

SERVICE RULE

FOR

The Employees of

RAMGARH ENGINEERING COLLEGE
(Established by Govt of Jharkhand and
Run by Techno India Under PPP)

Previously known as
“Government Engineering College, Ramgarh
(Run / Managed by Techno India)”
And also by
Techno India Ramgarh

Version 1.2

Effective from 29th May 2020

NOTIFICATION

REC /HR/Serv/2020/Serv Rule

Dated : 30th May 2020

THIS IS FOR INFORMATION OF ALL CONCERNED THAT ENCLOSED “SERVICE RULES” VERSION 1.1 HAS BEEN CHANGED AND APPROVED BY THE GOVERNING BODY. THE NEW SERVICE RULE SHALL BE CALLED AS “**RAMGARH ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES VER 1.2**” AND IT SHALL BE APPLICABLE TO ALL EMPLOYEES OF **RAMGARH ENGINEERING COLLEGE (ESTABLISHED BY GOVT OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP)** WITH IMMEDIATE EFFECT.

THIS WAS DUE TO THE IMPACT OF COVID-19 OUTBREAK

THIS IS ALSO TO BE NOTED THAT ANY CLAUSE OR ARTICLE CAN BE AMMENDED OR DELETED OR ANY NEW CLAUSE CAN BE ADDED, IF FELT NECESSARY BY THE GOVERNING BODY.

BY ORDER

(PRINCIPAL)

Forwarding Note

Dated : 29th May 2020

A new rule regarding the Process of handling the COVID-19 Outbreak and Work from Home Version 1.0 has been approved by the Board of Governors on 29th May 2020 and as such the Service rule of Ramgarh Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) has been modified and duly approved by the members of the Govering Body.

(Prof Mohit Chatterjee)

Chairman of Govering Body

NOTIFICATION

REC /HR/Serv/2018/Serv Rule

Dated : 24th Dec 2018

THIS IS FOR INFORMATION OF ALL CONCERNED THAT ENCLOSED “SERVICE RULES” VERSION 1.0 HAS BEEN CHANGED AND APPROVED BY THE GOVERNING BODY. THE NEW SERVICE RULE SHALL BE CALLED AS “**RAMGARH ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES VER 1.1**” AND IT SHALL BE APPLICABLE TO ALL EMPLOYEES OF **RAMGARH ENGINEERING COLLEGE (ESTABLISHED BY GOVT OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP)** WITH IMMEDIATE EFFECT

THIS IS ALSO TO BE NOTED THAT ANY CLAUSE OR ARTICLE CAN BE AMMENDED OR DELETED OR ANY NEW CLAUSE CAN BE ADDED, IF FELT NECESSARY BY THE GOVERNING BODY.

BY ORDER

(PRINCIPAL)

Forwarding Note

Dated : 24th December 2018

The Service rule of Ramgarh Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) has been modified and duly approved by the members of the Govering Body.

(Prof Mohit Chatterjee)

Chairman of Govering Body

NOTIFICATION

REC /HR/Serv/2017/01

Dated : 26th Sep 2017

THIS IS FOR INFORMATION OF ALL CONCERNED THAT ENCLOSED “SERVICE RULES” HAS BEEN DULY APPROVED BY THE GOVERNING BODY. THIS IS ALSO TO BE NOTED THAT ANY CLAUSE OR ARTICLE CAN BE AMMENDED OR DELETED OR ANY NEW CLAUSE CAN BE ADDED, IF FELT NECESSARY BY THE GOVERNING BODY.

IT HAS BEEN AGREED BY THE BOARD THAT THIS “SERVICE RULES” SHALL BE CALLED AS “**RAMGARH ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES**” AND IT SHALL BE APPLICABLE TO ALL EMPLOYEES OF **RAMGARH ENGINEERING COLLEGE (ESTABLISHED BY GOVT OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP)** WITH IMMEDIATE EFFECT.

BY ORDER

(PRINCIPAL)

Forwarding Note

Dated : 22nd September 2017

The Service rule of Ramgarh Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) has been duly approved by the members of the Govering Body in the meeting of the Govering Body held on 16.09.2017. The members unanimously resolved that this will be in effect from the date of publication.

(Prof Mohit Chatterjee)

Chairman of Govering Body

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RELEASE NOTE

SL NO	VERSION NO	DATE OF RELEASE	DETAILS & REASON OF CHANGE
1.	1.0	22 nd Sep 2017	Initial Release
2.	1.1	24 th December 2018	Clause No 17 - "Ramgarh Engineering College - Leave Rule" has been changed from Version 1.0 to Version 1.1 Period of Maternity Leave had been extended from 90 days to 180 days
3.	1.2	29 th May 2020	New Rule - Process of handling the COVID-19 Outbreak and Work from Home Version 1.0 Implemented

1. PREAMBLE

This “Service Rules” shall be Called as “RAMGARH ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES” and it shall be applocable to all Employees of Ramgarh Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) situated at Ramgarh, Jharkhand – 832108 and it shall be applocable to all Employees of Ramgarh Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) with effect from 26th September 2017.

This is the First Official version of the Service Rule. The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

Each version of the Service rule will be approved by the Governing Body before implementation.

2. NAME AND APPCABILITY

These Service Rules shall be called the “**RAMGARH ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES**”, and shall be applicable to all the Regular Employees of the college.

This rule will not be applicable to other employees and staff members employed as Consultants, Advisors, Visiting Faculty, Guest Faculty, Contractors, Part time Employees etc (by whatever name / designation that be called) unless specifically mentioned in the service rules.

This service rule will replace any other Service Rules if exist as on the date of the publication and supersede all other service rule(s) created for the college before the publication of this rule but will include the procedure which has specifically mentioned here.

Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender unless the context clearly indicates otherwise.

3. SPECIAL CONDITION APPLICABLE TO ALL EMPLOYEES

Govt of Jharkhand, DST has set up immovable infrastructure assets in respect of the engineering colleges at Ramgarh and wished to induct private sector participation to undertake up gradation, operation, maintenance and management of these college. Techno India, a Trust Registered under The Indian Trust Act 1882, having its Registered Office at 33A, Chowringhee Road, 12th Floor, Kolkata – 700071 who had participated in the bidding process and after being the successful bidder, the then Department of Science and Technology, Govt of Jharkhand had executed agreement with the Special Purpose Companies, which are created by Techno India to upgradation. Operation, Maintenance and management of the college.

Accordingly Concession Agreements have been signed for Ramgarh Engineering College, between Govt of Jharkhand and Techno Education Ramgarh (A sec 25 Company) and Techno India (Confirming Party) on to undertake up gradation, operation, maintenance and management of the College for a period of Thirty years with suitable termination clause by either party.

In these documents Techno Education Ramgarh is called SPC or “Special Purpose Company(s)” OR “Company” which is uses in singular / plural form as applicable to the context.

As per the terms of the above mentioned Concession agreement, at the end of the concession period or for premature termination of the contract, all the employees shall be ceased to be an employee of the College / Organization / SPC / Company whether probation / regular or confirmed. Hence the Tenure of any employment mentioned in this document are for fixed period only and subject to the validity of those concession agreement i.e. at the end of the expiration and/or termination of the concession agreement, the tenure of employment will also be terminated automatically.

In addition to above, the Continuation of the service will be also based performance of an employee evaluated by the appraisal committee , till attainment of the age of 60 years, being medically fit to perform the duties, requirement of the college and subject to the other norms of the statutory body.

4. DEFINATIONS

For the purpose of the Service Rules the following terms are used to denote the meaning as explained below :-

- A. **“Authority”** means the Governing Body of the College and represented by the Director of the Company viz. Techno Education Ramgarh. The Governing Body / Board of Governors have delegated all its power to the Director to act and work on behalf of the Governing Body / Board of Governors.
- B. **Appraisal Committee”** is the Committee duly constituted and authorized by Governing Body or the Director of Company for the purpose of conducting appraisal procedures. Director will be Ex-Officio Chairman of the Committee.
- C. **“Board of Governors”** or **“Governing Body”** is the authority as per AICTE norms for the Governance of the College including control of academic and administrative activities. It is the supreme body of the College.
- D. **“College”** or **“Institution”** means ”Ramgarh Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP), a college established in at Ramgarh, Jharkhand – 832108 and having AICTE Permanent ID No 1-1555166801. "College" and "Institution" means the same in this document.
- E. **“Committee”** means Committee consisting of employees dedicated for planning, development, monitoring and evaluation of all activities. The said Committee will take appropriate steps for running the colleges smoothly and effectively.
- Principal / Director is authorized to form all committee as stipulated by AICTE .
- Principal may form additional committees with approval from the director.
- F. **“Company”** or **“Special Purpose Vehicle” (SPC)** means a Section 25 company named **“Techno Education Ramgarh”** having CIN U80901WB2012NPL187328 2012-2013, having registered address at EM 4, Sector V; Kolkata - 700091.
- G. **“Corporate Office”** and **“Head Office”** means the office which has been declared by authority as Corporate Office. At present it is the premises at EM 4, Sector V; Kolkata - 700091. It can be changed by the Authority by a notice to the Institution.

H. **"Director"** means an individual specially empowered by Authority / Company to supervise the college in close coordination with the Governing Body and Head of the Institution, i.e. Principal. He is also the Director of the Company viz. Techno Education Ramgarh

I. **"Employee"** means any person appointed by the Authority/ College / Company as a member of its staff. Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary, and iv) Contractual Employee.

- A **"Regular employee"** is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed, on the basis of satisfactory service rendered by him as a "Probationer" on expiry of probation period or extended provision period by the Authority.
- A **"Probationer"** is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended.

It is clearly mentioned that extension of Probation period is not a right of the candidate but may be considered by the Authority depending on scope of improvement / prospect. Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority. In deserving situation, the Authority may waive the Probation condition of an employee at the time of issuing appointment letter to him.

- **"Temporary employee"** is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Director/Principal with the approval of the Authority for specified period.
- A **"Contractual Employee"** is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation. Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other allowances will be admissible.

J. **"Faculty Member"** means an Employee engaged in Direct Academic work such as Teaching, Research, Consultancy, Publication etc and so on. "Faculty Member" and "Teaching Staff" , "Teaching Employee " and "Teachers" are used Interchangeably and mean the same thing.

Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop Incharge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Authority may create additional posts such as Emeritus Professors, Adjunct Professor, Visiting Professors etc if needed or remove the cost and/or change the nomenclature of the post.

K. **"Head of the Department" or HOD** means a member of the Faculty at the level of Professor / Associate Professor as may be declared by the Principal to be Head of the Department. HOD will be made on rotational basis. Period of rotation will be of maximum two years. Eligibility for HOD will be Professor or Associate Professor. In case of non availability of Professor or Associate Professor in any department, most efficient teacher will be made as In-charge of Department to officiate by the Principal.

L. **"Holiday"** means a) a holiday declared by the Director in its approved and published list of Holidays, b) any special holiday declared by the Principal on specific occasion as may be notified. Normally Holiday of Government of Jharkhand and/or Concerned University will be followed.

M. **"Honorarium"** means a recurring or non-recurring payment granted to a person or a group of persons towards remuneration for the special work of an occasional nature.

N. **"Internal Quality Assurance Cell"** is the Committee of senior academicians/subject expert/senior officials duly constituted by the Governing Body for the purpose of academic audit for a defined period. The Director will be member secretary of the said committee.

O. **"Medical Certificate"** means a certificate issued by a Registered Medical Practitioner or a Medical Officer of a Government hospital.

- P. **“Month”** means a calendar month according to English Calendar unless otherwise specified. **“Salary Month”** means 26th of the Previous Month to 25th of the current month.
- Q. **Non-Teaching Staff / Non-Teaching Employee** – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library Assistant, Personal assistant, Electrician, Plumber, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category. Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post.
- R. **“Pay”** means an employee’s monthly pay, which includes all admissible allowances and deductions (if applicable).
- S. **“Permanent Post”** means a post sanctioned without limit of time. All AICTE mandated posts are Permanent posts.
- T. **“Principal”** is the academic and administrative head of the College with role and responsibilities duly defined by AICTE. In absence of regular Principal any of the Senior Professor duly nominated by the Director / Governing Body will act as Principal In-Charge with full authority of the Principals’ Office.
- U. **“Special Allowance”** means addition of an amount towards emoluments in deserving circumstances or in consideration of any special arduous nature of duties or specific addition to the work or responsibility. It may be granted by authority so decides and desires. The Special allowance may be discontinued at the discretion of the authority. Only Director have the power to grant the special allowance.
- V. **“Special Increment”** the increment to be awarded as recognition of outstanding performance and to be approved by the Director on the recommendation of the principal.
- W. **“Suspension”** is the disciplinary action taken on an employee by order debaring him from joining duty pending enquiry / proceedings. The suspended employee will be eligible for Half Pay during the period of suspension upto the limit of 3 months.
- X. **“Techno India”**, means a Trust registered in West Bengal under the Indian Trust Act, 1882 who was the successful bidder, and part of the Concession agreement with the Government of Jharkhand dated 19th October 2012 as confirming party.

- Y. **“Temporary Post”** means a post declared for a limited period with a specific purpose and the post will be abolished sooner the purposes are over.
- Z. **“Traveling Allowance”** means an allowance granted to an employee to cover the expenses which he has incurred in traveling in the interest of the organization with the permission of the authority or on the basis of any order of such authority in Writing.

5. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Acronyms Meaning
BOG/GB	Board of Governors/ Governing Body
HOD	Head of the Departments
SOP	Standard Operating Procedure

6. CONFIDENTIALITY

This is a confidential document and will be governed by the Confidentiality Clause as mentioned in the Concession Agreements between the then Department of Science & Technology, Govt of Jharkhand, Techno India and the Special Purpose Companies Confidentiality norm of Techno India, Confidentiality norm of each SPCs and Confidentiality norm of Each Appointment letter of an employee. This document is the Property of Institution and cannot be shared without written consent from authority.

7. VERSION AND CHANGE

This is the First Official version of the Service Rule. This is made with consolidation of various existing Rules and Policies such as Leave Rule, Recruitment Policy, and Attendance Rule etc and repeals all such rules. The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame. Each version of the Service rule will be approved by the Board of Governors before implementation.

8. DESIGNATION OF EMPLOYEES AT THE INSTITUTE

8.1 Teaching Staff / Teaching Employee – Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop In charge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Authority may create additional posts such as Emeritus Professors, Adjunct Professor, Visiting Professors etc if needed or remove the cost and/or change the nomenclature of the post.

8.2 Non-Teaching Staff / Non-Teaching Employee – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category.

Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post.

9. POST OF EMPLOYEES AT THE INSTITUTE

The following posts / designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts / designations are done by the Governing Body based on the needs and requirement of the Institutions and / or as per AICTE / University rules.

9.1 Academic - Teaching

1. The Principal – If Teaching
2. The Vice Principal– If Teaching
3. The Head of the Departments
4. The Professors
5. The Associate Professors
6. The Assistant Professors

Other position as may be decided by the Authority such as Emeritus Professors, Adjunct Professor, Visiting Professors etc

9.2 Academic - Technical

1. The Librarian
2. The Technical Assistants
3. The Lab Instructors
4. The Workshop In-charge

Authority may create additional posts if needed or remove the post and/or change the nomenclature of the post.

9.3 Non-Teachings Staff

1. Director
2. Non Teaching Principals
3. Non Teaching Vice Principals
4. Management Representative
5. Registrar / Administrator
6. Chief Warden of Hostels
7. Warden of Hostels
8. Nodal Officers of Committees
9. Committee Members when working in Committee
10. Departmental Committee Members when working in Committee
11. TEQIP Coordinator
12. NBA Coordinator
13. TEQIP Cell Members when working in the Cell
14. NBA Cell Members when working in the Cell
15. Examination Controller
16. Exam Cell Members
17. Training and Placement Officer
18. Training & Placement Assistants
19. Accounts Officer
20. Accountants
21. Junior Clarks
22. Scholarship Staff
23. Office Staffs
24. Administrative Officer
25. Admission Staff
26. Library Staff
27. Assist. Librarians
28. Maintenance Staff such as Electrician, Plumbers etc
29. Support Staff like Cleaning Staff, Maintenance, Security, Canteen, Store, Caretakers

Authority may create additional posts if needed or remove the post and/or change the nomenclature of the post.

9.4 Although Posts are created, it is to be decided by the Authority to fill up the posts as per the need and requirement of the Institution. It is not mandatory to fill up all the posts at all times. No Act or proceeding of the Institution or any authority of the Institution or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the Institute.

9.5 There will be a post called In-Charge which means a temporary responsibility assigned to one employee to perform a role and responsibility of a sanctioned post or designation. In the absence of the Principal, the Principal-in-charge/Officer-in-charge duly nominated by the authority shall be in charge of the institute and shall look after the normal academic and other administrative affairs of the Institution.

10. GENERAL DUTIES & FUNCTIONS OF MEMBERS OF STAFF

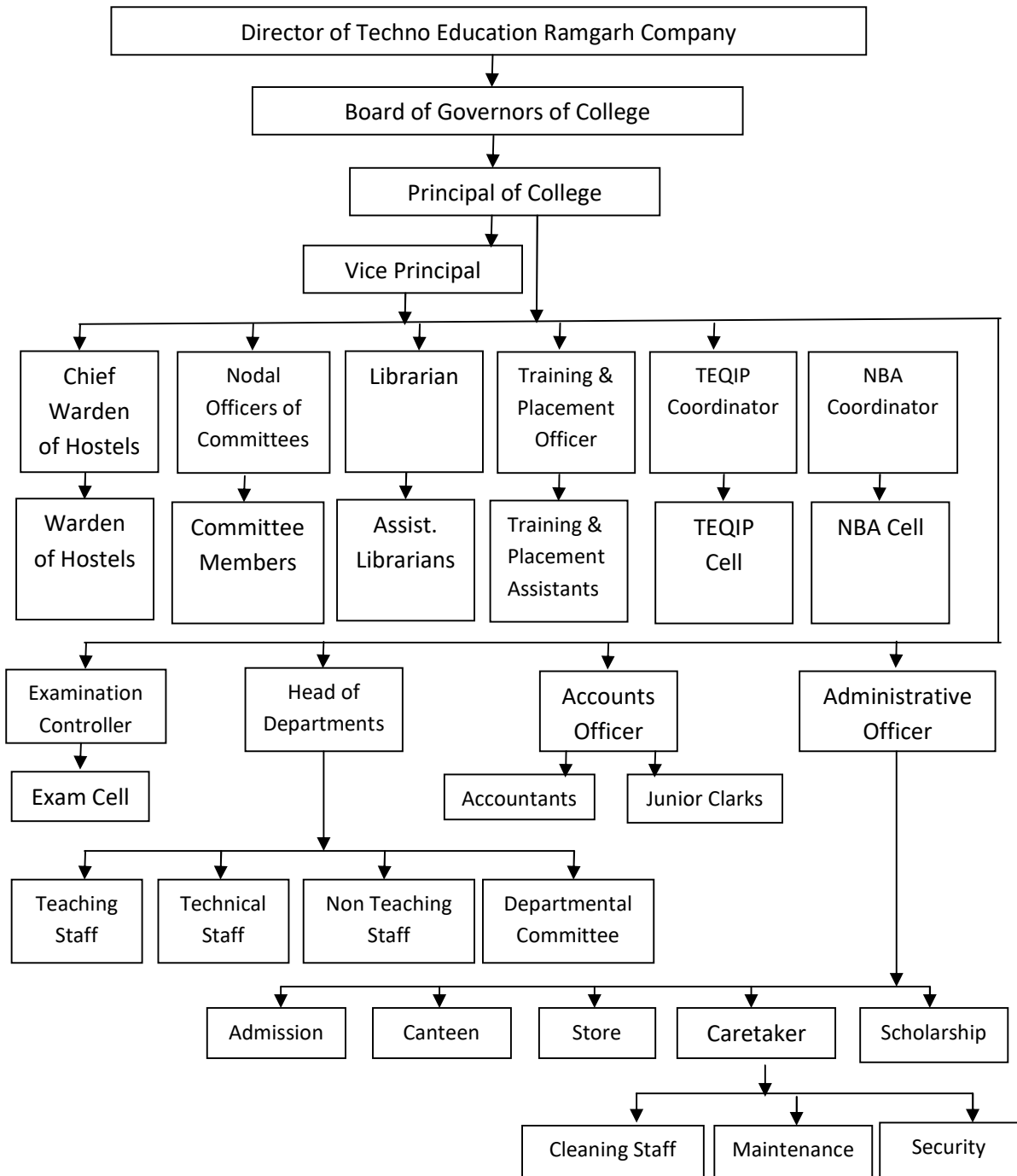
- 10.1 Each of the Employees needs to work for at least 40 Hours per week.
- 10.2 The Institution must observe at least 180 actual teaching days in a calendar year and the remaining working days shall be devoted to the development of Academic standard subject to the academic calendar of the University.
- 10.3 Research & Training, examination, faculty development program, seminar, workshops, publication and other activities of the Institution as per guidelines of the Authority
- 10.4 The Functions of Teaching and Non Teaching Staff are different in the Institutions. The work of the Teaching Staff revolves on Teaching, Research, Publication, Application of knowledge such as Consultancy, conducting Seminar, Student and Community development, Lab Development, Product development, Projects and so on.
- 10.5 Work Distribution of Teaching Staff will be as follows:

Designation	Teaching	Research	Publication	Real World Knowledge Application	Administrative
Principal	10%	10%	20%	30%	30%
Head of the Department	30%	10%	20%	20%	20%
Professors	30%	10%	20%	30%	10%
Associate Professors	40%	15%	10%	25%	10%
Assistant Professor	60%	10%	10%	10%	10%

- 10.6 The faculty members have to take tutorial Classes/ Remedial Classes/ Advanced Classes/ makes up tests & the same to be included in the academic calendar at the commencement of each semester.
- 10.7 The Counseling of the students will be an essential component of role & responsibilities of faculty members.
- 10.8 For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying. It will be incumbent upon the Head of the Department to ensure that the above minimum load norm is satisfied with respect to each of the teaching faculty in the Department. The details of assigned classes (as per routine) and weekly progress to be discussed with HOD by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members.
- 10.9 The Work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regards to the roles, jobs and targets assigned to them by the Department / Institution and also as documented.
- 10.10 The work distribution of Non Teaching Employees will be solely decided by the college authority and the reporting officer on whom the authority has been delegated.
- 10.11 Both Teaching and Non Teaching Employees shall be present in the institution during the working hours unless engaged in official work outside.
- 10.12 In addition to above the authority may give additional work, duties and responsibilities to all employees if needed.

11. ORGANIZATION STRUCTURE

The college will have the following administrative set up based on the Role:



Although Posts and roles are created, it is to be decided by the Authority to fill up the posts as per the need and requirement of the Institution. An individual may also perform the multiple roles.

12. SPECIFIC RESPONSIBILITIES

Subject to the Supervision, direction and general control of the Authority, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive. The authority may give additional work, duties and responsibilities to all employees if needed.

12.1 DIRECTOR OF COLLEGE / TECHNO EDUCATION RAMGARH COMPANY

1. The Director of Techno Education Ramgarh is responsible for ensuring that the Institution is governed as per the Concession Agreement signed with Govt of Jharkhand without any violation.
2. As the Chairperson of Board of Governors he will be involved in the Policy planning and leadership.
3. He is the Final authority and have all power to approve Vision, Mission, Objectives and all Policies
4. Communicating the Vision, Mission, Objectives and all Policy of the Institution to all employees of the Institution directly or through Principal / Vice Principal.
5. The Company will nominate a person to work as Director of College subject to the approval of the Board of Governors.

12.2 BOARD OF GOVERNORS / GOVERNING BODY

1. To discuss various issues and aspects related to the development of the college and its academic standards.
2. It includes considering and approving the institution's strategic plan which sets the academic aim and objectives of the institution and identifies the financial, physical and staffing strategies and so on.
3. It chalks out a roadmap in order to achieve the goals of the institute.
4. The Board of Governors will be formed as per AICTE guideline.

12.3 PRINCIPAL OF THE INSTITUTION:

1. The Principal shall be the chief academic and administrative Head of the Institution
2. Assisting in Policy planning and leadership.
3. Implementation of the directions of the Authority
4. Delegation of responsibilities of various positions in the Institution
5. Creation of Various Committees as needed for the Institution
6. Ensure periodic monitoring & evaluation, of various processes & sub- processes
7. Ensure effective purchase procedure
8. Define quality policy and objectives
9. Prepare annual budget
10. Conduct periodic meeting of various bodies such as Board of Governors, LMC, Standing Committees , Grievances Redressal Committee etc.
11. Manage accounts and finance
12. Office Administration
13. Compliance with AICTE, DTE & University norms
14. Managing Admission
15. Resource Generation
16. Internal and External examinations monitoring
17. Library Up gradation authorization
18. Fixing parameters and goal for the teaching and non teaching employees
19. Monitoring and evaluation of Teaching, Research, Publication, Real knowledge application etc
20. Close participation in the process of performance evaluation of employees.
21. To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty/student, faculty / HOD, HOD / Principal interfaces to ensure that all issues are addressed timely and properly for the best interest of the students.
22. Principal should actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. In this case he will be considered as Teaching Employee else he will be non teaching employee
23. Any other responsibility given by the Authority.

12.4 VICE PRINCIPAL OF THE INSTITUTION:

1. In the absence of Principal in the College, the Vice Principal will take the role of the Principal as In Charge and have the same duties, responsibilities and authority.
2. Project related activities given by Head office and Principal
3. Formation and Managing of Clubs and society
4. Administering effective purchase procedure
5. Managing Canteen & mess
6. Creation and Managing Alumni interaction
7. Interaction with HoDs, different committee members
8. Oversee the teaching-learning process
9. Supervision of academic calendar
10. Supervision of result analysis and submit corrective measures to Principal.
11. Initiate supplementary teaching measures
12. Extra and Co-curricular activities
13. Personal involvement in Teaching, Research, Publication, Real knowledge application as per norms.
14. Vice Principal will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. In this case he will be considered as Teaching Employee else he will be non teaching employee
15. Any other responsibility given by the Principal or Authority

12.5 THE HEAD OF THE DEPARTMENTS OF THE INSTITUTION:

1. The Head of the Department has to be appointed on the basis of academic qualification and teaching performance by the Director/Principal/Officer-in-Charge
2. The Head of the Department will plan and execute academic activities of the department
3. The Head of the Department will maintain discipline and culture in the department
4. The Head of the Department will ensure the department neat and clean
5. Pick and promote strengths of students / faculty / staff
6. Monitor academic activities of the department
7. Propose Department Budget
8. Maintain records of departmental activities and achievements
9. The Head of every Department shall act under the general Supervision and Control of the Director/Principal of the College and his duties and function shall be to administer the academic and administrative affairs of the Department concerned in accordance with the guidance of the Director/Principal and as per the policy of the authority.
10. HODs will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode detailed above.
11. The HOD shall always maintain the academic standard in the departments. In addition to the allotment of classes to the teachers, he / she shall assess the workload of the teachers, lab instructors and other technical persons in the department, requirements of staff members etc. He / She shall also maintain a liaison with the other departments. He / She shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the University. The HOD shall ask the teachers to prepare lesson planning on each subject and he / she shall monitor whether the scheduled is maintained. He / She shall prepare a list of the equipment, books etc. well before the beginning of the semester and forwarded straight to the Director/Principal for early procurement. He / She shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Director/Principal. In any case of urgency or anything related to academic affairs which are not mentioned above, the HOD shall take advice from the Director/Principal and shall take necessary steps.
12. As a part of academic affairs the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development and Lab classes, conducting evaluation of the students and so on.

13. As part of Real world knowledge Application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Director/Principal. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee. HOD will also ensure that at least one seminar of State level is organized by the College in each semester. HOD will also ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into Server of the College. Total implementation of online teaching learning process with full participation of the Faculty members and all sections of the students.
14. HOD will also ensure that senior faculty members hold regular interaction with students to resolve ongoing issues and healthy student-teacher relationship is maintained with all dignity.
15. HOD will provide effective leadership towards industry Institution partnership . Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals. Interaction with Industry and the Institute for academic development of the students
16. HOD will give advice & suggestion regarding purchase and preservation in the Departmental Library of books or other resources pertaining to his sphere of learning to the librarian.
17. As far as management of the academic affairs of the Department concerned he shall act in consultation with Departmental Committee. The Departmental Committee shall meet regularly, which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated. The names of the members of the intra-departmental committee have to be submitted to the Director/Principal at the beginning of each Semester.
18. Faculty/Teaching Development Program to be planned by the HOD based on requirement of all the concerned faculty and technical staff members.
19. HOD has to ensure that required all data are duly uploaded in server by all the Faculty Members
20. HOD shall encourage faculty members to do PhD and must involve themselves in research activities along with publication of research work.
21. Any other responsibility given by the Director/Principal.

12.6 THE PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:

1. Professors and Associate Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode
2. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.
3. As far as management of the academic affairs of the Department concerned the Professors and Associate Professors will take active participation in the Departmental Committee as advised by the HOD.
4. As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by .taking regular classes, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need Laboratory Development and to improve the quality of the Lab classes and so on.
5. As a part of academic affairs the Professors and Associate Professors will implement Faculty development programme, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
6. Professors and Associate Professors will provide Research Guidance including PhD Program; ensure Publication work and also design and development of new programmes as suitable for the students.
7. Professors and Associate Professors are most suitable for Real world knowledge application, they will provide leadership in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development, modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP) and brand building of the department providing technical support etc.
8. Has to give valuable guidance as a senior member of college committees duly nominated by the Director/Principal.
9. To contribute to the finishing school program and industry readiness program.
10. The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.
11. Any other responsibility given by the Director/Principal or by the HOD.

12. The promotion to the post of Associate Professor is subject to an approval of the Selection Committee/ Appraisal Committee formed for the said purpose by the Director and the Director/Principal. The designation of Professor and Associate Professor can be given to a faculty who has an Ph. D in a relevant subject under the University Curriculum and after the due approval from the Selection Committee/Appraisal Committee formed for the said purpose by the Director.

12.7 THE ASSISTANT PROFESSORS OF THE INSTITUTION:

1. Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. They will also be closely involved in his examination process as per guidance of HOD.
2. Assistant Professors will take active role in the Departmental Committee as directed by the HOD.
3. Assistant Professors will take regular classes, tutorial classes and remedial classes on regular basis, Laboratory development and Lab classes, Preparation of Lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
4. As a part of academic affairs the Assistant Professors will participate in Faculty development programme, departmental workshop, seminar for continuous quality improvement teaching learning process.
5. Assistant professors will be actively involved in Research and Project, Publication work, and design/development of new programmes as suitable for the students.
6. Assistant Professors will participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), Seminar, Laboratory Development, Modernization, Expansion, Promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP) and brand building of the department providing technical support etc.
7. Assistant Professors will actively take part in extracurricular, cultural and social service activities of the college as member of respective college committees and cells.
8. Assistant Professors will be upload the all relevant data's like assigned courses, class progress & other details as per requirement to server.
9. They will devote significant time and energy for the total counseling of the students round the year.

10. Assistant Professors will involve themselves in research and development. They should try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
11. Assistant Professors will have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects.
12. Any other responsibility given by the Director/Principal or HOD.

12.8 THE TECHNICAL ASSISTANT, LAB INSTRUCTOR, WORKSHOP IN CHARGE OF THE INSTITUTION:

1. As a part of academic affairs the Technical Assistants, Lab Instructors and Workshop In Charge will actively participate in laboratory and Workshop development, Preparation of Laboratory / Workshop manual, charts and conducting Lab classes with full theoretical knowledge duly guided by concerned faculty members.
2. Technical Assistants, Lab Instructors and Workshop In Charge is always guided by the respective faculty in charge of the laboratory. Technical Assistants, Lab Instructors and Workshop In Charge shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory / workshop, in case any other assignments given by the respective teachers, he / she shall always participate in any activity related to college affairs. He shall also carry out the decisions of the HOD as well as the Director/ Principal,
3. They will also be actively involved in multiple college activities as member of various cells duly nominated by HODs
4. In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications.
5. Any other responsibility given by the Director/Principal or by the HOD.
6. Technical Staff members must augment their qualification with the approval of the Director/Principal.

12.9 THE LIBRARIAN OF THE INSTITUTION:

1. Librarian will be responsible for smooth & effective operation of the college library.
2. Librarian will Manage the planning, administrative and budgetary functions of library and information services including
 - i. Establish and implement library and information policies and procedures
 - ii. The person will be responsible for procurement planning in consultation with respective HODsand the Director/Principal.
 - iii. Develop and manage convenient, accessible library and information services
 - iv. Prepare and manage the budget for library and information services, technology and media and also to Develop and manage cost-effective library and information services, technology and media
 - vii. Analyze and evaluate library and information services, technology and media service requirements
 - viii. Prepare reports related to library and information services, technology and media services, resources and activities
 - ix. Smooth & effective operation of the library
 - x. Procurement planning in consultation with Director/ Principal and HOD
 - xi. Software implementation/up gradation.
3. Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the information needs of library users and perform other related duties.
4. Any other responsibility given by the Director /Principal and HOD.

12.10 ASSIST. LIBRARIANS OF THE INSTITUTION

1. Asst . Librarian will be responsible for smooth & effective operation of the college library as per guidance of the Librarian.
2. Asst. Librarian will Manage the planning, administrative and budgetary functions of library and information services under guidance of the librarian.
3. Asst Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the

information needs of library users and perform other related duties under guidance of the librarian.

4. Any other responsibility given by the Librarian.
5. When Librarian post is vacant, the Asst Librarian will perform the work of Librarian under the guidance of a senior faculty as nominated by the principal.

12.11 THE MANAGEMENT REPRESENTATIVE OF THE INSTITUTION:

1. The Management Representative is a person who will coordinate between the Director and the Principal and Vice Principal and assist the Director to discharge his duties and responsibilities. He is not part of the college administration but a liaison officer.
2. Any other responsibility given by the Director / Board of Governors.

12.12 THE REGISTRAR / ADMINISTRATIVE OFFICER OF THE INSTITUTION:

1. The Registrar/ Administrative Officer is the authority to keep all sorts of records in his custody. In absence of the Registrar / Administrative Officer , Principal / Vice Principal may perform the role of the Registrar / Administrative Officer.
2. The Registrar/ Administrative Officer shall keep and maintain the records of attendance for the students and staff members regularly as per regulation. The Staff members, for any leave, shall apply to the Director/Principal through the HOD or Registrar/ Admin Officer.
3. The Registrar/ Administrative Officer shall maintain all the records of the semester-wise examinations.
4. The Registrar/ Administrative Officer shall always provide information to the Director/Principal as well as to the Authority as and when needed. Other than the Director/Principal and Authority, nobody can ask for any information about the college, unless and until, prior permission is taken from the Director/Principal or Authority.
5. In case of execution and implementation of any decision, The Registrar/ Administrative Officer shall consult to the Director/Principal. All the administrative affairs, namely, general administration within college and hostel, estate, construction, accounts, library administration, security, transportation, games & cultural activities etc. will be under the direct control of the Registrar/ Administrative Officer.
6. All admission shall be done, as per regulation, through the Registrar/ Administrative Officer under the direct supervision of the Director/Principal and Authority.

7. All other personnel will work under supervision of The Registrar/ Administrative Officer.
8. The Registrar/Administrative Officer, for any decision, shall always consult the Director/Principal.
9. The Registrar/Administrative Officer will maintain all the records as per the university norms & will be custodian of all records and statues.
10. The Registrar/Administrative Officer will ensure full compliance of fire protections and safety measures in the buildings & overall campus. The person will look after student's affairs of the college and hostel as well.
11. The Registrar/Administrative Officer will ensure compliance of timely payments towards taxes and insurance premiums as per statutory requirements.
12. The Registrar/Administrator will look after the day- to -day administration of the college.
13. The Registrar/ Administrative Officer will report to the Director /Principal.

12.13 CHIEF WARDEN OF HOSTELS

1. The Principal will nominate one of the staff members at his discretion to take additional responsibility as the Chief Warden.
2. It is a nominated post and no recruitment is needed
3. Chief Warden has to look after the welfare of all the students in all Hostel
4. Chief Warden has the authority to take suitable disciplinary action including expelling an Inmate from the Hostel after consulting with the Principal
5. Regarding disciplinary action against the inmates, warden's report will be final.
6. Chief Warden is custodian and in-charge of all the hostel properties.

12.14 WARDEN OF HOSTELS

1. Warden has to look after the welfare of the students in the Hostel
2. Warden will recommend suitable disciplinary action except expelling an Inmate from the Hostel. Regarding disciplinary action against the inmates, warden's report will be final.
3. Warden / College officials has the authority to check the room and visit the students at any time.
4. Warden is custodian and in-charge of all the hostel properties.
5. The Principal may nominate one of the staff members to take additional responsibility as the Warden

12.15 NODAL OFFICERS OF COMMITTEES

1. Nodal Officer of a committee will ensure formulation of Charter of the committee
2. Nodal Officer shall ensure that committee works within the scope defined
3. Nodal Officer will be Chair person of the Committee
4. Nodal Officer will apprise the Principal / authority about functioning of the committee
5. The Principal / Director will appoint the Nodal Officer of a Committee
6. The Principal will nominate one of the staff members at his discretion to take additional responsibility as the Nodal Officer
7. It is a nominated post and no recruitment is needed

12.16 COMMITTEE MEMBERS WHEN WORKING IN COMMITTEE INCLUDING DEPARTMENTAL COMMITTEE

1. The Committee members of a committee will ensure the function as defined by the Nodal Officer
2. The Committee members will work objectively to achieve the goal of the committee.
3. The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the committee members
4. It is a nominated post and no recruitment is needed

12.17 TEQIP COORDINATOR

Technical Education Quality Improvement Programme of Government of India (TEQIP), implemented as a World Bank assisted Project to improve the quality of technical education system in the country. The Institution is one of the institutions where TEQIP grant will be available.

TEQIP Coordinators will be responsible for overseeing the local delivery and engagement with programme activities, specifically:

1. To liaise with SPIU regarding programme activities and the logistical and other support needed at the local level
2. To organise TEQIP Regional Good Governance Forums as needed
3. To attend and contribute to TEQIP Governance activities, including briefing sessions about the TEQIP Good Governance Programme and to ensure consistency of governance support using the TEQIP Good Practice Guide for Governing Bodies
4. To familiarise themselves with the contents of the Guide and with any subsequent resources and reports that come from the Governance Programme Group
5. To liaise with, and provide support to, all the departments regarding the TEQIP Good Governance Programme.
6. TEQIP Coordinators will be responsible for all the Infrastructural, Academic and Miscellaneous funds received under TEQIP Project.
7. The Principal will nominate one of the faculty at his discretion to take additional responsibility as TEQIP Coordinator
8. It is a nominated post and no recruitment is needed

12.18 TEQIP CELL MEMBERS WHEN WORKING IN THE CELL

Technical Education Quality Improvement Programme of Government of India (TEQIP), implemented as a World Bank assisted Project to improve the quality of technical education system in the country. The Institution is one of the institutions where TEQIP grant will be available.

TEQIP Cell Members will be responsible for overseeing the local delivery and engagement with programme activities, as guided by the TEQIP Coordinators.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the TEQIP Cell members.

It is a nominated post and no recruitment is needed

12.19 NBA COORDINATOR

The National Board of Accreditation (NBA), India was established by AICTE (All India Council of Technical Education) in 1994 for periodic evaluations of Technical / Engineering institutions & programmes offered by various technical / Engineering institutions across our country according to the specified norms and standards as recommended by AICTE. The National Board of Accreditation is an Independent Society and on 13th June 2014 National Board of Accreditation, India has become the permanent signatory member of the Washington Accord.

The Washington Accord is an International Agreement among bodies responsible for accrediting technical / engineering programs from various countries. Thus the membership of Washington Accord is an international standard recognition of the quality of technical / engineering programme offered by the member country and is a boulevard to bring it into the world standard class. Thus it pledge students studying in NBA accredited Institutions that they will receive education which is a steadiness between high academic quality and professional importance and that the needs of the corporate world are well incorporated into programmes, activities and processes.

The Board of Governors wishes the Institute to get NBA Accreditation in future and thus created a post viz. NBA Coordinator with the following roles and responsibilities

1. To assist stakeholders as well as potential students and their parents, professional societies, and potential employers in identifying specific engineering/technology programmes that meet the minimum criteria for accreditation
2. To promote new and innovative methods in engineering education, to provide guidelines and consultation for educational programmes.
3. To provide feedback to the departments for the improvement and development of educational programmes in engineering/technology that can better meet the needs of the industry.
4. Encourages quality improvement initiatives by departments and to create sound and challenging academic environment in the Institution, and Contributes to social and economic development of the country by producing high quality technical manpower
5. The Principal will nominate one of the faculty at his discretion to take additional responsibility as NBA Coordinator. It is a nominated post and no recruitment is needed

12.20 NBA CELL MEMBERS WHEN WORKING IN THE CELL

NBA Cell Members will be responsible for overseeing the local delivery and engagement with programme activities, as guided by the NBA Coordinator.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the NBA Cell members.

It is a nominated post and no recruitment is needed

12.21 EXAMINATION CONTROLLER

The Examination Controller of the Institution will be responsible for

1. To conduct examinations in a disciplined and efficient manner;
2. To arrange for the setting of internal examination and mid term papers with strict regard to secrecy;
3. To arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results alongwith the departments
4. To issue the pre-printed stationary
5. To review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
6. To form mechanism for redressal of grievances
7. To coordinate with the University / AICTE to implement the guidelines
8. He shall discharge his functions under the direct superintendence, direction and guidance of the Principal
9. The Principal will nominate the one faculty at his discretion to take additional responsibility as the Examination Controller.
10. It is a nominated post and no recruitment is needed

12.22 EXAM CELL MEMBERS

Exam Cell Members will be responsible for overseeing the various examinations of the institution, as guided by the Examination Controller.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the Exam Cell members.

It is a nominated post and no recruitment is needed

12.23 TRAINING AND PLACEMENT OFFICER

1. The Training & Placement Officer will be responsible for all activities related to training of the students to enhance their interview winning skill in consultation with the Director / Principal. and Head of the Central Placement Cell (if any), Registrar/ Administrative Officer and H.O.D .
2. The Training & Placement Officer will be responsible to keep close Co-ordination with the Director/ Principal and Head of the Central Placement Cell (if any), Registrar/Administrative Officer and HOD.
3. The Training & Placement Officer shall maintain all database of the students necessary for placement of the students.
4. The Training & Placement Officer will take the initiative to make. visit to different Companies in order to build up a good industry institute relationship.
5. The Training & Placement Officer before taking any final decision shall always consult the Director/Principal and the Head of the Central Placement Cell (if any).
6. The Training & Placement Officer should keep the students informed about all activities of his/her Cell, which are related to students training & placement.
7. He/She will maintain all records needed by the corporate for placement of the students.
8. He/She will submit regular statement reports to the Director/ Principal regarding the expenditure in his/her Cell.
9. He/She will be ready to accept and execute any responsibility given by the Director /Principal or by the Head of the Central Training & Placement Cell in matters related to Training & Placement.

12.24 TRAINING & PLACEMENT ASSISTANTS

All Training and Placement assistants will be responsible for overseeing the various Training and placement activities of the institution, as guided by the Training and Placement officer.

12.25 THE ACCOUNTS OFFICER OF THE INSTITUTION:

1. The Accounts Officer shall deal with all the financial matters related to the Institute. He will be responsible for preparation financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity. For smooth functioning, he / she shall maintain all financial records and as per regulations of the institution and shall sent it regularly to the H.O.
2. He / She shall responsible for fee collections, reconciliation, monitoring of due fees in close coordination with Head Office and / or Corporate Office.
3. He / She shall assist the Audit team for Financial Audit.
4. He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained.
5. He / She shall report to the Director/Principal.

12.26 ACCOUNTANTS OF THE INSTITUTION

1. The Accountant shall deal with all the financial matters related to the Institute. He will prepare and report financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity.
2. He / She shall do the fee collections, reconciliation, monitoring of due fees in close coordination with Head Office and / or Corporate Office.
3. He / She shall assist the Audit team for Financial Audit.
4. He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained.
5. He / She shall report to the Accounts Officer.

12.27 JUNIOR CLARKS

The Junior Clark will do financial work as directed by the financial officer of the institution.

12.28 SCHOLARSHIP STAFF OF THE INSTITUTION

1. Provides guidance and support to the students with the matter of scholarship provided by the Institution, Government and other agencies.
2. Assist to prepares scholarship application process for students and coordinates scholarship application reading and scoring.
3. Acts as liaison between faculty/staff and students to provide information and resources regarding scholarship activities and programs.

12.29 LIBRARY STAFF OF THE INSTITUTION

The Library Staff will do all the Library work as directed by the Librarian / Asst Librarian

12.30 ADMISSION STAFF

1. Determines admissibility, domicile requirement and residency for new and readmitted students; classifies and places students into appropriate academic units.
2. Visits schools and colleges, speaks to groups and individual students, and meets with college officials to develop partnerships between the Institution and other institutions throughout the state; coordinates community workshops, retreats, and on-site admissions programs.
3. Advises students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, and financial assistance, as appropriate.
4. Contributes to the institutional database of prospective/potential and current students in the state. Analyzes trends in student recruitment and retention programs; designs and implements recruitment programs for targeted groups of potential students, and develops strategies for program evaluation.
5. Creates and distributes a range of resource and promotional materials designed for the recruitment and retention of targeted groups.
6. Prepares reports and proposals, and responds to inquiries from students and external agencies.
7. Any other responsibility given by the Director/Principal or Registrar/Administrative Officer.

12.31 THE OFFICE ASSISTANT / OFFICE STAFF OF THE INSTITUTION:

1. He / She is responsible to keep all the records related to the college under the directives of the Director/Principal and the Registrar/ Admin Officer. He / She shall always keep strict secrecy & confidentiality in maintaining the records. He / She shall execute any assignments time to time given by the college authority. He / She, under no circumstances, shall handover the records to anybody, unless & until he gets the permission from the Registrar/ Admin Officer. Under the instruction of the Registrar/ Admin Officer, he / she will maintain the records.
2. Any other responsibility given by the Director/Principal or Registrar/Administrative Officer.

12.32 MAINTENANCE STAFF OF THE INSTITUTION:

1. Maintenance Supervisor / Maintenance-In charge, Electrician, Plumber, Machine operator, Pump operator etc forms the maintenance staff of the Institution.
2. Maintenance staff will always guided by the respective procedure of the machine or facility and shall also be responsible to take every care & maintenance of the equipment, electric connections, etc. for which they are responsible.
3. Maintenance staff shall also carry out the decisions of the, Principal and Registrar/Administrator.

12.33 SUPPORT STAFF LIKE CLEANING STAFF, MAINTENANCE, SECURITY, CANTEEN, STORE, CARETAKERS

1. Normall all support staff like Cleaning, Maintenance, Store, security etc work will be outsourced or will be carried out by the daily wages basis.
2. Caretaker will control such activities and will report to the Administrative Officer

13. PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS

At present the Institution will follow the existing **Ramgarh College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – I**

14. PROCEDURE FOR PERFORMANCE REVIEW OF STAFF MEMBERS

1. Performance Review will be carried out for Regular Employees and Probationers. The Performance Review should be objective and based on facts and measurement as far as possible.
2. Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development, hence the Performance Review will be conducted by the supervisors.
3. The Performance Review Report will be the Key Document for all Promotion, Salary adjustment and handling Performance related issues. Hence it is very essential to prepare the Performance Review Report each year preferably in the month of July and the results may be declared preferably within three months after the Performance Appraisal is taken.
4. The Primary Key Performance Area (KPA) for Teaching faculties will be as follows :
 - a. Academic Performance – 30 Marks consists of
 - i. Aggregated Student Results in University Examination : 5 Marks
(Above 90 – 5 ; 86 to 90 – 4 ; 80 to 85 – 2 ; < 80 – 1)
 - ii. Students Feedback of Teacher - Max 10 Marks
(completion of curriculum, punctuality, regular engagement, solving difficulties or doubts of students, subject knowledge and clarity in teaching, communication clarity, teaching beyond syllabus, encouraging questions on discussion in the class, number of formative assessments undertaken, number of brainstorming sessions organized)
(1 for each indicator response of students in YES/ NO format)
 - iii. Use of Innovative teaching learning methodology – 3 marks
 - iv. Extra Lectures/Remedial Coaching – 2 Marks
 - v. Guidance for Higher Study preparation like GATE coaching initiative – 3 Marks
 - vi. Guidance for Industry Readiness Program – 2 Marks

- b. Academic Administrative Performance – 10 Marks consists of
 - i. Initiative of conducting of Industry visits – 3 marks
 - ii. Facilitating internships – 2 marks (1 for each visit and 1 for at least 20 internships)
 - iii. Guidance for Students Clubs – 1 Marks
 - iv. Guidance for students for State/ National competition like Hackathon – 2 Marks
 - v. Guidance for student Start-up activities / entrepreneurship – 2 marks
 - c. Personal Development / Achievement – Max 10 Marks consists of
 - i. Attending Faculty Development Program – Max 3 Marks (1 per training programme)
 - ii. Bringing sponsored research projects/Consultancy job – Max 5 Marks
 - iii. Paper published, patents, Journal review (Reviewed Journals), Patent etc – Max 2 Marks
5. Out of 50 marks : Above 45 will be considered as Outstanding; 41 to 45 will be considered as very Good; 30-40 will be considered as Satisfactory; 20-30 will be considered as Improvement required and Less than 20 will be considered as Unsatisfactory
 6. During the finalization of Performance Review each of the HODs/Supervisors and employees will sit face to face and review the target Vs actual achievements and Grade each employee as Outstanding, very Good, Satisfactory, Improvement required and Unsatisfactory.
 7. HODs/Supervisors and Employees may take additional KPAs as Secondary KPA.
 8. During the finalization of Performance Review each of the HODs/Supervisors and employees will discuss and Document the Strength and Area of Improvement
 9. During the finalization of Performance Review each of the HODs/Supervisors and employees will discuss and Document the Improvement Plan of an Employee
 10. During the Performance Review each of the HODs/Supervisors and employees will set, the target before the next review with clear target number and Minimum Marks for each Primary Key Performance Area which will work as a Goal sheet for the employee.
 11. The Goal sheet will specify clearly for each KPA what is the Minimum expectation and what will be considered as Standard will be clearly stated so that both HOD/supervisor and employees are clear about their expectation and performance.
 12. Performance Review will happen at the end of an Academic Year / Any time decided by the authority.

13. The Primary Key Performance Area (KPA) for Non Teaching employees will be decided by their HODs/supervisors as per the actual work.
14. Attempt should be made to make this Performance Review on computer based for quick processing of data. Once Computerized the system will be ON Line and no need to keep any hard copy. However if required, a copy of the performance review can be kept in the personal file of the employee.
15. Director have the Authority to change the Overall Grading of an Employee if he has sufficient reason to do so, which needs to be documented.
16. In case an employee is on leave/ absence for more than 180 days in an academic year, the authority may not conduct his performance review for that year.

15. PROCEDURE FOR PROMOTION

1. Promotion will be carried out only for Regular Employees.
2. Temporary Employees and Contractual Employees will not be eligible for promotion.
3. If disciplinary proceedings have been initiated against an employee or if an employee is Suspended because of any reason, he will not be eligible for promotion till such Proceeding are over or suspension withdrawn. In case of a record of violation of code of conduct in last 3 years, an employee will not be eligible for promotion.
4. An employee who had awarded a "Improvement required" or "Unsatisfactory" rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he had acquired two "Outstanding" rating in last three years out of which, one has to be in last performance review.
5. **Promotion of Faculty positions** will be decided as per the following procedures
 - a. Availability of sanctioned vacant posts is to be decided by the Authority.
 - b. When a faculty has necessary eligible qualification and experience he is eligible for promotion. His qualification, Performance review report and experience will be considered during the promotion review, however they does not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the Candidate will be considered along with other eligible candidates who have applied for the position.

- c. For deserving candidates, Promotion may be granted even without completing Performance Review even when they are in probation, subject to the condition that they fulfill the condition as per statutory requirement.
- d. Authority will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- e. On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection committee
- f. Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion including the date from which the order will be effective.
- g. Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.
- h. It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.
- i. In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

6. Promotion of Non Teaching Employees will be decided as per the following procedures

- a. Availability of sanctioned vacant posts is to be decided by the Authority.
- b. Authority will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- c. On fulfillment of stipulated condition of regulatory body and/or norms of them College, the candidate will be eligible to appear before Selection Committee.
- d. The Committee will consider them Seniority and Annual Performance review report along with other points decided by the Selection Committee.
- e. Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.
- f. It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.

- g. In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

16. PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS

1. Unsatisfactory Performance of an employee will be determined during the Performance review and will be marked as "Unsatisfactory".
2. In case an employee is under Probation and not confirmed, the "Unsatisfactory" performance may lead to Extension of Probation or termination of service as decided by the authority subject to the terms and condition of the appointment letter.
3. In case an employee is Temporary in nature, the unsatisfactory performance in work will lead to termination of service.
4. In case of poor performance of a "Contractual Employee", the same will be dealt as per the clauses of the individual contract given to the employee.
5. In case of Unsatisfactory Performance of a Regular employee, the same will be recorded in the Annual Performance Review and will be communicated to him. Such employee will be reviewed again face to face by the Principal alongwith HOD and the concerned employee.
6. In case Principal also keep the status as "Unsatisfactory", the same will be communicated to the concerned employee and the matter will be communicated to the Director.
7. Director in his authority may conduct another Review in person alongwith the Concerned employee and decide to allow the employee to continue his service OR terminate the employee as per condition of the Appointment Letter.

17. LEAVE RULE

At present the Institution will follow the existing "**Ramgarh Engineering College - Leave Rule**" **Version 1.1** which has been implemented on 1st January 2017. Any subsequent change of the leave rule will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – II**.

18. TRANSFER / DEPUTATION / LIEN

Part of the existing **Ramgarh Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part

of this service rule The present copy of the policy has been attached in the Service Rule as **Annexure – I**

19. RESIGNATION FROM SERVICE BY AN EMPLOYEE

Part of thee existing **Ramgarh Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule The present copy of the policy has been attached in the Service Rule as **Annexure – I**

20. TERMINATION / SEPERATION OF AN EMPLOYEE BY COLLEGE

Part of thee existing **Ramgarh Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule The present copy of the policy has been attached in the Service Rule as **Annexure – I**

21. EMPLOYEES CONDUCT AND DISCIPLINE

Violation of any of these discipline rules as explained below by an Employee/Employees will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.

1. Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings.
2. All employees shall abide the law of the land and rules and regulations of the institute. If any employee is arrested by the police for more than 48 hours, he will be put into the suspension of the service.
3. All employees shall avoid habitual indebtedness and where an employee applies to be or is adjudged insolvent; he shall within three days report the fact to the Director/Principal of the Institution. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.

4. An employee should at all times be courteous in his/her dealings with other member of the staff, students, parents and members of the public.
5. No Employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution or Techno India. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency. Compensation by way of compensatory casual leave may be considered in case of such duties rendered by any member of the staff on holidays.
6. No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with written permission of the authority or issued through Library, nor he/she shall be in any way pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching, process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, Organization or corporation without the written permission of the Authority .
7. All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.
8. Faculty member/Teaching Staff has to obtain prior approval of the Authority in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/qualification.
9. Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the College authority. Late arrival/departure by half an hour either way for any three (3) days in a month will lead to deduction of one (1) day's casual leave. Late arrival or early departure by an hour will be considered as absence from duty.
10. One day CL should be debited to the CL account for each late attendance. However, late attendance up to half an hour but not more than three occasions in a month can be condoned by the competent authority, if convinced, that it is due to unavoidable reasons.
11. All employees must work for 40 hours/week and should follow college working days and timings.

12. An employee shall be required to observe the scheduled hours of work during which he/she must be present at the place of his/her duty. Except for valid reasons and or unforeseen contingencies with proper permission from the Principal . No employee shall be absent from duty without prior permission. No employee shall leave station except with the previous permission of proper authority even during leave or vacation. Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or to Director/Principal if he is himself the Head of a Department, the address and contact number where he/she would be available during the period of the absence from station.
13. Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and programme, carry out programme faithfully and perform the duties and responsibilities assign to him as an employee of the organization.
14. Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.
15. When in the discharge of his duties, an employee is called upon to decide a matter in which he or a relation of his is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority. Non Intimation is a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.
16. Employees must refrain from habitual absenteeism, habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.
17. Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action including termination and/ or such other legal measures as may be thought/deemed necessary by the College Authority/Director.
18. Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
19. Faculty and staff members must ensure that any kind of malpractices have not taken place in any form in the examination process/academic system.

20. Faculty and staff members should not behave in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
21. Any kind of grievances to be resolved at the College level amicably as per rules of the college. Any unitary action such as suspension of classes, suspension of normal activities, pen down strike, slowdown etc. individually or correctively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.
22. No employee shall take active part in politics in the campus of the College or exploit his/her official position for political ends or permit the use of College facilities for political purposes. In other cases where he stands in election he/she must take leave of absence from the College.
23. It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty implies faithful service and no failure to discharge duties properly. Habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called "habitual negligence". Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.
24. Every employee must exercise due prudence or care and caution about the properties of the Institute and shall be responsible for the articles and / or equipments under his charge.
25. Faculty members and Lab/Technical Assistants must not give private tuitions to any students of the College. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
26. Any member of the Faculty Lab/Technical Assistant staff shall have to take prior permission from the Head of the Institution i.e. Director/Principal Every before giving any tuition to any of his own college student.

27. Any member of the Faculty/staff shall have to take prior permission of the Head of the Institution i.e. Director/Principal for undertaking any such Assignments as a
- a. part-time/visiting,
 - b. Expert member,
 - c. Consultant,
 - d. members of a committee outside of the college
 - e. Governing bodies etc.

During and even beyond duty hours.

28. Faculty members will not be allowed to take honorarium/commission from any of the Group College/Organization by rendering service on duty except where such honorarium/commission, which is allowed by the policy or order of the organization.
29. Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
30. An Employee must refrain from any kind of criticism of the college authority / Board of Governors or criticism of any decision of his/her superior officers, or of any current or recent policy or action of the College/Institution. Any failure to abide by this norm will be treated as an Act of Insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.
31. Employee must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
32. Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.
33. Employee must refrain from lodging unsubstantiated allegations against colleagues to his / her higher authority. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

34. Without written permission from the authority, No employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or Social Media or any public media or make any public utterance.
- a. No employee should make any statement of fact or pass an opinion which has the effect of an adverse criticism of any policy or action of the College or which is capable of embarrassing the relations between the College and the Central Government Department or any State Government Department or any statutory authority or any other Institution or organization or members of public; or which exploits the name of the College or his/her position therein.
 - b. No employee shall, except with the previous sanction of the authority of the College, give evidence in connection with any enquiry conducted by any person, Committee or authority.
 - c. When any sanction has been accorded no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government or any statutory Authority.
 - d. Nothing in this section shall apply for: -
 - i. evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - ii. evidence given in any judicial inquiry; or
 - iii. Evidence given at any departmental inquiry ordered by the College Authorities.
35. No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicates, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
36. No employee shall, except with the previous permission from the authority , engage directly or indirectly in any trade or business or undertake any employment outside his /her official assignments.

37. Generally, the Institution will not Interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution i.e. Director/Principal in consultation with the Authority will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.
38. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he/she has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not be permitted to join his duties in the College unless he/she is permitted by the higher authority where his /her full case of detention is to be put up for decision. The higher authority may suspend him/her if the offence committed by him/her for which the arrest was made is a grave offence consisting of moral turpitude. And he/she will be allowed to resume his duties only after the court's acquittal order. The period of absence will be decided by the higher authority on the basis of the merit of the court's order. In case of acquittal, he/she will be allowed the full salary for the period of absence.
- In the event of an employee prefers not to inform the college authority on the details as mentioned above and the college authority is informed circumstantially then the college authority will issue letter to the concerned employee seeking full explanation. And he will not be allowed to join duty without the approval of the higher authority.
39. No employee shall, except with a previous sanction of the competent authority, take recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
- Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his/her private capacity.
40. Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority in advance, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.

22. WARNING/ADMONITION /REPRIMAND :

1. Warning/Admonition is not a punishment. It may be issued when a superior authority may find it necessary to criticize adversely any work done by his/her sub-ordinate or calls for an explanation to bring the defects to the notice of the employee or to give him/her a reasonable opportunity to explain his/her omission or commission which is not otherwise serious enough. A copy of such warning etc. may be maintained in the Personal File of the employee concerned.
2. Such written warning, admonition or reprimand should not be recorded in the "History sheet" unless the authority is satisfied that there is good and sufficient reason to do so. If in the opinion of the authority, despite the warning etc. the concerned employee has not improved, a second caution letter may be issued. There has to be appropriate mention of this in the Annual appreciation report and this will constitute an adverse entry and has to be communicated to the employee concerned.

23. PENALTY TERMS:

1. Considering the of nature of offences as mentioned above the College authority may take the following disciplinary actions and impose following penalties against the offender
 - a. Minor Penalties:
 - i. Censure
 - ii. With holding Increment
 - iii. Reversing to Lower Rank
 - iv. Recovery from pay of the whole or part of any pecuniary loss to the institution caused by the official/employee due to negligence or breach of order.
 - b. Major Penalties:
 - i. Reduction to a lower stage in the time scale of pay/Grade.
 - ii. Compulsory retirement.
 - iii. Removal from Service.
 - iv. Dismissal from service.
 - c. Suspension pending enquiry for offence committed, where may be ordered by the appointing authority and such order of suspension shall be communicated in writing

to the offender intimating the reasons for such suspension. A suspended employee shall be given the opportunity to defend himself/herself before the Enquiry Committee constituted for enquiring the charges; the Director/Principal / Member Chairman of the Board of Governors may appoint such an Enquiring Committee.

Subsistence grant shall be' paid to a member of staff under suspension at one half of his basic pay received by him on the date prior to suspension.

2. Removal or dismissal from service for offences like:
 - a. Conviction by a criminal court.
 - b. Taking bribe or commission.
 - c. Any violation which is considered as a major disciplinary violation
 - d. Any Sexual abuse
 - e. Any Physical assault to any staff members
 - f. Any other offence and/or act of gross indiscipline as may be determined by the Board of Governors within the ambit of the above laid down Policy and the Laws of the Land.

Member of the staff shall cease to draw pay and allowances attached to the post to which he/she was associated with effect from the date on which he/she is removed or dismissed from the service of the College. Also the removed/ dismissed member of the staff would automatically henceforth lose his right to enter into the premises of the College and other colleges under the same corporate management from the day of his dismissal! removal from service.

3. Authority reserve the right to take any legal action against a removed / dismissed employee as per the law of the land.

24. IMPLEMENTATION OF PENALTY

1. **Enquiry Mandatory:** Departmental enquiry must be held to impose any of the major penalties in respect to those charges where preliminary explanations called for did not prove to be satisfactory.
2. Procedure of Enquiry:

- a. The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. He/She will be given reasonable time and opportunity to reply the charges and/or to be heard in person.
 - b. Charge together with the statement of imputation will be issued by the Director / Principal where the Institute/College is headed by a Director/Principal.
 - c. The enquiry must be held to consider charges refuted by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it. In case of Major major disciplinary violation , it is preferred to have a 3rd party representation in the enquiry committee.
3. Appeal and Appellate Authority: The Chairman of the Governing Body of the College shall be the appellate authority. If the aggrieved party wish, he can forward an application to the Appellate committee stating his grievance / logic / evidence . The Appellate authority shall consider with due application of mind whether
- a. Compliance of procedures along with all available records.
 - b. Any fresh evidence
 - c. Whether the penalty imposed is adequate or inadequate or severe.
- The Appellate Authority may order a fresh enquiry or may change the quantum of penalty.
4. Once the Penalty has been confirmed, the same will be intimated to the concerned employee by the Principal / Director in writing.
 5. Interpretation - If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Governors whose decision thereon shall be final and binding.
 6. No employee shall attempt to seek in a court of law on the penalty without first exhausting the normal official channels of redress (i.e. without Appellate Authority) .

25. PROCEDURE FOR HANDLING GRIEVANCE OF STAFF MEMBERS

1. "Grievance" for the purpose of this manual would only mean individual grievances pertaining to his official role & responsibilities and associated working atmosphere etc.
2. Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:
 - a. Annual performance appraisals /confidential reports;
 - b. Promotions;
 - c. Salary and wages
 - d. Where the grievance does not relate to an individual employee or officer;
 - e. Disciplinary violation and penalty and
 - f. In the case of any grievance arising out of discharge or dismissal of an employee.
3. Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the **Implementation of Penalty** Section and in such cases the grievance redressal procedure will not apply.
4. Only individual grievance will be dealt with under this procedure. Any Non Employee Grievances such as Public Grievances, Student Grievances etc are outside of the purview of this Grievance Redressal Procedure
5. Steps of Grievance Handling:
 - g. Any Employee having a grievance(s) has to submit the same to Director/Principal in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.'
 - h. The Director/Principal will nominate a senior faculty/member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member/employee nominated by the Director/Principal (if necessary) who will hear the grievances patiently and give an empathetic listening and find out the actual issue and find out an amicable solution.
 - i. In case the employee is not satisfied with the answer given by the nominated employee for the resolution of the grievances, the complainant may meet the

Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision on the grievance, or send a reply to the complainant.

- j. In case the aggrieved employee remains dissatisfied with the decision of the Principal, he may approach to the Authority in writing for necessary hearing. The Authority will nominate a senior member who will hear the grievances, analyse the same and give an opinion so that the aggrieved employee's complain is properly redressed.
- k. 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 redressal.

26. ANTI-SEXUAL COMMITTEE

The Anti-Sexual Harassment Committee of Ramgarh Engineering College is an Internal Complaints Committee (ICC) which aims to address complaints of sexual harassment lodged by any student, faculty member or staff of the university. It has been formed in 2018 as per the Sexual Harassment Act (Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013) in the Gazette of India via the official notification REC/Pri/ASHC/029/18, dated 17.05.2018. The committee made codification of the law that has laid down mandatory guidelines for every stakeholder of the college to provide a mechanism to redress the grievances pertaining to sexual harassment at workplace.

The Committee was constituted to meet the four basic objectives:

1. To develop the guidelines and norms for a policy against sexual harassment.
2. To develop principles and procedures for combating sexual harassment.
3. To work out details for the implementation of the policy.
4. To prepare a detailed plan of action, both short and long term

Complain may be lodged at the email: ashcrecramgarh@gmail.com

27. ANTI-RAGGING COMMITTEE/SQUAD

The All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

It is the duty of all Employees that No Ragging happens in the Campus of the Colleges and even outside of the campus.

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'fresher's in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Actions to be taken against students for indulging and abetting in Ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - a. Cancellation of admission
 - b. Suspension from attending classes
 - c. Withholding/withdrawing scholarship/fellowship and other benefits
 - d. Debarring from appearing in any test/examination or other evaluation process
 - e. Withholding results
 - f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - g. Suspension/expulsion from the hostel
 - h. Rustication from the institution for period ranging from 1 to 4 semesters
 - i. Expulsion from the institution and consequent debarring from admission to any other institution.
 - j. Fine of Rupees 25,000/-
 - k. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

28. PAY, ALLOWANCES & DEDUCTION

1. Pay and Allowances can be either in Scale or in consolidated terms. Consideration of revision of pay will be guided by the terms of appointment. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.
2. **Pay Scale:** The members of the employees appointed to a post in the Institution under specified Scale of Pay shall draw pay and other admissible allowances as per prevailing rules of the Institution.
3. **DA :** The admissible allowances including the DA will be decided by the Governing Body from time to time. It is mentioned that DA is not a mandatory component and hence Governing Body will decide the amount of DA which may increase / decrease in each year. Nothing prohibits here by the Board of Governors to allow a ZERO DA.
4. **HRA –** The College will provide HRA as per the statutory norms or provide accommodation to the employee. In case accommodation is provided, College may charge for the Electricity and water as per actual expenditure. College also may charge for regular maintenance of the accommodation as per rule.
5. **Annual Increment -** All regular employees (including Sub staff) who are in pay scale will be normally eligible for annual increment as per norm, unless his/her performance is determined to be "Unsatisfactory" by Appraisal Committee.
 - a. The Director/Principal of the College as well as the Appraisal Committee is authorized to withhold / to withdraw annual increment.

Some of the reasons for withheld / withdrawal of annual increment are

 - i. if the performance recorded in the Annual Performance review of an employee is "Unsatisfactory" and/or
 - ii. any disciplinary action has been initiated against an employee and/or
 - iii. an employee is under suspension and/ or
 - iv. any gross violation of code of conduct is noted in the annual performance report of an employee and/or
 - v. If an employee is found to be "irregular" in terms of minimum stipulated attendance
 - b. No employee shall be allowed a pre-mature increment on a time scale of pay;

- c. No increment shall become due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority and Governing Body from time to time.
 - d. If an employee is granted leave without pay (with pre or post approval) up to the limit of 60 days and employee who are granted EOL under genuine circumstances , the month of increment will be delayed accordingly in that particular year.
6. **Provident Fund** - All the eligible employees will be covered under EPF Scheme as per applicable rules
 7. **Gratuity & Superannuation Benefit** - All the eligible employees will be covered as per applicable rules
 8. **ESI / Medical / Insurance** - The eligible employees will be covered by ESI as per ESI Act or will be provided Medical Insurance or Medical allowance as per statutory norm will be paid.
 9. **Income Tax** - The College authorities shall deduct Income Tax at source from the salary of the members of the staff, whose gross emoluments exceed the Income Tax exemption limits. A salary certificate, showing the salary and the Tax deducted in Appropriate Form as per Income Tax Rules, may be issued by the College authority on written requests.
 10. **Professional Tax** : From the salary of all the members of staff in the College Service, Professional Tax, at the rates declared by the State Govt. from time to time, would be deducted every month and deposited in the Treasury or to such other authority as the concerned Act and Rules provide.
 11. **Other Taxes and Surcharges** - If any other taxes in addition to Income Taxes and Professional taxes are Imposed by the Central Government, State Government or local government agencies (Like Municipality, Municipal Corporation, Zilla Parisad etc.), the same will be deducted from the salary of the employee as per law and may be without any individual intimation to the employee. A certificate of such tax deduction may be issued by the College authority on written requests from the employee.
 12. **Other Deduction** - The authority may deduct certain amount in lieu of service provided to an employee
 13. **Pay in consolidated form** - The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

29. SUPERANNUATION

Members of the staff would superannuate till Techno India and/or Techno Education Ramgarh manages the Institution OR on completion of 60 (sixty) years of age (whichever happens earlier). Depending upon requirement and fitness, fresh contractual appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance. The selection has to be based on requirement, fitness, merit, experience, specialization, peer group review. The competent selection committee chaired by Director will conduct the review for the selection of such candidates. In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee attains age of 70 (Seventy).

30. DELEGATION OF FINANCIAL POWERS

1. The Director is authorized to delegate Financial authority to the Principal upto Rs 3,00,000 /- per month as per his discretion.
2. In addition, Principal / Director is authorized each Heads of all the Departments an amount upto Rs 20,000 /- per month for each department as per his discretion The Departmental HOD is authorized to spend the money for Departmental Expenses such as purchase of consumables, minor machine repair in the department, petty contingency expenses etc. and will sign on each bill. The department is entitled to spend this money as needed for the departments. However this money will not be used for any personal benefit and proper vouches and the bills will be properly kept in the department for the audit and a monthly statement will be given to the principal of the college. Further advance will be received only after exhaustion of the amount and submission of the statements to Principal.

31. MISCELLANEOUS

1. **PERSONALFILE:** A personal file (manual or in Scanned Format or in Computer / portal) shall be maintained in respect of each employee, both teaching and non-teaching, wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc shall be recorded. All such official records in the personal file shall be verified by the Principal and Registrar /Administrative Officer or by anyone who is in Charge of Administration duly appointed by Authority/Trust.

Appreciation of work may also be recorded in the personal file in the following cases:

- a. Issued by the Head of Department or the Director /Principal/ in respect of any work.
 - b. Issued by any authority of the College/Institution /Governing Body expressing appreciation to any employee in his name, through the Director/Principal of the College.
 - c. Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.
2. **SERVICEBOOK:** Individual Service Book ((manual or in Scanned Format or in Computer / portal)) to be maintained for each faculty and regular staff member in the College / Head Office by the office of the Director /Principal.
 3. **CONSTITUTION OF THE COMMITTEES:** Director/Principal are authorized and empowered to constitute a committee consisting of such members as such it may deem fit and having such power as it may deem fit.
 4. **ANNUAL CONFIDENTIAL REPORT(ACR):** Annual confidential report is NOT MANDATORY but may be recorded by each HOD/Supervisor for the staff under him in a form. The form will contain all points of appreciation of the performance of the Staff during the last financial year and this is to be prepared by the Director/Principal and HODs. Annual Confidential report will be a confidential document to be maintained by the Registrar/Administrative Officer or at Head Office. Only adverse entries by the HODs/Supervisors are to be communicated to the concerned staff for rectification within a specific period of time.

5. **POWER TO AMMEND THE SERVICE RULE:** The Board of Governors have absolute power to insert new service rules, change the existing service rule and delete any provision of the service rule either from the current date or from retrospective effect. However till such changes are made the existing rules will prevail.
6. **CONDITION TO THE SERVICE OF ANY EMPLOYEE:** All the permanent employee of the organization have to follow this service rule and It is an Integral part of the condition of their service (whether explicitly stated or not).
7. **RIGHT TO APPEAL:** Any employee of the Institution if necessary may appeal to the Governing Body as per one employee's right to appeal within such time limit as may be Prescribed by the Governing Body. An appeal may be against any decision of any employee of an Institution. The Governing Body may confirm, modify or china the decision taken by the college authority against the person who has made In appeal.
8. **FILLING OF CASUAL VACANCIES:** Any casual vacancy among the members or posts will be filled up by the Authority as it may be deemed fit.
9. **MODE OF PROOF OF RECORDS AND ISSUANCE OF CERTIFICATE:** A copy of any receipt, application, notice, order, proceeding or resolution of any authority or committee of the Institution or other documents in possession of the Institution or any entry in any register duly maintained by the Institution, if certified by the Registrar/ Administrative Officer or by Director /Principal shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or document. The existence of the entry in the register duly certified as mentioned above will also be admitted as proof of the matter and any transaction therein duly recorded where there is an original proof, if produced, have to be admissible as evidence.
10. **ACTS AND PROCEEDINGS NOT TO BE INVALIDATED BY VACANCIES :** No act or proceeding of the Governing Body or any authority of the Institution or any committee constituted under this rule shall be questioned merely on the ground that there is a vacancy in or the existence of any vacancy in or defect in the constitution of the Board, or Committee formed by the Authority or by the Director or by the Head of the Institution i.e. Principal.

11. DELIGATION OF POWER

Subject to the provisions of this Service Rule, the Board of Governors has delegated all its power to the Director of the Company viz. Techno Education Ramgarh to act and work on behalf of the Governing Body / Board of Governors. Director of the Company viz. Techno Education Ramgarh is further authorized to delegate his power to any other officer or authority of the college and subject to the conditions that the power can be withdrawn at any time by a written communication.

12. INDEMNITY

No suit, prosecution or other legal proceedings shall lie against, and no damages shall be claimed from the Institution, Director, Principal, the authorities, officers, any member of Board of Governors and the Committee Members of the Institution or any other person in respect of anything which is done in good faith or purporting to be done in pursuance of this regulation made thereunder

13. COVID-19 Situation

Process for of handling the COVID-19 Outbreak and Work from Home has been implemented. A new rule viz **“Process of handling the COVID-19 Outbreak and Work from Home” Ver 1.0** has been implemented

32. ANNEXURE-I

Ramgarh College - Recruitment Policy Version 1.0

33. ANNEXURE-II

Ramgarh College – Leave Rule Version 1.0