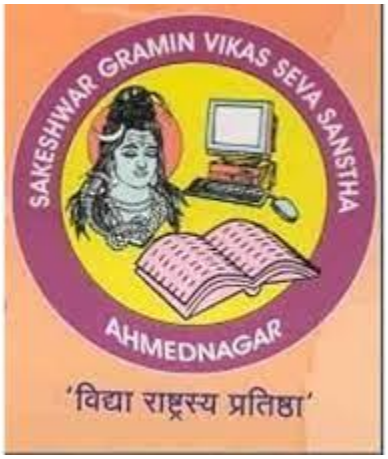
SAKESHWAR GRAMIN VIKAS SEVA SANSTHA'S

ADSUL TECHNICAL CAMPUS

Code of Conduct



At/Post – Chas, Chas-Nimbalak bypass Road
Taluka& District:- Ahmednagar, 414005

ADMINISTRATION MANUAL

QUALITY POLICY

ATCFOEM is devoted to establish high standards, to educate, enrich and best in imparting professional Engineering and Management education, by well qualified and experienced faculty members, devoted in nurturing students into socially responsible, professionals through creative collaboration, innovation and research.

VISION

"To become a best Rural Technical Campus in the country by Producing able Engineers and Professionals from Rural area as an optimum and valuable resource for Industry and Society.".

MISSION

‘‘Our mission is to transform rural minds into Quality Engineers, Entrepreneurs & Professionals through effective teaching-learning process, so our product will be cater needs of industry and society through their competency. We, the management, faculty & staff, there for committed to achieve this objective through continuous endless efforts".

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1. SERVICERULES

1. STAFFPATTERN

The staff pattern, the cadre structure and the students – staff ratio will be followed according to the norms given by AICTE / Pune University, Pune / State Government.

2. QUALIFICATION

The prescribed minimum qualifications and experience requirements for the various teaching posts will be as per the norms of AICTE and Pune University, Pune. For non-teaching post requirements will be based on the request of the department.

3. RECRUITMENT

The recruitment of staff members to all cadres shall be strictly on merit and by open selection through open advertisement. The selection is made by a Competent Selection Committee duly constituted by the management, consisting of representatives from the management, administration, department and external experts.

The recommendations of the Committee are to be approved by the Chairman of the trust after which appointment orders will be issued. However, temporary vacancies may be filled on contract basis subject to the condition that the applicant may not be allowed to continue beyond a period of one semester / one year. This selection is again by a committee. Internal candidates will also be permitted to apply for higher posts, provided they have required qualification and experience.

The decision of the management is final in all appointments

4. JOININGREPORT

The staff member at the time of joining duty in this Institution has to submit the following to the college office / corporate office:

a. Joining Report

b. Originals of his / her educational certificates and experience certificates etc
c. Xerox copies of the certificates.
d. One passport size photo

(Note: Xerox copies of all credentials to be retained)

The staff shall furnish both his/her temporary / permanent address along with contact phone number / e-mail ID (if any) to the administrative office. As and when there is any change in the above address / contact phone number / e- mail ID, the same has to be intimated to the administrative office immediately.

5. REGULARISATION OFSERVICE:

All the appointments are purely temporary until regularization and terminable without assigning any reasons there for.

The services of employees recruited against *****substantive posts will be regularized after one year from the date of joining.

Probation:

The employees whose services are regularized will be placed under probation for two years within a period of three years of continuous service. The probation period may be extended for valid reasons.

The employees under probation are called as probationer. At the end of successful completion of probation, the employees become „Approved Probationers" and their services will be confirmed in the substantive post.

**Note: ***Substantive posts are the posts sanctioned by the management as per the norms in various cadres.

6. TEACHING DAYS ANDWORKLOAD

As per the University norms, the institution will fulfill minimum number of teaching days required for a semester. Work load of a teacher will be as per the AICTE norms. Two tutorial hours / two laboratory hours will be counted as one teaching hour.

7. WORKING DAYS ANDTIMINGS

Every week, the College normally functions from Monday to Saturday for students. Every day, the college works from 9.00 A.M. to 4.30 P.M. For staff members, 2nd and 4th Saturdays are also working days. For the benefit of slow learners, who need extra coaching, special classes may be conducted from 4.30 to 5.30 p.m. every day as planned by the faculty members or/and on 2nd and 4th Saturdays.

8. MAINTENANCE OF ATTENDANCEREGISTER:

a. All teaching and non-teaching staff members shall register attendance in the computer (biometric) before the reporting time (9.00 a.m.) and at the end of the college (4.30 p.m.) on all working days. They also sign the attendance register both in forenoon and afternoon sessions.

b. The Registrar will close the attendance register at 9.15 a.m. in the morning.

c. Non-marking of attendance shall be treated as absence unless permitted by the Principal.

d. Staff members can avail permissions for short leave twice in a month (9.15 A.M. to 10.45 A.M. or 3.30 P.M. to 5.00P.M.).

Late Mark:

I. Late attendance (After 15 min. late.) late mark applicable and one leave / LWP will be considered for 3 late mark in a month.

II. After 1 hour to 3 hours late, half day leave/ LWP will be considered.

III. After 3 hours late, full day leave/LWP will be considered.

Early Going:

i. In case 15 min. early going, 1 leave/LWP will be considered for 3 early going days in a month.

ii. Above 1 hour to 3 hours early going, half day leave/LWP will be considered.

iii. Above 3 hours early going, full day leave/LWP will be considered.

9. SALARY

a. Based on the qualification and experience, monthly salary and dearness allowance (DA) will be fixed for every staff member according to the norms of the Management.
b. The revision of D.A. is left to the discretion of the management.
c. Staff members who acquire Ph.D. degree after entering into service in the institution will be sanctioned with four additional increments/incentives as per College norms.
d. Salary of each staff member will be directly credited into the savings bank account of the individual in Axis bank branch.
e. Income tax, if any, will be deducted from the salary on written request of the staff member and paid to the government.
f. It is the bounden duty of all staff to pay the income tax. Non remittance of tax will result in legal action.

10. BENEFIT EXTENDED TO THE STAFFMEMBERS

a. Pay Revision and Annual increment:

The annual increment in salary will be included in July and paid in Aug. every year.

b. Accident Insurance Scheme:

i. All staff members and students are covered by the group insurance scheme.
ii. In the event of any disability or death of any member, his /her family gets a part or full amount of the sum insured.
iii. A part of the sum insured will be paid for hospitalization expenses and the balance amount will be paid to the affected family.

c. Opportunities for Higher Studies:

The staff members who have already served in this institution at least for two academic years are permitted to pursue higher studies in any one of the following categories.

Fully Financed:

i. Under this category, the individual who wants to go for Ph.D. in full time shall be entitled to receive emoluments for a period of one complete year as per norms.

ii. To avail this facility, the individual has to execute a bond with the management.

iii. One must complete 5 years of service in this institution and priority will be based on seniority.

iv. During this period, he / she will be treated as a full time faculty and the period will be treated as ONDUTY

v. In case, if the individual is unable to serve the entire period of 5 years, he/ she has to repay to the Institution twice the amount received by the individual.

vi. Permitting leave and sanctioning of full salary for the period of study is left to the discretion of the management.

vii. It cannot be claimed as a matter of right.

Extraordinary Leave on Loss of Pay for Study:

i. Under this category, the individual has to serve the institution on expiry of the leave period for an equivalent period.

ii. The period of study will not be considered for the sanction of increment

11. FACULTY DEVELOPMENT PROGRAMME (FDP),CONFERENCES SEMINARS ANDWORKSHOPS:

Selected staff members will be sponsored by the Management for faculty development programs, conferences, seminars and workshops. Any faculty member will be allowed for a maximum of two such programs in a semester if the programme period is within 5 days. If any such programme is more than 5 days,

they will be allowed to attend only during their vacation period.

12. RESIGNATION

If any staff member wants to resign the job, the concerned staff member should give one month advance notice or as per the conditions specified in the appointment order / promotion order about his/her intention of leaving job, only at the end of the academic year to the Chairman through the Principal in writing.

In case, where the end of notice period falls during the course of a semester he/she may be relieved only at the end of the semester.

i. In case, if the staff member does not give notice in advance, then one month salary will be deducted.

ii. The unavailed leave at the credit of the staff member shall not be adjusted towards the notice period.

iii. In case if , he/she takes leave for a day and if there is no casual leave available, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period

iv. While getting relieved, files, materials and documents, etc., entrusted to him/her shall be handed over to the person nominated by the HOD or Principal under proper acknowledgement.

v. The staff member can apply for his/her the relieving order from the Institution only after the submission of "No Dues Certificate" in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in-charge of the laboratory.

vi. Any staff member may be relieved immediately if he/she gets a Government Job or the concerned individual's spouse is transferred or he/she is getting married. But, this is subject to the discretion of the management after assessing the merit of the request.

13. Rules for Teaching and non-Teaching Staff Members:

i. The staff members are expected to be at their work place during the college working hours.

ii. If, for any unavoidable reason, one has to leave the work place, prior written

permission should be obtained from the Principal through their HOD.

iii. The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in other concern, etc.

iv. The staff members shall not involve themselves, in activities not beneficial to their work, during the working hours.

v. The staff members shall not engage in private tuitions. However, in exceptional cases, with prior permission of the Principal, tuitions can be undertaken.

vi. Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.

vii. Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with thecollege.

viii. The perks received if any, for the good work from the management by the individual shall be treated as confidential.

ix. The staff members shall not involve in political activities.

x. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.

xi. All the staff members should follow the dress code of the college daily (except Wednesday and Saturday). If found without dress code strict action will be taken.

xii. Blazer (office wear type) is compulsory for teaching staff (Gents & Ladies) on above 2days and on occasion of all events and activities(Workshop, Seminar, Other activities).

xiii. Black/Brown shoes are compulsory on all week days for all staff.

xiv. No Jeans and T-shirts are allowed on working days.

xv. Other than the uniform days, the dress has to be decent and confirming to office wear.

xvi. Any breach /violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension /termination.

14. APPLYING FOR A JOB IN OTHERINSTITUTION(S)

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

LEAVERULES

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

15. CASUAL LEAVE(C.L)

Casual Leave (CL) is granted for certain unforeseen situation where you are requiring to go for one or two days to attend to personal matters and not for vacation. However, this cannot be claimed as a matter of right.

I. Teaching staff shall be entitled to get 12 C.L.in a calendar year starting from July to June.

II. Non-Teaching staff shall be entitled to get 8 C.L.in a calendar year starting from July to June.

III. A teacher availing the C.L. must arrange for the class work with substitutes form with concurrence of HOD.

IV. The teacher has to get the sanction of his/her leave from the Principal through the HOD at least one day prior to the date of leave applied.

V. In case of emergency i.e., for death of his/her relative and other extraordinary circumstances alone the C.L. can be availed after passing on the information telephonically to the office. An alternative arrangement for class work has to be informed to the HOD.

VI. CL cannot be sanctioned beyond the credit/entitled limit in the account of an employee i.e.1 CL for every completed month in case of teaching staff and 2/3rd (2 CLs in 3 Months) for every completed month for non- teaching staff.

VII. In exceptional cases sanctioning authority, as its discretion, may sanction only 2 advance CLs but this will not be made as a regular routine.

VIII. Sanctioning authority will sanction maximum of 3 CLs a one point of time in a month.

IX. CL can be combined with Sundays/Closed Holidays/Compensatory leave by prefixing or suffixing it.

X. CL cannot be combined with regular leave i.e./PL, HPL/Medical Leave.

16. RESTRICTED HOLIDAYS (R.H.)

R.H. is meant for celebrating religious festivals. The total number of days of restricted holidays allowed in an academic year is 3.It may also be combined either with C.L. or C.C.L.

17. COMPENSATION CASUAL LEAVE(C.C.L)

i. Should be given who works on holidays with prior permission of concerned Principal/Director/Group Director.

ii. Not allowed, if remuneration received. (Like Exam duty, FC duty, Govt. duty etc.)

18. MEDICAL LEAVES(M.L.)

i. The staff members suffered while handling dangerous machinery or performing hazardous task with chemicals are eligible for hospital leave for a period required for recovery.

ii. Staff members (Both Teaching and Non-Teaching) who have completed a minimum of 2 years service are eligible for 10 days of medical leave.

iii. M.L. will be sanctioned only on production of a medical certificate from a registered medical practitioner.

iv. If the holidays are prefixed and/or suffixed with M.L. they will not be counted along with M.L.

v. M.L. intimation must be given to the Principal as soon as possible and application in writing should be submitted within 7 days from the date of availing M.L.

vi. The sanction of the medical leave is subject to the discretion of the management.

19. MATERNITY LEAVE(M.A.L.)

i. The leave is applicable to all the Women members of staff who have completed one year of service with the regular scale of pay only and can be availed only once in service.

ii. Thisleaveisadmissiblefor120daysonlyandmaybetakenbeforeorafter

iii. delivery as advised by the doctor for the first or second child only. Extension of leave after availing maternity leave is not allowed.

a. ON OTHER DUTY(O.O.D)

This is permitted to a Faculty member who is assigned a duty officially. The nature of duties and the number of days of O.D. permitted are as follows.

a. For the conduct of University Practical Examination, Theory Examination and paper Valuation, Faculty members will be permitted.
b. Total OD of 4 days per semester will be granted for the following:
    i. Participation and /or Presentation of paper in National / International Seminars / Conference / Symposium /Workshops
    ii. Viva-voc, Synopsis submission & DC meeting.
    iii. The teacher availing O.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.
c. Staff members are permitted to goon OnDuty for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D.
d. In all the cases, prior written permission has to be obtained from the Principal.

b. VACATION

a. The vacation period for teaching staff members for one academic year is 10 days per sem.(20 days per year) after two semester from the date of joining.
b. The vacation period for teaching staff members for one academic year is 20 days per sem.(40 days per year) after two years from the date of joining.
c. The vacation is for a specific period in each semester. It is decided by the management. No staff member can take the vacation after the vacation

period.

d. The vacation should be availed continuously without break. In certain case the vacation will not be allowed more than 2 slots and out of them one slot will not be less than 7days.

e. If there is a Government holiday or Exam duty etc. during the vacation, it will be considered as vacation. No additional vacation will be allowed.

f. Coupling of both vacations and availing the total period of vacation at a stretch is not permitted.

g. The principal has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.

h. When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable compensatory additional leave after the end of the academic year.

i. All the staff members must be present in the Institution on the last working day prior to the vacation and also on reopening day after the vacation to become eligible to draw their vacation salary.

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

2. GENERALGUIDELINES

4.1. DUTIES OF ATEACHER

The duties of the staff members (teaching) are as follows:

a. For conducting theory classes, the teacher has

i. To go to class well prepared

ii. To go to class at least 5 minutes earlier before the period starts

iii. To take charge of the class as soon as the staff member of the previous hours goes out.

iv. To give lecture till the period ends

v. To clear the doubts of the students then and there in the class.

vi. To give notes only if necessary or hand over the notes to the students and asking them to take Xerox copies.

vii. To use projector wherever necessary.

viii. To take attendance in the middle of the first hour in the forenoon and immediately after entering the class room for all the remaining hours.

ix. To take steps to maintain perfect discipline inside the class.

x. To make use of NPTEL programs.

xi. To keep abreast in the subject by referring to journals and periodicals regularly.

b. For conducting practical classes, teacher has

i. To allow the students inside the lab only on submission of the record note books written up to date.

ii. To give crystal clear instructions.

iii. To be demonstrative if needed to know how to do the experiment.

iv. To attest the readings of the experiment.

v. To let the students know the percentage of error he/she commits for every experiment.

vi. To sign the manual before the end of each practical class.

vii. To sign the record note books and return them before the end of every practical class

C.In general, the Teacher has

viii. To give at least two assignments to the students for every semester.

ix. To correct them and give marks to them.

x. To retain the best and the worst assignment of every class for inspection.

xi. To correct the answer scripts of the monthly tests and model examination within three days.

xii. To enter the marks of the assignments, monthly tests and model examination in the log book also (to arrive at internal assessment marks at the end of every semester).

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

i. To give counseling to the students if needed.

ii. To bring the students misbehavior in the class to the knowledge of the Principal.

iii. To give names of the students to the Principal who are long absentees.

iv. To carry out the administrative works of the department given by the HOD concerned.

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

They have to perform the duties assigned by the HOD or staff in charge of the laboratory concerned for the smooth functioning of the department.

They have to carry out the works assigned by the office of the Management and the Principal every now and then.

The staff member is requested to inform the principal about his / her acquiring higher qualification(s). While informing the Principal, the individual should also submit officially a copy of provisional or degree certificate or any other relevant document.

4.2. ADMINISTRATION OF THEDEPARTMENT:

REQUIREMENTS OF A DEPARTMENT:

The requirements of a Department are classified into

A. Consumables
B. Non Consumables
C. Stationery

Procedures for procuring lab consumables, non-consumables and stationery:

A. CONSUMABLES:

Soon after the last day of the classes of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD of the department concerned has to give a list of consumables required for the next academic year to the management.

B. NON-CONSUMABLES

i. The HOD as soon as realizing the need for the equipment's (including furniture) for the next year/semester has to initiate a proposal to the Management for the procurement of the same, through the Principal.
ii. After the approval, the Management will call for quotations
iii. On receipt of quotations the HOD has to prepare a comparative statement.
iv. If required, vendors may be called for negotiations by the Management.
v. The purchase order will then be issued to the selected vendor by the Management.
vi. A copy of the purchase order will be sent to the Principal/HOD of the concerned department by the Management.
vii. After purchases are over and after the items are received by the Department, HOD has to certify that the items have been received in good / working condition.
viii. The details should be entered into the consumables / non- consumable stock register as the case may be and HOD may pass the bill for payment

within a week of the receipt of the consumable/non-consumables. Bill may be sent to the Chairman through the Principal.

C. STATIONARY

i. Soon after the last day of classes of an academic year, HODs should assess the requirements of stationary needed for the administration of their Department.

ii. After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationary needed for the entire Institution.

iii. After procurement, the stationary required for each Department will be distributed by the office.

4.3. SPECIAL REQUIREMENT OF THESTATIONARY:

i. Special indent for stationary in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date.)

ii. While preparing the special indent, the actual use of stationary during previous similar occasion should be taken into account as a basis.

iii. As soon as the purpose for which the stationary has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. (The stationary obtained for a specific purpose shall not be used for normal work of the Department)

4.4. MAINTENANCE OFSTOCK

i. In case of laboratory, the following stock registers have to be maintained

   A. Consumables stock register
   B. Non-consumables stock register
   C. Other register(s) based on the requirement of the Department concerned.

ii. The staff in charge for each lab is responsible for the proper upkeep of the

material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff incharge of the laboratory, Lecturer incharge of verification and the HOD concerned.

iii. The staff in charge is nominated among the members of the Department. He/she will be in charge of the concerned laboratory of the department. At times, it is seen that Technical Assistant is taking final decision about receipt of stock. It should be avoided.

iv. Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately though the HOD to the Principal.

v. If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.

vi. Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.

vii. Similarly, loss of any item should also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.

viii. After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.

ix. If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.

x. No transfer of an equipment/material from one lab to another lab(even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.

xi. If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest possible.

xii. Periodic service and maintenance of the equipment / machineries is a must.

4.5. STOCKVERIFICATIONS

i. Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year. Principal or any member of the Management may also conduct surprise checks.

ii. Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments before the end of the academic year.

iii. Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.