



SIPNA SHIKSHAN PRASARAK MANDAL'S

## SIPNA COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution affiliated to Sant Gadge Baba University, Amravati)

(Accredited 'A+' Grade by NAAC | NBA Accredited)

Email: sipnaoffice@gmail.com, principal@sipnaengg.ac.in Website: www.sipnaengg.ac.in



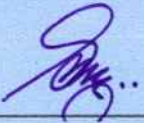

# ADMINISTRATIVE MANUAL

## (RULES AND REGULATIONS)

Prepared By  
Registrar

Approved By  
Principal

Published By  
Registrar

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# 1. PREFACE

The college acts as a catalyst for cross-disciplinary collaboration, fostering research, education, and innovative solutions to complex challenges while serving the needs of the State, the Nation, and Society.

It strengthens and enriches efforts to fulfil the Vision, Mission, Goals and Quality policies that

- Provide support to faculty, staff, and students from different disciplines in research, instructional, and/or public service endeavors that benefit from co-ordination across multiple perspectives.
- Ensure the professional environment of scientific, scholarly, natural, or cultural ethos.
- Result in strengthening and enriching programs in research, teaching, by enhancing opportunities for faculty, staff, students.

## **Purpose of the Administrative Manual**

Welcome to the Administrative Manual of SIPNA College of Engineering and Technology. This document serves as a cornerstone for the effective and efficient operation of our institution. Its purpose is to provide a comprehensive framework that guides the administrative processes, policies, and procedures essential for the smooth functioning of our college. The manual is designed to support our commitment to academic excellence and administrative efficiency. It outlines clear guidelines for various administrative functions, including student services, faculty management, and operational procedures. By standardizing these practices, we aim to foster consistency, transparency, and accountability within our institution. Our goal with this manual is to ensure that all stakeholders—administrators, faculty, staff, and students—understand and adhere to the established protocols. This will not only enhance the operational efficiency but also contribute to creating a conducive environment for learning and growth.

In addition to outlining procedures, this manual reflects our dedication to continuous improvement. As the needs of our college evolve, we will update this document to address emerging challenges and opportunities, ensuring that our administrative practices remain relevant and effective. We encourage all members of our college community to familiarize themselves with this manual and utilize it as a valuable resource.



## 2. VISION & MISSION, GOALS OF INSTITUTE

### **Vision**

- ❖ To provide quality profession education and conducive environment to student to emerge as a model proficient institute.

### **Mission**

- ❖ To create scholarly and vibrant environment for professional excellence.
- ❖ To contribute to advancement of knowledge in basic & applied areas of engineering and technology.
- ❖ To be an institute of choice in the region by developing, managing and transferring contemporary technologies.
- ❖ To build mutually valuable terms with industry, society and alumni.

### **Short term goals**

- ❖ To aim towards more than 90% placement by imparting various skills catering to the needs of industries and encourage the students for higher studies.
- ❖ To encourage the faculty & supporting staff for qualification improvement and participating in faculty development programs for coping up with contemporary technical education.
- ❖ To set up industry – institute collaboration.
- ❖ To inculcate sense of social responsibilities amongst students.

### **Long term goals**

- ❖ To make available the job opportunities to the students for 100% placement in organizations of rich repute.
- ❖ To foster academic and research collaboration with foreign institutions of repute.
- ❖ To evolve as an autonomous and then a model deemed institution.

### 3. Definitions

**‘Society’:** means the trust by the name of Sipna Shikshan Prasarak Mandal (SSPM) managing the Sipna College of Engineering and Technology, Amravati.

**‘EC’:** means the Executive Committee of the SSPM, Amravati

**‘Institute’:** means the Sipna College of Engineering and Technology, Amravati.

**‘Govt.’:** means Government of Maharashtra

**‘LMC’:** means the Local Management Committee of the Institute.

**‘Chairman’:** means the Chairman of the Society

**‘Secretary’:** means the Secretary of the Society

**‘Principal’:** means the Principal of the Institute

**‘Rules’:** means the rules of Sipna College of Engineering and Technology, Amravati.

**‘University’:** means the Sant Gadge Baba Amravati University, Amravati to which the College is affiliated.

**‘DPC’:** Degree Program Coordinator

**‘Dean’:** means Dean of respective authority like (Dean Student Affairs, Dean Academics, Dean Quality Assurance, Dean Research & Development, Dean Infrastructure & Utility, Dean IIICR)

**‘HOD’:** means Head of Department

## 4. Role, Terms and Conditions of an Autonomous College

University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023 notified the role, terms and conditions of an Autonomous College in general and subject to the provisions of Regulations; and similar will be applicable for the Autonomous SIPNA COET as under:

- 4.1 Review existing courses/programmes, restructure, redesign and prescribe its own courses/programmes of study and syllabi.
- 4.2 To formulate new courses/programmes within the nomenclature specified by UGC as per the *Specification of Degrees 2014* as amended from time to time.
- 4.3 Evolve methods of assessment of students' performance, conduct of examinations, and notification of results.
- 4.4 To announce results, issue mark sheets, and other certificates; however, the degree shall be awarded by the parent University with the name of the College on the degree certificate.
- 4.5 Autonomous colleges need not pay affiliation fees to the parent University.
- 4.6 Prescribe rules for admission in consonance with the reservation policy of the state government/national policy.
- 4.7 Autonomous Colleges may fix fees as per the norms of the State Government/ Statutory Council(s) at their own level, as applicable.
- 4.8 Constitute own Governing Body, Academic Council, Finance Committee, and Board of Studies.
- 4.9 The teaching staff and Principal in all the Autonomous Colleges shall be appointed as per the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 as amended from time to time or any regulations notified by UGC in this regard from time to time.
- 4.10 Autonomy granted to the College is at the institutional level and is not partial and shall cover the programmes at all levels of U.G. and P.G. offered by the College. The courses introduced by the College after the conferment of autonomous status shall automatically come under the purview of autonomy.
- 4.11 Ph.D. programmes shall be offered strictly as per the UGC Regulations notified in this regard from time to time.

- 4.12 Autonomous status shall be granted initially for a period of five or ten years as per Clause 7 of these regulations.
- 4.13 Further extension of autonomy shall be for a period of five or ten years as per Clause 8 of these regulations.



## 5. Administrative Structure & Institute Framework

The Executive Committee is the supreme body, comprising of board of Directors headed by the Chairman of the society. The Executive Committee resolves decisions related to required infrastructure, introduction of additional courses, variation in intake capacity in the existing institution, major financial provisions, etc.

Local Management Committee LMC is constituted at this Institute as a sanctioning and regulatory authority. Sanction to budgetary provisions, appointment of staff, faculty promotions, revenue earning programs, etc is obtained in its meeting.

Principal is the administrative head and responsible for smooth administration and academic activities at the day to day level in the Institute. The Heads of various Departments report the Principal of all the matters of their respective Departments, viz, administrative, academic, laboratories, session budget, etc. The Training and placement Cell gets prior sanction of the plans pertaining to company visits, placement and training activities for students and staff. The existing Teacher Guardian Scheme facilitates the counselling programs for the students and staff.

For the smooth conduct of Academic & Administrative activities with Principal & Executive Committee, the Organizational Structure has been formed comprising of Dean Student Affairs, Dean Academics, Dean Quality Assurance, Dean Research & Development, Dean Infrastructure & Utility, Dean IIICR, Degree Program Coordinator for BE, ME, MBA, Ph.D., HODs, Librarian, Publicity Officer, I/C Women Grievance Cell & I/C ERP.

The Registrar looks after the overall administrative activities for smooth functioning of the institute.





## 6. Rules And Regulations

### R1. Conduct Rules

These rules will govern the conduct of all the employees of the Institute:

#### GENERAL

- ❖ Every employee shall at all times maintain absolute integrity and devotion to duty and also be strict, honest and impartial in his/her official dealings.
- ❖ An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.
- ❖ Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.
- ❖ An employee shall be required to observe the schedule hours of work, during which he/she is present at the place of his/her duty.
- ❖ Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.
- ❖ No employee shall leave headquarters except with the prior permission of the competent authority even during leave or vacation.
- ❖ Whenever leaving the station, an employee shall inform the Head of the Department to which, he/she is attached, or the Principal if he/she himself/herself is the Head of the Department, the address where he/she should be available during the period of his/her absence from the station.

#### Equal treatment for all.

Every employee shall accord equal treatment to people irrespective of their cast, creed, sect. or religion.

#### Taking part in Politics & Elections

No employee shall be a member of or be otherwise associated with any political party or any organization, which takes part in politics. No employee shall canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority, provided that:

- a) An employee qualified to vote at such election may exercise his/her right to vote.

- b) An employee may assist in the conduct of an election in due performance of a duty imposed upon him/her by or under any law for the time being in force.

### **Demonstrations and Strikes**

No employee shall engage oneself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.

### **Criticism of the Institute**

No employee shall anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement opinion:

- a) which has the effect of any adverse criticism of any decision of his/her superior officers, or of any current or recent policy or action of the Institute
- b) which is capable of embarrassing the relations between the Institute and any other Institution, University, Organization, State or Central Governments, or any member of public.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in due performance of the duties assigned to him/her.

### **Evidence before a committee or any other authority**

No employee shall, except with the previous sanction of the competent authority give evidence in connection with any inquiry by any person, committee or authority. When any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute.

Nothing of this rule shall apply to:-

- a) evidence given at any inquiry before an authority appointed by the Institute, by the Central Government, by the State Legislature, or by Parliament, or
- b) evidence given in an judicial inquiry.

### **Unauthorized Communication of Information**

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

### **Private Trade or Employment**

No employee shall, engage directly or indirectly, in any trade or business or undertake any employment. Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do

not thereby suffer and that he/she informs the Principal within one month of his/her undertaking such a work, but he/she shall undertake or discontinue such work if so directed by the competent authority.

#### **Criminal Proceedings.**

An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he/she released on bail or not. An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority of the Institute.

#### **Vindication of Acts and Character of employees**

No employee shall, except with the prior sanction of the competent authority, have recourse to any court or go to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in private capacity.

#### **Litigation on Service matters.**

No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redress.

#### **Canvassing of Non-official or other outside Influence**

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.

#### **Proper use of Amenities**

No employee shall misuse, or carelessly use, amenities provided to him/her by the Institute to facilitate the Discharge of his/her duties.

#### **Representations**

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she shall forward his/her case through proper channel and shall not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief or disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

## **R2. Personal Conduct**

We the employees of solemnly resolve to abide by the mentioned CODE OF CONDUCT & ETHICS and to strive for all round development of the institute. We pledge to practice each and every clause as mentioned without any kind of exceptions. We are determined (to achieve this by practicing EQUALITY of status and opportunity, FREEDOM of thoughts and expression and by maintaining QUALITY of education and behavior.

We ensure to prove ourselves as the competent source of knowledge for the students by letting the potential flow. We determine to empower students to achieve personal and academic excellence thus transforming them into self-confident, life-long learners and responsible global citizens, rooted in Indian ethos. We consider it as our responsibility to cogitate, to carry out self-analysis, to understand the situation surrounding and to act accordingly for the betterment.

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute and shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Principal shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

### **R2.1 Conduct Rules for Teaching Staff**

#### **1.General behavior**

The organization expects all of us to maintain cooperative, efficient, positive and productive work environment. These standards apply while working at our premises and at any place where we are the Organization's representative. The attitude followed by the faculty should be "Student-First".

#### **2.Our respect for each other**

We all must make a conscious effort to treat one another fairly and without discrimination or harassment of any kind. We should treat each other; as we wish to be treated, respect one another's time and privacy and avoid gossip and rumors.

#### **3.Biometric**

We must report to work on time. To adhere to this, we are expected to provide thumb impression daily on the biometric device while entering and leaving the premises. Failing to do so will be reported as absenteeism.

#### **4.Attendance**

We are expected to report to work as scheduled and on time. If it is not possible (due to any reason) to report for work as scheduled, we must call our respective Head/Principal well in advance. If the Head/Principal is unavailable, a message/sms should be left. If the absence is to continue beyond the first day of the leave requested, we must notify the respective Head on a daily basis unless otherwise arranged. Calling in, while remaining absent is our individual responsibility.

Absence without information even for one day may be considered as break in service. Absence for three consecutive work days without notifying the Head/Principal in writing is considered a voluntary termination and shall be treated as break in service.

#### **5.Intoxication and Smoking abuse**

As per government resolution, intoxication in any form and /or smoking is strictly prohibited in the institute premises round the clock. Hence, using or being under the influence of alcohol/drug or smoking in the College premises is strictly prohibited.

#### **6. Dress code**

We must report to work properly groomed and wearing appropriate clothing. All of us are expected to dress neatly and adhere to the below mentioned dress code.

**For Gentlemen:** a) Plain light Full/Half-Sleeved shirts (Formal wear). b) Formal dark trousers. c) Shirts must be collared. d) Shirt and trousers must be ironed. e) Black formal leather shoes. f) The beard must be properly trimmed or shaved. g) Shoes must be polished, h) Shirts must be tucked in at all times, i) Black color leather belts, j) Slippers, Sandals and Sport shoes are strictly prohibited

**For Ladies:** Ladies must be appropriately dressed in Sarees /Salwaar Kameez as specified below.

Salwaar Kameez: a) Preferably cotton ones. b) Must be ironed. c) Colors should be sober & descent. d) Gaudy & glamorous outfits are not allowed. e) Sleeveless and deep necks are not allowed.

Sarees: a) Sober & descent colored. b) Must be ironed. c) Party-wear kind of attire not allowed. d) Deep neck & sleeveless blouse not allowed.

It should be understood that wearing Salwaar Kameez is a liberty and it is expected that Ladies must wear Sarees whenever any event/ functions are organized. Sandals and Chappals with normal heels allowed (Pencil heels not allowed).

**7.Mobile Usage:** The usage of mobile during the Lectures/ Practical is strictly prohibited. Mobiles must be used in silent mode other than the Lectures and Practical timings.



**8. Teaching Methodologies:** The faculty can use the LCD /OHP facilities in case of Lectures in presentation 'forms. All the faculty members must follow the academic calendar. They must prepare the day-wise schedule lab schedule, notes, sample assignments, sample tests for the subject allotted, in advance and upload the same on their respective homepage. Each faculty must follow the below mentioned guidelines for lecture delivery:

- i) Write down the title of the topic you want to discuss. This indicates and clears the objective of lecture to the students,
- ii) Open the talk by reviewing briefly what was discussed in the last lecture.
- iii) Explain the objective of the current topic.
- iv) Explain the meaning, significance and importance of the topic.
- v) Start discussing the detail aspects,
- vi) Give the mathematical derivations on blackboard,
- vii) Explain the physical significance of mathematical formula/results,
- viii) Keep the lecture alive by asking relevant questions. Do not make lecture one-sided,
- ix) Support the explanation with suitable examples and numerical,
- x) Try to use different teaching strategies during the lecture.

### **9. Classroom Etiquettes**

Strict discipline should be maintained inside the classroom. The faculty should:

- i) Make sure he/she is properly equipped with chalk, duster, attendance sheets, pen and notes,
- ii) Report to the classroom on time,
- iii) Follow the lesson plan designed for that subject.
- iv) Use English as the only communication medium with the students,
- v) Provide notes to the students, by dictating the same in the classroom.
- vi) Make the session interactive as far as possible, whenever doubts are raised by the students; try to clarify with correct justifications. If you do not know the answer, admit it and postpone the point for later discussion. No wrong answers!!
- vii) Give at least five minutes for general queries at the end.
- viii) Clean the black-board,
- ix) Take roll call and dismiss the class.
- x) Conclude the lecture with what is covered today and what will be discussed next time.
- xi) Leave the classroom only when the next Faculty reports to the classroom,
- xii) Absenteeism should be reported weekly to the respective ADPC through class teachers.



## 10. Lab discipline

Strict discipline should be maintained inside the laboratory.

The faculty should

- i) Report to the lab on time.
- ii) Follow the lab plan designed for that subject.
- iii) Allot two candidates for performing one experiment on a setup,
- iv) In Computer lab, each single candidate should be allotted a PC for programming.
- v) Prepare Twenty Questions on Each experiment that will make the objective and skills learnt by the candidates. These questions should be asked to the students while they perform that particular experiment,
- vi) The journal/record book for a particular experiment performed in a particular session must be evaluated and graded in the same session,
- vii) For the absent candidate in a session, the scheduled practical should be taken later, in the Preparation-Leave period,
- viii) Such absent candidates (unless they were permitted by the concerned authorities) should not be given 'A' while performing the lab late.
- ix) Lab attendance should be taken immediately once the practical is over,
- x) The certificate should be signed by the Faculty only after the completion of all the Lab sessions, xi) Lab Journals used, must be the ones provided by the college store.

### **Every Employee Shall:**

- be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Principal/ Head of Department.
- abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
- on every working day sign the staff attendance register, and register attendance on the bio matrix machine at the time of arrival and leaving the Institute
- be responsible for the discipline of 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.
- be responsible for the proper care, operation and maintenance of all equipments and machinery, learning aids, furniture and fixtures and sports equipments etc. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
- Encourage students for utilization of the Library facilities.

- ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind and by any means.

## **R2.2 Conduct Rules for Non-Teaching Staff**

- The appointment and punishment of the non-teaching staff shall rest with the Head of the Institute.
- Every non-teaching staff that is on the pay-scale shall be entitled for benefits of Provident Fund and Gratuity as per norms.
- Annual Confidential Report of every non-teaching employee shall be maintained. The confidential report will be considered for the annual increment/promotion or decrement/demotion.
- All the non-teaching staff shall register their biometric attendance while entering and leaving the campus.

The daily working timings for non-teaching staff will be as follows:

Monday to Friday Timings

For Non-teaching Staff : 10.15 am – 5.45 pm

For Principal Office Staff : 10.30 am – 5.30 pm

For Library and Maintenance : 10.00 am – 6.00 pm

Saturday Timings

For Non-teaching Staff : 10.15 am – 3.45 pm

For Principal Office Staff : 10.30 am – 3.30 pm

For Library and Maintenance : 10.00 am – 4.00 pm

## R3 LEAVE RULES & REGULATIONS

(UGC/Notification/New Delhi, The 18th July, 2018/REGD. NO. D. L.-33004/99)

### GENERAL GUIDELINES:

1. Leave cannot be claimed as a matter of right.
2. The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/ internal adjustments among the faculty members of his/ her any other department to keep the students engaged.
3. The leave sanctioning authority may refuse or revoke leave of any kind. Leave of one kind taken earlier may be converted into leave of a different kind at a later date within 15 days if the leave was due to his credit at the time of taking Leave. However, this cannot be claimed as a matter of right by the official.
4. An official on leave should not take up any service of employment elsewhere without obtaining prior sanction of the competent authority.
5. Overstay of leave without proper sanction, will be debited against credit Leave account of the employee if sanctioning authority desires.
6. Absence from duty after the expiry of leave renders an employee liable to disciplinary action.
7. It shall be duty of employee to give his/her permanent postal address with telephone numbers before proceeding on leave and not giving such an address shall amount to be misconduct.
8. Late Marks: 3 (three) late marks correspond to 1 (one) CL/ 1 LWP. And three such LWP shall lead to barring of increments.
9. If the leave application is for less than 3 days, then it is to be seen as causal leave and same is debited from Causal leave. In case of no balance in leave account, availed leave period is treated as without pay leave.

### R3.1 LEAVE RULES & REGULATIONS

*Following types of leaves as prescribed therein may be granted to teaching & non-teaching employees of the college*

The permanent employees of the SIPNA College of Engineering and Technology, Amravati will avail the following kinds of leave.

1. Leave treated as duty -
  - i. Casual Leave
  - ii. Special Casual Leave
  - iii. Compensatory Leave
  - iv. Duty Leave

2. Leave earned by duty –
  - i. Earned Leave
  - ii. Half Pay Leave (Medical Leave)
  - iii. Commuted Leave
3. Leave not Earned by duty –
  - i. Extra-ordinary Leave
  - ii. Special Leave
  - iii. Leave not Due
4. Leave not debited to Leave Account on grounds of health
  - i. Maternity Leave
  - ii. Paternity Leave
  - iii. Special Disability Leave
  - iv. Quarantine Leave
5. Study Leave

The Management, Governing Body may, in exceptional circumstances and on the merit of each case, grant any other kind of leave for reasons to be recorded subject to such terms and conditions as it may deem fit to impose to the employees of the College.

### **R3.2 Leave treated as duty -**

#### **(i) Casual Leave**

- (i) Every full time/ part time employee of the institute shall be entitled for 12 days casual leave (for teaching staff) in a calendar year. A calendar year should be considered from 1<sup>st</sup> of January to 31<sup>st</sup> of December.
- (ii) Application for grant of casual leave shall be submitted to the competent authority at least one day in advance of the day from which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted in advance, the employee concerned shall obtain ex-post-facto sanction for casual leave. If the competent authority is not satisfied with the exceptional circumstances, the casual leave availed without prior and proper sanction may be liable to be treated as Leave without Pay.

- (iii) The amount of casual leave allowed to a College employee shall be 12 days in a Calendar year subject to a maximum of 7 days at a time. In exceptional circumstances leave up to 10 days at a time may be granted.
- (iv) Casual Leave cannot be combined with any kind of leave except special casual Leave. However such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- (v) Casual leave may be prefixed or suffixed to holidays or Sundays or university holiday, but the total period of absence including holidays does not exceed 15 days.
- (vi) A teacher shall be allowed to avail casual leave in such proportion of 15 days commensurate with the period of duty rendered by him during the calendar year.
- (vii) An employee may avail of half day's Casual leave render unforeseen or unavoidable circumstance but not exceeding four times in a calendar year.
- (viii) Account of Casual leave availed of by the employee shall be maintained in a prescribed form in the Office.
- (ix) Any casual leave not availed by an employee during the year shall lapse at the close of the calendar year.
- (x)
  - (a) In the case of Principal, the grant of Casual shall rest with the Registrar.
  - (b) In the case of Dean, DPC, H.O.D. and Sectional Heads/In-Charges the grant of Casual leave shall rest with the Principal.
  - (c) In the case of other teaching staff, the grant of Casual leave shall rest with the H.O.D.
  - (d) In the case of other staff, the grant of Casual leave shall rest with the Head of the Section or H.O.D.
- (xi) Casual leave of the Deans, DPC, Heads of Departments and Sectional heads/In-Charges, including permission to leave headquarters shall be granted by the Principal.
- (xii) Casual leave account of all teaching and non-teaching staff except the Deans, Head of the Department and Sectional heads/In-Charges shall be maintained by the respective Heads of the Department concerned & Office.

## (ii) Special Casual Leave

The following kinds of Special Casual Leave, which shall not be debited, to the casual leave account may be granted.

- (1) *Special Casual Leave under the Family Planning Scheme, provided the employee does not have more than two living children.*

<b>SN.</b>	<b>Occasion</b>	<b>Special Casual Leave Admissible</b>
i.	Vasectomy operation	Not exceeding 3 working days.
ii.	Tubectomy operation	Not exceeding 6 working days.
iii.	Female employees undergoing non-puerperal sterilization.	Not exceeding 14 days.
iv.	Female employees undergoing L.U.C.D. Insertion.	One day subject to production of Medical certificate.
v.	Male employee whose wife undergoes a gynaec sterilization (non-puerperal tubectomy)	Not exceeding 7 days subject to production of a medical certificate.

Explanation- Special Casual Leave for (i), (ii) and (iii) may be combined with leave of any other kind, provided the application is supported by a medical certificate.

- (2) *Special Casual leave may be given on other occasion as mentioned below.*

<b>SNo.</b>	<b>Occasion</b>	<b>Special Casual Leave Admissible</b>
i.	Anti-rabbis treatment	Up to 3 weeks.
ii.	Participation in national or International sports.	Up to 30 days.
iii.	Mountaineering	Up to 30 days
iv.	Free Blood Donation	One day (either on the same day or on the very next day of donation of blood but not on any other subsequent day)

**Explanation** -In computing the special casual leave the days of actual journey, if any, to and fro the place where such activity takes place will be excluded.

- (3) *Grant of special casual leave for participation in National or International sport shall be -*

- i. For participation in sporting events of National or International importance.
- ii. When the employee is selected for such participation.
  - (a) In respect of International Sporting events by a National



Sports Federation or an Association recognized by the All India Council or Board and approved by the Ministry of Education of the Government of India;

- (b) In respect of National sporting events when the participation is held on an Inter-state, Inter-zonal or Inter-circle basis and the employee takes part in the event in a team as a duly nominated representative on behalf of the state, zone or circle and when he participates in his personal capacity.
  - (c) When an employee is selected or sponsored for attending a coaching or training camp or his services are utilized as umpire for such a sporting event.
- (4) Special casual leave for mountaineering shall be admissible when the expedition is approved by the Index Mountaineering Foundation.
  - (5) If an employee participates in National or International sporting event and also in mountaineering the total special casual leave shall not exceed 30 days in a calendar year.
  - (6) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except normal casual leave. It may be granted in combination within holidays/Sundays.

**(iii) Compensatory Leave**

The employees if asked in writing to work on Sundays or Holidays by the competent authority, shall be entitled to have compensatory off provided they ask for the same within three months after working on due holidays. Compensatory off can be accumulated up to 5 days and can be prefixed/suffixed to casual leave, special casual leave or holidays.

**(iv) Duty Leave**

A College employee may be granted Duty Leave not exceeding 15 days in a calendar year for performing such duties on behalf of the college Management as the authorities may direct.

### R3.2 Leave earned by duty –

(i) Earned Leave

- a) Except members of teaching staff, Vocational Staff, and work charged Establishment every employee of the College shall be entitled to earned leave of 30 days for one completed year of service.
- b) Earned Leave admissible to the teacher shall be –
  - a.  $1/30^{\text{th}}$  of actual service, including vacation; plus
  - b.  $1/3^{\text{rd}}$  of the period, if any, during which he/she is required to perform duty during the vacation .
- c) For the purposes of computing of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excused
- d) In case a member of teaching staff or vocational staff is detained during vacation by the College authorities to work he will be entitled to the earned leave as per the following formula:

$$\text{Earned leave ( in days )} = \frac{\text{Period of detention} \times 30}{\text{Total period of Vacation during one year}}$$

Fraction if any be carried over for calculation of leave on the next occasion.

- e) The maximum earned leave that can be credited by an employee is 300 days.
- f) The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or portion thereof, is spent outside india.
- g) Earned leave may be granted in combination with or in continuation of any other kind of leave, except Casual leave.
- h) Earned leave may be taken either by prefixing or by suffixing vacation.
- i) A non-teaching employee shall be allowed to surrender earned leave at his option to the extent of thirty days in a financial year, on availment of not less than thirty days' earned leave, subject to the following conditions, namely:
  - i. the surrender of earned leave shall not be allowed more than once in any Calendar year;
  - ii. the application for surrender of earned leave shall be made along with the application for grant of leave;
  - iii. the number of days of earned leave surrendered under these rules shall be reckoned as surrendered on the date of commencement of actual leave taken and deducted from the leave account of the employee on that date;
  - iv. the total of the earned leave actually availed of and the earned leave surrendered should not exceed the maximum leave

- admissible to the employee at any one time, namely 120 days;
- v. on return from earned leave the employee should serve the College for a period of not less than that of the earned leave surrendered;
  - vi. In the case of an employee who is on the verge of retirement, the period of leave surrendered shall not exceed the period of duty between the date of expiry of earned leave actually availed of and the date of compulsory retirement;
  - vii. the surrender of earned leave shall not be allowed in the case of leave preparatory to retirement;
  - viii. the, surrender of earned leave shall not be admissible to an employee who resigns while on leave;
  - ix. an employee who is permitted to surrender leave shall not ordinarily, be permitted to rejoin duty before the expiry of the thirty-days leave sanctioned to him.
  - x. In case of compulsory recall to duty the non-teaching employee shall be allowed to avail of the balance of his earned leave before expiry of the period of six months from the date on which he proceeded on earned leave or before he again proceeds on earned leave with surrender of earned leave, whichever is earlier. The leave sanctioning authority shall grant leave to such an employee during the prescribed period, if he applies for it. If, however, the employee concerned does not himself ask for the balance of the earned leave, the same shall lapse.
- (e) The leave salary and allowances admissible for the leave surrendered shall be at the rate of leave salary and all allowances admissible at the commencement of earned leave. For this purpose, a month shall be reckoned as 30 days, irrespective of the month in which the leave is availed of.
  - (f) The employee who retires on superannuating or who dies while in service, shall be entitled to the benefit of cash equivalent of unutilized earned leave standing to his credit, on the date of such retirement or death, as the case maybe.
  - (g) In sanctioning earned leave the authorities will see that the regular working of the college as well as the interest of the students in general does not suffer.

### **R3.3 Leave not earned by duty –**

#### **(i) Extra Ordinary Leave**

- (a) A permanent employee may be granted extra ordinary leave
  - i. When no other leave is admissible; or
  - ii. When other leave is admissible but the employee applies in writing for the grant of extra ordinary leave.
- (b) Unless the Competent Authority in view of the exceptional circumstances of the case otherwise determines, no employee who is not in permanent employment shall be granted extra ordinary leave on any one occasion in excess of the following limits:
  - (1) three months
  - (2) Six months, where the non-teaching employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extra ordinary leave under clause (1) and (2) his request for such leave is supported by a medical Certificate.

Twelve months, in the case of non-teaching employee who has completed five years' continuous service on the date of expiry of leave due and admissible under the ruled including extra ordinary leave under clause (1) and (2) if the extra ordinary leave is required on account of illness of the non-teaching employee as certificate by a medical authority.
- (c) The extra ordinary leave shall not ordinarily be granted to an employee for more than a year at a time, provided that if the employee is suffering from Tuberculosis Leprosy, Cancer or such other disease, which may be specified by the Competent Authority and undergoing treatment in a recognized clinic or under a specialist extra ordinary leave up to 24 months may be granted by the Competent Authority.
- (d) Extra ordinary leave shall not count for increment except in the following cases:
  - 1. Leave taken on medical ground by production of a certificate from the competent medical authority.
  - 2. Cases where the Principal is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamities, provided the employee has no other kind of leave to his credit.

3. Leave taken for prosecuting higher studies.
  4. Leave granted to accept a position where the experience gathered is relevant to the College.
- (e) The extra ordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if on probation, and affect such other privileges as maybe dependent on the period of such leave.
  - (f) The extra ordinary leave may be availed of in combination with any other kind of leave with the approval of the Competent Authority.
  - (g) Extra ordinary leave shall be without pay.
  - (h) The authority empowered to grant extraordinary leave may convert retrospectively periods of absence without leave into extra ordinary leave.

**Explanation** -The power to convert retrospectively the period of absence without leave into extra ordinary leave is absolute, and the Leave Sanctioning Authority is empowered to lay down specific conditions for this purpose.

- (i) No employee shall be permitted to take up any other job while on extra ordinary leave.

## (ii) Special Leave

The Leave Sanctioning Authority may sanction special leave to:

1. Permanent employees, who have put in at least five years continuous service for attending conferences, seminars, etc. on behalf of the College.
2. Permanent employees who have put in at least three years continuous service for attending meetings of the recognized unions of the employees.

Provided that the special leave so sanctioned shall not be more than 10 days in a calendar year.

## (ii) Leave not Due

In respect of a permanent employee, if he has no earned leave or leave on half pay to his credit, the leave sanctioning authority may grant leave not due on the following conditions:

1. Leave not due shall be granted only when the leave sanctioning authority is satisfied that there is reasonable prospectus of the employee returning to duty

on the expiry of the leave and has sufficient service to earn leave to compensate leave not due granted to him.

2. Leave not due may, at the discretion of the leave Sanctioning Authority, be granted, to a permanent employee for a period not exceeding 180 days during the entire service. The employee shall be entitled to not more than 90 days at a time expect on medical ground.
3. Leave not due shall be debited against the half pay leave earned by him subsequently.
4. If the services of an employee to whom leave is granted stand terminated for any reason whatsoever, the leave not due shall be cancelled, and the leave salary recovered.
5. Where an employee resumes duty after availing of leave not due, but whose services stand terminated for any reasons whatsoever, the debit balance in his leave account is wiped out, he shall be liable to refund that leave salary to the extent of debit balance of leave.

Provided no leave salary shall be recovered if the termination is due to retirement on account of ill-health, incapacitation the employee for full service or in the event of his death or if the employee is compulsorily retired.

#### **R3.1.4 Leave not debited to Leave Account on health grounds**

##### **(i) Maternity Leave (As per rule)**

- (i) A Lady employee (teaching or non teaching) in the permanent service of the College shall be eligible for maternity Leave on full pay for a period not exceeding 180 days from the date of its commencement or to the end of 90 days from the date of confinement, whichever is earlier, provided that such leave shall not be granted for more than twice during the entire service, including miscarriage.
- (ii) Such leave shall not be granted to a temporary or a probationary teacher who has not put in at least one year of continuous service.
- (iii) Maternity leave may be prefixed or suffixed to 6 weeks summer, Diwali vacation compensatory leave and half pay leave on production of medical certificate from a registered medical practitioner or College Medical Officer Maternity leave shall not be debitable to the leave account.

##### **(ii) Paternity Leave**

A male employee with **less than two surviving children** may be granted Paternity Leave for a period of **7 days** during the confinement of his wife. During the period



of such leave he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with other kind of leave as in the case of Maternity Leave.

**(iii) Special Disability Leave**

(a) Special Disability Leave for injury intentionally inflicted:

- i. Special disability Leave may be granted to an employee who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position..
- ii. Such Leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice.

Provided that the authority competent to grant leave, if it is satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself more after than three months after the occurrence of its cause.

- iii. The period of leave granted shall be such as is certified by an Authorized Medical Attendant and shall in no case exceed 24 months.
- iv. Special disability leave may be combined with leave of any other kind.
- v. Special disability leave may be granted more than once if the disability is aggravated or re-manifests in similar circumstances at a later date but not more than 24 months of such leave shall be granted in consequence of any one disability.
- vi. Special disability leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.
- vii. Leave Salary during such leave shall -
  - (1) for the first 120 days of any period of such leave including a period of such leave granted under sub-clause (v) above be equal to leave salary while on earned leave; and
  - (2) for the remaining period of any such leave, be equal to leave salary during half pay leave.

Provided that a member of the Staff, may at his option, be allowed leave salary as in sub-clause

- (a) above for period not exceeding another 120 days, and in that event the period of such leave shall be debited to his half pay leave account.
- (b) Special Disability Leave for Accidental Injury

- viii. An employee who is disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties or in consequence of his official position or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.
- ix. The grant of Special disability leave in such cases shall be subject to the further conditions.
  - (a) that the disability, if due to disease, must be certified by an Authorized Medical Attendant to be directly due to the performance of the particular duty;
  - (b) that, if the employee has contracted such disability during service, it must be, in the opinion of the authority competent to sanction leave, exceptional in character; and
  - (c) that the period of absence recommended by an authorised medical attendant may be covered in part by leave under the section and in part by any other kind of leave, and that the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.

**(iv) Quarantine Leave**

- i. Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of an employee, or when he is put under quarantine by Indian Authorities upon his return from a foreign country.
- ii. Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave, or extra ordinary leave.
- iii. An employee on quarantine leave is not treated as absent from duty and his pay is not affected.

**R3.1.5. Study Leave:**

Study leave is applicable to teaching staff members completing minimum three years and five years of service at the institute respectively for PG and Ph.D.

Study leave on half pay without any allowance shall not ordinarily be granted for a period exceeding 24 months and 36 months at a time for PG and Ph.D respectively.

The Management may at its discretion grant study leave without pay in continuation to 24 months/36 months OR study leave on half pay (without any allowances) not exceeding 36 months/48 months.

**Allowances:**

The Management in suitable cases may sanction such allowances in addition to the leave on half pay admissible under the rules if the teacher concerned is in receipt of a stipend/ Scholarship/fellowship or any financial help from any agency which is less than his total emoluments drawn before proceeding on study leave.

**Execution of Bond:**

Teachers availing study leave shall have to execute an agreement bond to serve the College for a minimum period of three years on return if the period of study leave does not exceed 24 months and for five years if the period does not exceed 36 months. In the event of non-return from study leave either in India or Abroad, the teacher shall be liable to refund the entire amount of salary drawn during the period or study leave together with interest thereon.

**Scheme of Sabbatical Leave:**

To increase the professional and administrative competence of the senior faculty members of our college in order to increase their usefulness to the college, a scheme of sabbatical leave is introduced on the lines of similar scheme of UGC / AICTE, Delhi. The terms and conditions of the scheme shall be as follows:

1. Principal of the college, Professors and Assistant Professors of the college shall be considered for the grant of sabbatical leave provided they have completed a minimum of three years of regular service in that cadre in the college.
2. The Sabbatical leave shall be granted for a period not exceeding six months.
3. The Sabbatical leave shall be availed by the faculty member only twice during the entire period of his / her service in the college. Provided further that Sabbatical leave shall not be granted until after the expiry of six years from the date of the faculty members' return from previous Sabbatical leave or any other kind of training programme.
4. If the Principal / Professor / Assistant Professor is granted Sabbatical leave, he / she shall, during the period of Sabbatical leave be paid full pay and allowances at the rates applicable to him immediately prior to proceeding on Sabbatical leave.
5. During the period of Sabbatical leave the faculty member shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for purposes of retirement benefits.

6. The sabbatical leave shall be granted for undertaking study, research and writing purposes in India or abroad to enable the faculty member increase their proficiency and usefulness to the college, and not for obtaining degree.
7. The programme to be followed during Sabbatical leave shall be submitted by the concerned faculty member for approval along with the application for grant of leave.
8. On return from the leave the concerned faculty member shall report to the college the nature of study, research or writing work undertaken during the period of leave.
9. The faculty member on Sabbatical leave shall not take up, during the period of the leave, any regular appointment under another organization in India or abroad. However, they may receive subsistence allowance from an institution abroad if spending the period of sabbatical leave in a foreign university / laboratory.

**Lien:**

- Provision of lien should be applicable to the staff members of SCOET as per stipulated norms and conditions.
- During lien deputation for other departments will be treated continuous service and period will be counted towards seniority and terminal benefits in the parent departments.
- Other liabilities eg. P.F., CPF, Group Insurance and other allowances entitled to the incumbent has to be debited from the account of the present employer.
- Lien should be granted to the employees especially to the educational institutions and other appropriate organization in India & abroad.
- Duration of lien will be from 01 year to 03 years period should be extended for another two years under very exceptional cases with the prior approval from Governing Body. After 05 years no extension should be given under any circumstances.

## R4 Recruitment Procedure for Teaching Staff

*UGC Notification /New Delhi, The 18th July, 2018/REGD. NO. D. L.-33004/99)  
(AICTE/NOtification/EXTRA ORDINARY PART-III/SECTION-4/REGD NO. D. L.-33004/99  
(SGBAU/Extra Ordinary GAZATTE/No 50/2019 Dt 13/12/2019)*

### 1 General

The service rules apply to all employees without exception performing whatsoever function assigned to him/her, in service in the Institute and subject to change if any without any prior intimation with due sanction from the Executive Committee and the Governing body.

### 2 Recruitment & Promotions:

Recruitment of faculty is made as per the rules framed by the affiliating University and as per the terms and conditions of qualification and experience for recruitment laid down by the AICTE (**refer Annexure-I**)

- M. E. in relevant Branch for the post of Assistant Professor,
- M. E. with Ph. D. and total 05 years of experience as Assistant Professor for the post of Associate Professor
- M. E, Ph. D. with 10 years' experience or 3 years' experience as Associate Professor for the post of Professor.

The experienced and skilled staff is recruited at this institute by constituting selection committee from university.

The candidates with M.E./ MTech. 1<sup>st</sup> class are eligible for appointment as Assistant Professor in the Dept. of Engineering subjects. M.Sc./ M.A. candidates with 1<sup>st</sup> class are appointed as Assistant Professor in the Science / Humanities Dept. by constituting selection committee at college level on initial probation period of two years; extendable taking into consideration his/her performance. Initially the faculty is appointed on consolidated salary/regular pay depending upon their qualification and experience; those on consolidated pay, after evaluating their performance, and fulfilling requisite norms of VI pay they are brought to the regular establishment pay scale and suitable candidates may be considered for appointment by constituted selection committee at this college from university for approval. Resume / relevant documents of the candidates selected / appointed are only preserved.

Depending upon need and taking into consideration suitable higher qualification the regular staff members are offered higher scale on higher posts by obtaining approval from Local Management Committee LMC.

The service books are prepared of the faculty members who are brought to the regular establishment scale since 2005. Taking into consideration the experience and qualification, the faculty is promoted to higher posts by obtaining due consent from the Governing Body/Local Management Committee.

The staff members are liable to get benefits like Gratuity, Group Insurance, Provident Fund claim etc. after retirement. The retirement age is as per the norms

of the Competent Authority.

- All employees who are coming under the purview of the Employees Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- The College shall contribute 12% of the pay subject to the ceiling of Rs.1800/- per person, towards the Employers contribution to the EPF Scheme.
- The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/ her contribution to the Employers contribution to the EPF Scheme.
- The College shall remit both the contributions as stated above to the EPF Scheme Authorities.
- The College shall pass on the Annual Statements pertaining to the Employee, as release by the EPF Authorities, to the concern Employees.
- The College shall endeavour to correspond with the EPF Scheme Authorities to obtain the accumulations with interest from the EPF Organization and present the payment to the employee at the time of his/ her retirement.
- The College shall also pay to the Employee, the following benefits at the time of his/her retirement :
  - a. Gratuity payable under the Payment of Gratuity Legislation
  - b. Group Insurance Amount
  - c. Arrears of Salary, if any, payable.

## **R5 Salary Structure for Faculty**

Salary is paid as per Seventh Pay Commission norms in addition to the following:

- Group Insurance for Faculty and Staff Members (Accidental Insurance Policy).
- Financial assistance is provided for paper presentations in International (Abroad) and National Conferences, as well as for patents, copyrights, and research projects. A special R&D policy has been formulated to cover all these aspects
- Partial Financial Assistance for Registration fee, contribution for membership in one Professional Society.
- Salary advance, bank loans for health & education.



## Pay-scale:

Pay Band	5200-20200					9300-34800				15600-39100				37400-67000			67000-79000	75500-80000	80000	90000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000					
Entry Pay (EP)	7000	7730	8460	9910	11360	13500	17140	18150	20280	21000	25350	29500	46100	49100	53000	67000	75500	80000	90000	
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18	
Index	2.57	2.57	2.57	2.57	2.57	2.62	2.62	2.62	2.62	2.67	2.67	2.67	2.67	2.67	2.72	2.72	2.72	2.81	2.78	
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	123100	131100	144200	182200	205400	225000	250000	
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	126800	135000	148500	187700	211600			
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	130600	139100	153000	193300	217900			
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	134500	143300	157600	199100	224400			
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	138500	147600	162300	205100				
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	142700	152000	167200	211300				
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	147000	156600	172200	217600				
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	151400	161300	177400	224100				
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	155900	166100	182700					
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	160600	171100	188200					
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	165400	176200	193800					
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	170400	181500	199600					
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	175500	186900	205600					
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	180800	192500	211800					
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	186200	198300	218200					
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	191800	204200						
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	197600	210300						
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	111100	130400	203500	216600						
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	209600							
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	215900							
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400								
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700								
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100								
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600								
25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300								
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100								
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100								
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200								
29	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500								
30	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900								
31	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500								
32	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200								
33	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100								
34	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200								
35	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400									
36	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000									
37	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700									
38	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600									
39	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700									
40	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500										

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Conversion Formula (6th CPC → 7th CPC)

New Basic Pay (7th CPC)=(Basic Pay in 6th CPC as on 1.1.2016)×Fitment

Factor\Fitment Factor = 2.57 (uniformly applied to all levels)

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Example

If an employee's Basic Pay (6th CPC) = ₹20,000

$20,000 \times 2.57 = 51,400$

Now, ₹51,400 is mapped to the nearest cell in the 7th CPC Pay Matrix at the corresponding Level.

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Key Points

- Fitment factor ensures parity and uniform hike.
  - Though 2.57 is standard, in higher grade pays the effective multiplication factor (after mapping in Pay Matrix) may feel higher.
  - Once converted, increments are drawn as per the vertical cells in the Pay Matrix.
- 

The 7th Pay Commission structure with a uniform fitment factor of 2.57 has been adopted at SCOET. All salaries and allowances (partially) are fixed as per the Pay Matrix levels prescribed, ensuring transparency and parity across designations. Annual increments follow the vertical progression within respective levels. This policy is applicable to all eligible teaching and non-teaching staff of the institute.

## R6 Promotion Policy

Appraisal system based on 360 degree feedback score, 360-degree feedback is a performance appraisal method that collects feedback from all directions. The All-India Council for Technical Education (AICTE) provides guidelines and standards for various aspects of technical education in India, including faculty evaluation.

*AICTE/NOTIFICATION/EXTRA ORDINARY PART-III/SECTION-4/REGD NO. D. L.-33004/99  
(SGBAU/Extra Ordinary GAZATTE/No 50/2019 dt 13/12/2019)*

- **Assessment of Teacher –**

- This should be on base of 100 marks.

Component	Marks
Teaching Performance assessment by HOD	20
Student Feedback	10
R&D contribution	
Paper Publication	10
Copywrite/Patent	10
Book publication	10
TG	10
Portfolio Performance	30
<b>Total</b>	<b>100</b>

(a) Faculty members shall be promoted provided he/she fulfills the applicable norms or eligibility criteria specified by AICTE for the said promotion. However, the confirmation for the promoted position will be given only after getting approval from university.

(b) Experienced candidates from reputed institutes or industries may be given pay protection without insisting on fulfilling the above norms.

## R7 Incentives to Faculty for Research & Publication Activities

Incentives for faculty research and publication are outlined in the special policy designed to encourage scholarly activities. The policy provides clear rules and regulations to support and reward research efforts. These guidelines aim to enhance faculty engagement in high-quality research and dissemination of their findings.

The Research Policy has been published on the college website, providing accessible guidelines and regulations for faculty. This policy details the incentives and support available for research and publication activities. Faculty members are encouraged to review the policy to understand the resources and opportunities designed to enhance their scholarly work.

## **R8 Travelling Allowances Rules**

1. Within City Limits Faculty or Staff members visiting at official places /Companies/Organizations within the city and its suburbs will be paid as per the following norms:
  - a. Actual bus fare or train fare or auto-rickshaw fare.
  - b. Actual auto-rickshaw fare if luggage must be carried which cannot be taken in a bus
  - c. If own vehicle is used actual fuel expenses will be paid
2. Outside the City
  - a. For Travel outside the city or suburbs, i.e., outside the station, T.A. will be paid for the Actual amount after submission of original bills/tickets.
  - b. In case of any other mode of transport, the sanction amount will be limited to the maximum of eligible rail fare.
  - c. Maximum of Rs. 500 will be sanctioned as D.A. per day per person
  - d. Actual expenses per day (max Rs. 2000) will be sanctioned as lodging expenses
  - e. The sanction for expenses may be varied as per type of the city.
  - f. The amounts will be sanctioned and disbursed on submission of actual bills.

## **R9 Sponsoring the Faculties for Higher Studies**

We are pleased to support and encourage the professional development of our faculty members pursuing advanced studies. In line with our commitment to academic excellence, we have outlined the provisions for faculty who are enrolled in Ph.D. programs at reputed institutions. Below are the guidelines for availing leave and other facilities for the purpose of thesis writing and academic interactions:

### **1. Leave for Thesis Writing**

#### **Eligibility and Provision:**

- Faculty members who have been approved and are pursuing a Ph.D. at reputed institutions will be eligible to avail themselves of leave for thesis writing purposes.
- This leave can be taken against immediate future vacation leave.
- The eligibility to apply for this leave will commence after a lapse of three years from the date of registration in the Ph.D. program.

### **2. On-Duty (OD) Leave for Interactions with Guides**

#### **Provision and Documentation:**

- Approved faculty members may avail On-Duty (OD) leave to interact with their Ph.D. guides.



- To minimize disruption to teaching responsibilities, the following provisions apply:
  - The faculty member may be granted OD leave for visiting their guides for a maximum of one day per month.
  - The total OD leave allowed for this purpose is up to six days per academic year.
  - This facility is available for a maximum period of three years from the date of registration for the Ph.D. program.
- To avail this facility, faculty members are required to submit proof of their visits to their guides. Documentation must be provided for each OD leave taken, verifying the interaction with their Ph.D. guide.

### **Implementation and Support**

We encourage all eligible faculty members to take advantage of these provisions to enhance their research capabilities and academic credentials. Please ensure that you adhere to the guidelines for documentation and leave applications to facilitate a smooth process.

#### **R10 Recognitions for Performance of Teaching Staff**

Teaching staff will be recognized for their exceptional academic and other performances based on PBAS (Performance Based Appraisal System) score for the respective academic year and 360-degree feedback

#### **R11 Disciplinary Actions against misconduct or misbehavior for Employee**

A member of the staff can only leave his/ her employment by giving three months' notice of his/ her resignation, whereas, in certain circumstances one month notice or pay in lieu thereof. No member of the staff shall be allowed to leave during the academic session. In case a member leaves, he/ she will be required to deposit his/ her salary for the remaining period of the academic session.

The appointing authority may place any member of the staff under suspension for any disciplinary action or any criminal offence registered against him/ her.

A member of the staff under suspension is entitled to a subsistence grant amounting to one-fourth of his/ her pay during the period of suspension and during that period he/ she shall not undertake any other employment or business activity.

When an employee of the Institute, who has been placed under suspension, is reinstated, the appointing authority, competent to order the re-instatement, shall consider and make a specific order:-

- a. regarding the pay and allowance to be paid to the employee for the period of his/ her absence from duty, and

b. whether or not the said period shall be treated as period spent on duty.

When an employee of the Institute, who has been placed under suspension, is reinstated and the appointing authority is of the opinion that the employee has been fully exonerated, the employee shall be given the full pay allowances to which he would have been entitled otherwise. Further, in such a case the absence from duty shall be treated as a period spent on duty for all purposes.

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

- a) Withholding salary in abeyance
- b) Withholding of increment or promotion
- c) Reduction in rank
- d) Removal from service

It shall not be necessary to follow the procedure mentioned above in the following cases:

- a) Where an employee is dismissed or removed from service on the ground of conduct which has led to his/ her conviction on a criminal charge.
- b) The authority is empowered to dismiss the person when it is not reasonably practicable to give to that person an opportunity of showing cause for, the activity due for severe action, is committed.

## **Students**

### **R12 Code of Ethics and Conduct Rules for Students**

#### **1 General Rules –**

The rules and the code of conduct are framed to facilitate and support learning environment for the students. Violating the rules may lead to inconvenience and initiation of strict disciplinary action. Everybody associated is supposed to adhere to the rules framed to build work friendly environment.

#### **Attendance –**

Attendance of the students for theory and practical classes as mentioned by the affiliating University should be minimum of 75%. However, incompleteness of the term work and poor attendance may lead to detention.

A detailed set of guidelines would be available to every student on the web portal.

#### **Identity Card –**

An identity card issued at the time of admission is mandatory for the students to carry while in campus.



**Ragging –**

Ragging is strictly prohibited as per the **Maharashtra Prohibition of Ragging Act 1999**. Those involved shall be penalized accordingly. Contents of the Ragging act and provision for penalty are displayed in the department buildings and cafeteria.

**Dress code –**

A separate decent dress code is implemented for Girls and Boys students while on campus. However Wednesday is exempted in lieu of washing and maintenance. Non-teaching members also adhere to the prescribed uniform.

**R13 Academic Integrity for Student****Academic Dishonesty**

Essential to the success of this educational mission is a commitment to the principles of high academic integrity. Every member of the Institute's community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

**Academic Dishonesty Definitions:**

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

- a) Cheating: using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing or attempting to prevent another from using authorized assistance, material or study aids. Example: using a cheat sheet in exam, altering grades and resubmitting it for a better grade, etc.
- b) Plagiarism: Using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.
- c) Fabrication: Submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.
- d) Multiple submissions: Submitting without prior permission any work already submitted, to fulfill another academic requirement.
- e) Misrepresentation of academic records: Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts/ mark sheets or academic record, either before or after it is received by the Institute. e.g. forging a change of grade, tampering with computer records, falsifying academic information

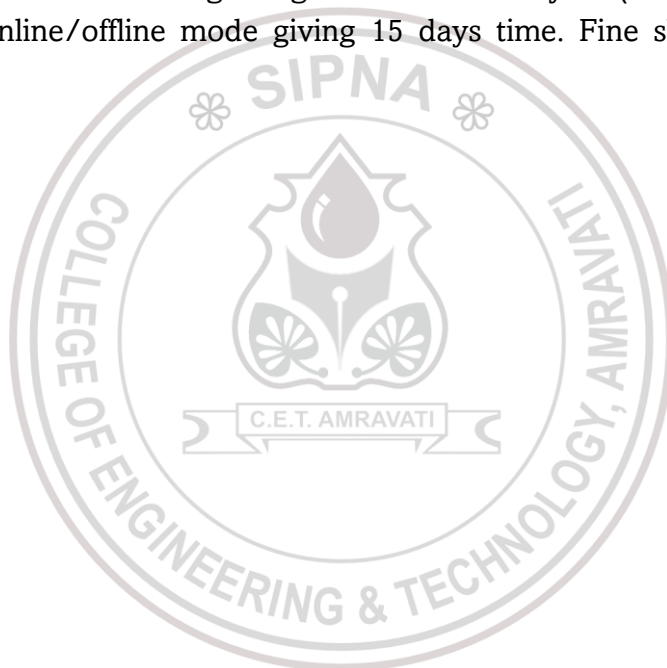
on one's resume, etc.

f) Facilitating academic dishonesty: Knowingly helping or attempting to help another violate any provision of the Code. e.g. copying an assignment of other student, etc.

g) Unfair advantage: Attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

#### **R14 Student Fees**

Fee shall be collected at the beginning of the academic year (i.e. in odd semester) through bank/online/offline mode giving 15 days time. Fine shall be levied on defaulters.



## **R15 Roles, Responsibilities and Authorities**

### **R15.1 Responsibilities and Authorities of Dean**

#### **Dean Academics**

1. Academic Calendar and College Level Timetable Preparation: Develop and oversee the academic calendar and timetable for the college, ensuring alignment with educational goals and requirements.
2. Academic Scheme for Autonomous College: Develop, revise, and upgrade academic schemes in accordance with NEP 2020, UGC, AICTE Model curriculum, and state government guidelines.
3. Coordination with Controller of Examination: Collaborate with the Controller of Examination to ensure the smooth conduct of examinations, maintaining integrity and adherence to regulations.
4. Monitoring and Evaluation of College Sessional Exams: Supervise, evaluate, and analyze the execution of sessional exams for university-affiliated batches, ensuring fairness and academic standards.
5. University Theory, Practical, and Project Exams: Oversee the organization and administration of university-level examinations for affiliated batches, ensuring compliance with university regulations and standards.
6. Academic Audit: Conduct periodic academic audits to assess the quality of education, identify areas for improvement, and ensure adherence to academic standards and policies.
7. Ex-officio Member of Academic Council: Serve as an ex-officio member of the academic council, contributing insights and recommendations to academic policy formulation and decision-making.
8. Ex-officio Member Examination Committee: Participate as an ex-officio member of the examination committee, providing expertise and guidance on examination-related matters to ensure fairness and transparency.

#### **Dean Student affairs**

##### **Role and Responsibilities of the Dean of Student Affairs:**

1. Monitoring, Evaluation, and Analysis of Co-curricular and Extra-curricular Activities: Oversee and assess the execution of various co-curricular and extra-curricular activities both within and outside the campus. Activities include but are not limited to:
  - NSS (National Service Scheme)
  - Youth Festival
  - Yuvanand

- Vidyotan-Technical Festival
  - Annual Social Gathering
  - Shiv-Jayanti Celebrations
  - Magazine Publication
  - Non-technical Student Activities
  - Professional Student Chapters (Technical Activities)
  - Sports Events
  - Clubs and Societies
  - Teacher Guardian Scheme
2. **Facilitation and Coordination:** Facilitate and coordinate the planning, organization, and execution of various student activities, ensuring their alignment with the educational objectives and promoting holistic development among students.
  3. **Promotion of Student Engagement:** Encourage active participation and engagement of students in co-curricular and extra-curricular activities, fostering a vibrant and inclusive campus culture.
  4. **Support and Guidance:** Provide support, guidance, and mentorship to student leaders, clubs, and organizations involved in planning and conducting activities, promoting leadership development and teamwork skills.
  5. **Ensuring Compliance and Safety:** Ensure compliance with safety guidelines and regulations during the organization and conduct of activities, prioritizing the well-being and security of students.
  6. **Evaluation of Impact and Effectiveness:** Evaluate the impact and effectiveness of various student activities in enhancing the overall student experience and achieving the institution's goals, making recommendations for improvement as necessary.
  7. **Promotion of Student Welfare:** Advocate for student welfare and address any issues or concerns raised by students related to co-curricular and extra-curricular activities, working towards their resolution in collaboration with relevant stakeholders.
  8. **Representation and Liaison:** Serve as a representative of student interests and concerns within the university administration, and establish effective communication and collaboration with faculty, staff, and external organizations to support student initiatives and endeavors.

## Dean Research and Development

Role and Responsibilities of the Dean of Research and Development:

1. Monitoring, Evaluation, and Analysis of R&D Activities: Oversee, evaluate, and analyze the execution of research and development activities, including but not limited to:
  - Incubation cell management
  - Intellectual Property Rights (IPR) management
  - Paper publication
  - Innovation Cell operations
  - Start-up Registration Cell facilitation
  - Institute Innovation Council initiatives
  - Commercialization and Marketing Cell activities
  - Entrepreneur Development Cell support
  - Consultancy services
  - Remote Pilot Training Organization (RPTO) operations
  - Online and offline examination processes
2. Coordination of Competitions and Events: Serve as the coordinator for various competitions and events such as ARIIA (Atal Ranking of Institutions on Innovation Achievements), KAPILA, e-Yantra Robotics Competition, Hackathons, etc., fostering a culture of innovation and competition within the institution.
3. Project Acquisition and Management: Lead efforts to secure funded projects from organizations like UGC, AICTE, and industry-sponsored projects, facilitating collaboration between academia and industry to drive innovation and research excellence.
4. Data Management and Reporting: Maintain comprehensive data related to R&D activities and outcomes, ensuring accuracy and relevance for accreditation and ranking processes such as NBA (National Board of Accreditation), NAAC (National Assessment and Accreditation Council), and NIRF (National Institutional Ranking Framework).
5. Monitoring of Examination Processes: Oversee the conduct of both online and offline examinations, ensuring adherence to established protocols, integrity, and fairness in assessment practices.
6. Promotion of Research Culture: Promote a vibrant research culture within the institution by facilitating collaboration, providing resources and support for faculty and student research endeavors, and fostering interdisciplinary research initiatives.

7. **Quality Assurance and Compliance:** Ensure that research activities comply with ethical standards, regulatory requirements, and institutional policies, safeguarding the integrity and reputation of the institution.
8. **Partnership and Collaboration:** Foster partnerships and collaboration with industry, government agencies, research institutions, and other stakeholders to enhance the impact and relevance of research outputs and foster technology transfer and innovation.

### **Dean Quality Assurance**

Role and Responsibilities of the Dean of Quality Assurance:

1. **Accreditation Management:** Oversee the accreditation process, such as NAAC (National Assessment and Accreditation Council), ensuring compliance with accreditation standards and requirements. Coordinate the preparation of self-study reports, facilitate site visits, and implement recommendations for continuous improvement.
2. **Ranking Management:** Manage the institution's ranking initiatives, including participation in rankings such as NIRF (National Institutional Ranking Framework) and QS (Quacquarelli Symonds). Ensure that data collection and reporting processes are accurate and timely to enhance the institution's ranking position.
3. **Certification Oversight:** Coordinate efforts to obtain certifications such as ISO (International Organization for Standardization), ensuring that quality management systems are in place and effectively implemented to meet certification requirements.
4. **Quality Assurance Policies and Procedures:** Develop, implement, and monitor quality assurance policies and procedures to ensure consistency, transparency, and adherence to best practices across all institutional activities and processes.
5. **Continuous Improvement Initiatives:** Facilitate continuous improvement initiatives based on feedback from accreditation, ranking, and certification processes. Lead quality improvement projects aimed at enhancing the overall quality and performance of the institution.
6. **Data Collection and Analysis:** Oversee the collection, analysis, and interpretation of data related to quality assurance indicators. Utilize data-driven insights to identify areas for improvement and inform decision-making processes.
7. **Stakeholder Engagement:** Engage with internal and external stakeholders, including faculty, staff, students, alumni, and accrediting bodies, to solicit



feedback, communicate quality assurance goals, and promote a culture of quality and excellence.

8. **Training and Capacity Building:** Provide training and capacity building opportunities for faculty and staff to enhance their understanding of quality assurance principles and practices. Foster a culture of quality consciousness and accountability throughout the institution.
9. **Compliance Monitoring:** Monitor compliance with accreditation, ranking, and certification requirements, ensuring that the institution maintains its standing and reputation within the higher education landscape.
10. **Benchmarking and Best Practices:** Conduct benchmarking exercises and share best practices with peer institutions to benchmark performance and identify opportunities for improvement in quality assurance processes and outcomes.

### **Dean Infrastructure and utility**

Role and Responsibilities of the Dean of Infrastructure and Utility:

1. **Facilities Monitoring and Maintenance:**
  - Oversee the monitoring, development, and maintenance of various facilities including:
    - Civil Infrastructure and Maintenance
    - Plumbing and Drainage System
    - Electrical Systems and Maintenance
    - Computer Centre, Networking, Wi-Fi Internet, Servers, and PCs
    - EPABX and CCTV Systems
    - Housekeeping Services
    - Canteen Operations
    - Medical Clinic Facilities
    - Fire Safety Measures
    - Dead Stock Management
    - Logistic Services
    - Garden Maintenance
    - Furniture Management
    - Leasing and Renting of Infrastructure such as auditoriums and seminar halls.
2. **Infrastructure Planning and Development:**
  - Develop plans for the expansion and enhancement of infrastructure to meet the evolving needs of the institution.

- Coordinate with architects, engineers, and contractors to ensure the timely and cost-effective execution of infrastructure projects.
3. Budgeting and Resource Management:
- Develop and manage budgets for infrastructure maintenance, repairs, and upgrades.
  - Ensure efficient utilization of resources to maximize the value and longevity of infrastructure assets.
4. Compliance and Safety:
- Ensure compliance with building codes, safety regulations, and environmental standards.
  - Implement measures to enhance the safety and security of facilities for students, faculty, staff, and visitors.
5. Vendor Management:
- Coordinate with vendors and service providers for maintenance, repairs, and procurement of infrastructure-related goods and services.
  - Evaluate vendor performance and negotiate contracts to ensure cost-effectiveness and quality service delivery.
6. Emergency Preparedness:
- Develop and implement contingency plans for emergencies such as fires, natural disasters, and other disruptions to infrastructure operations.
  - Conduct regular drills and training sessions to ensure readiness and response capability.
7. Stakeholder Communication:
- Communicate with stakeholders including students, faculty, staff, and administrative personnel regarding infrastructure-related matters.
  - Address concerns and feedback to improve the overall quality and functionality of infrastructure services.
8. Sustainability Initiatives:
- Implement sustainability initiatives to reduce the environmental impact of infrastructure operations, such as energy conservation, waste management, and green building practices.

## **Dean IIICR**

Role and Responsibilities of the Dean of IIICR (Industry-Institute Interaction and Corporate Relations):

1. Placement and Internship Coordination:
  - Secure placement and internship opportunities for students by fostering relationships with industry partners.
  - Facilitate student registration for placement and internship activities, ensuring maximum participation and engagement.
2. Placement Activity Execution:
  - Plan, organize, and execute placement activities such as job fairs, recruitment drives, and campus interviews.
  - Coordinate with companies and students to ensure smooth conduct of placement processes.
3. Training Programs Management:
  - Arrange and provide generalized training sessions such as aptitude training for students preparing for placements.
  - Organize specialized training programs tailored to the requirements of specific academic programs or industry sectors.
4. Corporate Relations Management:
  - Cultivate and maintain corporate relationships through the establishment of Memorandums of Understanding (MoUs) with different organizations.
  - Act as a liaison between the institute and industry partners, facilitating collaboration on various initiatives such as research projects, internships, and guest lectures.
5. Industry Engagement Initiatives:
  - Develop and implement initiatives to enhance industry-institute interaction, including industry visits, guest lectures, and workshops.
  - Identify opportunities for industry-sponsored projects and collaborative research endeavors.
6. Career Guidance and Counselling:

- Provide career guidance and counseling services to students, helping them make informed decisions about their academic and professional paths.
- Offer support and assistance to students in resume building, interview preparation, and career planning.

7. Alumni Engagement:

- Foster relationships with alumni who can serve as valuable resources for networking, mentorship, and industry connections.
- Facilitate alumni involvement in placement activities, guest lectures, and other engagement opportunities.

8. Data Management and Reporting:

- Maintain accurate records of placement and internship activities, including student placements, company profiles, and feedback.
- Prepare reports and analysis on placement trends, outcomes, and industry feedback for institutional review and improvement.

## **R15.2 Responsibilities and Authorities of Head of Department**

### Role and Responsibilities of the Head of Department (HOD):

1. Design, Implementation, Monitoring, and Evaluation of Teaching-Learning Process:
  - Design, implement, monitor, and evaluate the teaching-learning process within the department, ensuring alignment with educational objectives and best practices.
2. Teaching Workload Distribution:
  - Distribute teaching workload among faculty members for theory classes, tutorials, practical sessions, and projects, considering their expertise and availability.
3. Departmental Timetable Preparation:
  - Prepare the departmental timetable, scheduling classes, tutorials, labs, and other academic activities to optimize resource utilization and accommodate faculty and student needs.
4. Organizing Workshops, Seminars, and Conferences:

- Organize additional workshops, seminars, conferences, and other professional development activities to enhance the teaching-learning process and keep faculty members updated with the latest developments in their respective fields.
5. Rescheduling Workload for Absent Teachers:
- Reschedule teaching workload in the event of a teacher's absence, ensuring continuity of instruction and minimal disruption to the learning process.
6. Documentation Management:
- Maintain course files, project reports, seminar reports, and other academic documents within the department, collecting and organizing them at the end of each semester.
7. Development and Maintenance of Departmental Labs:
- Develop and maintain departmental laboratories, ensuring they are equipped with the necessary tools, equipment, and materials for effective teaching and research activities.
8. Evaluation of Exam Results:
- Evaluate the results of Mid-Semester Examinations (MSE) and End-Semester Examinations (ESE) for courses taught by the department, analyzing performance data to identify areas for improvement.
9. NBA Accreditation Preparation:
- Conduct preparations for National Board of Accreditation (NBA) visits for the respective program, ensuring compliance with accreditation standards and requirements.
10. Periodic Academic Audit Review:
- Conduct periodic reviews of academic audits within the department, assessing the effectiveness of teaching practices, curriculum delivery, and student outcomes, and implementing corrective measures as necessary.

### **R15.3 Duties and Responsibilities of Degree Program Coordinator**

Role and Responsibilities of the Degree Program Coordinators (DPC):

1. Counselling and Facilitation:

- Provide counseling and facilitation services to students, addressing their academic and personal concerns and guiding them towards appropriate resources and support systems.

2. Admissions and Registration:

- Oversee the admissions process for the degree program, ensuring smooth registration of students for each semester and verifying eligibility criteria.

3. Formation of Batches and Sections:

- Organize theory sections, tutorial batches, practical batches, and project groups, considering factors such as student preferences, faculty availability, and class size.

4. Orientation and Induction:

- Conduct orientation and induction programs for new students, familiarizing them with program requirements, campus facilities, and academic expectations.

5. Result Analysis:

- Analyze academic results at the degree program level, identifying trends, strengths, and areas for improvement, and implementing strategies to enhance student performance.

6. Accreditation and Certification:

- Coordinate accreditation processes such as NBA (National Board of Accreditation) and certification activities specific to the degree program, ensuring compliance with standards and requirements.

7. Program Educational Objectives (PEOs) and Program Outcomes (POs):

- Execute, implement, develop, and strengthen the Program Educational Objectives (PEOs) and Program Outcomes (POs), aligning them with institutional goals and industry requirements.



8. Curriculum Development and Changes:

- Propose changes in scheme and syllabus by collaborating with the Dean of Academics and other relevant authorities of the institute, ensuring curriculum relevance and alignment with evolving industry trends.

9. Student Exchange Programs:

- Facilitate student exchange programs by establishing course equivalence for courses offered within the degree program, ensuring seamless transition and credit transfer for participating students.

10. Value Addition Initiatives:

- Identify opportunities for value addition to the degree program through initiatives such as guest lectures, workshops, industry visits, and skill development programs.

11. Parent Meetings:

- Organize parent meetings to provide updates on student progress, address parental concerns, and foster positive engagement between parents and the institution.

12. Documentation and Certification:

- Coordinate the generation of degree certificates, provisional degrees, transcripts, and intermediate transcripts for graduating students, ensuring accuracy and timely distribution.

13. Convocation Participation:

- Participate in convocation ceremonies, representing the degree program and congratulating graduating students on their achievements.

14. Anti-Ragging Committee Membership:

- Serve as an ex-officio member of the Anti-Ragging Committee, working to create a safe and conducive learning environment for all students.

15. Student Feedback Collection:

- Collect and analyze student feedback on various aspects of the degree program, including curriculum, teaching quality, and support services, to drive continuous improvement initiatives.

## R15.4 Duties and Responsibilities of Controller of Examination

### Role and Responsibilities of the Controller of Examinations (COE):

#### 1. Overall Responsibility for Evaluation System:

- Assume overall responsibility for the evaluation system, ensuring fairness, transparency, and integrity in all examination processes.

#### 2. Establishment of Examination Cell:

- Set up the examination cell and make necessary arrangements to facilitate the smooth conduct of all examinations, including MSE, MSIE, ESE, ESSE, and lab examinations.

#### 3. Liaison with Dean Academics:

- Collaborate with the Dean of Academics to prepare schedules for various examinations, including MSE, MSIE, ESE, ESSE, and lab examinations, ensuring coordination and alignment with academic calendars.

#### 4. Conduct of Examinations:

- Ensure the proper conduct of examinations within the stipulated dates, adhering to all relevant rules and regulations.

#### 5. Question Paper Setting and Printing:

- Arrange for the setting and printing of question papers for MSE, MSIE, ESE, and ESSE examinations, maintaining confidentiality until the conclusion of the respective examination sessions.

#### 6. Preservation of Question Papers:

- Preserve the question papers of MSE, MSIE, ESE, and ESSE examinations for future reference and review purposes.

#### 7. Assessment of Answer Books:

- Arrange for the assessment of answer books for all examinations, ensuring timely and accurate evaluation.

#### 8. Preservation of Evaluated Answer Sheets:

- Preserve the evaluated answer sheets for MSE, MSIE, ESE, ESSE, and lab examinations, branch-wise and year-wise, for a specified period in accordance with institutional norms.

9. Communication of Schedule Changes:

- Implement any changes in the examination schedule due to valid and unavoidable reasons, with approval from the Principal, and communicate these changes to students through the respective departments.

10. Grievance Redressal:

- Address grievances related to examinations promptly and effectively through pre-set mechanisms, ensuring fair treatment and resolution.

11. Result Announcement and Certificate Issuance:

- Announce examination results, issue mark sheets, and other certificates to students in a timely manner, ensuring accuracy and reliability in the assessment process.

12. Degree Awarding Process:

- Coordinate with the parent University to award degrees, ensuring that the degree certificates bear the name of the institute, "SIPNA COET," in accordance with established protocols.

### **R15.5 Duties and Responsibilities of Laboratory In-charge**

Laboratory In-charge will be responsible for the procurement, commissioning, working, maintenance and calibration of laboratory equipment/devices in the respective laboratory.

The Lab I/C should maintain the following documents:

1. The inventory of the laboratory
2. Layout of the laboratory
3. Laboratory Timetable
4. Organization Chart
5. Logbook for daily usage
6. Complaint Register
7. Lab Manuals
8. List of Experiments

### **R15.6 Duties and Responsibilities of Laboratory Assistant**

The Laboratory Assistant should ensure proper discipline at laboratories by ensuring the following:

1. No bags or eatables are to be allowed into the lab
2. Talking/unnecessary movement of the students be avoided
3. Chairs are in proper position at the time of leaving

4. All equipment are switched off or made inactive as per authorized procedure before leaving
5. All fans/ lights wherever not needed are in OFF condition
6. Room and equipment are maintained neat and clean at all times
7. Assist the class teachers in the laboratory proceedings.
8. Suitable motivation boards and list of experiments are displayed.
9. Lab Assistant should be conversant with all the lab experiments and exercises.
10. Lab Assistant should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.

### **R15.7 Duties and Responsibilities of Registrar**

The Registrar plays a crucial administrative role, ensuring the seamless coordination of various activities across all office bearers( Deans, Degree Program coordinators, HEAD of DEPT) within the administrative structure. Their responsibilities include:

1. Academic Administration:
  - Oversee academic administration, including admissions, registration, course scheduling, and curriculum management.
2. Student Records Management:
  - Maintain accurate and up-to-date records of student enrollment, academic progress, grades, and graduation requirements.
3. Policy Implementation:
  - Ensure compliance with institutional policies, regulations, and procedures related to academic affairs, student conduct, and administrative matters.
4. Coordination with Academic Departments:
  - Facilitate communication and coordination between academic departments, ensuring smooth operation of academic programs and activities.
5. Examination Coordination:
  - Coordinate the examination process, including scheduling, invigilation, evaluation, and result publication, in collaboration with the Controller of Examinations.

6. Faculty Affairs:
  - Manage faculty recruitment, appointments, promotions, and performance evaluations in accordance with institutional policies and regulatory requirements.
7. Professional Development:
  - Facilitate professional development opportunities for faculty and staff, including workshops, seminars, and training programs.
8. Accreditation and Compliance:
  - Ensure compliance with accreditation standards and requirements set by regulatory bodies such as NBA (National Board of Accreditation) and AICTE (All India Council for Technical Education).
9. Financial Administration:
  - Assist in budget planning and financial management for academic and administrative units within the college.
10. Student Services:
  - Oversee student services such as counseling, career guidance, and support for academic and personal development.
11. Graduation and Convocation:
  - Coordinate graduation ceremonies and convocations, ensuring that all requirements for degree conferral are met by graduating students.
12. External Relations:
  - Serve as a liaison between the college and external stakeholders, including government agencies, industry partners, alumni, and other educational institutions.
13. Information Management:
  - Manage information systems and technology infrastructure to support administrative processes and data management.
14. Legal Compliance:
  - Ensure compliance with legal requirements and regulations governing higher education institutions, including data protection and privacy laws.
15. Strategic Planning:
  - Contribute to strategic planning initiatives aimed at enhancing the college's academic quality, reputation, and institutional effectiveness.

## **R15.8 Duties and Responsibilities of Accountant**

Role and Responsibilities of the Accountant:

**1. Staff Salary Management:**

Maintain records and manage payments related to staff salaries, including deductions for LIC (Life Insurance Corporation), Income Tax, EPF (Employee Provident Fund), and Gratuity.

**2. Scholarship Coordination:**

Coordinate with relevant government departments such as SC/ST/OBC/EBC/Minority welfare departments for scholarship disbursements to eligible students.

**3. Insurance and Tax Remittance:**

Manage group insurance, property insurance, and ensure timely remittance of corporation tax payments.

**4. Payroll Preparation:**

Prepare pay bills for teaching and non-teaching staff, ensuring accuracy and compliance with regulations.

**5. Bank Transactions:**

Handle all bank transactions, including deposits, withdrawals, and fund transfers.

**6. Liaison with Head Office:**

Communicate and collaborate with the SIPNA Head Office regarding accounting matters and financial reporting.

**7. Maintenance of Account Books:**

Maintain all accounting books and records, ensuring accuracy and completeness.

**8. Financial Reporting:**

9. Prepare daily financial reports, both internal and consolidated, for review by the Principal and Head Office.

**10. Fee Collection:**

Collect all fees from students, ensuring proper documentation and recording of transactions.

**11. Tax Deducted at Source (TDS) Remittance:**

Ensure timely remittance of Income Tax (TDS) deducted from employees' salaries to the appropriate authorities.

**12. Audit Support:**

Support internal and external financial audits by providing necessary documentation, reconciliations, and assistance as required.

**13. Other Financial Tasks:**

Undertake any other tasks related to finance, accounts, and fees as assigned by the management.



## R16 Curriculum

The implementation of a comprehensive curriculum framework at Sipna College of Engineering, aligned with the National Education Policy (NEP-2020). This initiative underscores our commitment to modernizing educational practices and ensuring that our academic offerings meet the highest standards of quality and relevance.

### R16.1. Curriculum Framework and NEP-2020 Alignment

Curriculum Design:

- The curriculum at Sipna College of Engineering has been meticulously designed in accordance with NEP-2020 guidelines to foster a holistic and multidisciplinary approach to education.
- The framework integrates core principles of NEP-2020, including flexibility in course choices, integration of vocational education, and emphasis on experiential learning.

Autonomy Structure:

- Our academic programs are structured to reflect the autonomy granted to institutions under NEP-2020, allowing for tailored course offerings and innovative teaching methodologies.

### R16.2. Separate Academic Policy

Policy Overview:

- A dedicated academic policy has been developed to highlight and detail the implementation of the curriculum framework and NEP-2020 requirements.
- This policy ensures transparency and consistency in curriculum delivery and evaluation, and aligns with the broader educational objectives set forth by NEP-2020. These **Academic Policy** documents are available on of our institutional website for easy access and reference.

### R16.3. Discipline-Specific Scheme Documents

Availability:

- Each academic discipline (faculty) has developed a scheme document that outlines the specific curriculum details, including course objectives, learning outcomes, and assessment methods.
- These scheme documents are available on the respective department pages of our institutional website for easy access and reference.

### R16.4. Continuous Improvement

Feedback and Updates:

- We are committed to continually improving our curriculum and academic policies in response to feedback and evolving educational standards.
- Regular reviews and updates will be conducted to ensure that our programs remain relevant and effective in meeting the educational needs of our students.

## **R16.5. Examination**

Examination procedures, designed to align with the autonomy guidelines established by the University Grants Commission (UGC).

### **1. Examination Cell Structure**

Controller of Examination:

- A Controller of Examination (CEO) has been appointed to oversee and ensure the effective administration of examinations. The CEO will be responsible for maintaining the integrity and smooth operation of the examination processes.

### **2. Examination Manual**

Manual Preparation:

- A comprehensive Examination Manual has been prepared to outline all procedures, guidelines, and policies related to the conduct of examinations within our institution.
- This manual has been developed in adherence to the autonomy guidelines prescribed by the UGC and aims to standardize and streamline examination practices.

Publication and Accessibility:

- The Examination Manual has been published on our official website for easy access and reference. This document provides detailed information on examination protocols, roles and responsibilities, and evaluation criteria.

### **3. Compliance and Transparency**

Adherence to UGC Guidelines:

- Our examination procedures are fully compliant with the UGC autonomy guidelines, ensuring that our practices meet the highest standards of transparency and fairness.
- Regular updates and reviews will be conducted to ensure ongoing compliance and to incorporate any necessary improvements.

Access to Information:

- Faculty, students, and staff are encouraged to review the Examination Manual available on the SIPNA COET website. This resource will serve as a valuable tool for understanding examination-related processes and expectations.

## **R17 Committees of the Institute: Statutory**

### **R17.1 Governing Body**

Governing Body Governing Body shall have powers to function subject to the existing provision in the byelaws of Vidarbha Youth Welfare Society, Amravati and rules laid down by UGC, State Government and Affiliating University. The following are the functions of Governing Body:

1. Evolves the Vision, Mission and Objectives of the Institute and ensures they get achieved.
2. Ensures Academic and Administrative Autonomy for achieving Short Term and Long-Term objectives and goals of the Institute.
3. Governing Body shall make all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Higher Classes Admission Policy, Administrative Policy, Finance Manual, Alumni Manual, IT Policy, Globalization Policy, Innovation & Incubation 54 Policy, Patent Policy etc.) regarding programs and courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and students, academic and non-academic activities, and periodically update them as and when required.
4. Approves the curriculum as recommended by the Academic Council
5. Approves new programmes of study leading to degree/PG/any other
6. Approves scholarships, fellowships, medals, prizes, and certificates on the recommendations of the Academic Council.
7. Ensures the adequacy of financial resources for asset management
8. Discusses, recommends, and communicates to the concerned, all matters concerning to Academics and Finances.
9. It administers the physical resources of the Institute
10. Reviews the performance of the Institute and provides guidance for achieving excellence in Academics and Research.
11. Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like UGC, AICTE, DTE, SGBAU, and other Offices in all matters of concern.
12. Ratifies and resolves the minutes of Academic Council, Board of Studies, Finance Committee and IQAC.
13. Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, UGC and ABET etc.)
14. Monitors on the effective functioning of different non statutory committees of the Institute
15. Encourages and gives directions to apply for funds from different funding agencies (xvi) The Governing Body shall meet at least twice in a year.
16. One-half of the total members shall constitute a quorum. The meeting may be adjourned for the want of quorum for 30 minutes and then no quorum shall

be required for such adjourned meeting. (xviii) The Governing Body shall be reconstituted every five years.

17. The composition of Governing Body of the Institute will be as follows:

Sr.No.	Number	Category	Nature
1	5 Members one of them to be Chairperson	Management	Nominated by the Parent Body as per its constitution or bye-laws
2	2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
3	1 Member	Administrative Staff of the College	Administrative Officer/Senior administrative staff
4	1 Member	Educationist or industrialist	Nominated by the management
5	1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
6	1 Member	University Nominee	Nominated by the University
7	1 Member	Principal of College	Member Secretary

### R17.2 Academic Council

The Academic Council shall be the principal academic authority of the Institute and shall be responsible for regulating and maintaining the standards of teaching-learning, research, assessment and evaluation in the Institute. It shall also be responsible for laying down the academic policies for maintenance and improvement of standards of teaching, research, extension, collaboration programmes in academic matters and evaluation of the teachers and students.

Functions of the Academic Council shall be:

a) To scrutinize and approve the proposals of Boards of Studies with or without modifications with respect to academic regulations, curriculum, instructional and evaluation arrangements, methods, procedures relevant thereto, etc. If the Academic Council differs on any of the proposals, it shall have the right to revert the

proposal to the Board of Studies for reconsideration or reject it with appropriate remarks.

b) To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.

c) To make regulations for sports, extra-curricular activities, or such similar activities.

d) To recommend proposals for the institution of new programmes of study to the Governing Body.

e) To recommend institution of scholarships, fellowships, prizes, and medals, and to frame regulations for the award of the same to the Governing Body.

f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.

g) To perform such other functions as may be assigned by the Governing Body.

h) The composition of Academic Council of the Institute will be as follows:

(i) The Principal (Chairman)

(ii) All the Heads of Departments in the Institute

(iii) Four teachers of the Institute representing different categories of teaching staff by rotation on the basis of seniority of service in the Institute.

(iv) Not less than four experts/academicians from outside the Autonomous Institute representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.

(v) Three nominees of the University, not less than Professors.

(vi) The Controller of Examination of the Autonomous Institute

(vii) A faculty member nominated by the Principal (Member Secretary).

(I) The term of the nominated members shall be three years.

(J) Meetings of the Academic Council shall be held at least once every six months.

### **R17.3 Board of Studies**

a) There shall be a Board of Studies for every discipline of study or group of subjects. The Board of Studies shall be the primary academic body of the institute.

b) The Board of Studies shall recommend the curriculum schemes and courses of studies to the Academic Council

c) The composition of Board of Studies will be as follows:

(i) Head of the Department (Chairperson).

(ii) All faculty members of the Department.

(iii) Two subject experts from outside the parent University are to be nominated by the Academic Council.

(iv) One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Principal of Autonomous Institute

(v) One representative from industry/corporate sector/allied areas to be nominated by the Principal.

- (vi) One member of the College alumni to be nominated by the Principal
- (vii) Experts from outside the Autonomous Institute, whenever special courses of studies are to be formulated, to be nominated by the Principal
- d) The term of nominated members shall be three years
- e) Meetings of the Board of Studies shall be held at least once every six months.

#### **R17.4 Finance Committee**

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body to consider:

- (a) Budget estimates relating to the grant received/receivable from funding agencies, income from fees, etc. and
- (b) Audited accounts for the above.

The composition of Finance Committee will be as follows:

- (i) The Principal (Chairman).
- (ii) One person to be nominated by the Governing Body of the Autonomous College for a period of two years.
- (iii) One senior-most faculty member of the Autonomous College to be nominated in rotation by the Principal for two years.
- (iv) Finance Officer/Officer in-charge of Finance and Accounts of the Autonomous College (Member Secretary)
- (c) The term of the Finance Committee shall be three years.
- (d) Meetings of the Finance Committee shall be held at least once every six months.

#### **R17.5 Examination Cell**

Institute shall have an Examination Cell and maintain all records related to the student evaluation and examination process.



## **R18 Committees of the Institute: Non-Statutory**

1. Discipline and Anti-Ragging Committee
2. Internal Complaint Committee
3. Internal Quality Assurance Cell
4. Entrepreneurship Development Cell
5. Academic Audit Committee.
6. Admission Committee.
7. Curricular Activities Committee
8. Examination Committee.
9. Central Library Committee.
10. Planning and Evaluation Committee.
11. SC/ST Committee.
12. Student Welfare Committee

## **R19 Finance**

### **19.1 Financial Policy**

Chairman: He shall be vested with full financial autonomy and shall have unlimited powers regarding the following:

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

### **19.2 Budget Plan**

- (a) All departments including the Library, Maintenance, etc. shall critically analyze their requirements taking into account the syllabus, technology, upgradation, quality/quantity, etc. and prepare the budget estimate for next academic year, before the beginning of new financial year.
- (b) Each laboratory or a section of the department shall prepare the estimate. Each department shall consolidate the estimates and submit to head of the Institute.
- (c) The same shall be ratified by Governing Body for implementation. The implementation shall be done in a phased manner and monitored by Planning and Evaluation Committee of the Institute and respective Departments.

### 19.3 Purchase Procedure

(a) Requirements will be floated through the proper channel as and when required. The quotations will be called from the competent vendors. The performance of the Vendor may be ascertained from the market reports; discrete enquires which will form the basis for final selection of the Vendor.

(b) The Comparative statements will be prepared by departments and forwarded to the Head of the Institution. The same will be forwarded to Management for approval. Once it is approved, the Purchase Order will be issued to vendor as per the quotations, terms and conditions and/or agreements. The equipment received will be authenticated by concerned HOD/Lab In-charge/technician. The invoices will be settled after satisfactory installation/trial/test of the equipment/device/machine/tool/ software, etc.

(c) In case of emergency, the purchases shall be directly made to avoid undue delay. Departments shall maintain the following Register(s) for each laboratory:

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

### 19.1 Finance and Audit

Finance Officer is responsible for all cash and bank transactions. He will maintain the following records:

- (a) Day Book – Manual & Computerized
- (b) Reconciliations details at least once in a month with all the banks with which accounts are operated.
- (c) Tuition Fee Registers batch wise
- (d) Pay Bill Registers
- (e) Fixed Deposit Registers
- (f) Fee Receipt Books
- (g) Purchase Register
- (h) Records of SIPNA COET shall be submitted to the Institute accounts section and audited by a designated chartered accountant.
- (i) The audited reports shall be placed before the Governing Body for approval.

## **R20 Stock Verifications**

1. Periodic 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 administration may also conduct surprise checks. In addition to that, library verification shall be carried out once in a year.
2. Apart from surprise checks, annual verification shall be carried out by the staff members deputed by the Principal from other departments before the end of the academic year.
3. Discrepancy, if any, noticed during the stock verification should be reported to the Principal immediately for further action.

## **R21 Library**

SIPNA COET Central Library plays an important role in acquiring, organising and disseminating of information. It is spread up in to two floors having a carpet area of 1244.53 Sqm. The Central Library has a rich collection of Text Books, Reference Books and National /International Journals. Books are classified as per the Dewey Decimal Classification system (DDC 22nd Ed.). The Central Library provides automated services using 'SOUL Network Version' software application. All books are bar-coded resulting in fast circulation and searching of books.

### **Library Services:**

The Central Library offers following services to its users.

1. Lending Services. ( Issue-Receipt of books & other resources )
2. Book Bank Services.
3. Reference Services.
4. Digital Library Services.
5. Internet Services.
6. Audio Visual Services
7. Reprographic ( Photo Copy )Services.

## **Annexure-I**

### **ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**

*Revised notification dated august 2024 (degree) AICTE regulations on pay scales, service conditions and minimum qualifications for the appointment of teachers and other academic staff such as library, physical education and training & placement personnel in technical institutions and measures for the maintenance of standards in technical education – (degree) regulation, 2024.*



## ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

### REVISED NOTIFICATION DATED AUGUST 2024 (DEGREE)

**AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AND TRAINING & PLACEMENT PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION – (DEGREE) REGULATION, 2024.**

**F. No. 61-1/RIFD/7<sup>th</sup> CPC/2016-17.**—In exercise of the powers conferred under sub-section (1) of Section 23 read with Section 10(g), (h) and (i) of the All India Council for Technical Education Act, 1987 (52 of 1987), the All India Council for Technical Education makes the following regulations; namely:

#### **1.0 Short Title, Application and Commencement**

##### **1.1 Short Title**

These regulations may be called the All India Council for Technical Education Pay Scales, Service Conditions and Minimum Qualifications for Appointment of Teachers and other Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education – (Degree) Regulation, 2024.

##### **1.2 Categories of Institutions to whom the regulations apply**

These shall apply to all degree-level technical institutions and universities including Institutions deemed to be universities imparting technical education and such other courses/programs approved by AICTE and areas as notified by the council from time to time.

##### **1.3 Date of Effect**

- a) **Pay Scales and DA:** The revised pay scales shall be effective from 1.1.2016.
- b) **Other Allowances:** Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, House Building Allowance, Travelling Allowance etc. shall be applicable from the date as notified by the Central Government / respective State and UT Government from time to time.

##### **1.4 Effective date of application of Service Conditions**

- a. All other service conditions including Qualifications, Experience, Recruitment, Promotions publications, training and course requirements etc. shall come into force with effect from the date of the Gazette Notification dated 01<sup>st</sup> March 2019.
- b. The Qualifications, Experience, Recruitment and Promotions etc. for the period from 01<sup>st</sup> January 2016 till the issue of the Gazette Notification (i.e., 01<sup>st</sup> March 2019) shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulation, 2010 dated 5<sup>th</sup> March 2010 and subsequent notifications issued from time to time.
- c. Those who become eligible for promotions after the date of publication of the gazette dated 01<sup>st</sup> March 2019, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31<sup>st</sup> December 2024 so as to enable faculty members in equipping them for the requisite mandatory requirements of the gazette to avail the benefit of promotion retrospectively from the date of eligibility. After the above cutoff date all promotions shall be governed by this Gazette Notification.

Faculty members are given a choice for being considered for promotion under the 6<sup>th</sup> CPC regulation dated 05<sup>th</sup> March 2010 & 8<sup>th</sup> November 2012 and subsequent notifications issued from time to time or 7<sup>th</sup> CPC regulation dated 01<sup>st</sup> March 2019. This option can be exercised till 31<sup>st</sup> December 2024. Combination of options (6<sup>th</sup> CPC or 7<sup>th</sup> CPC) is not permitted. After the above cutoff date all promotions shall be governed by this Gazette Notification

- d. In cases, where candidates have not joined, wherein interviews are already conducted for recruitment such candidates are allowed to join as per the condition laid down in the advertisement. Whereas, if an

advertisement was published, applications invited but interviews have not been conducted till the publication of the notification dated 01st March 2019, the organizations have the option either to continue with the selection process or shall publish corrigendum/re-advertisement in accordance with the provisions in the notification dated 01st March 2019. If the organisation wishes to continue, then the candidate selected shall be governed by the service conditions as per the advertisement.

## 2.0 General

### 2.1 Revised Designations and Mode of Appointments

There shall be only three designations in respect of teachers in degree-level technical institutions as far as cadre structure is concerned, namely **Assistant Professor**, **Associate Professor** and **Professor** as given below in **Table 1**. Also, there shall be no change in the present designations in respect of **Library**, **Physical Education** and **Training & Placement** Personnel at various levels.

Following mode of appointment shall henceforth be used:

**Table 1: Cadre Structure and Mode of Appointment**

Sl. No.	Designations of Teaching Faculty	Entry Pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Direct Recruitment/ Promotion
5	Professor	144200	14	Direct Recruitment/ Promotion
6	Senior Professor/HAG	182200	15	Promotion
7	Principal / Director	144200	14	Direct Recruitment/ Promotion

### 2.2 New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure - I**. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a “Cell”. Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

### 2.3 Levels and Cells

The method followed by the 7<sup>th</sup> CPC shall also be adopted in the academic pay structure, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14, & 15 corresponding to 6<sup>th</sup> CPC AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

### 2.4 Pay Matrix and Fixation of Revised Pay

For Fixation of pay of an Employee in the Pay Matrix as on 1<sup>st</sup> January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> December, 2015 shall be multiplied by the **factor mentioned in Annexure-I**, rounded off to the nearest Rupee, and the figure so arrived at, will be located in that level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the Pay Matrix. If the figure arrived at in this manner is less than the first cell in that level, then the pay shall be fixed at the first cell of that level of Pay Matrix.



## 2.5 Pay Bands with AGP and IOR (Index of Rationalization)

If more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix. **Pay Bands with AGP and IOR (Index of Rationalization)** Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per **Annexure-I**.

## 2.6 Entry Pay

The Entry Pay for Academic Pay Structures and Levels shall be as per **Table 1**.

## 2.7 Pay Fixation in case of Direct Recruitment / Promotion

The pay of employees appointed by direct recruitment on or after 1<sup>st</sup> day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case of promotion, candidate would be given a notional increment in his existing level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

## 2.8 Date of Increment

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates of increment i.e. 1<sup>st</sup> January and 1<sup>st</sup> July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial upgradation.
- (iii) The increment in respect of an employee appointed or promoted during the period between the 2<sup>nd</sup> day of January and 1<sup>st</sup> day of July (both inclusive) shall be granted on 1<sup>st</sup> day of January and the increment in respect of an employee appointed or promoted during the period between the 2<sup>nd</sup> day of July and 1<sup>st</sup> day of January (both inclusive) shall be granted on 1<sup>st</sup> day of July.

## 2.9 Annual Promotion Process

Interviews/modalities for the promotions of the faculty members (Assistant Professor to Associate Professor, Associate Professor to Professor and Professor to Senior Professor/HAG) / shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates who are not successful in the interview for promotion, shall be re-assessed after a period of one year. For such candidates, the date of promotion shall be one year later from the date of eligibility, subject to success in reassessment. If she/he is not successful in interview for consecutive second time, shall be reassessed after one year. The date of promotion shall be two years later from the date of eligibility subject to success in reassessment and so on.

The constitution of the selection committee as applicable to these appointments/promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in **Annexure-II**. Various stages of promotion/ direct recruitment and mode of selection are given in Table 2. However, the Centre/State Government institutions may follow the selection procedure as per the Statute/Act ensuring the standard.

The composition of screening cum evaluation committee for promotion of Assistant Professors Stage 1 to Stage 2 and Stage 2 to Stage 3 shall be same as that of selection committee for Assistant Professor mentioned at Annexure-2. However, there shall be no interview.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma as evolved by the concerned University / Institute duly supported by all credentials to the Principal / Director of the Institute, at least three months in advance of the due date, that he/she fulfills all requisite criteria.

The entry-level and consecutive stages and designations of promotions are shown in **Table 2**

**Table 2: Stages of Promotion and Designation**

Stage	Designation
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Entry Level, Stage-I	Assistant Professor
Stage-II	Assistant Professor (Senior Scale)
Stage-III	Assistant Professor (Selection Grade)
Stage-IV	Associate Professor
Stage-V	Professor
Stage-VI	Senior Professor/HAG

## 2.10 Research Promotion Grant

The thrust is to be given for improving quality of research and development in the Universities / Institutions. Therefore, all the AICTE recognized Institutions shall create a separate budget and provide financial assistance to their faculty members for strengthening research activities.

## 2.11 Financial Assistance from Government of India for implementation of 7<sup>th</sup> CPC scale.

The Central Government shall provide by way of financial assistance, **50%** of the additional expenditure (arrears from 01<sup>st</sup> January 2016 till 31<sup>st</sup> March 2019) on implementing the revised scales of pay for faculty and other staff such as Library, Physical Education and Training Placement Personnel in State Government/Government Aided /State Government Autonomous institutions/State University Departments.

- Financial assistance from the Central Government to State / UT Governments for revising pay scales of teachers and other staff such as Library, Physical Education and Training Placement Personnel under the scheme shall be limited, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved after payment of arrears to eligible faculty members in the implementation of the revision, for the Universities, colleges and other technical education institutions funded by the State / UT Government. For this, State / UT Governments shall submit the claim to the Central Government. All such claims must be submitted to the Central Government by the state / UT on or before 31<sup>st</sup> March 2020. No claim of the State / UT Government shall be considered for financial assistance after 31<sup>st</sup> March 2020.
- Financial assistance referred to in sub-clause (a) above shall be provided for the period from 01<sup>st</sup> January 2016 to 31<sup>st</sup> March 2019 only.
- The entire liability on account of revision of pay scales etc. with effect from 01<sup>st</sup> April 2019 shall be taken over by the State / UT Government opting for revision of pay scales.
- Financial assistance from the Central Government shall be restricted to revision of pay scales and not for any other allowances and in respect of only those posts which were in existence and had been filled up on regular basis as on 01<sup>st</sup> January 2016.
- State / UT Governments, taking into consideration other local conditions, may also decide at their discretion, to introduce pay higher than those mentioned in this Scheme, and shall give effect to the revised scales of pay from 01<sup>st</sup> January 2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay as approved by the Central Government and not to any higher pay fixed by the State /UT Government(s).
- Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales together with all the conditions laid down by the AICTE by way of Regulations and other guidelines shall be implemented by State / UT Governments and technical institutions coming under their jurisdiction as a composite scheme.
- An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay or due to any other reason shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this HRD Ministry's O.M. No. F.23-7/2008-IFD dated 23.01.2008, read with Ministry of Finance (Department of Expenditure) O.M. No. F.1-1/2CQ8-IC dated 30.08.2008.
- The revised pay including arrears of salary and applicable allowances from the date of application as mentioned above shall be paid to all eligible beneficiaries under this scheme.

## 2.12 Age of Superannuation

Faculty members and Principals/Directors/Heads of institutions shall be permitted to serve upto attainment of 65 years of age. Further, a reemployment till the attainment of 70 years of age may be given to those faculty members who are physically fit and fulfil the criteria mentioned in the **Annexure-IV**. However, the age of superannuation of all faculty members and Principals/Directors of Institutions/Universities funded by the State Government shall be as per the policy matter of the respective State Government.

The age of superannuation and promotion for Workshop Superintendent, Physical Education Director/officer, Training and Placement Officer and Assistant Librarian and Library staff, where there is no teaching department, shall be as applicable to the non-teaching staff notified by the respective State Government.

### **2.13 Health Insurance Scheme**

Wherever full health coverage for self and family is not provided for by the Government, individual institutions shall implement Contributory Group Health Insurance Scheme for faculty members and other academic staff to extend social security to them and to help attract and retain them for longer association with respective institutions. The Group Health Insurance option shall also be extended to the retired faculty members.

### **2.14 Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits**

All pensionary benefits including leave encashment shall be extended to faculty members and other staff such as Library, Physical Education and Training & Placement Personnel as per the revised norms recommended by the 7<sup>th</sup> CPC and implemented by the Government of India / State and UT Governments.

### **2.15 Industrial Training**

Since a requirement of industrial training has been stipulated for the benefit of faculty members, the AICTE, State / UT Government/ DTEs/Universities/Institutions may consult with the Confederation of Indian Industries (CII), FICCI, NASSCOM, and other such industry bodies, devise a suitable mechanism for facilitating all faculty members to undergo industrial training.

### **2.16 Teaching Engagement**

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research and innovation / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory and tutorial engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in **Table 3**.

**Table 3: Teaching Engagement of Faculty Members in Degree-Level Institutions**

<b>Designation</b>	<b>(Teaching / Laboratory hours) / week</b>
Assistant Professor	16
Associate Professor	14
Professor / Senior/HAG Professor	12
Director / Principal	4

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean and other such positions requiring the same amount of administration time as that of HOD/Dean.

### **2.17 Incentives for New Entrants**

New entrants as well as existing faculty members of degree-level institutions should be provided with a desktop computer/laptop/adequate printing facility and office furniture with internet connectivity in their office so as to make faculty members Digitally empowered and to enable them access to the latest technology.

### **2.18 Grant for Professional Development**

All teachers may be given a grant up to Rs.75,000/- per year on a reimbursement basis, which may be permitted to be accumulated up to 3 years towards acquiring the membership of Professional Societies and for participating in national/international conferences/workshops/ industrial training /activities for professional

development of teachers etc.

## **2.19 Consultancy and sponsored research projects**

- (i) Consultancy work may be undertaken by teachers to generate resources.
- (ii) Teachers should be encouraged to undertake consultancy work, with an appropriate environment created by the Centre/ State Governments/managements of institutions to facilitate faculty members to undertake such work.
- (iii) Suitable parameters for sharing the generated resources between the institution and individual teacher may be evolved and adopted by the universities and institutions where consultancy work is undertaken by the teacher.
- (iv) The teachers engaged in consultancy/ industry interaction/research/start-up activities/community services/sponsored research projects may be allowed adjustment in the teaching time-table without compromising their teaching engagement hours.

## **2.20 Sabbatical Leave for Teachers**

- i. The permanent, whole-time teachers of the University and Institutes who have completed seven years of service may be granted sabbatical leave to take industrial exposure or undertake study or research (other than obtaining PhD) or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii. A teacher, who has availed himself/herself of study leave/sabbatical leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave / sabbatical leave or any other kind of training programme of duration of one year or more.
- iii. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of promotion and all other service benefits when the teacher rejoins the university on the expiry of his/her leave.

However, the sabbatical leave for teachers of Institutions/Universities funded by the State Government shall be as per the policy matter of the respective State Government.

## **2.21 Incentives for Promoting Innovation and Startup Culture**

Institutions are encouraged students and teachers to promote the Start-Up culture to establish technology incubation centres, as per policy released by UGC and AICTE in National Innovation Startup policy for faculty and students for incentivizing faculty, taking efforts in this regard.

## **2.22 Incentives for Ph. D. and other Higher Qualifications**

Ph.D is integrated with benefit in Promotion/appointment, hence, incentives for Ph.D. and other Higher Qualification at all cadres shall be discontinued for those Teachers/ faculty members who join service/acquiring Ph.D. and other higher qualifications after publishing of this gazette. However, no recovery shall be made from those Assistant Professors who have already availed such incentives till the date of publication of this amendment to the gazette notification 01<sup>st</sup> March 2019.

Those Assistant Professors who have already availed the benefit of Ph.D. increments may continue with the same. However, they shall not be entitled for one-year exemption in each stage for promotion under the career advancement scheme.

## **2.23 Statutory Reservation**

The statutory reservation policy for recruitment and promotion of SC / ST / OBC / EBC / PWD / Women/etc. candidates must be adhered to as per the central/respective state / UT government rules.

## 2.24 Quality Improvement Programme (QIP) / QIP

With a view to improve the quality of technical education, all DTEs and Secretaries of higher education of all the states are directed to implement QIP/AICTE QIP PG Certificates for all the eligible teachers working in technical institutions. Managements of self-financing institutions are also directed to encourage their faculty members to participate in QIP / AICTE QIP PG Certificate in emerging areas and as mentioned from time to time. **Faculty members acquiring AICTE QIP PG Certificate** in emerging areas or as prescribed by AICTE from time to time shall be eligible to teach related/similar subjects falling under any course of undergraduate engineering curriculum.

### For promotion

After completion of AICTE -QIP PG certificate programme followed by at least two year of teaching experience in the area of PG Certification or any other equivalent program prescribed by AICTE from time to time will be eligible for promotion in the same discipline/department (Specialization of PG Certificate)

## 2.25 Counting of Past Service for Direct Recruitment and Promotion

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, AICTE, ICSSR, ICHR, ICMR, DBT, Central/State PSUs and Private Organizations including State Private Universities/Institutions deemed to be universities/Private Self Financing Institutions/Industry etc., should be counted for direct recruitment/promotion, as applicable, as an Assistant Professor / Associate Professor / Professor provided that:

- a. The qualifications for the post held are not lower than the qualifications prescribed by the AICTE for Assistant Professor, Associate Professor and Professor as the case may be.
- b. The post is/was in an equivalent grade or of pre-revised scale of pay at the post of Assistant Professor / Associate Professor / Professor as the case may be.
- c. The candidate for direct recruitment has applied through the proper channel.
- d. The appointment to previous post was in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / as prescribed by AICTE from time to time, for such appointments.
- e. The previous appointment should be on full-time basis and the period of employment was of more than one year, provided the incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be.
- f. The selection was through an open advertisement–followed by a transparent and competitive selection procedure.
- g. The following documents are required for consideration of past service at the time of applying for the post:
  - i. Salary Certificates issued by the Institution indicating the Scale of Pay / Pay Band / Pay Matrix for the Posts held
  - ii. Last Pay Drawn Certificates
  - iii. Income Tax Returns for the period of service, year-wise and form 16 issued by the institutions
  - iv. Service/Experience Certificate at the time of relieving.
- h. No distinction should be made with reference to the nature of the management (Private /Local Body/ Government) of the institution where previous services were rendered while counting past services under this clause.

## 2.26 Equivalence of Experience of Diploma-Level Institutions and Degree-Level Institutions

Experience in Diploma Level Polytechnic Institutions shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, qualifications, experience and research contribution are same for the post under consideration as per the present notification.

## 3.0 Cadre Structure

### 3.1 Minimum Cadre Ratio



- (i) A minimum 1 : 2 : 6 of cadre ratio be maintained for Professor: Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of teachers required for an approved institute shall be calculated on the basis of teacher : student ratio prescribed by AICTE.
- (iii) Teacher : student ratio would be applicable as per the approval process handbook published by AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors/HAG should be grouped together and be termed as Professors.
- (vi) Principal / Director shall be considered for the cadre ratio (Professor) provided he/she is engaging the prescribed academic load.

### **3.2 Flexible Cadre Structure**

This shall be applicable to such posts for which sufficient applications are not received for 5 years despite 3 repeated advertisements, after notification dated 01.03.2019. However, approval from the concerned Competent Authority must be obtained after due financial clearance.

While promoting the incumbent, flexible cadre structure be followed as below:

- i. Incumbent faculty members having requisite eligibility shall be upgraded to higher positions against the vacant posts in the cadre, following a due process of promotion for the said purpose.
- ii. The incumbent so upgraded to a higher position shall be re-designated as Associate Professor / Professor, as the case may be.
- iii. The total number of minimum faculty positions remains the same as calculated from faculty: student ratio, though the cadre ratio is improving with these promotions.
- iv. The lower post can be treated as vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- v. The direct selection / promotion shall be made by a committee constituted as per norms published in this gazette.

### **3.3 Inter-se seniority between the directly recruited teachers and promoted**

The inter-se seniority of a directly recruited teacher shall be determined with reference to the date of joining and for the teachers promoted with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central / State Government/ UT Government shall apply for other matters of seniority. Similar issues of seniority between directly selected and under CAS in the past, if any, be fixed on the same basis. The seniority list thus, prepared to be posted on the institute website.

### **3.4 Position of Principal / Director**

- (i) The principal / Director of AICTE approved institution has to be a full-time faculty selected in accordance with the due process of selection to be adopted by the concerned university / State Government / Public Service Commission / Respective Board of Governors / Board of Management by taking into consideration the qualifications and other requirements as laid down by AICTE.
- (ii) In an institution where several programmes under technical education approved by AICTE are running, the Principal / Director shall be from one of the programmes.

### **4.0 Teacher Training as prescribed in Annexure – III Or (as prescribed by the AICTE from time to time)**

### **5.0 Minimum Qualification for Recruitments**

Minimum qualification, experience, research contributions and innovation feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

#### **5.1 Minimum Qualifications for Direct Recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-)**

- (a) **Engineering / Technology**



B. E. / B.Tech. / Or as specified at clause 7.3 of this notification and M. E. / M. Tech. / M. S.

**OR**

Integrated M. Tech

**OR**

B.E./ B. Tech with Ph.D as mentioned in clause 7.0

At least one degree either at UG or PG level shall be in relevant discipline with first class/equivalent credits (marks) at UG and PG in any one of the degrees.

The candidates with Ph.D. in Computer Science & Engineering along with MCA are also eligible to teach B.Tech. or M.Tech (Computer Science & Engineering) programme along with existing qualifications as prescribed by AICTE for Assistant Professor in Engineering and Technology.

**Note:** 1 Appropriateness of the relevant/allied branches as per the AICTE notification dated 28th April 2017 (Major/Core Branch of Engineering/Technology and their relevant/appropriate courses leading to degree in Engineering/Technology for recruitment to teaching positions) and any other amendments from time to time or as declared/notified by the degree awarding University.

**(b) Management**

Bachelor's Degree in any discipline and Master's Degree in Business Administration/PGDM/CS/C.A./ICWA/ M.Com. with First Class or equivalent

AND

Two years of professional experience after acquiring Master's degree. However, Professional experience shall be exempted for those who possess Ph.D. Degree/Fellow in Management (Institutions approved by AICTE and Indian Institute of Management (IIMs)).

**(c) MCA**

B. E. / B. Tech. and M.E. / M. Tech. / M. S.

**OR**

Integrated M. Tech.

At least one degree either at UG or PG level shall be in relevant discipline with first class/equivalent credits (marks) at UG and PG in any one of the degrees.

**OR**

B. E./ B. Tech. and MCA with First Class or equivalent credits (marks) in any one of the two degrees.

**OR**

Graduation of three years' duration and MCA with First Class or equivalent credits (marks) with two year of relevant professional industry experience after acquiring degree of MCA. However, two year of professional experience shall be exempted for those who possess Ph.D. Degree in relevant discipline. However, one year of professional experience shall be exempted for those who possess MCA of three years duration or graduation of four years duration.

**OR**

Ph.D in relevant/allied discipline with First class in MCA or direct Ph.D. with first class B.E. / B.Tech. in relevant discipline.

**(d) Hotel Management and Catering Technology**

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees.

**OR**

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 3years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry/ tourism industry.

**(e) Town Planning**

Bachelor's degree in Architecture / Planning / Civil Engineering or Master's degree in Geography /

Economics / Sociology or equivalent

**AND**

Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience.

**(f) Design**

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

**AND**

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned/relevant/allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

**AND**

Minimum 2 years of professional design experience in Industry/research organization / Design studios.

**(g) Fine Arts**

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

**(h) Qualifications for Faculties in Science and Humanities:**

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18<sup>th</sup> July, 2018 and UGC guidelines issued from time to time.

**Note :** Appropriateness of the relevant/allied branches as per the AICTE notification dated 28<sup>th</sup> April, 2017 (Major/Core Branch of Engineering/Technology and their relevant/appropriate courses leading to degree in Engineering/Technology for recruitment to teaching positions) and any other amendments from time to time or as declared/notified by the degree awarding University.

**5.2 Minimum Qualification Norms for Direct Recruitments / Promotions for Stage –II to Stage –VI**

**(a) Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-)**

**For Promotion of Incumbents**

- a. Qualifications prescribed for the post of Assistant Professor

**AND**

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

**AND**

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

**Table - 4**

Set No.	Promotion from Assistant Professor to Assistant Professor (Senior Scale)			
	Experience (Years)*	Major Academic Outcomes Score as mentioned in Table 11 of Annexure -IV	Research and Innovation Score as mentioned in Table 12 of Annexure -IV	Avg. 360° feedback score from Tables 13, 14, 15 and ACR of Annexure -IV
	(1)	(2)	(3)	(4)
1	4	80% or More	60% or More	60% or More
2	5	70% or More	50% or More	60% or More
3	5	60% or More	60% or More	60% or More

4	6	60% or More	40% or More	50% or More
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**Note: (i) \* Incumbent having Ph.D. degree at entry level or acquired after entering the service will have an exemption of one year in counting of experience required under column (1) of Table - 4.**

**(b) Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-)**

**For Promotion of Incumbents**

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

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

AND

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

**Table 5**

Set No.	Promotion from Assistant Professor (Senior scale) to Assistant Professor (Selection grade)			
	Experience (Years)**	Major Academic Outcomes Score as mentioned in Table 11 of Annexure -IV	Research and Innovation Score as mentioned in Table 12 of Annexure - IV	Avg. 360° feedback score from Tables 13, 14, 15 and ACR of Annexure -IV
	(1)	(2)	(3)	(4)
1	4	80% or More	60% or More	60% or More
2	5	70% or More	50% or More	60% or More
3	5	60% or More	60% or More	60% or More
4	6	60% or More	40% or More	50% or More

**Note: (i) \*\* If the incumbent acquires one year of industry experience during the assessment period (industry having annual turnover of one hundred crores and above and registered under the company act), there will be an exemption of one-year in counting of experience under column 1 of Table -5.**

**(c) Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)**

**i. For Direct Recruitment**

- a. Qualifications as prescribed for the post of Assistant Professor with Ph.D. degree in the relevant/allied discipline.

AND

- b. At least 6 research publications in Web of Science list of Journals or a combination of Web of Science Journal publications and granted utility/process patents (Indian), out of which at least two should be in the last three years prior to the closing date of notification for the post.

AND

- c. Minimum of 8 years of experience in teaching/research/industry

**Note 1:** In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry/tourism industry.

**2:** In case of HMCT, one live case study or one live industry project as research/consultancy having credential of very high standing would be recognized as equivalent to one publication.

**3:** In case of Design, Architecture and Town Planning, one live case study, one live industry project as research/consultancy or one exceptional design having credentials of very high standing / obtained high-level recognition would be recognized as equivalent to one publication.

**ii. For Promotion of Incumbents**

- a. Qualifications as prescribed for the post of Assistant Professor and Ph. D. degree in relevant/ allied discipline.

AND

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

AND

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

**Table 6**

Set. No.	Promotion from Assistant Professor (Selection Grade) to Associate Professor			
	Experience (Years)***	Major Academic Outcomes Score as mentioned in Table 11 of Annexure -IV	Research and Innovation Score as mentioned in Table 12 of Annexure -IV	Avg. 360° feedback score from Tables 13, 14, 15 and ACR of Annexure -IV
	(1)	(2)	(3)	(4)
1	3	70% or More	60% or More	60% or More
2	4	60% or More	50% or More	60% or More

**Note: (i) \*\*\* If the incumbent acquires one year of industry experience during the assessment period (industry having annual turnover of one hundred crores and above and registered under the company act), there will be an exemption of one-year in counting of experience under column 1 of Table -6.**

**(d) Qualifications for Professor (Level – 14, Entry Pay 144200/-)**

**i. For Direct Recruitment**

- a. Qualifications as prescribed for the post of Assistant Professor with Ph. D. degree in relevant/ allied discipline.

AND

- b. Minimum of 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

OR

Minimum of 12 years of experience as Assistant Professor or combined experience as Assistant Professor & Associate Professor, in teaching/research/industry.

AND

- c. At least 4 research publications at the level of Associate Professor in Web of Science list of Journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the closing date of notification for the post.

OR

At least 6 research publications in Web of Science list of Journals or a combination of Web of Science Journal publications and granted utility/process patents (Indian) at the level of Associate Professor/equivalent level in R&D/Industry till the closing date of notification for the post.

OR

At least 10 research publications in Web of Science list of Journals or a combination of Web of Science Journal publications and granted utility/process patents (Indian) at the level of Assistant Professor/Associate Professor/equivalent level in R&D/industry till the closing date of notification for the post.

**ii. Professor of Practice to Professor**

Professor of practice with a proven track record of research and innovation (candidates from industry and R&D should have demonstrated performance in development of products, projects, revenue generated, and patents granted)

TABLE 7

Sl. No.		Description	Max. Score	Score Claimed	Score after verification
1	<b>Research</b>	Products developed @ 5 marks per product	10		
		Consultancy/industry funding Amount $\geq$ 10 Lakh – 10 Marks Amount $<$ 10 and $\geq$ 8 Lakh – 8 Marks Amount $<$ 8 and $\geq$ 6 Lakh – 6 Marks Amount $<$ 6 and $\geq$ 4 Lakh – 4 Marks Amount $<$ 4 and $\geq$ 2 Lakh – 2 Marks	10		
		Ph.D. Scholars awarded @ 5 per candidate as supervisor/joint supervisor	10		
		Externally funded research projects  Amount $>$ 50 Lakh – 10 Marks Amount $>$ 40 and $<$ 50 Lakh – 8 Marks Amount $>$ 30 and $<$ 40 Lakh – 5 Marks Amount $>$ 15 and $<$ 30 Lakh – 3 Marks Amount $<$ 15 Lakh – 1 Marks	10		
		Research Paper Scopus (@ 3 per paper) WoS/SCIE index publications (@ 5 per paper)	10		
2	<b>Innovation</b>	Number of startup/innovation projects mentored @ 3 for each	10		
		Innovation funds utilized: more than 2 Lakhs (5) more than 1 lakhs (3)	10		
		Number of Proof of Concepts (PoCs) funded @ 5 for each	10		
		DIPP registered startups (1) for each	10		
		Technologies transferred (10) for each Utility patents granted (5) for each patent	10		

Note: Minimum Requirement for shortlisting as Professor : score 70 (taken together)

**iii. For Promotion of the Incumbents**

- a. Qualifications as prescribed for the post of Assistant Professor And Ph.D. degree in relevant/ allied discipline.

AND

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

Table No. 8

Set No.	Promotion as Professor from Associate Professor			
	Experience (Years)	Major Outcomes Score as mentioned in Table 10 of Annexure -IV	Research and Innovation Score as mentioned in Table 11 of Annexure -IV	Avg. 360° feedback score from Tables 12, 13, 14 and ACR of Annexure -IV
	(1)	(2)	(3)	(4)
1	3	70% or More	70% or More	60% or More
2	4	70% or More	60% or More	60% or More
3	4	60% or More	70% or More	60% or More
4	5	60% or More	50% or More	50% or More

AND

- c. Training requirement shall be as specified in Annexure – III for the assistant professor and associate professor.

**Note: 360° Feedback**

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions. In case the candidate fails to achieve the required feedback score, the subsequent year feedback may be taken into consideration while dropping the lowest feedback score in any one of the previous years.

**(e) Qualifications for Senior/ HAG Professor (Level –15, Entry Pay 182200/-) (maximum 40% of the total sanctioned post of the professor).**

**i. For promotion of the Incumbents**

- a. Minimum ten years of experience in the level of Professor

**AND**

- b. Must fulfill the minimum shortlisting criteria as listed below:

**Criteria for shortlisting Professors (since joining as Professor) for the promotion to Senior/HAG Professor**

**Table No. 9**

Sl. No	Parameters	Allocation of Score	Max Score
1.	Ph.D. Supervision As supervisor As Joint Supervisor	2 for each scholar with Ph.d. completed 1 for each scholar with Ph.d. completed	15
2.	Publication in web of Science Journals As first author or Corresponding author As supervisor/joint supervisor As other author	Each Paper carries 1 Each paper carries 0.75 Each paper carries 0.5	10
3.	International Conference by professional bodies/society conducted abroad Poster/Paper presentation	Each carries 1	5
4.	Books Published in ISBN/ISSN (i) Author of book Chapter (ii) Editor of a Book (iii) Book authored :  As sole author As first author As other author	For each 0.5 For each 1  For each 3 For each 2 For each 1	10
5.	Sponsored Research Project  (i) Project – Rs 5 Lakhs – 20 Lakhs (ii) Project – Rs 20 Lakhs – 50 Lakhs (iii) Project – Rs 50 Lakhs – 100 Lakhs (iv) Projects above Rs 100 Lakhs	As PI -1 score; As Co PI – 0.5 score As PI -2 score; As Co PI – 01 score As PI -3 score; As Co PI – 1.5 score As PI -5 score; As Co PI – 2.5 score	20
6.	Consultancy Projects  (i) Project – Rs 5 Lakhs – 20 Lakhs (ii) Projects above Rs 20 Lakhs	As PC- 2 score; As Co-consultant- 1 score As PC-3 score; As Co-consultant- 1.5 score	15
7.	Patent granted - Indian Utility/Process Patent	Per patent 2	10
8.	Developed MOOCs full course with minimum 3 credits	Each carries 5	10
9.	Fellow member international bodies/society/INSA/INAE	Each carries 1	5

**Note: Minimum Requirement for shortlisting as Senior Professor : Score 75**



**OR**

Professors selected as Vice Chancellor and joined, on completion of tenure as Vice Chancellor of the state/central government university/Director of institution of national importance/CFTIs shall be placed in the designation of senior professor/HAG from the date they assumed the position and their pay will be fixed notionally at their parent institute and on return their pay as fixed accordingly and they are exempted from going through the process of selection of senior professor/HAG.

**(f) Qualifications for Principal / Director**

**(Level – 14, Entry Pay 144200/- with the special allowance of Rs. 6750/- per month)**

**i. Direct Recruitment**

- a. Qualifications as prescribed for the post of Professor.

**AND**

- b. Minimum 15 years of experience in academic institute/research organization/industry/corporate, with a minimum of 3 years administrative experience in the level of Professor/equivalent pay level.

**AND**

- c. At least two successful Ph.D. guided as Supervisor / Co-Supervisor

**OR**

Minimum 8 research publications in Web of Science journals.

**OR**

At least 2 utility/process patents granted (Indian).

**OR**

Authored at least 4 books (text/reference) with reputed publishers (Renowned and international level) and organized at least four conferences as convener.

**OR**

Founder/Co-founder of a start-up/ incubation unit recognized by MSME/DPIIT or by any other Central/State Government.

**OR**

Possess Postgraduate Certificate of at least one year duration/Diploma/Degree in Management/Public Administration (Not applicable for the Professor of Management discipline)

**Note:**

- i) This position shall be of tenure in nature and can be extended for one more term depending upon the performance.
- ii) Performance assessment shall be carried out through a committee appointed by the affiliating university/State Government/Board of Governors.
- iii) The respective employer should ensure that the selected Director/Principal shall undergo a Leadership/Administrative training for a period of at least 4 weeks."
- iv) After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he/she has proceeded with the designation as Professor /Senior Professor/HAG as the case may be.
- v) For Government /Government aided Institutions, the State Government rules shall be applicable.
- vi) Faculty from Science and Humanities Departments are NOT Eligible.

**ii. For Promotion of the Incumbents**

- a. Qualifications and experience as prescribed for the post of Professor

**AND**

- b. Minimum of 3 years of administrative experience.

AND

- c. Candidate should have earned at least 40% score in Table 8.

**Notes:**

- i. This position shall be of tenure in nature and can be extended for one more term depending upon the performance.
- ii. After completing the final term, the incumbent shall join back his/her parent organization to the designation, as prevailing at the time of resuming the position.
- iii. The respective employer should ensure that Director/Principal shall undergo a Leadership/Administrative training for a period of at least 4 weeks.”
- iv. Faculty from Science and Humanities Departments are NOT Eligible.

## **6.0 Minimum Qualifications for Direct Recruitment and promotion of other staff**

### **6.1 Workshop Superintendent**

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering. However, the norms and eligibility for promotion from Stage–II to Stage –V shall be as mentioned in clause - 5.2 of this notification. Upward movement and designations shall be as per stage I to stage V of the present notification indicated in Table 3.

**Table 10:**

**Stages of Promotion and Designations for Workshop Superintendent**

<b>Stage</b>	<b>Designation</b>
Entry Level, Stage-I	Workshop Superintendent
Stage-II	Workshop Superintendent (Senior Scale)
Stage-III	Workshop Superintendent (Selection Grade)
Stage-IV	Associate Professor (Workshop)
Stage-V	Professor (Workshop)

### **6.2 Qualifications for Training and Placement Officer**

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor may be identified for this post.

### **6.3 Minimum Qualifications for Direct Recruitment of Assistant Librarian (Level - 10, Entry Pay 57700/-)**

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

### **6.4 Minimum Qualifications for Direct Recruitment of Assistant Director-Physical Education (Level – 10, Entry Pay 57700/-)**

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency

approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.

- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student/event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.

## **6.5 Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education**

The qualifications for promotions for Assistant Librarians and Assistant Director-Physical Education shall be as per the relevant clauses in the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and released/amended from time to time thereafter. However, the Promotion for Assistant Librarians/Librarian and Assistant Director-Physical Education where there is NO teaching department (Library Science / Physical Education) in the Institution, shall be as per the Policy /Guidelines applicable to the non-teaching staff notified by the respective State Government/UTs.

## **7.0 Eligibility of direct Ph.D. after B.E./ B.Tech**

The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided the degree of Ph. D awarded is in relevant discipline by a recognized University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of National Importance (i.e. IITs/IISc/ NITsetc.), duly recognized by the MOE. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

### **7.1 Class / Division**

If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

<b>Grade Point</b>	<b>Equivalent Percentage</b>
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

### **7.2 Nomenclature of relevant degrees**

The qualifications for various faculty posts specify that the degree shall be in the relevant/ allied branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG, PG and Ph.D. specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program, before publishing the advertisement should be kept on public domain/website. Hence, incumbent faculty recruited in the past based on their qualifications/specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

### **7.3 Teachers with Other Qualifications**

Teachers recruited with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

#### 7.4 Teachers on deputation

Any Teacher on deputation to some Government Organization / Autonomous Bodies such as DTE / AICTE / UGC / MHRD / DST etc. on academic/administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training, Guiding Ph.D. and 360° feedback provided the teacher has secured Very Good rating.

#### 7.5 Forwarding of application

The limit of forwarding number of applications in a year shall not be applicable on tenure posts. However, the forwarding number of applications for teachers of Institutions/Universities funded by the State Government shall be as per the policy matter of the respective State Government.

#### Disclaimer: Notification Language

The notification is published in English and Hindi languages. Utmost care is taken to translate notifications from English to Hindi. However, in case of any kind of discrepancy in interpretation, the English version shall prevail.

### Annexure-I

#### Pay Matrix Table for Degree-Level Technical Institutions

(All figures are in Rupees)							
Pay Band in VI CPC		15600 – 39100			37400 - 67000		67000-79000
Cadre Title		Assistant Professor			Associate Professor	Professor	Senior Professor
Grade Pay in VICPC		6000	7000	8000	9000	10000	0
Index of rationalization		2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay		21600	25790	29900	49200	53000	67000
Cell No.	Level	10	11	12	13A1	14	15
1		57700	68900	79800	131400	144200	182200
2		59400	71000	82200	135300	148500	187700
3		61200	73100	84700	139400	153000	193300
4		63000	75300	87200	143600	157600	199100
5		64900	77600	89800	147900	162300	205100
6		66800	79900	92500	152300	167200	211300
7		68800	82300	95300	156900	172200	217600
8		70900	84800	98200	161600	177400	224100
9		73000	87300	101100	166400	182700	
10		75200	89900	104100	171400	188200	
11		77500	92600	107200	176500	193800	
12		79800	95400	110400	181800	199600	
13		82200	98300	113700	187300	205600	
14		84700	101200	117100	192900	211800	
15		87200	104200	120600	198700	218200	
16		89800	107300	124200	204700		

17	92500	110500	127900	210800		
18	95300	113800	131700	217100		
19	98200	117200	135700			
20	101100	120700	139800			
21	104100	124300	144000			
22	107200	128000	148300			
23	110400	131800	152700			
24	113700	135800	157300			
25	117100	139900	162000			
26	120600	144100	166900			
27	124200	148400	171900			
28	127900	152900	177100			
29	131700	157500	182400			
30	135700	162200	187900			
31	139800	167100	193500			
32	144000	172100	199300			
33	148300	177300	205300			
34	152700	182600	211500			
35	157300	188100				
36	162000	193700				
37	166900	199500				
38	171900	205500				
39	177100					
40	182400					

## **Annexure –II**

### **Constitution of Screening cum Evaluation / Selection Committee**

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and for promotions.
- (b) Specified selection procedures for direct recruitment and promotions for Teachers in Universities and Colleges.

#### **Selection Proceedings:**

All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and wait-listed candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

#### **Selection Committee Composition for Assistant Professor, Associate Professor, Professor Principal/director both for Direct Recruitment and Promotion:**

#### **I. For University Teachers:**

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
  - (i) The Vice-Chancellor or Acting Vice Chancellor to be the Chairperson of the Selection Committee.
  - (ii) Three experts preferably one women expert in the concerned/related subject nominated by the Vice-Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - (iii) Dean of the concerned Faculty, wherever applicable.
  - (iv) Head / Chairperson of the Department/School
  - (v) An academician/officer nominated by the Visitor / Chancellor, wherever applicable.
  - (vi) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
- (b) Quorum for the meeting: five minimum members out of which at least two subject experts.

#### **II. For Teachers in Technical Institutions:**

- (a) The Selection Committee for the post of Assistant Professor /Associate Professor and Professor in Colleges, including Private Colleges shall have the following composition:
  - (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
  - (ii) The Principal/ Director of the College.
  - (iii) Head of the Department of the concerned subject in the College.
  - (iv) Two nominees of the Vice-Chancellor of the affiliating university preferably one women expert of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor or his nominee of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.
  - (v) Two subject experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or his nominee Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
  - (vii) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.



- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- (c) For all levels of teaching positions for Government / Government Aided Colleges / Government Autonomous Colleges, the State Public Services Commission / Teacher Recruitment Boards wherever applicable must invite three subject experts, for which the concerned University be involved in the selection process, by respective appointing authority. The states, where selection in autonomous institutes have been authorized to respective Board of Governors, shall continue but constitution of committee shall be same as directed by AICTE/University statutes/State Government.

### **III. Senior/ HAG Professor of University/Deemed to be University or Institute/Colleges**

- (a) The Selection Committee for the post of Senior/HAG Professor shall consist of the following persons:
  - (i) Vice Chancellor/Chairperson Board of Governors (BoG) shall be the Chairperson of the Committee.
  - (ii) An academician not below the rank of Senior/HAG Professor/Professor with 15 years of experience who is the nominee of the Visitor/Chancellor, wherever applicable.
  - (iii) Three experts preferably one women expert not below the rank of a Senior/HAG Professor/ Professor with 15 years of experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
  - (iv) Dean (not below the rank of Senior/HAG Professor/ Professor with 15 years of experience) of the faculty, wherever applicable.
  - (v) Head or Chairperson of the Department/School/Faculty (not below the rank of Senior/HAG Professor) or Senior-most Professor (not below the rank of Senior/HAG Professor/Professor with 15 years of experience) of the Department/School, in case Head/ Chairperson doesnot fulfill the above requirement, if any.
  - (vi) An academician (not below the rank of a Senior/HAG Professor/ Professor with 15 years of experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if anyof candidates representing these categories as the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Vice Chancellor/Chairperson Board of Governors (BoG) and four members, including two external subject experts, shall constitute the quorum.

### **IV. Technical Institution Principal / Director**

- (a) The Selection Committee for the post of Institute Principal/Director shall have the following composition:
  - i) Chairperson of the Governing Body as Chairperson or his nominee.
  - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - iii) One nominee of the Vice-Chancellor who shall be an expert in Management of Higher Education.
  - iv) Three experts consisting preferably one woman of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the affiliating University concerned.
  - v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories,if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.
- (b) Five members shall constitute the quorum of the meeting, out of which at least two must be the subject-experts.

### Annexure-III

#### Training Requirements for Promotions of Teachers from all the Disciplines

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

8 Modules of NITTT if not done earlier and One week of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

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

OR

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

OR

Completed two FDPs of one week AICTE ATAL faculty development programme.

OR

Completed two weeks AICTE ATAL Advance faculty development programme

AND

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

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

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

OR

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

OR

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

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

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

OR

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

OR

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

OR

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**For Professor :** Faculty member promoted or selected as Professor is required to undergo two weeks of training in advanced or emerging technology atleast once in every three years.

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## Annexure - IV

### COMPUTATION OF SCORE FOR PROMOTION

The Score shall be determined on the basis of following parameters. The evaluation of the scores shall be done for every academic year. The average over the assessment period shall be considered.

**However, the activities mentioned in these criteria are indicative. The Concerned State department/State University may amend as per the requirements and prescribe templates and methodology for the same.**

#### **I. Major Academic Outcomes(Maximum Score 100)**

- (a) **Academics (Maximum Score 80)**
- (b) **Updation on website and data collation and for reports for accreditation and ranking (Maximum Score 20)**

#### **II. Research and Innovation Outcomes (Maximum Score 100)**

The faculty shall represent their activities as mentioned in Tables 10 and 11 respectively along with documentary evidence. A committee constituted by the institution shall verify and recommend the score based on the documents submitted.

#### **III. 360<sup>0</sup> feedback**

##### **a. Students' Feedback (Maximum Score 50)**

The institute shall incorporate a mechanism to obtain anonymous online feedback from the students for every subject teacher, in every semester, as prescribed in Table 12. The department/institute shall communicate the score to the teacher and mentor wherever necessary. An average of the feedback for the assessment period shall be considered.

##### **b. Departmental Activities (Maximum Score 20)**

This section summarizes all the responsibilities assigned by the Head of the Department to the faculty during academic year under consideration. The scores shall be given as per Table 13.

##### **c. Institute Activities (Maximum Score 20)**

This section summaries all the responsibilities assigned by the Head of the institute to the faculty during academic year under consideration through a proper office order. The scores shall be given as per Table 14.

##### **d. ACR maintained at institute. (Maximum Score 10)**

### Calculation of Score

Name	
Present Position	
Name of Department	
Academic Year	

**Table 11**

#### A. Major Academic Outcomes (Max Score 100)

Sl. No.		Description	Max. Score	Score Claimed	Score after verification
1	<b>Academics</b>	Demand-driven emerging course 1. Designed (4) 2. Conducted (4) 3. Designed and Conducted (8)	8		
		Industry-required Skill enhancement courses 1. Designed (4) 2. Conducted (4) 3. Designed and Conducted (8)	8		
		Question bank with a minimum of 100 questions related to the subject with Bloom's taxonomy level of 3 and above.	8		
		Industry visits conducted and industry experts invited for the course (4 for each activity)	8		
		Emerging/multidisciplinary competency-based FDPs attended which are sponsored by National agencies or organized by Institutes or organizations of National Importance/Universities or institutes with NIRF ranking in top 50/NBA accredited department for 6 years @ 4 for each event	8		
		Book with ISBN number (12)/Book Chapters published with ISBN number (@ 4 for each chapter)/Editor of the book with ISBN number @ 8 for each book	12		
		Digital content developed in SWAYAM/any MOOCs platform (national/international level related to the subject/course taught @ 8 for each, Module @ 4 for each, Youtube lecture atleast 5 hours @ 3 for each	12		
		Course outcome attainment (On a scale of 3) if 2.75 - 3 (16) 2.5 - 2.74 (12) 2.25 – 2.49 (9) Less than 2.25 (6) This course outcome will be calculated for the assessment period, by computing the average of all the COs attainment based on the number of courses taken/handled by the teacher. Further, teachers shall follow the guidelines, for course outcome attainment calculations, issued by IQAC of the institution. However, sample calculations are in <b>Annexure – V</b> .	16		
2	<b>Updation on website and data collation and for reports for accreditation and</b>	Updation of information by the teacher on the institute website and uploading / Providing requisite data / Information to Universities / State Government / Regulatory Authorities /Accreditation or Ranking Agencies.	10		

	<b>ranking</b>	Data collation for accreditations and ranking (NAAC, NBA, NIRF etc,) Collection and Analysis of Data for Different Academic & Research at Institution Level and for Policy Related Activities at State / National Level.	10		
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Table 12

**B. Research and Innovation Outcomes (Maximum Score 100)**

Sl. No.		1. Description	Max. Score	Score Claimed	Score after verification
1	<b>Research</b>	Number of Master's dissertation/thesis completed @ 2 for each	5		
		Consultancy/industry concept  Amount >10 Lacs – 5 Marks, Amount 8 Lakh – 4 Marks, Amount < 8 and > 6 Lakh – 3 Marks, Amount < 6 and > 4 Lakh – 2 Marks, Amount < 4 and > 2 Lakh – 1 Marks,	5		
		Scopus H index @ 1 for each H index	5		
		Ph.D. Scholars awarded doctorate @ 10 as an independent supervisor, @ 5 as joint supervisor	10		
		Externally funded research projects  Amount > 50 Lakh – 10 Marks, Amount > 40 and < 50 Lakh – 8 Marks, Amount > 30 and < 40 Lakh – 5 Marks, Amount > 15 and < 30 Lakh – 3 Marks, Amount < 15 Lakh – 1 Marks	10		
		Research Paper Scopus (@ 3 per paper) WoS/SCIE index publications (@ 5 per paper)	15		
2	<b>Innovation</b>	Number of startup/innovation projects mentored @ 3 for each	10		
		Innovation funds utilized: more than 2 Lakhs (5) more than 1 lakhs (3)	10		
		Number of Proof of Concepts (PoCs) funded @ 5 for each	10		
		DIPP registered startups (1) per each	10		
		Technologies transferred (10) per each Utility patents granted (5) per patent	10		

**Note:** Committee to verify the relevant documents and determine final score.

Table 13

**A. Students' Feedback (Max Score 50)**

Sl. No.	Description	Scale of 1 to 5				
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered the entire Syllabus as prescribed by the University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond the syllabus					
3	Effectiveness of Teaching-Learning in terms of: Interactive classroom/Laboratory sessions/Use of modern teaching aids					
4	Effective use of MOOCs					
5	Mentor/Guide the students to excel in his/her subject/profession/is the teacher your Role Model					
6	Support for the development of Students' skill Practical demonstration/Hands-on training					
7	Encourages creativity, out of box thinking, innovation and queries on emerging areas					
8	Willingness to offer help and advice to students beyond the classroom and multidisciplinary areas					
9	Counseling of students to face societal and professional challenges					
10	Has the teacher shown fairness in the evaluation					
	<b>Total</b>					

**Note:** i) The feedback of students having less than 75% attendance should not be counted.  
 ii) The feedback of students having bottom 20% score should not be considered.

Table 14

**B. Departmental Activities (Max Score 10)**

S. No.	Description	Score by Head of Department
1	Coordinator of Classes/Laboratory/Timetable Member	
2	Course coordinator Member of course committee	
3	Academic Monitoring/Audit Committee Chairperson Member	
4	Coordinator of UG assessment/project	
5	PG/PhD Progress	

	Coordinator Member	
6	NBA/IQAC (Departmental) Overall Coordinator Criterion Chairperson Member	
7	Board of Studies Chairperson Member	
8	Department Purchase Committee	
9	Student Mentorship	
10	Anti-Ragging / Grievance Redressal Departmental Committee Coordinator Member	
11	Department library coordinator	
12	Any Other (Please Specify)	
13	FDPs/STTPs/Conferences /Seminars/Symposiums etc. conducted/coordinated @ 4 for each event	
14	Emerging/multidisciplinary competency-based FDPs attended which are sponsored by National agencies or organized by Institutes of National Importance/organizations/Universities or institutes with NIRF ranking in top 50/NBA accredited department for 6 years @ 4 for each event	
<b>Note: Max points for Coordinator and Co-coordinator 2 ; Max point for member will be 1</b>		

Table No. 15

**C. Institute Activities (Max Score 10)**

S. No.	Description	Score by Head of Institute
1	Coordination of institutional activities (please specify)	
2	Contribution as member of institutional committees	
3	Framing and launching new programmes/courses/ MOOCs	
4	Coordinated/member of Board of Studies/Academic Council	
5	Renovation and new infrastructure development including equipment/software/library etc.	
6	National collaboration and networking	
7	International collaboration and networking	
8	Industry-supported laboratory/CSR-funded project/Centre of excellence	
9	Student chapter of Professional Societies	
10	Membership of professional societies	

<b>11</b>	Training and placement activities	
<b>12</b>	Innovation and startup activities	
<b>13</b>	Alumni activities	
<b>14</b>	Contribution to SDGs/Society	
<b>15</b>	NSS/NCC/Community services/Sports	
<b>16</b>	State/National/International conferences and FDPs coordinate	
<b>17</b>	Execution of MoUs (Measurable outcomes)	
<b>18</b>	Consultancy and R&D Activities/Identifying and leading new projects	
<b>19</b>	Accreditation and ranking at National/International level	
<b>20</b>	Any other (please specify)	
<b><i>Note: Max points for Coordinator and Co-coordinator 2 ; Max point for member will be 1</i></b>		

## Annexure – V

**Procedure for Determining the Course Outcome (CO) Attainment**

Step 1. Define Course Outcomes for the Course you are teaching

Step 2. Assign COs in every Assessment Tool of the Course

- **Internal Assessment (IA) Tools: Minor Test /Mid Semester Test /Assignments /Lab/Quiz Marks**
- **End Semester Examination (ESE)**

Step 3. Obtain CO-wise marks distribution of each Internal Assessment Tool and add them up (Table 1).

**TABLE 1**

COs	CO1	CO2	CO3	CO4	CO5
Max Marks Assigned	10	10	10	10	10
Student 1	8	7	2	4	8
Student 2	9	3	9	8	7
Student 3	7	6	4	8	9

Step 4. Obtain CO wise marks distribution of End Semester Examination (Table 2)

**TABLE 2**

COs	CO1	CO2	CO3	CO4	CO5
Max Marks Assigned	10	10	10	10	10
Student 1	7	2	4	8	8
Student 2	3	9	8	7	9
Student 3	6	4	8	9	7

**Step 5. Define Targets**

- Target marks: Average of marks obtained by the students (say **target marks** for CO1 is 8)
- Targets for population:
  - L3 (e.g. 70%) i.e., 70% or more number of students attain more than target marks
  - L2 (e.g. 60%) i.e., 60% or more number of students attain more than target marks
  - L1 (e.g. 50%) i.e., 50% or more number of students attain more than target marks

**Step 6. Calculate CO attainment**

Total number of student (say 50)

L3 (e.g. 70%) =  $50 \times 70\% = 35$  Students

L2 (e.g. 60%) =  $50 \times 60\% = 30$  Students

L1 (e.g. 50%) =  $50 \times 50\% = 25$  Students

Condition	CO Attainment Level (L)
If 35 or more number of students have attained target marks (e.g. 8 Marks)	3
If 30 or more number of students have attained target marks (e.g. 8 Marks)	2
If 25 or more number of students have attained target marks (e.g. 8 Marks)	1
If less than 25 students have attained target marks (e.g. 8 Marks)	0

**Step 7. Calculate Average of CO attainment values of Internal Assessment Tools and End Semester Examination (Table 3)**

Assumption: Weightages of IA and ESE are same (each 50%)

**TABLE 3 (Direct CO Attainment)**

COs	CO1	CO2	CO3	CO4	CO5
IA	3	2	2	1	3
ESE	2	3	3	2	1
Average (0.5*IA+0.5*ESE)	2.5	2.5	2.5	1.5	2

Step 8. Course Exit Survey (Indirect CO attainment): Get the CO wise Course Exit Survey and map the scores on a scale of 3 (Table 4)

**TABLE 4 (Indirect CO Attainment)**

COs	CO1	CO2	CO3	CO4	CO5
Course Exit Survey	2.4	2.1	2.3	1.5	2.6

Step 9. Calculate Overall CO Attainment: (Table 5)

$$= 0.9 * \text{Direct CO Attainment} + 0.1 * \text{Indirect CO Attainment}$$

**TABLE 5 (Overall CO Attainment)**

COs	CO1	CO2	CO3	CO4	CO5
Overall Attainment	2.49	2.46	2.48	1.5	2.06

Step 10. Calculate Course Attainment taking average of values tabulated in Table 5 = 2.198