x. Holding meetings of all stake holders

i. Liaison with the office of the STC Trust related to college administrative work.

ii. Liaison with other offices such as Income Tax, Professional Tax, Provident Fund etc.

ii. Submission and follow up of the various reports to the competent authorities.

v. To apply for facilitation center for admissions and execute the admission process as per norms, rules & regulations.

v. Liaison with various academic departments, sections such as Library, T & P, etc.

i. Take meeting with staff whenever necessary. Conduct one event fortnightly. When required take Surprise visit in class room and laboratories and departments.

Dean Academic

Responsibility & Authority:
   a. To act as Principal in the absence of the Principal.
   b. To create time bound operative mechanism for implementation of the academic policy decisions.
   c. To ensure that guidelines framed by the Academic Council in relation to teaching, research, training and instruction are implemented.
   d. To assist Principal in all his day to day activities.

HOD / HOD in-charge

Responsibility & Authority:

Affiliating the activities of faculty and the supporting staff in the department towards achieving the institutional goals and department objectives. Systematic, Planning and Supervision of overall activities with special reference to:

I.   Before starting of period; take 05 minutes meeting with all staff at HOD room for all three semesters' classes' lecture engagement and send list of absentees (staff) in HOD WA group.
II.   Visit department classes' theory and lab regularly.
III.   Take feedback of mentor-mentee meetings, slow and fast learner activities compulsory.
IV.   Setting of time frame for syllabus coverage, internal examinations and dates for Closing and reopening of semester.
V.   Always update HOD room's notice board and display.
VI.   After all six lectures observe student attendance in ERP and ERP data daily.
VII.   To make effort to fulfill departmental requirements like staff, equipment, books, class-rooms and other learning materials.
VIII.   Preparation and submission of annual departmental budget to the Principal.
IX.   Installing laboratories, Up-keeping and improving the existing laboratories.
X.   Conducting departmental staff meetings periodically. Send report / MOM to Principal my mail.
XI.   Act as a facilitator, motivate high achievers and encourage slow learners.
XII.   Explore the opportunities for staff development Programmes including projects and research for both teaching and non-teaching category.
XIII.   Coordinate with the Principal in the administration of the College.
XIV.   Reporting to the Principal regularly regarding academic activities.
XV.   Co-ordinate with the University in curriculum up gradation.
XVI.   Enroll faculty members in professional organizations.
XVII.   Allocate and share workload evenly among the faculty.
XVIII.   Delegation and Decentralization of Staff and Power.
XIX.   Fix deadline for the assigned work.
XX.   Conduct class committee meeting involving student representatives.
XXI.   Identify and organize counseling Programmes for the students through the Student Counselor / Class in-charges.
XXII.   Equip the faculty and students for accessibility to the National and International resource materials.

Professor/ Associate Professor/ Assistant Professor / Pro-term lecturer

Responsibility & Authority:

The responsibilities of Professor/ Associate Professor/ Assistant Professor / Pro-term lecturer are spelt out as follows:

1)   Always come college with staff's college uniform.
2)   Don't use mobile phone / social sites during working hours except long and short recess.
3)   Prepare and updates lecture notes.
4)   To co-ordinate with the head of the department in all academic and non- academic activities.

5) Undertaking specific and special tasks assigned by the head of the department.

6) Completion of Syllabus including practical compulsory.

7) *Before commencement of classes; type or update five years previous SGBAU question papers of respective subject and PDF file of question bank upload in to college website is mandatory.*

8) Maintains the course file with lesson plan; ensures that syllabus of each unit is covered in time; get the summary of class work and assessment and "Attendance record" certified by the HOD.

9) Close follow up of absenteeism and same report to HOD / Dean / Principal as per seriousness of absenteeism.

10) Answer script valuation and Mark statement submission as mentioned in the procedure.

11) To act as invigilators and examiners during the conduct of examinations/ UT test / Competitive exam / Ghandhi Vichar Sanskar Pariksha (GVSP).

12) To shoulder the responsibilities of the head of the department in his / her absence.

13) Guiding students on specific task like educational tour, industrial visit, etc.

14) Maintaining ethical standards both in and outside the campus on their part and students.

15) Taking additional responsibilities like Prof. In-charge, Mentor, time table in-charge, Purchase In-charge, maintaining student record, sending progress report, getting student feedback, Student Counselor / Class in-charges and project guide, College Grievances Redressal Committee (GRC), Internal Complaint Committee, Women Grievance Committee, Anti-Ragging Squad, Anti-Ragging Committee, Unnat Bharat Abhiyan (Under UBA IIT Delhi), Alumni Association, ISTE / Student Chapter, Technical Event coordinator / Institution's Innovation Council (Under MHRD), Entrepreneurship Development Cell, ERP and Website, R & D, Parent Communication, Social Media, Library, Store / Purchase, Virtual Lab, IITB RC, Sport, Facilitation Centre [FC Number 1268], Counseling & Mentoring, Internal Quality Assurance Cell (IQAC), Student Feedback, NSS, T & P, Cultural / Extra Curricular, Unit Test, SGBAU Practical Exam, SGBAU Exam, NPTEL Local Chapter, Intellectual Property Rights cell etc.

16) Attending FDP / Refresher Courses, Summer Schools, Winter Schools, and Seminar etc. to ensure that their knowledge level is enhanced continuously.

17) To keep abreast of the state-of-art technologies in their field by utilizing journals in library.

18) To grant leave for the students within his (or) her ambit.

19) To grade individual performance and award internal marks.

20) Ensures that all Laboratory programs, projects are planned and completed well in time.

21) Ensures that any arrears in the laboratory programs by any student by any reason are taken care of and the student is helped to complete the programme immediately.

22) Faculty ensures that all the periodical tests and model examinations for theory and practical are held as shown in the calendar.

23) Ensures that the students maintain their notebooks records etc. for the subjects systematically by making periodical random checks.

24) Ensures that the course delivery is carried out efficiently and effectively preferably with the support of teaching aids and course files.

25) Ensures that maximum possible references to various university questions are made possible by widening the scope of question banks in advance to university examination.

26) Ensures that students are encouraged and guided properly to participate in seminars, competitions, projects and visits.

27) Ensures wherever necessary special classes are arranged and makes himself / herself available for the students seeking clarifications and to clear doubts.

28) Faculty assists HOD in getting the exam result analysis, progress report, maintaining

STC Shegaon 444203 Maharashtra   2018-2019   **Page 30 of 74**

student record and feedback from students etc to ensure improvement wherever needed.

29) Faculty assists in association meetings and assigned committees.

SN	Position	Total hours per week	Minimum working hours per week
1	Professor	34 hours / week	8 hours / week
2	Associate Professor	34 hours / week	12 hours / week
3	Assistant Professor	34 hours / week	16 hours / week
4	Pro-term lecturer	34 hours / week	16 hours / week

Class In-charge

Responsibility & Authority:

The responsibilities of Class in-charge are spelt out as follows:

i. Class in-charge takes the responsibility of the class.
ii. Update excel sheet with address, phone number, mobile number, Date of birth, result every semester and send soft copy to HOD, Dean and Principal.
iii. Provide all student related information time to time.
iv. Class in-charge advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
v. Class in-charge works as a liaison officer or person between the student and parent on matters pertaining to them with particular emphasis on studies, attendance, performance and matters of discipline. Class in-charge keep constant touch with the members of faculty regarding discipline and academic program of the students.
vi. Class in-charge ensures that the results of the periodical tests, model examination and University examination are collected with analysis and acts on that by conveying to HODs, Principal and parents.

Student Counselor / Mentor

Responsibility & Authority:

The responsibilities of Student Counselor /Mentor are spelt out as follows:

i. Each Student Counselor takes the responsibility of maximum no. of 10 - 20-30 students as per strength decided by HOD . Student Counselor advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
ii. In carrying out the counseling process the Student Counselor establishes a system of consultation with the HOD and other connected faculty members and updates the relevant information and requirements of his / her students.
iii. Student Counselor keeps constant touch with the members of faculty regarding discipline and academic program of the students.
iv. Student Counselor counsels the students in respect of university examination and guides them for successful performance.
v. Student Counselor helps in spotting of talents among students, direct them to various

activities and monitors their performance and progress.

vi.　　Student Counselor is expected to keep his / her own counseling file (student record) with all the information's and correspondence to efficiently implement and monitor the effectiveness of counseling in achieving overall improvement of student performance and development.

Laboratory Prof. In-charges

Responsibility & Authority:

Responsible for monitoring the operations and maintenance of Lab. equipment. Responsible for assisting and purchase of lab equipment's. Responsible to take necessary steps to replace the worn-out equipment. Responsible to maintain the stock and other relevant files and register for the laboratory assigned to them.

Laboratory Technician

Responsibility & Authority:

i.　Clean update and systematic arrangement of lab is primary duty.

ii.　Update notice board time to time.

iii.　Installation, Operation, Identification, Maintenance and service of repaired items of laboratory equipments / instruments / tools / accessories / spares etc., Assistance in conducting laboratory sessions.

iv.　Reporting the damages, worn-out parts to the HOD through lab-in charges and setting it right.

v.　Help faculty in consultancies and project test. Attending all other assignment assigned by the HOD.

vi.　Assisting HOD for clerical works. Assigning unique identification number for all the equipment / instrument purchased. Assigning unique location for the items stored in the laboratory / workshop.

vii.　Carry out preventive maintenance as per plan and maintaining records for the same.

viii.　 Identifying the faulty equipment / instrument and taking necessary step to rectify the fault. Keeping the equipment/instruments/accessories etc., neat and tidy.

ix.　After completion of semester keep three best practical records. Send storage material in store room systematically.

System Administrator

Duties of a system administrator /Sys admins are usually charged with installing, supporting, and maintaining servers or other computer systems, and planning for and responding to service outages and other problems. Other duties may include scripting or light programming, project management for systems-related projects.

Minimum responsibilities are:

a.　Privacy Considerations

Systems administrators have access to users' private information. Systems administrators are required protect the confidentiality and integrity of this information.

b.　Liability

Systems administrators are not liable for any loss of data or loss of service on the College of Engineering network.

c.　Investigation of Violations

Systems administrators are charged with investigating violations of College of Engineering network

policy. During such investigations, the systems administrators may have complete access to all data on the College of Engineering network as needed for the investigation.

Workshop Superintendents

1) To monitor the training of students in various workshops of the institution.

2) To monitor the academic record of students in workshop.

3) To ensure the availability of various machines and equipment required in the workshops as per the curriculum.

4) To ensure that all the machines and equipment in the workshop are kept in working order.

5) To arrange for the training of workshop staff as per requirement of the curriculum.

6) To plan the future development of the workshops in the institution.

7) Repair and maintenance of Building, Electrical appliances, furniture etc. of the institute.

8) To engage classes for theory and Practical training of the students.

Workshop Instructor

1) To arrange the various machinery and equipment for the students training as per the curriculum.

2) To train the students as per the curriculum.

3) To develop the training skill amongst the students.

4) To maintain the machinery and equipment in working order.

5) To arrange the raw material required for the training well in time.

To keep him updated about the various developments in the related industry.

Office Superintendent

Responsibility & Authority:

Responsible for the entire administration of the college activities in consultation with the Principal in matters related to:

a. Approval process of existing courses, if any application of additional Courses and Increase in intake in existing branches (AICTE & SGBAU).
b. Keep all related documents of AICTE & SGBAU University.
c. Assist the Principal to conduct staff Interviews, keeping the all received applications,

preparation of appointment orders, receiving the joining reports from recruited staff.

d. Preparation and submission of promotion and salary fixation to Correspondent as per the qualification and experience of staff members in consultation with Principal.

e. To assist the Correspondent and Principal in student admission process.(Fresh Admissions , Lateral Admissions , Transfer Admissions , Re-admissions).

f. Keep Staff original Certificates and other achievement certificates etc., Maintain Staff Service Registers / File (SR) and Staff disciplinary action files.

g. Prepare Staff recruitment advertisements for publishing in dailies. Keep the records of relieved staff members. Keep all documents of Government of Maharashtra, AICTE, SGBA Universities, DTE and others.(Related to staff , students , admissions , fees collections , ragging and others).

h. Keep all the legal records of Staff, Students, Suppliers and Others. Keep all original deeds and documents under safe custody. (MOUs, Land Documents , Receipts of Taxes paid, Building plans, Staff Bonds, and others)

i. The maintenance of records and files related to all admissions. (Nominal Roll , Discontinued students details , shortage of attendance , long absentees , students medical leave and others) the issue of Mark Statements, Provisional Certificates, Degree Certificates, Transfer Certificates, Conduct Certificates and other certificates.

j. Supervision of all Examination works. (Internal Exams , Model Exams and University Examinations-theory and practical , collecting questions papers for printing, issuing question papers to concern department)

k. Maintenance of Exam related Files, Records, Exam Remuneration Bills, Issuing of Exam Hall tickets, No Dues Certificates, University Exam Hall Arrangements. Supervision of all types of Scholarships, Railway Concessions forms, Transport details (Driver Arrangement , Route Arrangement , Diesel Bills , Bata Register and others), despatch registers. (Inward , Outward and Local tapals, distribution of the tapals to concern departments or incharges)

l. Maintenance of all leave files and registers (Casual Leave , permission , late , On Duty , Vacation , Medical Leave , Maternity Leave), all attendance registers (Faculties , Non-Teaching Staff , Administrative Staff , Security and Canteen Staff)

m. Maintenance of Telephones , Xerox Machines , Fax Machines , Computers , Printers , Cash Counting Machine, Stationeries stock. Maintenance of Key movements (All departments and class rooms), furniture conditions.

n. Supervision of Bell timings.

o. Supervision all office automation works. Identification of training needs of the office staff. Execution all other works assigned by the Correspondent and Principal from time to time.

p. Provide the roll list of students to HOD.

Note: OS is the head of the office staff. OS will sanction leave of office staff and send to Principal.

Accountant

Responsibility & Authority:

Responsible for the following activities in consultation with the Office Superintendent:

i. All Trust Accounting (VBSS)
ii. All Scholarship Accounting (Engg & Poly)
iii. Issuing salary certificate

iv. Writing & maintaining accounts, cash books / ledgers. Preparation of monthly accounts including writing of cash books, journals. Verifying of bills prepared.

v. Preparation & consolidation of budgets.

vi. Cash collection Supervision of challan writing and remittance to bank.

vii. Supervision of postal accounts.

viii. Preparation of daily receipts & challans and submission of associated details along with

remittance details to Principal for scrutiny.

ix. Verification of Cheque & bills.

x. Writing daily collection register for college accounts, hostel etc,.

xi. Writing demand draft register, money value register Preparation of audit reports & replies

Responsible of keeping the following in safe custody Bill books / receipt books

a. Files Registers.
b. Cash books.
c. Ledgers.
d. Vouchers.
e. Cheque books / pass books.
f. Bank challans.
g. Fixed deposit certificates.
h. Other important office documents

Preparation of salary reports. Preparation of acquaintance and getting of signatures Attending to the subject of income tax Writing Caution deposit register

Clerk

Responsibilities of Dispatch clerk

1) Making entry to all letters received.
2) Sending the letters to the concerned persons for verification and information.

Keeping the relevant records in safe custody.

Responsibilities of Sr. Clerk

a. Maintenance and work of ACTE Proposal

b. Shikshan Shulka Samiti work

c. Pravesh Niyantran Samiti (online verification) Engg. work

d. Affiliation Process (MSBTE & SGBAU) work

e. Merit List (Engg & Poly) work

f. Correspondence with Govt. and Approval /affiliation body Work

g. Vacancy Confirmation and Process work

h. Eligibility Certificate (DSY Poly) Process

i. Document Verification Process

j. Admission Confirmation & Cancellation Process

k. Fees Chart & Interim Fees related affidavit Process

l. Document Collection Process

m. Various Proposal of Previous Year (AICTE\DTE\MSBTE\PNS-SSS)

n. Government GR Process

Responsibilities of Sr. Clerk

I. Coordination with Directorate of Technical Education /DTE/AICTE/SGBAU/JDRO

II. Drafting letters to DTE/SGBAU/JDRO

III. Coordinating with SGBAU University Affiliation work

IV. Monitoring of all Notice boards

V. Principal Cabin files maintenance.

VI. Preparing Staff Appointment and Relieving order.

VII. Staff details according to AICTE

Responsibilities of Cashier

I. Collecting Admission Fees

II. Collection Exam Fees (Poly)

III. Collecting various Fine

IV. Giving No-Dues Certificate

V. All Banking Work

Responsibilities of Student Section Clerk

I. Distribution of Mark sheet

II. Distribution of Hall Ticket

III. Distribution of Diploma Certificate

IV. Issuing Clearance forms

V. Maintaining Original Document (Engg & Poly)

VI. Issuing Original Document as required to student

VII. Maintaining poly Gazette

Responsibilities of Steno-Typist

I. Admission Register

II. Issue any certificate to student(like Bonafide, fee estimate, etc

III. issue Leaving Certificate & maintained record

IV. Daily Typing work

V. Inward/Outward (received all online mail circular) and distribute the letters copy to concern Dept. /Staff

VI.   Dispatch all letter

VII.   student Progress report letter

VIII. issue the original documents to students

IX.   Categories wise list of student/Roll List

X.   Staff recruitment adv. /admission adv. /News

XI.   Maintained scholarship wise eligible students list

XII.   Collect Resume & Make data for Interview

XIII. Student Insurance list

Responsibilities of Student section Clerk

I.   Collecting Exam From & Fees (Regular)

II.   Collecting Exam From & Fees (Backlog)

III. Keeping Record of Mark sheet & Gazette

IV.   Distribution Mark sheet

V.   Collecting Exam Paper (Winter, Summer)

VI.   Practical Exam Audit Report

VII. Online MSBTE Hall Ticket Print

VIII. H.R Dept

IX.   New Staff Details

X.   issue Experience /Relieving Certificate

Responsibilities of SGBAU Interaction Clerk

1) Caste Validity Proposal & Cases Clearance

2) Collecting Exam From & Fees (Regular)

3) Collecting Exam From & Fees (Backlog)

4) Keeping Record of Mark sheet & Gazette(Engg.)

5) Distribution Of Hall Ticket

6) Distribution Mark sheet

7) Collecting Exam Paper (Winter, Summer)

8) Practical Exam Audit Report

9) Filling Enrollment form

10) Submitting all Affiliation form to University

11) Getting confirmation of Enrollment Number

12) Service Book/Roster File

13) DTE Office Amount Checking Poly Student Document

Responsibilities of Account Section Clerk

a. Collecting Admission Fees

b. Collection Exam Fees (Poly)

c. Collecting various Fine

d. Giving No-Dues Certificate
e. Tally Entry
f. File Maintaining
g. Leave Record
h. Salary Register Writing

Responsibilities of Scholarship clerk:

1) Responsible of keeping the following in safe custody
2) Scholarship forms
3) Distribution and collection of Scholarship forms
4) Preparing the forms ready.
5) Time to time Circulate scholarship related information to student by notice with singed by principal.

Clerk (Assistant to Principal)

1. Maintenance and work of ACTE Proposal.
2. Mandatory discloser AICTE.
3. Shikshan Shulka Samiti work
4. Pravesh Niyantran Samiti (online verification) Engg. work
5. Affiliation Process (MSBTE & SGBAU) work
6. Merit List (Engg & Poly) work
7. Correspondence with Govt. and Approval /affiliation body Work
8. Vacancy Confirmation and Process work
9. Eligibility Certificate (DSY Poly) Process
10. Document Verification Process
11. Admission Confirmation & Cancellation Process
12. Fees Chart & Interim Fees related affidavit Process
13. Document Collection Process
14. Various Proposal of Previous Year (AICTE\DTE\MSBTE\PNS-SSS)
15. Government GR Process.
16. Provide roll list of newly admitted students to students section.

Personnel section clerk

To prepare and regularly update Teaching and Nonteaching staff lists in prescribed formats.
2. Follow up and maintenance of records of new recruitments / appointments.
3. Preparation, maintenance and verification of staff attendance registers before release of monthly salary.
4. Processing of regular increments, internal promotions, transfer if any.
5. Maintenance and updating of service books.
6. Maintenance and updating personal files of each employee.
7. Providing relevant information / data for preparation of various mandatory reports to be submitted to competent authorities.
8. Processing for re-appointments, new appointments.
9. To undertake the process of relieving of employees appointed on ad-hoc / temporary

basis from services by the end of the term.

10. Preparation of Roasters, its approval from University.

11. Preparation of Advertisement for staff selection, handling selection process as per norms.

Issue of appointment orders, Record of joining reports etc.

12. Handling relevant queries of employees and providing necessary clarification and support.

13. Liaison with Deans, HOD's and Section In-charge in respect of teaching and nonteaching staff matters and records.

14. Maintain necessary records such as disciplinary matters, confidential information if any.

15. To create and maintain healthy work environment among employees through effective communication and follow-up of systematic procedures.

Store keeper

1. Receiving department requirements for equipment, tools, spares and consumables, raw material etc. Obtain administrative approval for necessary purchases based on budget provisions.

2. Invite quotations.

3. Receive and open quotations.

4. Prepare comparative statements.

5. Arrange meeting of purchase committee in consultation with higher authorities.

6. Prepare minutes of meeting of purchase committee meeting and seek approval for placing purchase order.

7. After approval, prepare and issue purchase order in consultation with respective Head of department, Principal and the Director.

8. Maintain proper documentation of all purchases.

9. Periodically verify and check departmental Dead Stock registers

Electrician / Plumber

Responsibility & Authority:

Responsible for the maintenance of building and general equipments

Gardener

Responsibility & Authority:

1) Responsible for filling water in all tanks of the college campus.
2) Responsible for watering the garden/construction works in the college campus.
3) Helping in the food supply during peak hours in the canteen.

Sweepers

Responsibility & Authority:

1) Responsible for the house keeping of campus and buildings.
2) Responsible for opening and closing of class rooms daily.
3) Responsible for depositing the keys in the office every day.
4) Responsible for depositing the lost and found articles in the Office every day.
5) Responsible for the respective wings cleanliness of toilets, class rooms, verandahs daily.
6) Responsible for the respective wings windows, doors, roof, benches etc., cleaning every week.
7) Responsible for doing the works assigned during functions and programmes in the Seminar hall.
8) Responsible for distributing the parcels and bundles to the Departments as a team.

9) Responsible for washing the canteen every week Saturday.

Code of Conduct for Class-IV

Working hours:

1) The working hours of the college for peon are:

10:00 am (punch in time) to 6.00 pm (punch out time) => Monday to Friday
10.00 am (punch in time) to 2.45 pm (punch out time) => Saturday

2) The punch in time and punch out time is recorded by using a Biometric thumb impression scanning machine.

Dress Code:
A dress code is assigned to all the peon & they have to follow it strictly. Only on Thursday they are allowed to wear casual wear provided that it should be appropriate and decent considering their field of work.

Responsibility, specific aspect and general points:

1. Clean all the Labs, Corridors, Class room, HOD Rooms

2. Clean the desk benches and **blackboard** regularly.

3. Serve water and Tea to faculty.

4. Circulate notice and all the necessary documents as per instruction by faculty or Higher Authority.

5. Watering the plants in periodically throughout the year especially in summer session April to June.

Sergeant

Responsibility & Authority:
Supervision of construction works.

Librarian

Responsibility & Authority:
a. To achieve optimum efficiency of Library resources.
b. Collection and Processing of indent from various departments.
c. Procurement and Maintenance of books, journals.
d. Overall supervision of Library activities
e. Protecting important volumes, records and discard of the obsolete.
f. Ensure the modern trend in updating the library.
g. Ensure the user satisfaction by collecting the feedback and by personal enquiry.

Assistant Librarian

Responsibility & Authority:

a. Assisting the Librarian in all types of work.
b. Maintaining silence during library working hours
c. Keeping of all files and registers.
d. Preparation of consolidated monthly reports of the usage like issues returns and entry registers.
e. Responsible for issue, returns and renewal of books and journals

Library Assistant

Responsibility & Authority:

a. Automation entry
b. Maintenance of digital library systems, CD, DVD Floppies.
c. Issue and returns of CD, DVD
d. Keeping digital library files and registers.
e. Preparation of consolidated monthly reports of the usage

Library office Assistant

Responsibility & Authority:

I. Responsible for the arrangement of book in racks.
II. Responsible for taking Xerox and maintaining the bill books
III. Responsible for the Cleanliness of the library.

Physical Director (PD)

Responsibility & Authority:

I. Budgeting for the Year-regarding sports activities.
II. Undertaking State Level tournaments and conducting them successfully.
III. Attending Physical Directors' Meeting.
IV. Participating in advanced training programmes.
V. Inculcating a strong code of discipline in sports among the students.
VI. Developing inter-personal relationship with various departments.
VII. Select Participants for the competing team at the College level tournaments.
VIII. Arranging coaching camps and friendly matches for the Players.
IX. To insist mandatory practice for the team players.

NSS Programme Officer

Responsibility & Authority:

Conducting NSS programme as per plan and submitting report to SGBAU.

Training and Placement Officer (TPO)

Responsibility & Authority:

Training and Placement Officer in a Engineering is responsible for the following:

1. Training and placement of the students in the industry/ other user system.

2. Industry Institute Interaction.

3. Arranging Industrial visit of the students.

4. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.

5. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.

6. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.

7. To monitor the working of alumni association and to arrange their meetings.

8. To sponsor students for various paper presentations and the Technical exhibitions.

9. To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.

10. To arrange entrepreneurship camps and to motivate the students for self-employment.

11. To arrange programs for guidance and counseling of the students regarding various sources of finance, men and material for self-employment.

12. To engage classes for teaching as well as for personality development of students.

SERVICE RULE

5. Service Rule:

STC follow the AICTE rules and regulation for Procedures, recruitment and promotional policies for staff. **The time being the Management has decided to adopt adhoc policies for procedures, recruitment and promotional policies of teaching and non-teaching staff.**

5.1 Recruitment Process in Institute:

1) The recruitment and selection of staff is highly effective in terms of its rigorous adherence to the policy and procedures laid down by the College Management and it ensures transparency in terms of maintenance of files and records. Need based assessment of manpower is prepared at the department level by H.O.Ds which are scrutinized and finalized by the Dean and then submitted to Principal.
2) The consolidated manpower requirement is then sent; to Management for approval; by principal.
3) An Ad hoc Selection Committee is constituted comprising normally all the Heads of the Department with the Principal as the Chairman of the committee.
4) The Selection Committee prepares a job specification for each position.
5) The Selection Committee prepares a panel of experts for each department.
6) Applications for various posts are invited through Advertisement in the newspapers.
7) Applications are sorted out and filed.
8) The Head of the concerned department scrutinizes the applications, short list the candidates in the ratio of 1:3.
9) The Head of the Department fixes the date of the interview in consultation with the Principal
10) The interview date is informed through call letter to candidates giving sufficient time (15 Days). The External expert is also invited for conducting the interviews.
11) The Interview committee will comprise or the External expert, the H.O.D and the Principal in the case of selection for the cadre or Professor and above. This panel selects candidates on the basis of merit- through demo sessions followed by Personal interviews. This Committee finalizes suitable candidates and recommends to the Chairman for a personal interview. They will take the final decision regarding the appointment of the individual.
12) After this, the Chairman or Principal will release an Offer of appointment indicating pay package and service rules.

5.2 Formalities at the time of joining:
Selected candidates will be informed about the dates of joining in their offer letter.

Immediately on that day:

1) Selected candidate will make a visit to the Personnel section to computer formalities.

2) They will have to submit originals & copies of required academic certificates from SSC (10thBoard) to Ph. D for verification along with five passport size photos for various purposes.

3) If the candidate was previously employed a certificate stating that he/she has been relieved of his/her position there should be submitted.

The Personnel section gives the selected candidate several letters & Forms:

1) Selected candidate will have to fill the joining report and get it signed by HOD and Dean.

2) Selected candidate will be asked to fill up an AICTE form which he/she need to submit in the Personnel Department.

3) Selected candidate will also get ID, Library Accounts, and Leaves Record Forms. The leaves record forms will also have to submit to Personnel Department.

4) Selected candidate will need to submit necessary documents to Account section for banking formalities.

5) The account section will open his/her account in Bank of India Khamgaon and will deposit online his/her salary in BOI account.

Documents required by account section for Bank Formality:

1) Photo ID proof
2) Address Proof
3) Passport size Photo – 2

> ➤ **Typical activity profile of a faculty member:**

1) The Faculty Members should always first talk to the HOD and keep the HOD informed about the member's professional and personal activities.

2) The teaching load will be allotted by the HOD after taking into consideration of interest and willingness the Faculty Member's along with departmental requirement.

3) In addition to the teaching, the faculty member should take additional responsibilities as assigned by HOD / Principal in academics, co-curricular or extracurricular activities.

4) All conclusions will be submitted to Dean and final report will be sent to Principal.

5) Every Faculty Member should maintain student's attendance records.

6) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

7) The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

8) The Faculty Member must strive to prepare him/ her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

5.3 Working hours:

Time	Particulars
➢ **For teaching staff:**	
➢ **Monday to Friday**	
10:00 AM	Reporting
10:10 AM	Entry punch in thumb machine
05:30 PM	Exit punch in thumb machine
➢ **Saturday**	
10:00 AM	Reporting
10:10 AM	Entry punch in thumb machine
02:45 PM	Exit punch in thumb machine
➢ **For non-teaching staff:**	
➢ **Monday to Friday**	
10:20 AM	Reporting
10:30 AM	Entry punch in thumb machine
06:00 PM	Exit punch in thumb machine
➢ **Saturday**	
10:20 AM	Reporting
10:30 AM	Entry punch in thumb machine
05:00 PM	Exit punch in thumb machine

1) The reporting time of class IV is ten minutes before and after the college timing (10:00 AM to 06:00 PM).
2) The punch in time and punch out time is recorded by using a Biometric thumb impression scanning machine.
3) Every faculty has to punch before the given punch in time. A 10 minutes margin is given to the faculties on punch in time. Faculty punching in after 10.10 am will be considered late on that day.

5.4 Dress Code:

1) A dress code is assigned to all the faculty &they have to follow it strictly. Only on Thursday they are allowed to wear casual wear provided that it should be appropriate and decent considering their field of work.

5.5 Responsibility, specific aspect and general points:

Responsibilities are as follows:

5.5.1 Class Room Teaching:

1) Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan as per Students Attendance Register.

2) The Faculty Member should get their lesson plan and course file - approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,

3) The Faculty Member should use reference books along with textbooks and prepare his/her detailed lecture notes. These lecture notes are useful for him/her and students.

4) The Faculty Member should go to the classes at least 5 minutes before and enter the class without delay when the bell rings. The Faculty Member should engage the full 1 hour and should not leave the class early. The Faculty of Member should cultivate to include humor in the lecture, to break the monotony.

5) The Faculty Member should practice/rehearse the lecture well before going to the class.

6) The Faculty Member should make use of Projectors, Models, Google class room etc., as teaching aids.

7) The Faculty Member should encourage students asking doubts / questions.

8) The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.

9) The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

10) In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least a week in advance of actual class.

11) The Faculty Member shall give possible questions with answers for each unit.

12) The Faculty Member should sign in the class log book every day after he/she finishes the lecture.

13) The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.

14) The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.

15) The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

16) The Faculty Member should make him / her available for doubt clearance.

17) The Faculty Member should motivate the students and bring out the creativity / originality in the students.

5.5.2 Laboratory Teaching:

1) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

2) Whenever possible, additional experiments to clarify or enlighten the students must be given.

3) The lab observations/records must be corrected then and there or at least by next class.

5.5.3 Test / Exam:

1) While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

2) During invigilation, the Faculty Member should be continuously moving aroundthe class.

3) He/She should not sit on a place for a prolonged time. He/She should watch closely so that nobody does any malpractice in the exam/test.

4) Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class co-coordinator and HOD concerned in the case of cycle test / Model Examination).

5) The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Dean/Principal with remarks.

6) The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

5.5.4 Student – Faculty Relationship:

1) The Faculty Member should have a good control on the students.

2) As soon as the Faculty Member enters the class, He / She should take attendance.

3) If anybody enters late, the student may be permitted to attend the class but should be marked as absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any changes in the student then must be directed to meet the class coordinator, HoD.

4) The Faculty Member should act with tact and deal with insubordination by students maturely.

5) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

5.5.5 Academic Issues:

1) Faculties should refrain from Carrying any Textbooks or Reference Books to the Class Rooms. Wherever required, they should carry their Notes for reference.

2) Theory and Practical classes should commence in time and should not be left before time. The students should not be allowed to go out of the class unless it is very urgent.

3) While engaging class mobile phone should be Switched Off. Faculties should not use phone while addressing to the class.

4) Faculties should behave themselves; while in college campus; around the student. Faculties should take care that they should not do anything which is considered to be misconduct among students.

5.5.6 Infrastructure Issues:

1) Internet / computer should be used for academic and official purposes only.
2) Switch off lights and fans if not in use.
3) Don't litter / spit in the campus.

5.5.7 Imperest:

Imperest amount for various kinds of Expenses given by account section by the permission of principal.

5.6 Performance Appraisal System for teaching staff:

5.6.1 A well-defined system for faculty appraisal depends on three parameters:

a) Faculty Self-Assessment – A format is being provided which the faculty has to fill twice every year / one academic year.
b) Feedbacks from Students – Feedback coordinator take student's feedback twice in a year and also discussion with student representatives and get feedbacks about everyindividual faculty in oral basis and inform to Principal.
c) Departmental Assessment – HOD assets evaluation of faculty member twice every year / one academic year.

5.6.2 This PAF is used for:

1) Evaluate performance of faculty Promotion and Increments.
2) By evaluating faculty tries to improve the teaching engagement.
3) By performance appraisal faculty motivates himself and tries to achieve fulfillment of all heads for scoring maximum marks.
4) Ready reckoner data available like University result, faculty attendance and C-off, paper published in journal and conference, Patents, Projects, Award and Recognition; which is used for appreciation of faculties on the occasion of teacher's day every year.
5) Database with proof available in personnel section every year.

5.6.3 Chart representation of Performance Appraisal System:

```
┌─────────────────────────────────────┐
│         Start academic year          │
└─────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────────────────────┐
│ Personnel section sends Performance Appraisal form (PAF) │
│                  to all faculties                        │
└─────────────────────────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────────────────────┐
│  In the end of the academic year, Faculty members fill   │
│                      up PAF                              │
└─────────────────────────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────────────────────┐
│ Faculty submit PAF to personnel section (dully signed    │
│                hardcopy and PDF)                        │
└─────────────────────────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────────────────────┐
│ Personnel section sends PAF to student feedback          │
│                  coordinator                            │
└─────────────────────────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────────────────────┐
│ Feedback coordinator will send PAF to all HOD's along    │
│            with their feedback evaluation               │
└─────────────────────────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────────────────────┐
│   After evaluation HOD's submit PAF to Dean Academics    │
└─────────────────────────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────────────────────┐
│       Dean Academics submits PAF to Principal            │
└─────────────────────────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────────────────────┐
│ Principal discusses with faculty regarding Performance   │
│  and future plans for the growth of department and       │
│                   institution.                          │
└─────────────────────────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────────────────────┐
│ Principal and Dean discuss all reports with Chairman Sir │
└─────────────────────────────────────────────────────────┘
                   │
                   ▼
      Medium     ◇ Performance? ◇      Poor
         │            │                  │
         ▼          Good                 ▼
┌──────────────┐  ┌────────────────┐  ┌────────────────────┐
│ Suggestions  │  │  Promotion /   │  │ Warning and last   │
│ for the      │  │  Increments    │  │ chance             │
│ betterment   │  │                │  │                    │
└──────────────┘  └────────────────┘  └────────────────────┘
         │            │                  │
         └────────────┼──────────────────┘
                      ▼
              ┌────────────────┐
              │  Session End   │
              └────────────────┘
```

5.7 Salary and Increments:

The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE from time to time. Currently, the following are the scales as per the Sixth Pay commission prescribed by the AICTE. Every year Ratification will be conducted for the faculty members in the University. Salaries for the employee will be paid 12th of every month.

The time being the Management has decided to adopt adhoc policies for salary and increments of teaching and non-teaching staff.

I. Annual /Advance increments @3% of the sum total of the pay in the relevant pay band and the AGP as applicable for the stage in the pay band on every year in the month of **September on the occasion of teacher's day.**

II. In addition to this *special allowance is given by Honorable Chairman Sir to loyal faculty members according to performance appraisal.

5.7.1 Earning

I. Total Pay = Pay Band + AGP
II. Deduction P.F. = 1800, P.T. = 200, Mediclaim insurance policy.

Gross Pay = Pay Scale + AGP + D.A. + H.R.A. + T.A. + *Special Allowance

5.7.2 Annual Increment and salary structure:

Annual increment of 3% of net pay for every year based on date of joining and self-appraisal produced by faculty.

5.7.2.1 Teaching staff:

1. Assistant Professor [15600-39100]:

Cadre:	Assistant Professor [15600-39100]
Qualification:	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.
Experience:	Nil

a) Assistant Professor with less than one years' experience* and fresher:

The Individual is eligible for a monthly salary is as follows:

Years	Scale	3% increment	Total
Adhoc	15600	0	15600
Probation	15600	468	16068
Probation	16068	482	16550
3	16550	497	17047
4	17047	511	17558
5	17558	527	18085
6	18085	543	18627
7	18627	559	19186
8	19186	576	19762
9	19762	593	20354
10	20354	611	20965
11	20965	629	21594
12	21594	648	22242
13	22242	667	22909
14	22909	687	23596
15	23596	708	24304
16	24304	729	25033
17	25033	751	25784
18	25784	774	26558
19	26558	797	27355
	27355	821	28175

* After 2017 joining; as per college ad-hoc policy.

b) Assistant Professor STC experience*:
The Individual is eligible for a monthly salary is as follows:

Completed Years	Scale	3% increment	Total
1	21600	648	22248
2	22248	667	22915
3	22915	687	23603
4	23603	708	24311
5	24311	729	25040
6	25040	751	25792
7	25792	774	26565
8	26565	797	27362
9	27362	821	28183
10	28183	845	29029
11	29029	871	29899
12	29899	897	30796
13	30796	924	31720
14	31720	952	32672
15	32672	980	33652
16	33652	1010	34662
17	34662	1040	35702
18	35702	1071	36773
19	36773	1103	37876
20	37876	1136	39012

*Before 2017 joining at STC Shegaon

2. Associate Professor [Rs.37400-67000]:

Cadre:	Associate Professor [Rs.37400-67000]
Qualification:	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.
Experience:	Minimum of 5 years' experience in teaching / research /industry of which 2 years post PhD experience is desirable.

The Individual is eligible for a monthly salary is as follows:

Experience	Scale	3% Increment	Total
1	46400	1392	47792
2	47792	1434	49226
3	49226	1477	50703
4	50703	1521	52224
5	52224	1567	53790
6	53790	1614	55404
7	55404	1662	57066
8	57066	1712	58778
9	58778	1763	60541
10	60541	1816	62358
11	62358	1871	64228
12	64228	1927	66155
13	66155	1985	68140

3. Professor [Rs.37400 - 67000]

Cadre:	Professor [Rs.37400 - 67000]
Qualification:	Qualifications as above that are for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.
Experience:	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

The Individual is eligible for a monthly salary is as follows:

Experience	Scale	3% Increment	Total
1	53000	1590	54590
2	54590	1638	56228
3	56228	1687	57915
4	57915	1737	59652
5	59652	1790	61442
6	61442	1843	63285
7	63285	1899	65183
8	65183	1955	67139
9	67139	2014	69153
10	69153	2075	71228
11	71228	2137	73364
12	73364	2201	75565
13	75565	2267	77832
14	77832	2335	80167
15	80167	2405	82572
16	82572	2477	85049
17	85049	2551	87601
18	87601	2628	90229
19	90229	2707	92936
20	92936	2788	95724
21	95724	2872	98596
22	98596	2958	101553

4. Pro-term lecturer:

Cadre:		Pro-term lecturer				
Qualification:		BE/B.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech.				
Condition:		This arrangement of maximum of period of three years in order to address the situation of shortage of teacher (M. Tech / M.E. degree holders in appropriate discipline as an assistant professors at entry level) as an interim measure.				
Source:		file:///F:/Dr%20Anant%20G%20Kulkarni%2001-09-2018/Sercice%20rules%20HR/emergent.pdf				
Experience:		Nil				
Year	Experience	Scale	AGP	3%	Total after increment	
Adhoc	1	11000		330	11330	
Probation	2	11330		340	11670	
Third year	3	11670		350	12020	
PG must be completed						

Remuneration for faculty:
    i.   SGBAU theory exam invigilation remuneration.
    ii.   Practical Exam Remuneration.
    iii. SGBAU paper valuation
    iv.   Online exam – As per rules by respective exam
    v.   Cash incentives on publication paper in UGC journal / award / recognitions any achievement.

5.7.2.2 Non-teaching staff:

1. Senior TA [9300-34800]:

Cadre: **Senior Technical Assistant [9300-34800]**
Qualification: **Graduation with 55% marks in the concerned discipline from a recognized University.**
Experience: **Five years professional experience in the relevant field.**
Upper Age Limit: **Not Exceeding 35 years**

Experience	Basic	Grade pay	3% increment per year	Scale payment	Total gross कुल आय
1 Adhoc	**9300**	**0**	**0**	**9300**	**9300**
2 probation	**9300**	**0**	**279**	**9579**	**9579**
3	**9579**	**4200**	**287**	**14066**	**14066**
4	**14066**		**422**	**14488**	**14488**
5	**14488**		**435**	**14923**	**14923**
6	**14923**		**448**	**15371**	**15371**
7	**15371**		**461**	**15832**	**15832**
8	**15832**		**475**	**16307**	**16307**
9	**16307**		**489**	**16796**	**16796**
10	**16796**		**504**	**17300**	**17300**

11	17300		519	17819	17819
12	17819		535	18353	18353
13	18353		551	18904	18904
14	18904		567	19471	19471
15	19471		584	20055	20055
16	20055		602	20657	20657
17	20657		620	21277	21277
18	21277		638	21915	21915
19	21915		657	22572	22572

2. Technical Assistant (TA) [5200-20200]:

Cadre: Technical Assistant [5200-20200]
Qualification: Diploma in relevant discipline.
Experience: Nill

Experience	Basic	Grade pay	3% increment per year	Scale payment	Total gross
1 Adhoc	5200	0	0	5200	5200
2 probation	5200	0	156	5356	5356
3	5356	2000	161	7517	7517
4	7517		226	7742	7742
5	7742		232	7974	7974
6	7974		239	8214	8214
7	8214		246	8460	8460
8	8460		254	8714	8714
9	8714		261	8975	8975
10	8975		269	9245	9245
11	9245		277	9522	9522
12	9522		286	9808	9808
13	9808		294	10102	10102
14	10102		303	10405	10405
15	10405		312	10717	10717
16	10717		322	11038	11038
17	11038		331	11370	11370
18	11370		341	11711	11711
19	11711		351	12062	12062

3. Laboratory Assistant [5200-20200]:

Cadre: *Laboratory Assistant [5200-20200]
Qualification: 10+2 or equivalent with Science or ITI/Diploma in any relevant engineering disciplines
Experience: Having experience in handling Scientific Appliances, Glass wares / Chemicals.
Desirable: Working knowledge of Computer/data

handling/observational skills etc.

Upper Age Limit: **Not Exceeding 30 years**

Experience	Basic	Grade pay	3% increment per year	Scale payment	Total gross
1 Adhoc	5200	0	0	5200	5200
2 Probation	5200	0	156	5356	5356
3	5356	2400	161	7917	7917
4	7917		238	8154	8154
5	8154		245	8399	8399
6	8399		252	8651	8651
7	8651		260	8910	8910
8	8910		267	9178	9178
9	9178		275	9453	9453
10	9453		284	9737	9737
11	9737		292	10029	10029
12	10029		301	10329	10329
13	10329		310	10639	10639
14	10639		319	10959	10959

4. Laboratory Attendant [5200-20200]:

Cadre: **Laboratory Attendant [5200-20200]**
Qualification: **10+2 or equivalent with Science.**

Experience: **Having experience in handling**
     Scientific Appliances, Glass wares and Chemicals.
     Desirable: Working knowledge of computer
Upper Age Limit: **Not Exceeding 42 years**

Experience	Basic	Grade pay	3% increment per year	Scale payment	Total gross
1 Adhoc	5200	0	0	5200	5200
2 probation	5200	0	156	5356	5356
3	5356	1800	161	7317	7317
4	7317		220	7536	7536
5	7536		226	7762	7762
6	7762		233	7995	7995
7	7995		240	8235	8235
8	8235		247	8482	8482
9	8482		254	8736	8736
10	8736		262	8999	8999
11	8999		270	9269	9269
12	9269		278	9547	9547
13	9547		286	9833	9833
...					

5. Senior Clerk [5200-20200]:

Cadre: **Senior Clerk / Steno / Upper Division Clark [5200-20200]**
Qualification: **A Graduate from a recognized University.**

Experience:	**Must have at least 3 (three) years' experience as Lower Divisional Clerk in Govt. / autonomous organization / Industry / NGOs.**

Experience	Basic	Grade pay	3% increment per year	Scale payment	Total gross
1 Adhoc	5200	0	0	5200	5200
2 probation	5200	0	156	5356	5356
3	5356	2400	161	7917	7917
4	7917		238	8154	8154
5	8154		245	8399	8399
6	8399		252	8651	8651
7	8651		260	8910	8910
8	8910		267	9178	9178
9	9178		275	9453	9453
10	9453		284	9737	9737
11	9737		292	10029	10029
12	10029		301	10329	10329
13	10329		310	10639	10639
14	10639		319	10959	10959
...					

6. Head Clerk [9300-34400]:

Cadre:	**Head Clark / Steno [9300-34400]**
Qualification:	**Graduate**
Experience:	**Nil**

Experience	Basic	Grade pay	3% increment per year	Scale payment	Total gross
1 Adhoc	9300	0	0	9300	9300
2 probation	9300	0	279	9579	9579
3	9579	4200	287	14066	14066
4	14066		422	14488	14488
5	14488		435	14923	14923
6	14923		448	15371	15371
7	15371		461	15832	15832
8	15832		475	16307	16307
9	16307		489	16796	16796
10	16796		504	17300	17300
11	17300		519	17819	17819
12	17819		535	18353	18353
13	18353		551	18904	18904
14	18904		567	19471	19471
...					

7. Junior Clerk [5200-20200]:

Cadre:	**Junior clerk / Steno / Library attendant / Lower Division Clerk [5200-20200]**
Qualification:	**12th Class or equivalent qualification from a recognized Board or University.**

Experience:			A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter.		
Experience	Basic	Grade pay	3% increment per year	Scale payment	Total gross
1 Adhoc	5200	0	0	5200	5200
2 probation	5200	0	156	5356	5356
3	5356	1900	161	7417	7417
4	7417		223	7639	7639
5	7639		229	7868	7868
6	7868		236	8104	8104
7	8104		243	8348	8348
8	8348		250	8598	8598
9	8598		258	8856	8856
10	8856		266	9122	9122
11	9122		274	9395	9395
12	9395		282	9677	9677
13	9677		290	9967	9967
14	9967		299	10266	10266
...					

8. Class IV [4440 - 7440]:

Cadre: Peon Class IV / Guard [4440 - 7440]
Qualification: Graduate / Any qualification
Experience: Nil

Experience	Basic	Grade pay	3% increment per year	Scale payment	Total gross कुल आय
1 Adhoc	4440	0	0	4440	4440
2 probation	4440	0	133	4573	4573
3	4573	1300	137	6010	6010
4	6010		180	6191	6191
5	6191		186	6376	6376
6	6376		191	6568	6568
7	6568		197	6765	6765
8	6765		203	6968	6968
9	6968		209	7177	7177
10	7177		215	7392	7392
11	7392		222	7614	7614
12	7614		228	7842	7842
13	7842		235	8077	8077
14	8077		242	8320	8320
15	8320		250	8569	8569
16	8569		257	8826	8826
17	8826		265	9091	9091
18	9091		273	9364	9364
19	9364		281	9645	9645

Joining before year 2017; Starting amount is 5740 and after 2017 starting amount is 4440.

5.7.3 Proposed Staff Leaves Policy:

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Leave Policy:

1) All faculties have to register their attendance daily both at in time and out time using biometric machine.
2) Any entry/exit in between have to be registered at the college gate only.
3) Faculties with unregistered biometric attendance should sign in the attendance register.
4) Every faculty is given 12 Casual Leaves (CL) at the start of academic year. One CL per month.
5) Faculties availing benefits like late entry mark / early entry mark/ short break / Duty Leave (DL) on working / Compensatory-Off (C-OFF) Non-working days also need to punch their attendance each time they enter or leave the campus.
6) For late entry Mark / early exit Mark/ short break / DL on working / COFF, staff must fill the "LEAVE REQUEST FORM" compulsorily.
7) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
8) Faculty can avail only total of three benefits in a month out of late entry mark, short break and early exit mark. (Late entry + short break + early exit = not more than three requests otherwise CL / half CL deducted)
9) If a faculty avails benefits more than three times then according to working hours a half day CL or full day CL will be deducted every extra availing of benefits.
10) Miss-Punch: - The case; when the biometric machine is unable to recognize the punching faculty; is said to be Miss-Punch case. This should be resolved by the consult faculty by taking aid from the system administrator within two days of the incident.

Late Entry:

1) Late entry is not permitted. The faculties punching after the scheduled time (after the given margin of 10 min) will be treated as late and get a late mark for that day.
2) Faculty can be considered late if he punches upto two hours after the college punch in time i.e. upto 12.00 pm
3) Faculty punching in after 12.00 pm will get a half day CL deducted from his/her CL quota and for late coming; faculty should take permission one day before with all formalities of work engagement.
4) Every late Entry mark should be properly notified to the HOD/higher authority before availing.

Early Exit:

1) Early exit is not permitted. Faculties should not leave the college premises before the given punch out times.
2) For the purpose of early leaving faculty can use their half day CL.

3) For some emergency cases a faculty can apply for early exit mark by using leave request form.

4) If his/her early leave is granted then he/she can punch out two hours before the actual punch out time.

5) In case it is observed that a faculty has taken early leave without notifying to the authority his half day CL or full CL will be deducted.

Short break/Leave:

1) Faculties can avail their short leaves by receiving proper permission from the authority after filling up the request form.

2) Maximum two short breaks of two hours in one month for genuine reasons are permitted.

3) Short break cannot be claimed as a right and they lapse at the end of every month.

4) Any short break exceeding the permissible time limits or No's would be treated as half Day/Full day leave as the case may be.

5) Short break are not permitted on half working days.

6) Two short breaks cannot be clubbed.

7) Only planned short break would be permitted, Un Authorized Short break would attract severe disciplinary action.

Casual Leaves:

1) The Staff Proceeding on a leave should get their Casual leave (CL) application (Leave request record& Load adjustment form) forwarded by HOD and get it sanctioned by the academic dean and Principal two day in advanced of leave.

2) Even if faculty don't have Leave in his/her credit a faculty has to apply for CL and considered as a Leave without pay (LWP).

3) Faculty availing CL in case of emergency should inform to the HOD/higher authority and also suggest adjustment for their load

4) If a faculty has to avail CL in emergency and had not applied for it, then he/she should inform to the HOD and complete the necessary formalities within two days of reporting back to work.

½ Day Planned leave:

1) Staff should report to college before 01:30 for morning half day leave and should leave the college after 14:00 for afternoon half day leave.

2) Short break, late entry and early exit can't be clubbed with Half-day leave.

3) Half-day leaves are not permitted on Half Working Day.

4) Only CL, LWP, DL can be taken as ½ day Leave.

5) Faculty on ½ Day leave application (Leave request record& Load adjustment form) submits to their HOD.

Unplanned Leave:

1) Any faculty remaining absent without prior written leave approval shall be considered as on Unplanned Leave.

2) A faculty on unplanned leave must inform the HOD On Voice Call (No SMS / E-Mail /WA) & their sanctioning authority about their absenteeism on SMS. This Verbal

Information Does not imply the conversion of unplanned leave to casual leave applicable to them.

3) The concerning faculty has to get it resolved by applying themselves in Unplanned leave application (UPL) within 2 days of joining back. Any Application after 2 Days would not be considered. HOD would not be calling/reminding the Staff for Leave application. Such Non Applied Leave would be treated as Non Applied Unplanned Leave and would be dealt accordingly.

4) Only in case of emergency the Sanctioning Authority may regularize Unplanned Leave to Approved Leave otherwise considered LWP.

Medical Leaves:

1) 8 Days for regular Teaching staff by the permission of higher authority.
2) For medical leave, prescription, bill and Medical Certificate are required along with the Leave application.

Earned leaves

1) Any Kind Of Un-Spent Leaves of all faculties will be converted to Earned Leave.
2) Earned leave can be carried forward.

C-Off:

Compensatory Off/Leave (COFF) is paid time off for an eligible employee having worked additional hours in an attendance period. Compensatory leave may be used to provide time off from work at a later date but within the valid time period.

1) For Teaching, Technical & Office faculty: Non-Remunerative work done on a Non-working day would lead to C-Off (Half or Full as the case may be).
2) C-OFF will be calculated as per working hours (Maximum full day).
3) Procedure for Claiming C-Off: The Competent authority calling the staff on non-working day will process the C-Off "LEAVE REQUEST FORM" for granting C-Off's to the concerned staff(s) within 7 days, otherwise no C-off will be permitted.

On Office Duty leave (OD) / Duty Leave (DL):

1) The faculty proceeding on DL should ensure that their regular college duties are not affected.
2) The Principal has authority to deny any OD / DL as per requirements.
3) It is generally expected that a faculty going on OD / DL should apply in "REQUEST FORM" and get it approved by their HOD and Sanctioning Authority before proceeding on planned OD / DL.
4) However in case of Unplanned OD / DL the concerned staff should inform the HOD and their Approval authority about their Unplanned OD / DL on Voice Call (No SMS / E-Mail / WA) before proceeding for work.
5) Such Unplanned OD / DL by the concerned faculty should be resolved by applying themselves within 2 days of the incidence. Else it would be considered as LWP.

Special Leaves

1) **Summer Vacation Leave :**

No staff can neither prefix nor suffix any other leaves with Summer Vacation.

Sr. No.	Staff	Duration	Vacation
1	Teaching (UGC)	As per University calendar	-
2	Teaching (Adhoc)	More than five years in STC	30 days
		More than 3 years in STC	15 days
		More than 1 years in STC	10 days
3	Non-Teaching	More than 3 years in STC	10 days
		More than 1 years in STC	06 days
4	Teaching & Non-Teaching	Less than 1 Year	No Vacations

Note: Leave should be sanctioned by the authority of Principal after submission of Leave request form (for summer vacation).

2) **Maternity Leave:**

The institute provides six months maternity unpaid leaves to all female employees for their first Children.

3) **Paternity leave:** A male teaching / nonteaching staff (more than three years' service in STC Shegaon) with less than two surviving children may be granted Paternity Leave for a period of 01 day before or up to one day from the date of delivery of the child. Institute provides two days paternity leave for male staff.

4) **Marriage Leave:**

Seven days only for regular teaching staff for their own marriage, 1 time in career.

Note: Staff will be governed by the service rules of this institution as applicable to employees of different category and as amended from time to time.

5.7.4 Welfare Scheme for Faculty:

Employee welfare is a comprehensive term including various services, benefits and facilities offered by the Siddhivinayak Technical Campus, Shegaon as follows:

1) Advances are given to all employees who desire to avail. Festival, emergency need, any category advance given to employees and same deducted from monthly salaries.
2) Employees' Provident Fund is deposited along with same contribution from institutes' side.
3) Financial support in terms of DA/ TA and DL provide to teaching, non-teaching staff and students for attending IIT workshop, HRD program, University sports & cultural activity, conferences, Workshops, STTPs & FDPs etc.
4) Support to faculty members for PG and PhD programme.

5) The institute provides six months maternity leaves to all female employees for their first Children. Only EPF paid by institute during maternity leaves.

6) The institute every year on September 05 the occasion of Teacher's day felicitates the staff members with their achievement, publications, best result in subject, maximum attendance in college, maximum C-off etc. Reward of Rs 300/- per paper is given to faculty who publishing research paper on approved UGC journal and also honored by Rs 1000/- to teaching staff who attended and presented conference at abroad.

7) Award of Rs.10, 000/- for paper published in IEEE/Springer/ Elsevier conference outside India.

8) Institute organizes free health checkup camps to ensure the better health of all the employees.

9) Uniforms are provided by the institute to male and female employees.

10) Institute is provided Pradhan Mantri Suraksha Bima Yojna (PMSBY) to all employees.

11) Institute are motivated and provided facility to enroll Atal Pension Yojana (APY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) to all employees.

5.7.5 If a faculty decides to leave STC Shegaon:

While the Institute sincerely hopes that faculty will find this institute its environment comfortable and exciting for his/her academic pursuits& he/she will be with this institute till your retirement age.

1. Resignation

If faculty wishes to resign,

i. He/she will have to give notice one month for non UGC staff & non-teaching staff and three months for UGC staff prior to his/her resignation.

ii. This notice should be submitted & signed by HOD & the Principal.

iii. He/she will have to give a clearance regarding the facilities given to him/her.

iv. If he/she will not complete the clearance procedure, his/her last month's salary will not be issued.

2. Termination

As mentioned in your appointment letter, your appointment is on adhoc basis. You may be terminated without any notice & without assigning any reason in the event it is observed that your performance is not satisfactory & your behavior is not suitable in the interest of institution.

DISCIPLINARY PROCEEDINGS

6. Disciplinary Proceedings:

1. No order imposing any punishments on an employee shall be imposed without giving them a reasonable opportunity to be heard.
2. In the event of an alleged misconduct, a show cause notice or a charge sheet will be issued to the concerned employee and he/she will be given an opportunity to explanation in the alleged charges/ irregularities.
3. If the explanation is unsatisfactory, then the Management may decide to proceed with an Equity.
4. The charge sheeted employee will be allowed to participate fully in the disciplinary proceedings.
5. Based on the proceedings of the Enquiry, depending on the proved irregularities / acts of misconduct, the Competent Authority shall decide on the quantum of punishment, as listed below.

The following punishments may be imposed upon existence of sufficient proof.

   i. Fine with holding increments/promotions.
  ii. Recovery from pay, the whole or a part of financial loss caused to the College.
 iii. Suspension Termination.

6.1 Grievances Redressal Cell:

* The college has Grievances Redressal cell to redress the grievances of Staff and Students.
* The Principal shall announce the constitution of the Committee and the names of the members at the beginning of every academic year.
* Any teaching and nonteaching staff having a grievance shall make a representation to the Committee.
* The grievances shall be looked into immediately by the Committee.
* A member of the Committee shall record and maintain the minutes of the meeting of the Committee.

LIST OF EVENTS

Vasundhara Bahuddeshiya Samajik Sanstha's
SIDDHIVINAYAK TECHNICAL CAMPUS
Shegaon-Khamgaon Road, Shegaon, Pin: 444203, Maharashtra, India

7. LIST OF EVENT

Session 2019-2020

SN	Event	Date	Responsibility
1	Tree plantation week	01.07.2019	National Service Scheme (NSS)
2	Tree plantation in World Nature Conservation Day	28.07.2019	MESA, Mechanical Department
3	Independence day	15.08.2019	Cultural / Extra activity coordinator
4	Blood donation and free health checkup camps in the memory Late Shri Bhausaheb Fundkar.	21.08.2019	Sports coordinator
5	Krishn Janmashtami (Dahi handi)	23.08.2019*	Cultural / Extra activity coordinator
6	ED cell program	As per EDII, NSTEDB & DST Schedule	Entrepreneur Development cell Coordinator
7	Shri Ganesh Chaturthi	02.09.2019	Cultural / Extra activity coordinator
8	Induction program for first year student	04.09.2019	HOD (ASH)
9	Teacher's day	05.09.2019	Cultural / Extra activity coordinator
10	Engineer's day	15.09.2019	Student Council & CESA, MESA, EESA, CSESA and ETSA
11	Gandhi Jayanti	02.10.2019	National Service Scheme (NSS)
12	Organize Gandhi Vichar Sanskar Pariksha (GVSP)	02.10.2019	Library committee
13	Diwali Meet	23.10.2019	Cultural / Extra activity coordinator
14	Student Associations ET's event on World Development Information Day	24.10.2019	ETSA Electronics and Telecommunication Engineering
15	Student Associations EE's event on World energy Conservation day	14.12.2019	EESA (Electrical Engineering)
16	Minorities Rights Day	18.12.2019	Cultural / Extra activity coordinator
17	Constitution Day (Samvidhan Divas)	26.11.2019	National Service Scheme (NSS)
18	Alumni meet	21.12.2019	Alumni coordinator
19	Savitri Bai Phule Jayanti	03.01.2020	National Service Scheme (NSS)
20	ISTE student chapter's celebrate youth day and Swami Vivekanand and Raj Mata Jijau jayanti	12.01.2020	National Service Scheme (NSS)
21	Republic Day	26.01.2020	Cultural / Extra activity coordinator
22	Student Associations CSE's event on Data protection day	28.01.2020	CSESA (Computer Science and Engineering)

SN	Event	Date	Responsibility
23	Shivaji Jayanti	19.02.2020	National Service Scheme (NSS)
24	Sant Gadge Baba Jayanti	23.02.2020	National Service Scheme (NSS)
25	Project exhibition on National Science day	28.02.2019	Technical Coordinator and ISTE student chapter
26	International Woman's day / World Kidney Day	08.03.2020	Women Grievance Committee [WGC]
27	Student Associations CE's World Water Day	22.03.2019	CESA (Civil Engineering)
28	Ambedkar Jayanti	14.04.2020	National Service Scheme (NSS)
29	Degree Distribution Ceremony for present pass out batch	11.04.2020	Alumni coordinator
30	World earth day	22.04.2020	ISTE student chapter
31	World book / copyright day	23.04.2020	Intellectual Property Rights cell [IPR]
32	International Day for Biological Diversity	22.05.2020	National Service Scheme (NSS)
33	World Environment Day	05.06.2019	Beat Plastic Pollution
34	International Yoga Day	21.06.2019	Sports coordinator

Welcome Journey of Shree's Palkhi Sohala date will be declared by SSGM Sansthan Shegaon.

1 Program for ISTE student chapter, Student council and Departmental Student Associations like special days celebration, Quiz, Organize one day or two days' workshop / industry based lecture i.e. Indo German Tool Room Aurangabad CMS IT SERVICES - TDC, free online workshop and certification course, Engineers day, Teacher's day celebration, motivational speech, seminar, paper presentation (VII semester), guest lecture, conference, sports activity, project exhibition.

2 Respective staff coordinator / HOD observe, guide and provide facility for above.

3 All programs organize with prior permission of Principal and circulate notice minimum two days before of commencement of program.

4 After completion of program respective coordinator / person will submit report of the program to Coordinator / HOD /Principal and email / send soft copy to (media email) with signed report and photograph.

5 Free online test like Youth for work, https://www.fairandlovelyfoundation.in/online-tests/Test book… will conduct by coordinator / Departmental Student body in any event.

Principal

SOME

FORMATS

STC/ADM/13/

Date:……………..

Mr. /Ms. /Dr……………………

…………………………………

………………………………

Sub: Staff selection for the academic year – 2019-2020.

     Ref: Your application for the post of Assistant Professor / Associate Professor /

          Professor/ …………

Dear Sir / Madam,

              With reference to your application for the post of Assistant Professor / Associate Professor / Professor in the department of ………………………… of our College, you are requested to report for an interview at 10:30 AM on ……………… in the College premises at Siddhivinayak Technical Campus, Shegaon 444203 Dist Buldana Maharashtra along with the following documents.

1.   All original certificates (qualification and experience)

2.   Copy of all certificates – 1 set

3.   Pass port size photo – 2 Nos.

4.   Resume in the format enclosed

5.   Proof for last drawn salary
             You are requested to come prepared for delivering a Lecture for about 10 minutes

     ⬜   No TA, DA will be provided for attending the interview.

     ⬜   No alternate date will be given for interview.

                         Thank you

                                   Dr Anant G. Kulkarni

                                   Principal

Ref: No. STC/Degree/Appointment/   /2020
Date: 29/01/2020

To,
………………
………………
………………
………………

Dear Sir / Madam,

      You are hereby informed that the management is pleased to appoint you as a Professor / Associate professor / Assistant Professor / Pro-term lecturer w.e.f. **……/……/……** at Siddhivinayak Technical Campus, Shegaon College for CE / ME / CSE / ET / EE / ASH Department. You appointment will be confirmed subject to the selection & approval from Sant Gadge Baba Amravati University, Amravati. Till that time you have to continue purely on adhoc basis.

1. You will be paid a basic salary of Rs. 15600 per month in the scale of Rs 15600 – Rs 39100 as prescribed by AICTE pay scales subject to approval from the management.

2. Your appointment is on full time basis and you will not be permitted to engage yourself in any outside business, consultancy work, agency, profession, tuitions and or   any other type of outside work, either with or without remuneration, without permission of the Vasundhara Bahuddeshiya Samajik Sanstha's.

3. You have to give a undertaking that you shall not leave the college till the end of academic year, failing which you shall pay your one month gross salary. In case of quitting the job you will have to serve one month notice pay / one month salary, if you are on probation period. For permanent employee one must give three months' notice or pay three months salaries.

4. You have to discharge the duties during working hours. In case of emergency or urgency authority may utilize your services as and when required. You will perform such duties as prescribed for the post and as may be assigned by the authorities. In case of quitting the job you will have to serve one month notice or pay one month's salary, if you are on probation period/temporary post/adhoc post. For permanent employees one must give three months' notice or pay three months' salary.

4. You will have to observe strict secrecy as regard to the college and its management.

5. Your services may be terminated without any notice and without assigning any reason in the event it is observed that you performance is not satisfactory and/or your behavior is not suitable in the interest of institution.

6. The decision of the authorities in the matter of your performance and conduct shall be absolute, final and conclusive.

7. You will have to submit proof regarding your date of birth, educational, qualification and two copies of passport size photograph while reporting on duty. You will also have to submit physical fitness certificate from the Medical Officer approved by the Vasundhara Bahuddeshiya Samajik Sanstha's, as and when instructed accordingly.

8. Your job responsibilities as per AICTE include teaching including laboratory work, Research activities & research guidance, working on consultancy projects, Curricular Development & developing source materials, innovation in teaching, Laboratory work and Instructional materials. Continuing education activities, academic and administrative planning and development work at departmental and assisting at Institutional level, student counseling and interaction co-curricular and extracurricular activities and any other duties assigned from time to time by the authority.

9. You are found guilty or violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management as provided for in the statue. During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the society / university / institute / college / student.

9. If the above terms & conditions are acceptable to you, please endorse and send your acceptance on the enclosed duplicate copy of this letter.

Dr. Anant g. Kulkarni   Sagar P. Fundkar
  Principal   Chairman

Copy to:

1 Staff concerned (Original), 2. The Personnel Section, 3. Account section

LEAVE REQUEST FORM

Date: _____

1. Name of Staff   : _____
2. Designation   : _____
3. Program : Engineering / Polytechnic (Please √)
4. Reason for leave : _____   Work load adjusted: Yes/ No
5. Type : Late Coming / Short leave/ Early Leave / Duty Leave (D.L.) / On Duty Leave (OD) / SV / Compensatory Off (Please √).
6. Leaving Date   : from _____ to _____   No. of days : _____
7. Leaving time _____ Back time _____   8. Permission: Granted / Not Granted

Signature of   Signature of   Signature of
   Staff   HOD   Principal

SIDDHIVINAYAK TECHNICAL CAMPUS SHEGAON

(Polytechnic / Engineering)
Leave Request & Load Adjustment Form
SESSION 20…..-20…..

Name of Faculty: _____

Department: _____ **Designation:** _____

Type Leave: _____ **Duration of Leave:** From _____ To_____

No. of Days: _____ **Reason for Leave:**_____

Load Adjustment Table

Sr. No.	Activity/Subject name With Code	Class	Timing	Load Type Theory /Practical	Load Adjusted with	
					Name of Faculty	Sign

*If any use back side

Sanctioned/Not /Sanctioned

Sign of Faculty   **Sign of HOD**   **Sign of Academic Dean**

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