



Rajgad Dnyanpeeth's  
RAJGAD DNYNPEETHS TECHNICAL CAMPUS

## **Shri Chhatrapati Shivajiraje College of Engineering**

S. No. 237, Pune-Bangalore Highway Touch, Dhangawadi, Tal. Bhore, Dist. Pune (M. S.) – 412206

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### **CONDUCTS FOR STUDENTS AND STAFFS**

**NAME:** These rules shall be called **RAJGAD DNYNPEETH TECHNICAL CAMPUS, DHANGAWADI, BHORE** Service and Code of Conducts for students and staffs 2015 (Governing the conditions of service of teaching and non-teaching staff).

**APPLICATION:** These rules shall apply to all teaching and non-teaching employees of Rajgad Dnyanpeeth Technical Campus, Dhangawadi unless otherwise mentioned in the appointment order.

**EFFECTIVE DATE:**

These rules have come into effect from 1<sup>st</sup> July, 2015 and shall replace all the earlier rules.

**DEFINITIONS:**

A) COLLEGE/INSTITUTION: Means Rajgad Dnyanpeeth Technical Campus, Dhangawadi

B) MANAGEMENT: Means the Executive Body/Governing Body of the college constituted in conformity with relevant orders of Government/University/AICTE as applicable from time to time represented by its President/Chairman.

C) PRESIDENT/CHAIRMAN: Means President/Chairman of the Executive Body or Governing Body as the case may be.

D) UNIVERSITY: Means Savitribai Phule Pune University, Pune.

E) PRINCIPAL: Means Principal of the college or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever is his

designation, otherwise.

F) EMPLOYEE: Means a person employed under the categories of teaching or non-teaching staff including the Principal.

G) HEADQUARTERS: Means the head-quarters of the college i.e. Dhangawadi

H) TEACHING STAFF: The teaching staff comprise of the following categories.

- i. Principal
- ii. Professor
- iii. Associate. Professor
- iv. Assistant Professor
- v. Any other category of post declared so by the Governing Body.

NON-TEACHING STAFF: Means those categories of staff that are not categorized under the teaching staff.

I) COMPETENT AUTHORITY: (a) President/Secretary/Executive President and Correspondent of the Governing Body in case of Principal (b) Principal in case of other employees.

J) DUTY: An employee is said to be on “duty” for the purpose of service benefits.

- a. When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post.
- b. When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
- c. When the employee is attending conferences/seminars/summer schools duly permitted by the competent authority.

d. When the employee is attending to the work assigned to him by the competent authority, in the interest of the Institution.

K) LEAVE: Means leave, granted by the appropriate authority to an employee, to which he is eligible.

L) PAY: Means Basic Pay in the time scale or Basic Pay with Dearness Allowance as the case may be.

M) YEAR: Means Calendar Year/Financial Year/Academic Year as the case may be.

*(Note: All rights are reserved by the Management/ Authority to change the rules, time to time, as per situation / government notification/change in policy.)*

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**PART - I**

**CODES OF CONDUCT FOR STUDENT  
SERVICE RULES**

## **CODES OF CONDUCT FOR STUDENT**

1. Student must follow the rules and regulations frame by the Institute time to time.
2. Students should strictly adhere to report on the day of commencement and end of each term during the academic year.
3. The student must wear college uniform **Three days** and whenever instructed by the college authorities.
4. Student should carry his /her identity card while he /she is in the campus of the institute.
5. The student is expected to read the notices put on the notice board of college, department and office regularly. The college is not responsible for any loss or damage caused to student due to his failure to read the notices from time to time.
6. Without prior, written permission of the HOD/Class Teacher, if a student remains absent for lectures or practical for more than a week, he /she will have to abide by the punishment of academic nature as decided by the authorities.
7. It is responsibility of student to help in maintaining building and the campus of the Institute clean and tidy.
8. The student should note that he/she is responsible for his/her conduct in the premises of the institute and outside the premises as well.
9. The student should not participate in any political or antisocial activities.
10. If any objectionable conduct within or outside the premises of the Institute and the hostel by the student, is observable or reported, then he/she is liable for strict disciplinary action.
11. If students found guilty in Ragging, he/she will liable for punishment according to clause 9.1 of the regulations, as per the High Court decision for University Act, 1956-Regulation 26(1)G-2009.
12. Student shall be liable for disciplinary action for misconduct and for violation of code of conduct.

**The following act shall constitute misconduct.**

- Physical assault or threat, against any member of the campus.
- Carrying of, use of or threat to use any weapons.
- Violation of the status, dignity and honor of a student belonging to the scheduled castes, scheduled tribes and/ or any religion.
- Any practice, whether verbal or otherwise, derogatory to women.
- Creating ill-will or intolerance on religious or communal ground.
- Willfully disrupting any teaching, study, assessment or research activities or the administration of the college.
- Willfully obstructing officer or employee of the College in the performance of his /her duties.
- Willfully damaging or wrongfully dealing with any property under the control of the College; any property on College premises; or the property on the location where student is present under the auspices of the college.
- Disobeying or failing, without reasonable cause, to observe any provision of the Bye-Laws, or any rule made by AICTE/DTE /University /Institute of which student have been duly notified.
- Disobeying, without reasonable cause, any instruction of an officer or employee of the College.
- Withholding relevant information or furnishing false or misleading information for the purposes connected with academic progression.
- Misuse of the social media for spreading forwarding contents that are objectionable by Laws.
- Involvement in Cyber Crime.



**PART - II**

**SERVICE RULES**

## **CHAPTER 1 - SERVICE RECORDS**

### **1.1. RECORDS OF SERVICE**

1.1.1. A service book for keeping the record of service of staff shall be maintained by Establish Section in respect of each employee of the College.

1.1.2. All activities of an employee in his/her official position shall be re-corded in this service book, and each entry must be attested by the Registrar / OS or his/her superior.

1.1.3. The Registrar /OS shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

### **1.2. SERVICE CONDITIONS FOR THE STAFF:**

1.2.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

1.2.2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal /Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.

1.2.3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.

1.2.4. Not with standing anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or

honorarium as prescribed by the college, from time to time.

1.2.5. Any staff member, on appointment, except on contract, shall be on probation for a period of two year.

1.2.6. All the eligible teaching staff shall be paid AICTE scale of pay and other allowances as per College norms. In addition, contribution shall be made by the management towards the employees' provident fund as per norms and at a rate fixed by the Government of Maharashtra, on the salary. Gratuity as per the Government of Maharashtra rules will be given to all teaching and non-teaching staff who has completed five years of service in the institution. This will be paid to the staff only at the time of retirement / resignation. However, in case of death, minimum five years of service is not required, as per the Government norms.

1.2.7. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.

1.2.8. Staff should be available in the college premises during the entire period of office hours, on all working days.

1.2.9. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.

1.2.10. No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.

1.2.11. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

1.2.12. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Management has got discretion to award punishment such as warning, censure, with holding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.

1.2.13. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

1.2.14. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

1.2.15. Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

1.2.16. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 30 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

1.2.17. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

1.2.18. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

### **1.3 TERMINATION OF SERVICE**

1.3.1. A member of the staff shall have his / her service terminated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given.

1.3.2. The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

- a. Serious misconduct and willful negligence of duty;
- b. Gross insubordination;
- c. Physical or mental unfitness; and
- d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.3.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

## **CHAPTER 2- METHOD OF RECRUITMENT** (*Other than UGC*)

### **2.1 SCREENING**

2.1.1. Adhoc recruitment is normally done once in a year during May and November.

2.1.2. Number of vacancies is notified by Principal/Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.

2.1.3. Vacancies are advertised in leading newspapers both Marathi and English.

2.1.4. Screening of applications is done by the respective screening committee.

2.1.5. Short listed candidates are informed through call letters and over telephones by Establish Section.

2.1.6. At times, Walk- in interviews are also conducted for immediate postings.

2.1.7. Recruitment is mainly as per norms of SP Pune University.

### **2.2 INTERVIEW**

2.2.1. Interview Committee consists of Management/Principal/Designated Authority, Academic Council members and respective Heads of the department and subject experts.

2.2.2. Demo Lectures is conducted for teaching post and short listed candidates shall be called for interview. Selection is made on merit.

2.2.3. Direct interview is conducted for senior posts. Selection committee shall be constituted by the Management as per the guidelines approved by the Governing Council.

2.2.4. In case of urgent vacancies, Council members and respective Heads of the department

prepare demo lecture report forward the same to the management approval through Principal

## **2.3 PAY FIXATION**

2.3.1. Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.

2.3.2. Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the management of the Trust.

## **CHAPTER 3 - LEAVE RULES**

### **3.1. LEAVE RULES:**

3.1.1. Leave shall not be claimed as a matter of right.

3.1.2. A member of the staff shall not on any pretence absent himself / herself from his/ her duties without prior permission of his / her Authority.

3.1.3. Leave letter is to be submitted in advance with work adjustment and approval must be obtained prior to availing the leave.

3.1.4. If leave is in continuation with weekly/ any type of holiday in that case holidays will be included in the leave. In special case maximum one leave per semester will be considered in continuation with weekly/ any type of holiday.

3.1.5. In case of absence on Medical grounds, intimation should be sent to the Principal through HOD/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

3.1.6. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

### **3.2. CASUAL LEAVE (CL):**

3.2.1. All regular teaching employees: 15 days of casual leave, Adhoc teaching: 12 days, Regular non-teaching staff (whose service is more than 3 years of services): 12, other 10 per year @ 1 day per month during the Academic Year from 1<sup>st</sup> June to 31<sup>st</sup> May.

3.2.2. Probation period staff members and newly appointed members are allowed to take leave after completion of the respective months only.

3.2.3. At a time not more than 4 days including holidays shall be granted. Carryover of lapsed CL is not permissible.



3.2.4. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

3.2.5. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and one day CL for 5 permissions.

### **3.3. VACATION LEAVE (VL) FOR TEACHING STAFF**

3.3.1. These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

3.3.2. Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

3.3.3. The total number of VL days for members of faculty (teaching staff) is as per norms of affiliating body, for a continuous service of 12 months in the institution.

3.3.4. These days can be availed for a maximum of.... days in the winter vacation months of November or December. The balance.... days can be availed in the summer vacation period in the months of May, June.

3.3.5. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.

3.3.6. A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 31<sup>st</sup> May. i.e. From 1<sup>st</sup> June of a calendar year to 31<sup>st</sup> May of the following academic year.

3.3.7. However, in special / deserving cases, VL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rate basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.

3.3.8. In case a staff member, after availing VL as per para 3.3.7 does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay

(LOP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

3.3.9. If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, compensation at the rate of 1:1, ie, one day's leave for every one days of eligible vacation leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority.

3.3.10. Any unused part of VL cannot be carried over to the next academic year.

3.3.11. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

3.3.12. A staff member availing his/her vacation slot should complete the all work related examination, accreditation and any other work assigned by authority. Authority may terminate the vacation if any negligence related to above work.

#### **3.4 EARNED LEAVE (EL) FOR NON-TEACHING STAFF**

3.4.1. The number of days of EL for Non-Teaching Staff is restricted to 8 days per year which should be availed within the corresponding year.

3.4.2. A staff member becomes eligible for EL only after rendering a continuous service of one full academic year as on 31<sup>st</sup> May. ie. From 1<sup>st</sup> June of a calendar year to 31<sup>st</sup> May of the following academic year.

3.4.3. If any staff member is prevented from availing EL in the interest of the college by the orders of the Principal/Designated Authority, equivalent compensation shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority.

3.4.4. Any unused part of EL cannot be carried over to the next academic year.

3.4.5. While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

### **3.5. LEAVE WITH LOSS OF PAY**

3.5.1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break-in-Ser-vice, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

3.5.2. If any staff member is absent from duty without prior or later per-mission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.

3.5.3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

3.5.4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL/EL in the semester in which the second break in service occurs.

### **3.6. MEDICAL (ML) / MATERNITY LEAVE RULES (ML2)**

3.6.1. Employee completing one year of service in the institute will be eligible for 10 days medical leave. ML will be considered for 3or more days only. If ML is in continues with holidays total days of ML will be including holidays.

3.6.2. Any unused part of ML can be carried over to the next academic year.

3.6.3 A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity

Leave (ML2) for days declared by government, subject to prior approval of the Principal/Designated Authority.

3.6.4. In addition to the above, a maximum of 30 days can be availed as Maternity Leave in lieu of Vacation Leave (VL) available as credit to the employee. Any short fall in VL credit will

be considered as Leave on Loss of Pay (LOP).

3.6.5. Any additional leave beyond the above will be reckoned as leave on LOP.

3.6.6. An employee can avail ML2 only on two (2) occasions in her entire service period.

3.6.7. The ML2 sanctioned shall be availed on a continuous basis and can-not be availed in installments.

3.6.8. The decision of the Principal/Designated Authority will be final in sanctioning of ML.

3.6.9. Employees are advised to contact Establish department to know the leave record and then apply for leave.

### **3.7. OUT-STATION DUTY (OD)**

3.7.1. OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than SP Pune University, OD will not be granted.

3.7.2. Number of days on OD for Exam duty is limited to 16 for per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.

3.7.3. In addition to the above a faculty member is eligible for 10 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation.

3.7.4. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

## CHAPTER 4: MEDICAL FACILITIES

4.1. A Registered Medical practitioner shall visit the Medical Centre twice a week on part time basis. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the nearby hospital at **Dhangawadi** for treatment.

## CHAPTER 5: CONDUCT AND DISCIPLINE

### 5.1 CONDUCT

5.1.1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

5.1.2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

5.1.3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

5.1.4. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial there to.

5.1.5. No employee shall be a member , or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.

5.1.6. No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government.

5.1.7. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior per-mission of the authority.

5.1.8. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under

the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

5.1.9. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

5.1.10. An employee of the College shall not, without the prior permission of the Chairman,

5.1.11. engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

5.1.12. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Chairman.

5.1.13. Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

## **5.2. DISCIPLINE**

5.2.1. The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

5.2.2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until

further orders.

5.2.3. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.



## **CHAPTER 6 - ANNUAL CONFIDENTIAL REPORT**

6.1 All the staff members are required to submit their Academic Performance Index (API) report at the end of every academic year in the prescribed format.

6.2 The Head of the institution shall write confidential report for all staff and submit to the Chairman for approval.

## **CHAPTER 7 - APPEALS AND REVIEWS**

7.1 The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / CHAIRMAN for review and redress.

**PART - III**

**THE DUTIES**

**AND**

**RESPONSIBILITIES OF TEACHING FACULTY**

## CHAPTER 8: GENERAL

8.1. The Faculty Member should come to the college 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.

8.2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

8.3 The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

- (i) Principal: 4 hours/ week,
- (ii) Professor :8
- (iii) Associate Professor: 12 hours/week
- (iv) Assistant Professor: 16 hours/week

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

8.4. Faculty Members are expected to update their knowledge by attending seminars / workshops / conference, after obtaining necessary permission from the Principal/Management.

8.5. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

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

8.7. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings

## CHAPTER 9: DEPARTMENT

- 9.1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- 9.2. The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.
- 9.3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- 9.4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
- 9.5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.
- 9.6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- 9.7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- 9.8. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

## CHAPTER 10: CLASS ROOM TEACHING

10.1. Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

10.2. The Faculty Member should get the lesson plan and course file - approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs, PPT's, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,

10.3. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.

10.4. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

10.5. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

10.6. The Faculty Member should engage the full 60 minutes and should not leave the class early.

10.7. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 50 minutes and in the last 3 minutes conclude and say what we will see in the next class.

10.8. The Faculty of Member should cultivate to include humor in the lecture, to break the monotony.

10.9. Should practice / rehearse the lecture well before going to the class.

10.10 The Faculty Member should make use of PPT, Models etc., as teaching aids. Take care that Full lecture should not be on PPT.

- 10.11. The Faculty Member should encourage students asking doubts / questions.
- 10.12. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- 10.13. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- 10.14. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- 10.15. The Faculty Member should conduct MOCK test before On- line/ In- sem examination with answers for each unit.
- 10.16. The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
- 10.17. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- 10.18. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- 10.19. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- 10.20. The Faculty Member should make him / her available for doubt clearance.
- 10.21. The Faculty Member should motivate the students and bring out the creativity / originality in the students.
- 10.22. The Faculty member should bring any kind breakage/ damage/ un cleanness in the class room, in to notice of HOD/OS for further action.



## **CHAPTER 11: LABORATORY**

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

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

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

11.4. The Faculty member should bring any kind breakage/ damage/ un cleanness in the Lab, in to notice of HOD/OS for further action.

## CHAPTER 12: TEST / EXAM

12.1. While setting practice question paper for On-line/In-sem , the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

12.2. During invigilation, the Faculty Member should be continuously moving around. He /She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.

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

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

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

## **CHAPTER 13: STUDENT - FACULTY RAPPOR**

13.1. The Faculty Member should have a good control of students.

13.2. As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator and HOD.

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

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

## CHAPTER 14: UNDERTAKING BY THE MEMBER

Every member of the faculty should carefully read and understand the above “*Duties and Responsibilities*” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as below:

*I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Rajgad Dnyanpeeth Technical campus, Dhangawadi.*

**Name**

**Signature:**

**Designation:**

**Date:**