

**Hon. Dnyaneshwar B. Wangde
(Bhai)**
Founder & Chairman, RWMCT

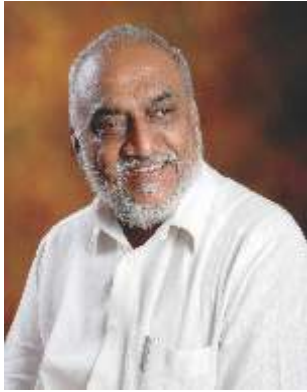
Raosaheb Wangde Master Charitable Trust's
DNYANSHREE
INSTITUTE OF ENGINEERING & TECHNOLOGY



STANDARD OPERATING PROCEDURES

Think Different.....Think Success.....Think Placement.....Think Dnyanshree

Mentor & Inspiration



Mr. Dnyaneshwar Bapusaheb Wangde (Bhai)

Chairman	: The Satara Sahakari Bank Ltd., Satara
Founder Chairman	: Shivsahyadri Sahakari Patpedhi Ltd., Mumbai
Director	: Maharashtra Rajya Sahakari Sangh
Director	: Mumbai Sahakari Board
Founder Chairman	: Raosaheb Wangde Master Charitable Trust, Mumbai
Founder Chairman	: Dnyanshree Institute of Engineering & Technology, Satara
Founder	: Shivsahyadri English Medium School, Satara
Editor	: Monthly Shivsahyadri Magazine
Founder	: Shivsahyadri Granth Sangrahalay
Founder Chairman	: Shivsahyadri Services Co-op Society Ltd.
Founder Chairman	: Shivsahyadri Majoor Sahakari Sanstha
Founder	: Shivsahyadri Ambulance Services
Founder	: Shivsahyadri Sampradayik Seva Mandal



Mr. Dnyandev Kisan Ranjane

Secretary	: Raosaheb Wangde Master Charitable Trust, Mumbai
Divisonal Manager	: Shivsahyadri Sahakari Patpedhi Ltd., Mumbai
Director	: Rahimatpur Sahakari Bank Ltd., Rahimatpur
Proprietor	: Dnyanmauli Infra Solution



Mr. Rohit Dnyaneshwar Wangde

Managing Director : **Dnyanshree Institute of Engineering & Technology**
B.E. (Civil Engineering), M.E. (Structural Engineering)
Joint Partner : Today's Enterprises
Structural Designer & Consultant
Research Publications: 4



Adv. Dhanwantari Rohit Wangde

CEO : **Dnyanshree Institute of Engineering & Technology**
B.Com, LLB, M.B.A
International Korean Awardee
Rani Laxmi Bai Awardee



Think Different.....Think Success.....Think Placement.....Think Dnyanshree

ADMINISTRATIVE MANNUAL

ABOUT US

Raosaheb Wangde Master Charitable Trust, Mumbai (RWMCT) was established under the leadership of **Hon. Chairman Mr. Dnyaneshwar B. Wangde (Bhai)** in the year 1994. The Trust is known for its contributions in various sectors, majorly cooperatives. Various organizations are established under the umbrella of the trust and are successfully contributing for the development of the society.

Raosaheb Wangde Master Charitable Trust's "Dnyanshree Institute of Engineering & Technology" (DIET), Sajjangad Road, Satara is a well-known Engineering Institute in the Western Maharashtra. DIET was established in the year 2012 at the base of the holy fort "**Sajjangad**" in a village Sonavadi-Gajwadi under the dynamic leadership of **Hon. Dnyaneshwar B. Wangde (Bhai)**. The Institute is located in a rural region with the vision of bridging the gap between developed and undeveloped sectors of the country. It's a dream project of the great visionary **Hon. Dnyaneshwar B. Wangde (Bhai)**.

The DIET offers five engineering degree programs viz. Civil Engineering, Computer Science & Engineering, Electronics & Telecommunication Engineering, Electrical Engineering, Mechanical Engineering, along with two diploma (Polytechnic) courses viz. Mechanical Engineering, Electronics & Telecommunication Engineering.

The DIET is well known for its state of the art technical infrastructure, quality academics, and skill development programs initiated through 'Project Based Learning Scheme' which is a dynamic classroom approach in which students actively explore real-world problems and challenges and acquire a deeper knowledge. The DIET has spacious Seminar Halls, Lecture halls, & Tutorial rooms and well equipped Laboratories with state of the art equipment as well as qualified, experienced Faculty and staff are unique features of the Institute. Healthy and pollution free working environment is also an added feature of the institute. The institute aims at providing quality technical education through latest technologies required to cater the need of the industry and society. The institute has signed MoUs with various reputed industries as well as reputed academic institutes for the exchange of the knowledge and skills. Some of the laboratories are sponsored by/ supported by multinational

Industries as well as by the IIT, Mumbai. The institute has established “Industry Institute Partnership Cell (IIPC)” to increase access to industries and to promote research, development, and consultancies in the relevant technical fields.

We have established the incubation center “SAPTAM HILLS HUB” at DIET which is a platform to creative engineers and young entrepreneurs which facilitates and enables technology innovation, R & D, Product development and commercialization of them.

The Institute has presented noteworthy performance at its young age only. The performances of the students of very ‘first pass out batch’ are truly remarkable as Shivaji University and MSBTE results of these final year students (year 2015-16) are 100 % of all the branches. It is really significant fact to mention that all examinations are conducted under CCTV camera systems. Overall Performance of the institute is appreciated by various industries, academicians and professional bodies.

Institute has become preferred destination for many companies to hire good quality students as well as incubation research activities.

Quality Policy:

RWMCT:

Vision: Be a contributor for the betterment of the society forever.

Mission:

- To enrich lives of people through creation and development of essential facility, majorly in country side.
- To build sustainable livelihood of the people pertaining to education, skills and health.
- To inculcate values and ethical practices through organization of various programs, events for enhancing societal responsibility.

DIET:

Vision: Be a Center of Excellence in the Engineering and Technology Education ever.

Degree Mission:

For Sustainable Development of Competent Engineering Professionals, Institute Missions are as follows:

1. To increase the awareness of technical education among the rural society.
2. To establish effective systems for quality education and supplementary skills for holistic development of engineering aspirants.
3. To have conducive environment for research and innovation by building eco- systems.
4. To inculcate the values through ethical and professional practices in real life for development of socially responsible engineering graduates.

Diploma Mission:

1. To increase the awareness of technical education among the rural society.
2. To establish effective systems for quality education and supplementary skills for holistic development of engineering aspirants.
3. To have conducive environment for Industry Institute interaction by building eco systems.
4. To inculcate the values through ethical and professional practices in real life for development of socially responsible diploma engineering professionals.

Core Values:

1. Equity
2. Integrity
3. Professionalism
4. Diligence
5. Allegiance



Dnyanshree Institute of Engineering & Technology, Sajjangad Road, Satara.

INDEX		
Sr. No.	Content	Page No.
1.	Part I: 1. Introduction	1
2.	2. A. Board of Trustees 2. B. Governing Body	1-3
3.	2. C. Management representative 3. Vision, 4. Mission, 5. Organization Chart	3-4
4.	Policies & Procedures	5
5.	Part II: Human Resource Policy	6
6.	CHAPTER I – RECRUITMENT PROCEDURE	7-10
7.	➤ Appraisal System	10-11
8.	➤ Appeals & Review	11
9.	➤ Training, Research promotion, opportunities for qualification improvement	11
10.	➤ Financial Support for attending Seminars, STTP, Workshop & Conference	12
11.	➤ Gratuity/Group Insurance	13
12.	➤ Authorship of Books/ Articles	13
13.	➤ Contributory Provident Fund	13
14.	CHAPTER II – SERVICE RECORDS	14-16
15.	➤ Eligibility Criteria	16-17
16.	➤ Records of Service	18
17.	➤ Service Conditions for the Staff	19
18.	➤ Resignation	20
19.	➤ Termination of Service	21
20.	➤ Retirement	21
21.	➤ Medical Fitness	21
22.	➤ Power to Amend the Rules	21
23.	➤ Power of Relax	21-22
24.	CHAPTER III – LEAVE RULES	23
25.	➤ Leave rules Procedure	23
26.	➤ Casual Leave	23
27.	➤ Special Casual Leave	24
28.	➤ Medical Leave	24
29.	➤ Earned Leave	25
30.	➤ Compensatory Off	25-26
31.	➤ Maternity Leave	26
32.	➤ Study Leave	27
33.	➤ Leave Without Pay	27-28
34.	➤ Leave Sanctioning Authority	29
35.	CHAPTER IV – CONDUCT & DISCIPLINE	30
36.	➤ Code of Conduct for Employees	30
37.	➤ Code of Professional Ethics	31-34
38.	PART III: DUTIES AND RESPONSIBILITIES	35

39.	CHAPTER V- DUTIES & RESPONSIBILITIES	36
40.	➤ Duties & Working Hours	36-37
41.	CHAPTER VI- ROLES & RESPONSIBILITIES OF VARIOUS SECTIONS IN ADMIN OFFICE	38
42.	➤ Role & responsibilities of Sections in Admin office	38-49
43.	➤ Role & Responsibilities of Staff in Admin office	49-54
44.	➤ Role & Responsibilities of Staff in Department	55-63
45.	CHAPTER VI- QUALITY POLICY	64
46.	➤ Statutory & Non-Statutory Committees	64-66
47.	➤ Internal Quality Assurance Cell (IQAC)	67
48.	➤ Library Policy	67-70
49.	➤ Financial policy	70-76
50.	➤ Research & Development Cell	75-76
51.	➤ Staff Welfare Policy	76-78
52.	➤ Maintenance Policies & Procedures	78-79
53.	➤ Procedures for Housekeeping	79-80
54.	➤ Training & Placement Policy	80-73

1. Introduction-

RWMCT's Dnyanshree Institute of Engineering & Technology was started in the year 2012 under the Raosaheb Wangde Master Charitable Trust by Hon. Dnyaneshwar Bapusaheb Wangde (Bhai) to impart and foster quality technical education. DIET is a non-minority, self-financed institute and is affiliated with the Shivaji University, Kolhapur (2012) and Dr. Babasaheb Ambedkar Technological University, Lonere. (2017)

2. A) Board of Trustees:

Sr. No.	Name	Position
1.	Mr. Dnyaneshwar Bapusaheb Wangde	Chairman
2.	Mr. Ramchandra Baliram Waikar	Vice-Chairman
3.	Mr. Dnyandev Kisan Ranjane	Secretary
4.	Mr. Vasant Hari Nikam	Treasurer
5.	Mr. Shrikant Chandrakant Wangde	Trustee

B) Governing Body:

Sr. No.	Name of Member	Designation	Position in Governing Body
01)	Mr. Dnyaneshwar Bapusaheb Wangde	Chairman, Raosaheb Wangde Master Charitable Trust	Chairman
02)	Mr. Dnyandev Kisan Ranjane	Secretary, Raosaheb Wangde Master Charitable Trust	Member, Nominated by Raosaheb Wangde Master Charitable Trust
03)	Mr. Vasant Hari Nikam	Treasurer, Raosaheb Wangde Master Charitable Trust	Member, Nominated by Raosaheb Wangde Master Charitable Trust
04)	Mr. Rohit Dnyaneshwar Wangde	Managing Director, Dnyanashree Institute of Engineering & Technology	Member, Nominated by Raosaheb Wangde Master Charitable Trust
05)	Mrs. Dhanwantari Rohit. Wangde	Chief Executive Officer, Dnyanashree Institute of Engineering & Technology	Member, Nominated by Raosaheb Wangde Master Charitable Trust
06)	Dr. Shivajirao Sakharan Jondhale	President, Samarth Samaj's & Vighnarthartha Trust, Thane	Member, Educationist Nominated by Raosaheb Wangde Master Charitable Trust

07)	Mr. Amit Mahendra Ruparel	Managing Director, Ruparel Realty - Live Iconic, Mumbai	Member, Industrialist Nominated by Raosaheb Wangde Master Charitable Trust
08)	Mr. Sameer Mukund Natu	Managing Director, Natu Paranjape Group, Thane	Member, Industrialist Nominated by Raosaheb Wangde Master Charitable Trust
09)	Mr. Ganesh Pandurang Devare	Director, Aryan Electricals Private Limited, Thane	Member, Industrialist Nominated by Raosaheb Wangde Master Charitable Trust
10)	Awaiting	All India Council for Technical Education (AICTE)	Member, Nominated by All India Council for Technical Education (AICTE)
11)	Awaiting	Dr. Babasaheb Ambedkar Technological University, Lonere (DBATU)	Member, Nominated by Dr. Babasaheb Ambedkar Technological University, Lonere (DBATU)
12)	Awaiting	Government of Maharashtra/ Directorate of Technical Education, Maharashtra.	Member, Nominated by Government of Maharashtra/ Directorate of Technical Education, Maharashtra
13)	Awaiting	Government of Maharashtra/ Directorate of Technical Education, Maharashtra.	Member, Nominated by Government of Maharashtra/ Directorate of Technical Education, Maharashtra. Industrialist/Technologist/E ducationalist
14)	Awaiting	Maharashtra State Board of Technical Education (MSBTE)	Member, Nominated by Maharashtra State Board of Technical Education (MSBTE)
15)	Dr. Umashakar Ramchandra More	Assistant Professor, Dnyanashree Institute of Engineering & Technology	Member, Senior Teachers Nominated by Principal, Dnyanashree Institute of Engineering & Technology Under Graduate (Degree)

16)	Ms. Akanksha Machindra Jadhav	Assistant Professor, Dnyanashree Institute of Engineering & Technology	Member, Senior Teachers Nominated by Principal, Dnyanashree Institute of Engineering & Technology Under Graduate (Degree)
17)	Mr. Vijay Dilip Chavan	Lecturer, Dnyanashree Institute of Engineering & Technology	Member, Senior Teachers Nominated by Principal, Dnyanashree Institute of Engineering & Technology Polytechnic (Diploma)
18)	Ms. Komal Laxman Jadhav	Lecturer, Dnyanashree Institute of Engineering & Technology	Member, Senior Teachers Nominated by Principal, Dnyanashree Institute of Engineering & Technology Polytechnic (Diploma)
19)	Dr. Ajay Dadasaheb Jadhav	Principal, Dnyanashree Institute of Engineering & Technology	Member Secretary

C) Management Representative:

Sr. No.	Name	Position
1	Mr. Rohit Dnyaneshwar Wangde	Managing Director, DIET Campus
2	Mrs. Dhanwantari Rohit Wangde	Chief Executive Officer, DIET Campus

* Management Representatives will fulfil the responsibilities given by the Trust from time to time as well as acting as the representative of the Trust in financial matters and overseeing the financial affairs

* The Chief Executive Officer will carry out the responsibilities related to the general administration and placement activities in the T&P cell.

3. Vision-

A. Degree Engineering:

○ Vision:

Be a Center of Excellence in Engineering and Technological Education ever.

B. Diploma Engineering:

○ Vision Statement:

Be a Center of Excellence in Engineering and Technological Education ever.

4. Mission-

Degree Mission:

For sustainable development of competent engineering professionals, Institute missions are as follows:

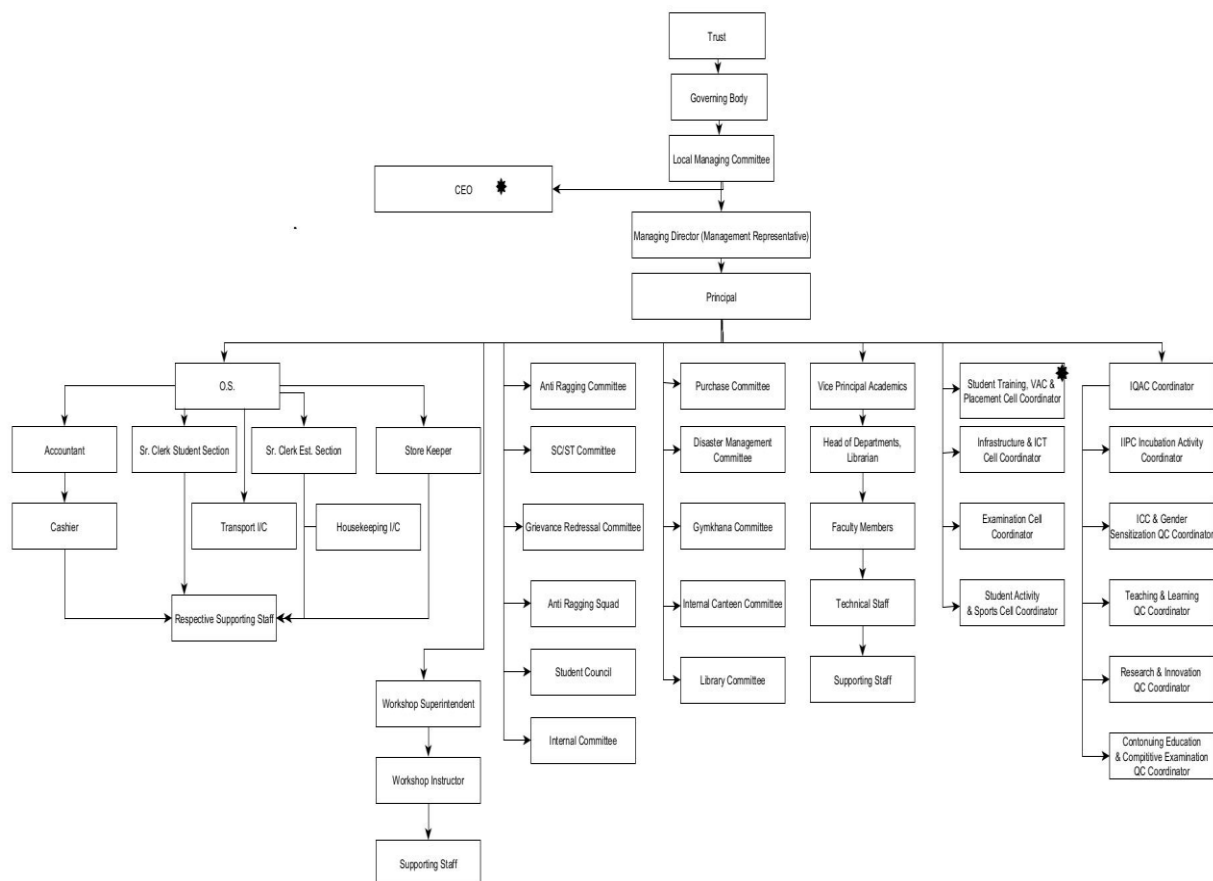
1. To increase the awareness of technical education among the rural society.
2. To establish effective systems for quality education and supplementary skills for holistic development of engineering aspirants.
3. To have conducive environment for research and innovation by building eco-systems.
4. To inculcate the values through ethical and professional practices in real life for development of socially responsible engineering graduates.

Diploma Mission:

For sustainable development of competent diploma engineering professionals, Institute missions are as follows:

1. To increase the awareness of technical education among the rural society.
2. To establish effective systems for quality education and supplementary skills for holistic development of engineering aspirants.
3. To have conducive environment for Industry Institute interaction by building eco-systems.
5. To inculcate the values through ethical and professional practices in real life for development of socially responsible diploma engineering professionals.

5. Organization Chart-



Policies and Procedures

- I. The Policies & Procedures shall ensure smooth and effective conduct among all the stakeholders of the Institute.
- II. The Policies & Procedures shall ensure the equity and harmony among the stakeholders.
- III. The Policies and Procedures shall guarantee the coordination among and developments of the stakeholders.
- IV. The Policies and Procedures shall totally discourage the illegal and malicious behavior/s at the Institute.
- V. It shall be made mandatory to all stakeholders to strictly adhere to the Policies and Procedures, detailed for their reference.
- VI. Right to add on, delete, alter or amend any of the contents, policies, and procedures is reserved with the Management and shall be enforce only after the approval by the Governing Body.

Objectives-

- I. To impart and disseminate 'information, skill, innovation' based quality technological education for building competent personalities employable in a rapidly developing and changing world.
- II. To extend the benefits of Technological education to every aspirant, majorly in rural areas, by identifying and cultivating interest as well as talent continuously through teaching and learning, research and development, various skill development, trainings, extension and services, programs etc. and by employing modern ICT facilities.
- III. To set up methodologies and facilities for improving creative and thinking power of students by training them to boost their mental and physical abilities, intellectual capabilities, emotional abilities and physical skills at the Institute.
- IV. To have engagements with renowned industries, academic institutes, and social clubs, Trusts, bodies for carrying out better educational and extensional activities.
- V. To focus for receiving funds from appropriate bodies, consultancies etc. to self-sufficient research through preparation and submission of proposals to them.
- VI. To develop confident and ethical personalities by promoting discipline for right behavioral and attitudinal aspects.
- VII. To inculcate values and carry out strategically planned activities, targeting towards holistic development of students and in turn of the society.
- VIII. To keep equality by strictly observing social harmony and humanism in order to fulfil the vision of the Trust.
- IX. To uphold conducive environment and motivational systems for stakeholders of the Institute.
- X. To contribute in development of nation by developing competent engineers irrespective of the background of students of the Institute.
- XI. To increase the enrolment ratio of the students through real time demonstration of quality education to the society.

Part II: Human Resource Policy

Objective:

To conduct responsibilities for recruitment, screening, work placement, and welfare of human resources and to maintain discipline and professional practices within the Institute.

Minimum aspects to execute the Policy at the Institute shall be as follows.

- a) Regulation of the conduct and discipline of the internal stakeholders.
- b) Promotion of the conducive and free atmosphere for internal stake holder by instilling corporate life culture in them.
- c) Promotion of welfare to internal stakeholders.
- d) Performance monitoring and assessment of every individual in the Institute.
- e) Prohibition for faculty members to engage in conduction of private tuitions, private coaching classes, private trainings.
- f) Prohibition for any of the internal stakeholders to engage in any of the illegal work.
- g) Impose rules and regulations of AICTE, Government of Maharashtra and affiliating University strictly as service conditions for faculty members and staff at the Institute.
- h) Appointment of regular/ adhoc faculty members and staff as per university rules and regulations.
- i) Mechanism to appreciate the notable contributions and efforts of internal stake holders through various means.
- j) Possible assistance to internal stakeholders in solving their problems, if they demand the support.
- k) Keeping equity in planning and providing opportunities to the internal stakeholders.

CHAPTER I – RECRUITMENT PROCEDURE

❖ Recruitment through committee constituted by university selection committee, Activities for recruitment through committee constituted by university selection committee-

1. Principal office collecting Teaching staff requirement from Heads of the Departments.
2. Validation of staff requirement submitted by Head of the department.
3. Seeking management's approval for appointment of staff as per the requirements and norms.
4. Preparation of roaster for recruitment for the approval of university.
5. Securing approval from university for advertising posts.
6. Approval from competent authorities.
7. Putting advertisement in state and national level leading newspapers and Institutes Web site.
8. Demanding selection committee from university.
9. Fixing dates of interview and venue for interviews.
10. Registrar/ Office Superintendent shall form a committee, in consultation with the principal for smooth conduct of interviews. (Members one lecturer from each department, two clerks, one attendant.)
11. The Registrar/ Office Superintendent shall contact University and other offices which provide the list of candidates who have enrolled with them for employment.
12. Entering received applications from candidates in Inward Register till the last day for receiving applications.
13. Department wise segregation of applications and handing over to respective

departments for eligibility check.

14. Departments shall arrange for data entry of applications received from eligible candidates.
15. Departments shall forward the soft copy of entered data to Registrar/ Office Superintendent
16. The Registrar/ Office Superintendent shall append the lists using the list of reserved category candidates received from university and other competent agencies.
17. The Registrar/ Office Superintendent shall arrange for dispatch of call letters for Interviews minimum fifteen days prior to the date of interview.
18. The Registrar/ Office Superintendent shall brief the trust, through a letter about the proposed interview schedule and invite the management member to accompany the selection committee.
19. The Registrar/ Office Superintendent shall generate documents required for Interviews, (Requisite number of copies for the use of interview committee members, attendance sheets for candidates appearing for interview).
20. The interview committee shall make all arrangements for conducting interviews.
21. The Registrar/ Office Superintendent shall prepare appointment orders based on selection committee's recommendations and as per the directives of Principal.
22. The candidates selected for appointment shall be informed telephonic and through email, to contact the principal to confirm their joining the institute and to know about terms of appointment.
23. The appointment orders shall be delivered to the persons who agree with the terms of their appointment orders.
24. The Registrar/ Office Superintendent shall forward an extract of appointment orders, issued to selected candidates, to the concerned Heads of the Departments. (Format: Information of appointments.)
25. Candidates shall forward their Joining reports through the respective Heads of the departments to the principal.
26. The Registrar/ Office Superintendent shall instruct the accounts section to include the incumbents name in salary documents.
27. The Registrar/ Office Superintendent shall arrange to provide Identity Card to the incumbent.
28. The Registrar/ Office Superintendent shall forward requisite documents for securing final approval to the appointments made.
29. The documents received from university about the approval, conditional approval or disapproval shall be filed for further records.
30. A copy of this communication from the university shall be given to concerned employees under their acknowledgment.

❖ **Recruitment through a committee constituted by Management**

1. If the procedure of recruitment through university selection committee is likely to cause delays in appointment of teaching faculty, or
2. To fill up the vacancies created on account of resignations tendered by existing staff, termination, or death of staff.

❖ **Activities for recruitment through committee constituted by Management**

1. Collecting Teaching staff requirement from Heads of the Departments.
2. Validation of staff requirement submitted by Heads of the Departments.
3. Seeking management's approval for necessary staff.

4. Putting advertisement on Institutes Web site.
5. Fixing dates of interview in consultation with the Hon. Secretary.
6. Informing chairman and other members of staff selection committee of the trust about the interview.
7. Registrar/ Office Superintendent shall form a committee, in consultation with the principal for smooth conduct of interviews. (Members one lecturer from each department, two clerks, one attendant.)
8. Entering received applications from candidates in inward Register till the last day for receiving applications.
9. Department wise segregation of applications and handing over to respective departments for eligibility check.
10. Departments shall arrange for data entry of applications received from eligible candidates.
11. Departments shall forward the soft copy of entered data to Registrar/ Office Superintendent.
12. The Registrar/ Office Superintendent shall append the lists using the resume of candidates who have approached earlier seeking appointment.
13. The Registrar/ Office Superintendent shall arrange for dispatch of call letters for Interviews, minimum fifteen days prior to the date of interview.
14. A Demo. Lecture may be arranged, if deemed fit.
15. The Registrar/ Office Superintendent shall generate documents required for Interviews, (Requisite number of copies for the use of interview committee members, attendance sheets for candidates appearing for interview).
16. The interview committee shall make all arrangements for conducting interviews. (Arrangement of furniture in the chosen halls for conducting interviews, seating arrangement for candidates, providing documents to interview committee members, verification of original documents of candidates appearing for interview, maintaining attendance records of candidates, arrangement for transport and arrangements to see off the external members of interview committee, preparation of selection reports duly signed by all the members of selection committee.)
17. The Registrar/ Office Superintendent shall prepare appointment orders based on selection committee's recommendations and as per the directives of Principal.
18. The candidates selected for appointment shall be informed telephonic and through email, to contact the principal to confirm their joining the institute and to know about terms of appointment.
19. The appointment orders shall be delivered to the persons who agree with the terms of their appointment orders.
20. The Registrar/ Office Superintendent shall forward an extract of appointment orders, issued to selected candidates, to the concerned Heads of the Departments. (Format New appointments)
21. Candidates shall forward their Joining reports through the respective Heads of the departments to the Registrar/ Office Superintendent.
22. The Registrar/ Office Superintendent shall instruct the accounts section to include the incumbents name in salary documents.
23. The Registrar/ Office Superintendent shall arrange to provide Identity card to the incumbent. The Registrar/ Office Superintendent shall forward requisitely documents for securing final approval to the appointments made.

In case, where an exceptionally good candidate approaches seeking appointment, or if a vacancy need be urgently filled, to avoid academic loses, the Principal and the

concerned Head of the Department may conduct interviews with permission of the Hon. Secretary. The principal shall forward the proposal for appointment to the management, along with selection report and with justification for such appointment.

❖ **Procedure for dealing with vacancies which persist even after completing the recruitment procedure-**

1. With reference to the information, received about new appointments, the Heads of the Departments shall inform to the principal about non reporting of candidates on expected date of joining, agreed by the candidate who have been offered appointment.
2. The principal, after consultation with management shall arrange for substitute appointments, preferably through the waiting list, if available.

Appraisal System

The goals of performance appraisal are:

1. To sensitize with what they are and what further expectation the students have from them.
2. To improve the academic standards in the classroom to shape the student's capabilities completely on correct lines.
3. To weed out some bad practices.
4. To inculcate a spirit of responsibility, and commitment to the teaching profession among the teachers.
5. To provide an opportunity to teachers to know their strengths, weaknesses and to appraise themselves on their own.
6. To get the feedback of the students on the subjects taught by them.
7. To have appraisal of his/her HOD/Principal about his/her performance
8. To appreciate and encourage teachers for their good work.

❖ **Procedure**

Scientifically designed faculty evaluation scheme is implemented at RWMCT's Dnyanshree Institute of Engineering & Technology, the appraisal system constitutes the following:

a) Self-appraisal-

The faculty concerned will assess himself/ herself on all the points mentioned as per Appraisal form. The points in the Appraisal form deals with the teaching learning process, quality of tests and assignments, student feedback, results of previous three year, participation in professional body activities, staff and student development programs, academic achievements during that year, presentation and publication of papers in the national and international journals, participation of organization in co/extra-curricular activities, help extended to Institute administration, recognition, rewards received, research and consultation activity, interpersonal skills, mentor activity, loyalty and respect to the Institute etc.

b) Student's feedback-

The students are asked to give their honest and objective assessment of the teachers on certain factors. This helps teacher to understand student's perception on him /her and in what areas he/she made a mark and in what factors he/she is yet to improve and what are the expectations of the students. Student's feedback deals with coverage of syllabus, subject depth and presentation, effective use of black board, OHP, LCD, models, maps, charts etc. and discipline in the class, punctuality, enthusiasm in teaching, eye contact, voice modulation, mannerisms, audibility, interaction ability, quality of internal tests, impartiality in awarding marks, discussion on previous question papers etc. The teacher is rated on these factors numerical number like 5,4, 3,2,1. This process is implemented with proper care.

c) Examination Results

The examination results of the paper taught by the teacher will also help the authorities and students to have an insight and estimate of the teacher. The data of these four systems is analyzed and the feedback is communicated to the faculty. He/she should be extended all possible help to make improvement in their weak areas by providing expert guidance by senior teachers for technical skills and organize courses on communication skills for better presentation so that in a given time, he/she definitely shapes himself /herself as a good teacher to enthuse and inspire the students.

Appeals and Review

The staff members of the Institute are welcome to submit their appeals or grievances if any to the Principal / Secretary for review and redress.

Training, Research promotion, Opportunities for qualification improvement

At RWMCT's Dnyanshree Institute of Engineering & Technology, the teachers are encouraged to upgrade themselves continuously by undergoing various training programs in keeping with the prevalent trends. The quality of education depends largely on the qualifications and competencies of the faculty. In view of the teacher's vital role in influencing education outcomes, teacher must upgrade their qualifications continuously. At RWMCT's Dnyanshree Institute of Engineering & Technology, faculty development has always been considered as a priority concern.

❖ Procedure

In the first instance, recommendation for any training, higher studies, course must be given by the HOD of the applicant. Recommendation will be based on the following criteria:

1. The contents of the particular course/ training, and how they relate to the applicant's responsibility in the Institute.
2. The applicant will actively participate by completing the training/course within stipulated time.
3. The applicant does not adversely jeopardize Institute stipulation.

4. The applicant satisfies the University and AICTE norms.
5. It enhances the competence and academic growth of the employee.

❖ Financial Support for attending Seminars, STTP's, Workshops and Conferences

RWMCT's Dnyanshree Institute of Engineering & Technology actively promotes and financially supports the professional development of its faculty members. Recognizing the need for faculty to keep up-to-date with current trends in their academic and professional areas of study and for the purpose of continuing personal development this policy supports applications to attend relevant conferences and seminars.

This policy applies to all RWMCT's Dnyanshree Institute of Engineering & Technology faculty members to provide equal opportunities for professional and personal growth.

a) Approval Criteria

In the first instance, approval for attendance at any conference/ seminar/workshop must be given by the HOD of the applicant then remaining hierarchy. Approval will be based on the following criteria:

1. The contents of the particular conference/symposiums/ seminar/workshop/STTP, enhance faculty knowledge and how they relate to the applicant's responsibility in the Institute.
2. They are relevant to and in line with the mission and objective of the Institute & department.
3. Meet quality research measures (originality, consistency, referencing, and methodology in research work presented).
4. The application has been supported by the applicant's HOD.
5. The applicant must demonstrate that the paper will be published in the conference proceedings or in a journal after the conference and clearly target the journal beforehand.
6. Presentation of research paper in State/ National/ International conferences, symposiums organized by IITs/NITs/RECs/Govt. Engineering Institutes.
7. Participation in seminar/workshop/STTP organized by IITs/NITs/RECs/Govt. Engineering Institutes.
8. The applicant does not adversely put at risk Institute reputation.
9. The principal reserves the right of Approval depending upon the requirement of service of the employees in the institution.

b) Application Procedure

1. Individuals are responsible for obtaining information about any event that they wish to attend, including obtaining any necessary registration forms
2. To obtain approval for participation and to obtain the financial assistance required, the applicants should discuss the content of the conference with their HOD and seek their permission.
3. Applicants must forward the letter for attending the Seminars, STTP's, Workshops and Conferences to the Principal further more through the HOD for approval with his/her recommendations.

4. Applicants must complete any external registration forms and attach these securely to the letter.
5. The principal office will submit the completed course Approval Form to the Authority and for further administrative actions.
6. It is the responsibility of the applicants to ensure that their application forms are submitted in time to enable registration with the organization hosting the relevant conference.
7. If the account Department is given insufficient notification to enable invoices or cheques to be processed (i.e. less than 15 working days prior to the course/ conference registration closing date), applicants will be responsible for paying any registration fee and subsequently for claiming reimbursement.
8. Applicants will be liable to pay any penalties or costs incurred due to late registration of their application.

c) Submission of report

On returning from the conference, workshop or seminar, it is the responsibility of the applicant to ensure that information and learning are shared with concerned colleagues. This may be done by way of a summary of the outcomes, either in a written report or preferably as a presentation. All the material received during the course of conference, work shop or seminar should be submitted to department library.

❖ Gratuity/retirement benefits/ Group Insurance

RWMCT's Dnyanshree Institute of Engineering & Technology is committed to providing an efficient, effective and secure benefits service that meets the need of its entire employee.

❖ Authorship of Books/Periodicals Articles

Employees contributing articles or write-ups in various journals/ publications with the Institute's permission, will be retain receivable out of such contributions. Incentives will be admissible to the faculty members on publication of their paper in the journals of National / International repute recognized by DIET / presentation of papers at reputed international meets recognized by DIET. The cost of visit to the conference will also be borne by DIET in addition to the following incentives.

1. Selection for Class A Journals: Rs. 10,000/- plus certificate of merit plus entry in service book.
2. Selection for Class B Journals: Rs. 5,000/- plus certificate of merit plus entry in service book
3. Selection for Class C Journals: Certificate of merit plus entry in service book

❖ Contributory Provident Fund

The employees of the DIET shall be governed by the provisions of the Contributory Provident Fund Rules, as amended, and Government of India's decisions/orders, issued from time to time in this regard.

CHAPTER II – SERVICE RECORDS

Dnyanshree Institute of Engineering & Technology was set up in 2012-13 under the aegis of the AICTE, DTE, Government of Maharashtra. Subsequently the is enacted to establish and incorporate the Dnyanshree Institute of Engineering & Technology for the promotion and development of education and research in Engineering & Technology and for matters connected therewith and incidental thereto. DIET has emerged as the Engineering & Technology, developing professionals for taking up leadership positions in Engineering in the emerging global scenario.

Sr. No	Main Services	Standards
1.	Admission to Regular Programmes	As per the DIET policy, students are selected through intensive process of 12 th Science/ Diploma & 'Common Entrance Examination' which comprises of a written entrance examination situation test and Online CAP through Process. These are conduct for admission to: Under Graduate Programmes for 5 courses;
2.	Admissions to Continuing Education Programme.	As per AICTE policy announced annually are aimed at complementing the practical knowledge of industry professional with formal technical education. It offers: Programmes of Four/ Three Year duration.
3.	Ensuring Quality Education and Training	<p>Dr. Babasaheb Ambedkar Technological University, Lonere defined curriculum is laid out which is prepared after series of discussions with the internal & external faculty members, industry and experts.</p> <p>Academic calendar is issued by Dr. Babasaheb Ambedkar Technological University, Lonere at least One months prior to start of academic year.</p> <p>Each academic year has 2 semesters with 16 weeks with 480 hours of direct lecture & practical instruction hours.</p> <p>Teacher student ratio for focused attention is normally maintained at 1:20or given as per AICTE</p> <p>The direct teaching inputs for all programs shall be at least of 30 hrs per week.</p> <p>Feedback from student in terms of contents & presentation made by the faculty is received every month.</p>
4.	Examination, Evaluation and Rules for Promotion	<p>Dr. Babasaheb Ambedkar Technological University, Lonere has a well laid down system of assessment and promotion to the subsequent semester.</p> <p>It is based on successful performance in an Theory examination, Oral, practical assignments and other evaluation methods for all programs.</p> <p>The performance is judged through grading system and Semester Grade Point Average.</p>

		<p>Within certain Fail/ ATKT students are allowed to appear for reexamination/ Supplementary Examination.</p> <p>Students may apply for re-evaluation only for written examination.</p> <p>Students can apply for re-assessment in case of the number of failure subjects within certain condition.</p> <p>On successful completion of courses, eligible students are given B. Tech degrees/ certificate</p>
5.	Facilitation of Financial assistance, Academic and Developmental matters related to the student affair	<p>The Government of Maharashtra provides financial assistance in the form of Scholarship on the basis of economic condition.</p> <p>Students of the DIET can also avail education loan facility from various Banks.</p> <p>The DIET also undertakes Student Assistantship Programme to aid students who have demonstrated a need for financial assistance by engaging them in resource center, laboratory, etc. & paying them as per the no. of hour they have worked. Part payment facility is also provided by DIET.</p> <p>Student requests pertaining to academic issue is resolved within 2 weeks of receipt of such request.</p> <p>Wherever possible, hostel, canteen along with stationary shop are provided to the students within the campus.</p> <p>For holistic development of students & to nurture their innate creativity, extra-curricular activities including annual cultural festival are organized.</p> <p>Student Development Activity Cell inter-alia. Includes various clubs. The Student Development Activities are conducted as per necessary.</p>
6.	Responding promptly & Qualitatively to the needs of the Industry.	<p>DIET graduates contribute to the technical sector, information technology, retail production, accessories, Software, communication and research-based segment of the industry, and many more.</p> <p>In the last semester of each batch invitations are sent to the companies, to conduct campus interviews by the DIET, as a facilitator for prospective employer companies and future employees from amongst its graduating students.</p> <p>The DIET works with the industry partner to Technical and offer customized programs.</p> <p>Projects for research and consultancy are undertaken for clients from private and public sectors category Faculty Managed Projects including workshops. Classroom & Industry Projects</p>
7.	Empowering the Engineering &	<p>Work is identified wherein students closely interact & work with Workers for vision building & capacity</p>

	Technology to retain National & International position their requirements and challenges ·	building: Network and build linkage with market & financial institutions. Generate employment opportunities for the rural poor as well as establishing micro enterprises to catalyze the local economy.
--	--	---

Eligibility Criteria

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor) as per AICTE norms

Programs	Cadre	Qualification
Engineering & Technology	Principal	<ol style="list-style-type: none"> 1. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch 2. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals. 3. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post
	Professor	<ol style="list-style-type: none"> 1. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. 2. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor 3. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion or At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

	Associate Professor	<ol style="list-style-type: none"> 1. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch 2. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals. 3. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	Assistant Professor	<ol style="list-style-type: none"> 1. B. E. / B. Tech. / B. S. and M. E. / M.Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the Degree
	Workshop Superintendent	<ol style="list-style-type: none"> 1. Initial recruitment of Workshop Superintendent shall be as par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering.
	Training and Placement Officer	<ol style="list-style-type: none"> 1. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program. 2. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis. 3. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.
	Assistant Librarian	<ol style="list-style-type: none"> 1. Master's Degree in Library Science/ Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library. 2. Qualifying in the National Level Test conducted for the purpose by UGC or another equivalent test as approved by the UGC.

RECORDS OF SERVICE

The Institute maintains the following records in accordance with the policy of University, AICTE and Maharashtra civil services rules

Service Book

1. As per Maharashtra Civil Services rules and statute no. 418 of University.
2. A service book for keeping the record of service of staff shall be maintained by Establishment Department in respect of each regular employee of the Institute.
3. All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the principal.
4. The principal 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.
5. Management approved staff service books also maintained w.e.f. 2021-22.

Personal file:

The personal file of every employee is maintained for filing the documents relating to his Service in the Institute.

The personal file contains the following documents.

1. Application for job along with all attested copies of essential academic qualification for the post being held & 04 passport size photos, Adhar Card, Pan Card, Pass Book documents etc.
2. Previous experience certificate, copy of appointment, relieving order, clearance/no dues certificate, medical fitness certificate. In case of teaching previous approval of university, if any, and experience certificate etc.
3. Appointment order & joining report.
4. Caste Certificate, Cast Validity Certificate, Non-Creamy Layer in case selected against reserved post & appropriate certificate for physically handicapped if applicable.
5. Copies of orders issued for additional responsibilities.
6. Form of Personal details as required for Mandatory disclosure, AICTE.
7. Application made for attending seminars, conferences, workshop, S.T.T.P.,
8. and similar value-added programs duly endorsed by the principal and accordingly copies of certificates.
9. Promotions/ Reversion orders, Awards/Rewards etc.
10. Copies of Memo, warning, notice issued time to time, record of discipline action taken, if any.
11. University approval
12. Record/certificate of additional duties such as University exam & accordingly attendance certificate etc.
13. Record of sponsorship for higher studies.

Leave Records: -

Leave record annual as well as permanent for the tenure of service as per M.C.S.R. and Dr. Babasaheb Ambedkar Technological University, Lonere statute.

Salary Slips: -Year Wise Salary Slip will be maintained for records.

Record of Gratuity: - Gratuity will provided as per the Payment of Gratuity Act, 1972

Award & Recognition's.: -Qualification upgradation, Disciplinary actions if any.

SERVICE CONDITIONS FOR THE STAFF:

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 and Raosaheb Wangde Master Charitable Trust.
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.
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 Trust, Management and Principal.
4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the Institute, such members of the staff as are required will be commissioned by the Institute, with/without additional remuneration or honorarium as prescribed by the Institute, from time to time.
5. Any staff member, on appointment, except on contract, shall be on probation for a period of two years.
6. All the teaching staff shall be paid AICTE scale of pay and other allowances as per Society norms. In addition, contribution shall be made by the management towards the employee's provident fund, 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 have completed 5 years of continuous 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 continuous service is not required, as per the Government norms.
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.
8. Staff should be available in the Institute premises during the entire period of office hours, on all working days.
9. If a staff member is 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.
10. No member of the staff shall apply, during the period of his / her service in this institution, for any kind of appointment outside or send an application for study, training or course etc. 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 Institute or the service of staff is required by the Institute during the said period.
11. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of breach of rules /misconduct as per the statute of University/MCSR and Trust's rules.

12. In a case wherein a member of the teaching or non-teaching staff commits any breach of service rules/misconduct in discharge of his / her duties, the Secretary has got discretion to award punishment such as warning, censure, withholding of increment with or without conducting an enquiry, if the misconduct is of serious nature, then an enquiry by a committee constituted by the Secretary or as per statute of university as per the rules and regulations set by Trust from time to time.
13. For the development and progress of the Institute/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
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.
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 Institute.
16. If a staff member draws advance from the Institute to meet financial expenses for official tour or for arrangement of a Institute event, he / she shall settle the account within 10 days from the date of withdrawal of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted against his salary.
17. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
18. All members of the staff shall be governed by general rules / norms also practiced by Institute from time to time.

Resignation-

1. A permanent/temporary employee of the Institute may resign from the service of the Institute by giving a notice, in writing, of three months/one month, addressed to the appointing Authority
2. Provided that the resignation is clear and unconditional.
3. Provided further that if the employee makes a request, in writing to the Appointing Authority, for the acceptance of notice of less than three months/ one month, the Appointing Authority may, considering the circumstances of such request, permit the employee to resign from the service of the Institute by a notice of less than the prescribed period.
4. A resignation will become effective when it is accepted and the employee is relieved of his/her duties.
5. If an employee under suspension submits a resignation, such a resignation should not ordinarily be accepted as normally an employee is placed under suspension only in cases of grave delinquency.

Termination of Service

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' basic salary must be given.
2. The Secretary shall have the power to terminate the services of a member of the staff of the Institute, for any of the following reasons:

- a) Serious misconduct and willful negligence of duty, malfunction misbehave, etc.
 - b) Gross insubordination;
 - c) Physical or mental unfitness; and
 - d) Participation in any criminal offence involving moral turpitude. In such termination cases, the above rule (point no 1) will not be applicable and the staff member will not be eligible for any terminal benefit.
3. In case of break of higher education sponsorship bond he has to pay the amount of Rs 3 Lakhs and reimbursement of study leave / fees at the rate of 12 percent interest per annum for the remaining period of bond.

Retirement-

1. Except as otherwise provided in these Rules, every employee of the Institute shall retire from service of the Institute on the afternoon of the last day of the month in which he/she attains the age of superannuation as prescribed by the Board; No employee shall be granted extension in service beyond the age of superannuation provided that an employee of the Institute, whose date of birth is the first of a month, shall retire from service of the Institute, on the afternoon of the last day of the preceding month on attaining the age of superannuation.
2. The provisions under the Government of India's rules read with Govt. of India's decisions, regarding voluntary retirement of its employees, as amended from time to time, shall apply to the employees of the Institute

Medical Fitness-

No person shall be appointed to a post by direct recruitment without a certificate of health in the form given below to be signed by a Medical Officer authorized by the Institute for this purpose.

Power to Amend the Rules

1. The Management/Trust may, at any time amend, alter, delete, add or modify any of the provisions contained in these General Service Rules, in the public interest or in the interest of the Institute
2. Any matter relating to the conditions of service of an employee for which no provision is made in these General Service Rules shall be determined by the Management/Trust.
3. Every employee holding a post under the Institute after the commencement of these rules but before the publication of these rules, shall be deemed to have been appointed under the provisions of these rules.

Power to Relax

Notwithstanding anything contained in these General Service, Rules, the Management/Trust may, in the case of an employee, relax any of the provisions of these Rules to relieve him / her of any hardship arising from the operation of such

provisions, or in the interest of the Institute, unless such hardship can be relieved on the application of Government rules or instructions

Maximum Period of Absence from Duty

Regular Faculty are exceeding Three Month, other than on, whether with or without leave, shall be deemed to have resigned from the service of the Institute.

Awards / Rewards /Prizes/ Incentive Scheme

Whenever the Institute officially submits entries for competition, any award / reward /prize received from such participation will be deposited with the Institute irrespective of the fact whether the award / reward / prize is declared in the name of the Institute or in the name of an employee of the Institute. However, if an employee participates in a competition with the prior permission of the Institute as an individual (and as distinct from institutional participation) he / she will be permitted to retain the award / reward / prize received.

Joining Time

The employees of the Institute shall be entitled to joining time as is admissible to the employees of DIET under the provisions contained in the RWMCT, Mumbai (Joining Time) Rules, as amended from time to time.

Residuary Conditions of Service

1. Any matter relating to the conditions of service of an employee for which no provision is made in these General Service Rules shall be determined by the RWMCT, Mumbai Board of Governor.
2. Every employee holding a post under the Institute after the commencement of these rules but before of these rules, shall be deemed to have been appointed under the provisions of these rules.

CHAPTER III – LEAVE RULES

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra- ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads.

❖ Procedure

1. Applicants must fill the RWMCT's Dnyanshree Institute of Engineering & Technology Leave Application Form and get it recommended by their HOD.
2. Leave forms are reviewed and evaluated by the HOD. If approved, the Leave form will be forwarded to the establishment section.
3. Establishment section clerk takes sign of O.S. and submit to the Principal for final authorization and further administrative actions.
4. Leave application should be submitted well before proceeding on leave except under emergency reasons.
5. The employee should ensure their leave has been sanctioned or not before proceeding on leave.
6. Only three late entries are allowed per month and third such entry will be considered as a leave for a day. If there are three late marks, one C.L. will be considered. Up to six late mark two C.L., up to eight, three C.L. and so on.
7. If benefit of prefixing and/ or suffixing holidays to leave is sanction to the employee, and he/she remain absent from duty before or beyond actual dates of his sanction leave, then he/she will have to miss the benefit of prefix and/or suffixing holidays. In such cases entire period of absents (including holidays between) shall be treated and counted as leave without pay.

A) CASUAL LEAVE-

1. Maximum 8 days' Casual leave will be admissible during one academic year.
2. Proportionate casual leave will be admissible if period of service is less than one academic year.
3. Causal Leave account shall be closed at the end of each academic year Balance leave if any, at the end shall not be allowed in next academic year and shall stand lapsed.

Sr. No	Appointment Faculty	Cadre	Casual Leave	Medical & Private ground	Vacation
01	University approved		12	*10	Teaching Employees will be entitled to have 30 days' vacation /Semester Break in a year in two phases (15 days each) in a specific period to be declared by the Institute Authority with the approval from Authority/Trust

02	Management Order	08	*10	They can avail regular vacation after completion of probation and sanction by higher authority
----	------------------	----	-----	--

❖ **Common terms and condition for sanctioning Casual Leave**

1. Casual leave shall not be admissible during first 3 months of service.
2. Casual Leave must be availed with prior sanction. If prior sanction is not possible due to some unavoidable reasons, intimation of the leave on same day shall be given to the respective authority.
3. Casual Leave can be sanctioned for maximum period of three days at a time.
4. Any holiday or Sunday can be prefixed to the casual leave.
5. Casual Leave cannot be taken in conjunction with any other kind of leave, except Compensatory off in a special case.
6. When casual leave is taken with prefixing/suffixing holidays, the total period of absence from duty shall not exceed 5 days.
7. Application for casual leave must be submitted in the prescribed form.
8. Half day casual leave can be sanctioned either for 1st half of the day or second half of the day.
9. Casual leave can be refused if tendency to enjoy casual leave without proper reason is noticed.
10. Casual leave record register for each employee is to be maintained by the administration section of the institute.
11. Casual leave record of the employee is to be preserved as per guidelines of apex bodies.

B) SPECIAL LEAVE:

1. The teacher attending the meeting/conference/seminar/any other non- Remunerative official business of the University/Institute/Institute/other concerned bodies provided prior sanction is obtained thereof, shall be treated on duty.
2. The teacher attending the examination work and any work in the capacity of University Authority member of the University shall be treated as duty leave.
3. The teacher who is deputed/ Sponsored by the University/Institute/ Recognized Institute for any special training/ teaching / academic visit to other places of country/ countries shall be treated on special leave for the period of his absence from duty.
4. The institute has given 5 days of special leave for marriage, higher studies, etc. purposes.

C) MEDICAL LEAVE:

1. The teacher shall be entitled to a leave on medical ground for 20 days on half pay or 10 days on full pay on communication basis for each year of completed service or as prescribed by the State Government/University from time to time.
2. This leave shall be sanctioned on the production of medical certificate from any R.M.P if the period is less than 21 days.

3. For more than 21 days' period, the certificate from the Civil Surgeon/Medical Board appointed by the Institute should be produced.
4. The teacher shall also produce medical fitness certificate at the time of joining on duty, after medical leave.
5. If any staff meets with an accident, while on duty, which makes him unfit to attend his normal duty and requires treatment followed by rest, he may be granted "Special Disability Leave" on merit of each case for a period not exceeding 90 days, as may be decided by the Institute authority, only when recommended by a Registered Medical Practitioner. Such leave may be sanctioned with full pay up to 90 days and under exceptional circumstances, on merit of the case, one may be granted such leave beyond the limit of 90 days, but on without pay basis.

D) EARNED LEAVE:

1. Earned leave is not admissible, if employee avails full vacation.
2. Proportional Earned leave admissible for the period of work actually performed during vacation, on the basis of certificate issued by the Head of Institute
3. Earned leave cannot be availed in continuation with vacation or vacation cannot be taken in continuation of earned leave.
4. Maximum limit of accumulation of earned leave for vacation employees shall be 80

❖ Common terms and condition for sanctioning Earned Leave

1. Earned leave earned over and above the maximum limit of accumulation shall stand lapsed automatically.
2. Earned Leave shall not be sanctioned during the first year of service. However, leave earned during first year shall be credited to the leave account of the Employee in next year.
3. Earned Leave can be sanctioned for minimum period of three days.
4. Maximum limit of 120 days Earned Leave can be sanctioned at a time.
5. Earned leave shall always be sanctioned in full days.
6. Application for Earned Leave shall be submitted to the respective leave sanctioning authority at least one week in advance.
7. Request for grant Earned Leave on medical grounds can be considered and such leave can be sanctioned for the employee, provided that request is supported by the Medical Certificate from Registered Medical Practitioner.
8. Earned Leave can be sanctioned in combination with Cumulated Leave.

E) COMPENSATORY OFF

1. Compensatory off would be admissible only when Authorities/Head of Department/Institute has asked the concerned employee in writing to attend the official work on Sunday/Holidays.
2. Compensatory off shall not be admissible to the employees who work on holidays/Sundays to clear pending work.
3. Compensatory off shall not be admissible to the employees who work on holidays/Sundays for examinations or other work for which they are compensated by the concerned authorities.
4. Number of Compensatory off should be equal to the number of Sundays/Public

- Holidays on which employee has been called upon to work and actually so worked.
5. Compensatory off must be availed with prior sanction from the respective leave sanctioning authority.
 6. Application for Compensatory off/leave must be submitted in the prescribed form.
 7. Compensatory off shall be availed in the same academic year.
 8. Balance Compensatory off at the end of academic year shall not be carried forward in the next year and shall stand lapsed.
 9. Compensatory off can be availed in conjunction with Sundays/ Public Holidays and casual leave by prefixing and/or suffixing them as special case.
 10. Compensatory off can be sanctioned in conjunction with Earned Leave, commuted leave or leave without pay.
 11. Record of such Compensatory off shall be maintained by the administration Office.
 12. Record of Compensatory off enjoyed by the employees during the calendar year, shall be preserved by the concerned clerk.

F) MATERNITY LEAVE:

1. Maternity leave may be granted to a confirmed women employee who serve 2 year or more in continuation service with less than two surviving children, on full pay for a period of 180 days from the date of its commencement which can be availed twice in the entire service life including tenure under previous employer(s). The leave salary will be equal to pay drawn immediately before proceeding on leave. This leave period will be change according to guidelines of apex bodies from time to time.
2. Maternity leave for a period not exceeding 25 days in the entire service can also granted on full pay in cases of miscarriage including abortion, (irrespective of the number of surviving children) subject to the condition that the total leave granted in respect of this to a female teacher in her entire service life is not more than 45 days and the application for leave is supported by a medical certificate from Authorized Medical Attendant (AMA).
3. Any female employee under probation will be eligible for 45 days Maternity leave (with pay) only after completing of 11 months of continuous service.
4. Any temporary or contractual employee will be eligible for maternity leave for a period of 90 days without pay.
5. Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
6. Paternity leave of 15 days shall be allowed to a male employee with less than two surviving children during the period of conferment of his wife, i.e. fifteen days before or up to six months from the date of a delivery of a child. However, if such employee has not availed the leave within this period it shall be treated as lapsed.
7. The norms are subjected to instructions/ received from competent authority's time to time.
8. Maternity Leave application must be supported by Medical Certificate from Registered Medical Practitioner indicating the probable date of commencement. Certificate indicating date of delivery should also be submitted in due course of time.

G) STUDY LEAVE:

1. Study leave can be granted to the regular employee.
2. Employee has to make request in writing form grant of study leave to the Secretary through the Head of the Institute where employee is working.
3. Application for study leave shall be preferred at least 1 month before proposed date of its commencement.
4. Employee proceeding on study leave for more than 3 months has to furnish bond on stamp paper of rupees 100/- dully filled in all respect along with signatures of two sureties of at least equal level before proceeding on study leave.
5. Employee on study leaves for less than 3 months if wants to extend leave beyond 3 months, he will have to submit such bond. Extension of study leave shall not be granted to him unless Bond duly completed in all respect is submitted.
6. Employee shall have to serve RWMCT's DIET at least for five years after return from study leave, as per condition in the Bond.
7. Study leave will be "Leave on without pay basis". For, the purpose of awarding annual increment and deciding the seniority of service, the above leave of absence will be duly excluded i.e., no annual increment (notional or any other) will be payable during the said period of leave
8. The faculty member availing study leave shall submit to the Institute a six monthly report of progress in his/her studies through the Institution or the instructor, under whom training or study is being pursued. This report shall be submitted within days of the expiry or every six months of the study leave. In absence of such report in time, the further leave may be cancelled.
9. In the event of the report not being found satisfactory, the Management will have the right to revoke the leave at any time it deems fit. The study leave will be granted depending upon whether the faculty can be spared.
10. If employee fails to rejoin the duty after expiry of Study leave or could not complete successfully the course, then amount spent by the trust for the substitute arrangement made in his place during period of his leave and other expenses incurred by the Trust as decided by the Trust along with interest thereon, as per prevailing bank rates, shall be recovered from him or from the sureties as the case may be.
11. The Bond submitted by the employee in original shall be preserved in the safe custody of the respective Principal till Employee completes the Bond as per agreement on his return to the duty.

H) LEAVE WITHOUT PAY

1. Leave without pay is not regular kind of leave.
2. Leave without pay can be sanctioned if no leave is at the credit of the employee or when he applies for Leave without Pay
3. Period of absence from duty can be regularized by sanctioning leave without pay for that period.
4. Period of Leave without pay whether on medical ground or not, will extend the period of probation tenure and will affect gratuity.
5. No Pay and allowances shall be admissible to the employee for the period of leave without pay.
6. Leave without Pay for half day or fraction of day shall not be admissible. If any employee requests for sanction Half Day leave without Pay, same would be rejected and it shall be treated as leave without pay for entire one day.

7. If leave without pay is granted on medical ground, supported by medical certificate from registered Medical Practitioner, then it will not effect on the date of increment of the employee.
8. Leave without pay can be availed in combination with Earned/Commutated.
9. Leave without pay will not be admissible in combination with casual leave. If such occasion arises, then entire period of leave (Casual leave plus Leave without pay) shall be treated as leave without pay.
10. Date of increment shall be advanced by the period of leave without pay, if it is not sanctioned on medical grounds.
11. In case of employee who completes tenure before the normal date of increment (i.e. on 1st July) and enjoy leave without pay after completion of tenure but before the date of due increment (normally 1st July or otherwise), then his date of immediate increment shall be advanced by the period of equal to the leave without pay enjoyed by him.
12. Effect of advancement of increment date due to leave without pay shall remain for that particular year only. Next date of increment shall be on first July, as per normal rule provided employee does not avail any leave without pay during further period.
13. When leave without pay is taken with prefixing/suffixing holiday or Sunday, the total period of absence is treated as leave without pay.

❖ **Other general instructions about sanctioning of leave**

1. Leave cannot be asked as a matter of right.
2. Leave can be refused in-case of demand of the management /institute.
3. Sanctioning of leave shall depend on the genuineness of the reasons mentioned in the leave application.
4. Sanctioning of leave do not permit employee to leave head quarter automatically.
5. Employee desiring to go out of head quarter during leave period, should obtain specific permission of leave sanctioning authority, for leaving head quarter during leave period.
6. Prior approval shall be essential for planned leave.
7. Leave application for planned leave shall be submitted to the respective leave sanctioning authority at least 15 working days in advance
8. In case of emergency, intimation shall be given to the concern authority on telephone immediately and leave application shall be submitted immediately after joining the duties
9. If leave is enjoyed without prior sanction /intimation or absence from duty without proper reasons entire period of absence shall be treated as leave without pay. Such cases shall be decided by the Principal or authority on merits.
10. Calculation of leave shall be done with reference to concerned rule and leave account of every employee shall be updated from time to time and recorded in their service books.
11. A copy of application for maternity leave for 180 days shall be forwarded to the Trust/Management office for approval and after due sanctioning shall be forwarded to the Establishment Section for records.
12. Copy of sanctioned extension of leave up to 2 months in continuation with maternity leave of 180 days shall be forwarded to the Trust/Management for approval and after due sanctioning shall be forwarded to the Establishment Section for records.
13. Cases where period of leave (Earned leave, half pay leave, commuted leave or leave without pay) exceed 1 month, shall be submitted to the Trust/Management (as the

case may be) at least 8 working days in advance.

14. Request for study leave shall not be decided at the institute/Institute level. Such request from staff members along with comments/recommendations shall be forwarded to the Trust/Management at least 30 working days in advance.
15. Entries of sanction earned/half pay/commuted and leave without pay shall be taken in the service books of the concerned employee and his leave account shall be updated at least after every 1st January and 1st July of the year.
16. Entry of leave without pay in the service book shall be taken in red ink.
17. Employee must resume duties on the first working days after expiry of the sanctioned leave. Request for extension to the sanction leave if any must reach the Principal office before expiry of the sanction leave.
18. Ad-hoc employees shall be entitled to enjoy casual leave only. No other kind of leave shall be admissible to them.
19. If benefit of prefixing and / or suffixing holidays to leave is sanction to the employee, and he remain absent from duty before or beyond actual dates of his sanction leave, then he will have to forgo benefit of prefix and / or suffixing holidays. In such cases entire period of absents (including holidays in between) shall be treated and counted as leave without pay.

❖ **Leave Sanctioning Authority:**

1	Duty leaves and Casual leave to the Principal	The Chairman/Management/Secretary
2	Maternity Leave, Long Leave, Study Leave, Leave prior to retirement to the Principal of Institute	The Chairman /Management/Secretary
3	All types of leave, other than specified at (2) above to teacher and staff	The Principal

CHAPTER IV – CONDUCT & DISCIPLINE

Code of Conduct for Employee

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.
2. Every employee shall abide by and comply with the rules and regulations of the Institute and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
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.
4. Every employee shall endeavor to promote the interest of the Institute and shall not act in any manner prejudicial thereto.
5. 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 social clause the employee shall obtain prior permission of the authority.
6. An employee of the Institute 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.
7. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the Institutes 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 Institutes 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.
8. An employee of the Institute shall not, without the prior permission of the Secretary, 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.
9. No employee of the Institute shall enter into any partnership, accept any fees, (endowment) or commission whatsoever from any part other than the Institute, except with the prior permission of the Secretary.

Faculty Rights and Obligations

1. Expression

Employees have the right to express themselves within their work areas as long as the Expression does not disrupt the vision, mission and objectives of the Institute.

2. Professional development

Employees have the right to seek training and additional work-related skills. The Institute will pursue training and staff development strategies within its resources.

3. Problem Resolution

Employees have access to problem resolution in procedures. Procedures for such disputes are contained in various appropriate policy documents available.

4. Safety

Employees have the right to a safe and healthy workplace and to be informed of any hazardous working conditions.

5. Civility

Employees have the right to be treated with civility by all authorities, colleagues and subordinates. The Institute will pursue available strategies within its resources for reducing tensions that may cause incivility.

6. Freedom from violence

Employees have the right to be protected from violent behavior. Violent behavior toward faculty, staff, students, or visitors to the Institute is neither condoned nor acceptable. Such behavior may provide immediate grounds for dismissal for cause and legal action.

7. Freedom from sexual harassment

The employee has the right to work without sexual harassment. The Institute has a responsibility to educate its staff about the procedures used to protect accused and accuser.

8. Freedom from discrimination

The employee has the right to be treated without bias. The Institute has the responsibility to treat with equal concern and fairness all persons without regard to their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by central, state or local laws.

Code of Professional Ethics

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideal of education which have already been set for which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable disposition.

A) Teachers should

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar research and allied work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community service.

B) Teachers and The Students

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals and imbibe ethics, human values and sense of social responsibilities among students.
10. Refrain from inciting students against other student, colleagues or administration.

C) Teachers and Institute

1. Teachers should treat other members of the profession in the same manner as they themselves wish to be treated.
2. Teachers should speak respectfully of other teachers and render assistance for professional betterment.
3. Teacher should refrain from lodging unsubstantiated allegations against colleagues to higher authorities and
4. Teacher should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

D) Teachers and Non-Teaching Staff

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within educational institution.
2. Teachers should help in the function of joint staff-councils covering both teachers and the non- teaching staff.

E) Teachers and Guardians

Teacher should try to see through teacher's bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

F) Teachers and Society

1. Teacher should recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Teacher should work to improve education in the community and strengthen the community's moral and intellectual life.
3. Teacher should be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Teacher should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Teacher should refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

G) Teachers and Authorities

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating their steps through their own institutional bodies and/or professional organizations for change of any such rule deter-mental of the professional interest.
2. Refrain from undertaking and other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Should adhere to the conditions of contract.

7. Give and expect due notice before a change of position is made.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.

PART III- DUTIES & RESPONSIBILITIES

CHAPTER V – DUTIES & RESPONSIBILITIES

Duties-

Each faculty member's duties are determined annually by the principal, Head of the department in consultation with the faculty member.

1. Faculty members are expected to conduct classes in appropriate manner as required by the course assigned.
2. They should inform students of program outcomes course objectives, requirements, and schedules and deal with student papers and examinations in a timely manner.
3. Faculty members are expected to hold office hours for consultation on course work and advising students.
4. A faculty member who needs to be absent from a class due to illness or other due cause should try to make arrangements for alternative instruction or inform the head of the department to arrange for timely notification of students.
5. Faculty members are expected to take up other responsibilities as required.
6. Faculty members are expected to participate in the decision-making, curriculum development, and assessment processes of the department and the Institute.
7. Although faculty members have a primary responsibility to their own department, they are also members of a larger collegian community and should make every effort to work cooperatively with members of other departments and with the administrators of the Institute respecting appropriate deadlines established by various committee in-charges.

In order to assist faculty members in the performance of their duties, the Institute provides the facilities and services listed below.

1. Office space, Teaching aids (ICT)
2. Computer services
3. Identification cards
4. Official stationery
5. Postage for official correspondence
6. Library
7. Timing flexibility for PG & research work.
8. Transportation Assistance

Working Hours

1. Total number of working hours per week at the Institute to be observed by the employees as per orders / instructions/ decisions as may be regulated by the Institute to suit the duties entrusted to an employee
2. Direct teaching hours for the faculty members shall be as decided by the Institute as per apex authorities from time to time
3. Employees of the Institute shall not, at any time, absent themselves from their work without the permission of the competent authority of the Institute
4. Each employee of the Institute is expected to maintain punctuality in attendance. Habitual late attendance will render him / her liable to disciplinary action.
5. Every employee should be available at DIET campus during the working hours of the Institute as also outside the office working hours, if the exigencies of work so

demand, to attend duties on assignment as may be entrusted by the controlling authority.

Sr. No.	Activities	Time (Monday –Saturday)
1	Academics	9.00 am to 5.00 pm
2	Academics: First Break	10.15 am to 10:30 am
3	Academics: Lunch Break	12:30 pm to 1 pm
4	Administrative/Student's Section/ Stores	9.00 am to 4.30 pm
5	Administrative/ Student's Section/ Stores Lunch Break	1 pm to 1:30 pm

❖ Institute keeps rights to modify time table as per requirements.

Holidays-

Holidays on account of National Holidays and festivals, will be observed at the Institute as decided by the Government of India, DTE, Mumbai DBATU, and Local Authorities for every calendar year. In addition, every staff member will be allowed to avail of admissible Restricted Holidays, provided they are got sanctioned in advance.

Punctuality-

1. Faculty and administrative staff under all circumstances, absolutely without any exception report to office either before time or, at the very latest, on time
2. Faculty without exception must be ready for class exactly as per the schedule in their class room
3. Faculty shall not leave DIET premises for any reason what so ever without previous permission of the Principal.
4. No one shall leave the DIET premises before the closure of office on any working day
5. All students without exception shall enter the class room and be seated at the time scheduled for the start of the class.
6. The door of the class room will be barred against late entry irrespective of the reasons for the delay
7. Attendance shall be taken before the commencement of the class
8. Absentees should be marked absent. Attendance sheets should be collected by the administration within five minutes from the commencement of the class, under all circumstances
9. The attendance record of each day shall be seen by the Principal /Admin Officer without any exception and as per standing orders, the attendance displayed at the end of each week punctually on the notice board.

CHAPTER VI-Roles and Responsibilities of Employees

This chapter sets out the roles, rights and obligations of everyone serving as employees of RWMCT's Dnyanshree Institute of Engineering & Technology and establishes the standards of behavior required to operate in their concerned position.

The roles and responsibilities have been classified under two broad categories namely:

1. Roles and Responsibilities of staff in Administration Office
2. Roles and Responsibilities of Staff in Departments

Roles and Responsibilities of various sections in Administration Office

ESTABLISHMENT SECTION

1. To prepare and regularly update Teaching & staff lists in prescribed formats.
2. Follow up and maintenance of records of new recruitments/appointments.
3. Maintenance & record keeping of the communication of the Human Recourse related issues with competent authority.
4. Processing of Leave applications and maintenance of leave records.
5. Preparation, maintenance and verification of staff attendance registers before release of monthly salary.
6. Processing of regular increments, internal promotions, transfers if any.
7. Maintenance and updating of service books.
8. Maintenance and updating personal files of each employee.
9. Maintenance of Biometric attendance record.
10. Providing relevant information/data for preparation of various mandatory reports to be submitted to competent authorities.
11. Processing of termination of services of employees appointed on ad-hoc/ temporary basis by the end of the term.
12. Processing for re-appointments, new appointments.
13. Preparation of Roasters, its approval from University and State Govt.
14. Preparation of Advertisement for staff selection, handling selection process as per norms, issue of appointment orders, record of joining reports etc.
15. Handling relevant queries of employees and providing necessary classification and support.
16. Preparation of various mandatory reports for submission to University, AICTE, AISHE, and any other related authority.
17. Preparing various mandatory committee reports like University/Board
18. Calling for no dues certificate from all section on death / retirement / resignation of employee.
19. Sanction of Leave/issue of orders and related Correspondence.
20. Maintain record of all kind of leave.

ACCOUNTS SECTION

1. Collection of fees from students, maintaining records of fees collected from admitted students.
2. Refund of fees to year-down students after declaration of result or cancellation of admission. Any other refund of fees as applicable after necessary verification.
3. Follow-up through notifications for receipt of fees from defaulters if any.

4. To process routine daily, weekly expenditures for sanction, approvals, and payments.
5. To prepare periodic Receipts and Payment statements (Preferably monthly), outstanding payments to be made as well as amount receivable statements.
6. Preparation and release of monthly salary and other mandatory payments (TDS, Provident funds, Professional Tax etc.)
7. Payments to other parties
8. Preparation of Balance sheets, Income & Expenditure Statements, other reports and their audits from competent authorities.
9. Preparation of annual budgets, its periodic follow-up and control.
10. Preparation & submission of fees proposal to Fees Regulating Authority.
11. Providing necessary information, data in required formats and assisting in preparation of various mandatory reports for submission to University, DTE, AICTE, Fees Regulating Authority, Admission Regulating Authority and any other related authority.
12. Liaison with offices such as Provident Fund, Income Tax Chartered accountants, etc.
13. Liaison with Departments, Hostels, Library, T&P cells & other sections.
14. Payment of yearly gratuity instalments, updating of eligibility lists
15. Verification and timely clearances of advances received from University and other agencies if any.
16. All other related matters deemed fit as per provisions, norms, rules and regulations related for effective financial working of Institute.

Procedures -

Entries of Students-

1. The student section provides an admitted students list or roll call list to the account section for booking students' fees to their system.
2. Enroll Students as per roll call of new year admitted students in a database for fee collection
3. The student should pay their fees to the account section cashier via Cash, Cheque, UPI, Account transfer, etc. at the time of submitting the admission form

Expenditure Certificate-

1. The student should apply for an expenditure certificate in the prescribed form and submit the form to the account section
2. After submitting the form account section will make an entry into the expenditure certificate register
3. The account Section will provide the expenditure certificate within 3 working days from the date of application submitted.

To avail of Financial Support

1. Employees will apply through written application along with a submitted form of account section for the financial requirements and submit the application to the account section with respective documents.
2. The account section will forward the application to seek approval from the Authority
3. After the approval of the authority account section will disburse the sanctioned amount to the applicant

For Other Expenses-

1. The applicant will fill out the expense permission letter along with a submitted form of account section
2. The account section will forward the form to the respective authority for approval
3. After the form is approved by the authority disbursement of the amount is initiated
4. The applicant will fill settlement form and make all settlements of advance taken from the account section within 3 working days after completion of work.

STUDENT SECTION

1. Processing of admissions to respective years for Degree (FY to B.Tech) and Diploma (FY to TY).
2. Preparation of provisional admission roll call list.
3. Preparation of updated roll call lists after declaration of University exam results (Examination section shall provide relevant information after University exam result Analysis such as year down students and eligibility of earlier Y.D. students).
4. Preparation and issue of relevant certificates.
5. Processing of forms and maintenance of records.
6. To prepare and distribute Identity cards to the newly admitted students and staff.
7. Display of notifications for information to the students, its follows up.
8. Providing information in prescribed formats to University, DTE, AICTE, Fees Regulating Authority, Admission Regulating Authority or any other competent authorities as per requirement.
9. Handling queries of students & parents and providing necessary clarifications, help & support.
10. Issue No Objection Certificate.
11. Issue of bona-fide certificate, traveling concession.
12. Liaison with Principal, HOD's, TPO, Librarian, Rectors providing timely information, data, records, etc.
13. Co-ordinate postal correspondence with parents/students regarding attendance reports, Performance reports, Detention etc. in association with respective departments.
14. Maintenance of fee receipt records and necessary follow-up, notification for defaulters.
 - (a) Issue of bank challans.
 - (b) Record of payment of fees in Bank.
 - (c) Confirmation with bank statements.
 - (d) Maintenance and updating of admission registers.

Procedure -

Enrollment of Student-

All the procedures regarding admission will be done through the guidelines of apex bodies

1. The student's section follows all the processes given by the Apex bodies regarding admission like- DTE, ARA, CET.
2. After the completing of admission process student, section will clear the document verification process from DTE, Pune
3. The student section will prepare the notice and schedule the admission form filling of all newly admitted students and collect their admission forms

4. The student section will prepare the provisional roll call list for the newly admitted students based on the admission form
5. All the provisional roll call lists will be provided to the department with the authentication of the Principal
6. The student section will prepare the schedule of enrollment of the newly admitted students as per the guidelines of affiliating Universities and approve their enrollment through the Institute login
7. Based on University enrollment, the final roll call of newly admitted students will be prepared and distributed to the respective departments.
8. The student section will provide identity cards to all admitted students.

Certificates-

All the certificates like bonafide certificates, leaving certificates, transfer certificates, bus traveling concession form MSRTC., migration certificates, and any other certificates are provided to the students from this section.

Procedure-

1. The student will apply through the application in the prescribed form with all respective documents for the required certificate
2. The student will pay the fees according to the certificate in the account section
3. The student will submit the application form to the respective person in the student section
4. Student Section will provide the required certificate within 3 working days after the request is submitted.
5. The student section concerned person makes all entries into the register and takes the student's signature while distributing.
6. The student section will provide the mark sheets, and final degree/diploma certificates to the students after completing their No Dues Form along with the required document.

EXAMINATION SECTION

1. Preparing examination notices and display exam related information to the notice boards and Institutes website
2. Issue & Receipts of examination forms, verification and submission to University.
3. Issue & Receipts of revaluation forms.
4. Correspondence and maintenance of records related to university examination (theory, practical, Oral etc.) including stationary, Answer books, question papers, etc.
5. Administrative assistance for conduction of university examination, preparation, maintenance and submission all related records to university.
6. Adjustment of examination duties.
7. To receive/upload all related notifications from university, necessary follow-up, processing, records and control of all matters related to examination. Strict adherence to the rules, regulation, norms.
8. Result analysis & records.
9. Monitoring of internal examination and submission of theory & term-work, practical exam marks to University. Liaison with respective departments
10. Record of expenditure and clearance of accounts related to examination.
11. Maintenance of all information, data, records, related to examination
12. Display of timely notifications to the students related to internal & external university exam.

13. Preparation & issue of Hall tickets.
14. Issuing Leaving Certificate.
15. Preparation & issue of official transcripts to Final Year students.
16. Proper maintenance of online records, software.

SCHOLARSHIP SECTION

1. To compile list of all financial support agencies, who have given support to the students in the past and circulate and display the same prior to date of payment of fees.
2. To inform students belonging to reserved category through notices about the government's free- ships and scholarships schemes.
3. To display list of documents required by financial support agencies and sources of procuring such documents.
4. To assist students seeking financial support by providing requisite documents.
5. A calendar for applications for financial support shall be prepared well in advance and displayed.

Procedure -

The Dnyanshree Institute of Engineering & Technology provides all types of Governmental and Non-Governmental Scholarships per the schedule and guidelines of the apex bodies. Students benefit from this scholarship as per the following procedure-

1. The respective section will notify the students about the schedule of various schemes by notifications on notice boards, and the institute's website.
2. Students will fill out the application form through the instructions given in the notifications
3. The student will submit the application in the Scholarship section
4. The scholarship section verifies all the documents through their Institutes login and forwards the application to the DBT.
5. After the approval of the DBT office scholarship amount will be deposited directly to the student's bank account.
6. After completing all the processes scholarship section will prepare all the records of scholarship-benefitted students authenticated by the Principal

INWARD/OUTWARD SECTION

1. Maintain inward/ outward registers on daily basis.
2. Accepting Letters received from various offices.
3. Distribution of inward letters to various departments.
4. Telephone/Mobile bills correspondence.
5. Day to day Dispatch work.
6. Maintenance of Stamp Account Register.

PURCHASE & STORE SECTION

The guidelines intend to regulate the purchase and hiring processes of stores consumables and services and bring in uniformity in the institute. F & Acc Committee, principal, administrative authority can purchase the item directly following all norms.

The objectives are:

1. To ensure timely purchase of materials in right quantity and desired quality.
2. To secure the materials at least possible cost.
3. To ensure optimum utilization of all items of purchases.
4. To adhere to budget allocations under respective heads of purchase.
5. To maintain and regularly update central Dead Stock registers.
6. Periodically verify & check departmental dead stock registers.
7. Receiving department requirements for equipment's, tools, spares & consumables, raw material etc. obtain administrative approval for necessary purchases based on budget provisions.

General Procedures

1. The Chairpersons/Head of Departments/Coordinators should plan out their requirements well in advance in budgetary requirement to enable the Finance & Account committee / Administration / Purchase section to comply with prescribed procedure indents indicating details of specifications, quantities, approximate value as well as the expected time for receipt of the items so indented should be submitted to the approving authority through proper channel sufficiently in advance. The department can also indicate the leading suppliers/brands of the material to be purchased, if it is considered absolutely necessary and in the interest of DIET to do so to facilitate purchase.
2. Purchase of goods up to the value of Rs. 10,000/- only on each occasion may be made without inviting quotation can do on the basis of the estimate to be recorded by the competent authority. In case of purchase above Rs.15000/- and up to Rs.1,00,000/- on each occasion may be made on the recommendations of the Finance & Account committee.
3. In case of products where the supplier enjoys a monopolistic/proprietary position, then the same may be purchased in exceptional cases and after having recorded the need for the product, the non-availability of alternate products with the prior approval of Principal /Finance & Account committee as per delegated power.
4. It would be mandatory on the part of indenting department that projections of requirements to certify the reasonability of the lowest cost of the stores/services, arrived at by the Purchase Officer, Purchasing Committee which ever applicable, before it is put up for approval/ finalization of Purchase Order to the Competent Authority, under the delegation of financial powers.

5. The Purchase Officer will keep a track of the materials ordered and take appropriate follow up action to ensure that the materials are obtained in prescribed time. While receiving the materials, records should be kept in gate passes and the concerned Department/Staff should certify that the material has been received in good condition and as per the specification. And forward the bills copy certified to the purchase officer who in turn will forward the same to the Accounts Section who will take necessary steps for release of payment once store process completed. The materials so received should be entered in the stock register by the designated Stores Officer and a certificate to this effect should be kept securely with bill & certificate in store
6. In case of rejection of supplies received, the supplier should be informed promptly about the rejection and it should be pointed out to the supplier that if the rejected supplies are not lifted within a week's time, a specified demurrage charge would be levied per day of delay.
7. Supplies of perishable nature, such as photo films, photo paper, poster colors etc. with dated - usage, should be purchased in limited quantities which can be utilized before the expiry date in order to ensure that such supplies are not allowed to result into "waste".
8. Being education Institute, DIET is eligible to get concession at sales tax rates (GST-CST) against issuance of prescribed "D" forms. DIET is also eligible for Central excise duty and Custom duty exemptions. Purchases should be made after keeping this in view and availing full exemption available, as per rules.
9. All purchases are subject to approved budget provisions.

Exemption-

1. Purchase without inviting quotations-

On the approval of the competent authority, purchases will be made without getting quotation.

2. Direct Market Purchase-

This is to be followed generally in special condition. Such purchases without inviting quotations by a Finance & Account committee for small value items costing up to Rs.10000/- to Rs. 100000/-.

Purchase of major items related to Academics:

1. The Principal shall collect the Purchase requirements by informing Purchase coordinator and circulating the notification through Purchase coordinator.
2. The purchase coordinator shall call the meeting of Committee members and shall finalize activity plan for completion of task.

3. The purchase coordinator shall submit plan for approval of Principal.
4. The Principal shall modify the plan, if essential and shall approve the plan.
5. When the approval will be received, the purchase coordinator shall circulate the circular to all the departments.
6. The departments shall start purchase procedure.
7. The Department Head shall call meeting of the subordinates for initiating purchase activities in the department and shall ask them to submit the requirements.
8. The subordinates shall submit details of requirements with necessary specifications.
9. The Department Head shall discuss about those needs with subordinate/s for purchase and shall finalize the purchase after proper justification and satisfaction.
10. Subordinates under guidance of concern Department Head shall call for quotations from vendors.
11. Department Head shall forward category-wise requirements, along with comparative statements, to the purchase coordinator.
12. When purchase details will be received from all departments, the purchase head shall compile the information and shall submit to Principal.
13. The Principal shall refer the sanctioned budget to each of the department.
14. The Principal shall submit details to Management and takes formal approval for initiating purchase.
15. When consent from Management will be received, shall include the purchase in the agenda of CDC/LMC meeting.
16. The purchase coordinator shall call vendors for the CDC/LMC meeting for presentation of the quotation details and negotiations.
17. When CDC/LMC will assign rights to Principal for the purchase of items which will not be finalized during the meeting as well as purchase of any emergency items, the Principal shall initiate the process for those items separately.
18. Principal shall inform the purchase coordinator to initiate next part of purchase procedure of items finalized in the meeting in association with Department Head.
19. The purchase coordinator shall divert the next procedure to Head of the respective department.
20. Department Head shall arrange demonstration of the items and shall verify them in association with subordinates.
21. When subordinates will get satisfied with the demonstration, Department Head shall prepare report and shall forward to Purchase coordinator.
22. When satisfactory report will be received, the purchase head shall verify the details with the sanctioned quotation.
23. When the purchase coordinator will be satisfied, the invoices/bills shall be forwarded to the account department.
24. The account department shall verify the bills.

25. When bills will be verified, the account department shall submit them to Principal for sanctioning.
- a. Principal shall submit the bills to Account and Finance Committee for approval.
 - b. The Account and Finance Committee shall approve the bills.
 - c. The account department shall carry out the remaining formalities.
 - d. After receiving the purchased item at central store, it will be handed over to respective department/unit and relevant documentation will be done

Purchase of minor items/consumable related to Academics:

1. The Principal shall collect the Purchase requirements by informing Purchase coordinator and circulating the notification through Purchase coordinator.
2. The purchase coordinator shall call the meeting of Committee members and shall finalize activity plan for completion of task.
3. The purchase coordinator shall submit plan for approval of Principal.
4. The Principal shall modify the plan, if essential and shall approve the plan.
5. When the approval will be received, the purchase coordinator shall circulate the circular to all the departments.
6. The departments shall start purchase procedure.
7. The Department Head shall call meeting of the subordinates for initiating purchase activities in the department and shall ask them to submit the requirements.
8. The subordinates shall submit details of requirements with necessary specifications.
9. The Department Head shall discuss about those needs with subordinate/s for purchase and shall finalize the purchase after proper justification and satisfaction.
10. When purchase details will be received from all departments, the purchase head shall compile the information and shall submit to Principal.
11. The Principal shall refer the sanctioned budget to each of the department.
12. The Principal shall submit details to Management and takes formal approval for initiating purchase.
13. Department Head shall arrange to purchase these items locally and shall verify the quality in association with subordinates.
14. The invoices/bills shall be forwarded to the account department from HoD.
15. The account department shall verify the bills.
16. When bills will be verified, the account department shall sanction bill & carry out the remaining formalities.

Store Procedure-

1. The applicant first fills out the submitted form of the store for the required material.
2. The applicant will take all the permissions of respective authorities.

3. After the approval of the form, it will be submitted to the storekeeper then he will issue the required material from the store.
4. The storekeeper makes entries of issuing material in the register.
5. For any institute-level program concern departments faculty/staff will submit a written request with the approval of the Principal for required material and submit it to the storekeeper. The storekeeper will issue the material, and after the end of the program, all material will return to the storekeeper.

The Institute procures the following types of stores-

1. **Dead stock**- such as plant and machinery, furniture, equipment, ICT, common amenities.
2. **Other store register** - consumables-electrical/workshop register, item allocation register, cleaning materials etc.

Sale and disposal of Assets/ Stores:

1. The items to be declared obsolete, surplus or unserviceable shall be examined by a Committee at appropriated level to be appointed by the Authority competent to declare an item of Asset/ Store as obsolete, surplus or unserviceable and order their disposal. The Committee should take into account the prescribed or stipulate life period of the Asset/Store. In case such period is not prescribed or stipulated or it is not over, the Committee should examine the conditions of Assets/Stores and records suitable reasons for declaring an Asset/Store items obsolete, surplus or unserviceable. If an item has become obsolete surplus or unserviceable on account of negligence, fraud or mischief on the part of any DIET employee, the same should be clearly brought out.
2. Where the life period has been prescribed or stipulated and is already over it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be examined to see whether the item could be put to further, use after repair, if required.
3. In other cases where the life period is not over or not life period is prescribed or stipulated, the reasons for declaring the item unserviceable may be normal wear and tear, excessive use in public interest, accident etc.
4. An item may be declared obsolete or surplus if it is no longer required by the user Department and a certificate to this effect shall be obtained from the user Department.
5. Finance & Accounts Officer may prescribe the life period of an Asset/Store item in consultation the manufacturer.
6. The authority competent to purchase or sanction purchase of an Asset/ Store item shall be competent to declare the Asset/ Store item as obsolete, surplus or unserviceable for the purpose of this Rule.
7. Previous sanction of the Competent Authority shall be obtained in writing before

sale/ disposal of Assets/ Stores.

The following instructions must be observed in disposal of Assets

1. The Committee referred to in Rule above shall prepare or cause to prepare a comprehensive list of Assets/ Stores for disposal.
2. The said Committee shall fix the reserve prices of item or items of Asset/ Store which have been approved by Competent Authority for disposal.
3. The Asset/ Stores to be disposed-off after following procedures mentioned above should be advertised and sealed quotations should be invited through open or limited tender as the case may be.
4. The release of articles so sold or disposed-off shall be supervised by a designated official of DIET.
5. A sale account in appropriate form to be prescribed by Finance & Accounts Officer should be prepared recording all sales/ disposal and submitted to Finance & Accounts Officer for records.
6. A copy of each order declaring Assets/ Stores as obsolete, surplus or unserviceable should be endorsed by Competent Authority to Audit Officer and Accounts branch of DIET.
7. A copy of the sale accounts mentioned Rule above, may also be endorsed to the Audit Officer and Accounts branch of DIET.
8. A separate sanction for write off of loss will not be necessary when the Assets/Stores which are declared as obsolete surplus or unserviceable and are disposed off by following the procedures outlined in these Rules.

Expedition disposal of Obsolete, surplus or unserviceable Assets/ Stores

In order to ensure that the obsolete, surplus or unserviceable Assets/ Stores fetch good returns, it is essential that the time lag between the declaration and actual disposals is minimized.

Write-off of Assets/ Stores.

1. The Where the Competent Authority holds, on consideration of the recommendation of the Committee mentioned in above, that Assets/Stores have become obsolete, surplus or unserviceable owing to negligence, fraud etc. on the part of any DIET employee, it will be necessary to fix responsibility for the loss and to device remedial measures to prevent recurrence of such cases.
2. The loss shall not be written-off without fixing responsibility and taking primitive and preventive measures.
3. As far as possible, the loss shall be recovered from the employee(s) found to have been responsible for causing the loss

4. The loss of Assets/ Stores due to fire, theft and natural disasters as certified by the Committee mentioned in above may be written off by the Competent Authority and records shall be placed before the BOG with copy endorsed to Audit Officer and Accounts branch of DIET.

1.Roles and Responsibilities of staff in Administration Office

A) Principal

1. Conduct all UG and Diploma programs according to the affiliating University/Board guidelines.
2. Planning long-term, short-term goals, objectives of the institute in consultation and guidance of the Management (LMC and GB).
3. Preparation of development plan of the institute in accordance with the vision, mission, goals & objectives.
4. Identifying and planning for the sources of finance, financial provisions, and allocation of funds for budgeted expenditure among different heads. (Deciding fund allocation for departmental, academic activities, Research & development, Infrastructural development, various recurring & non-recurring expenditure.)
5. Planning, assigning and monitoring of duties, authorities and responsibilities to Heads of the Departments, Faculties, Administrative office staff and Supporting staff.
6. Compliance of rules, regulations & norms of University, DTE, State Government, AICTE and other statutory bodies.
7. Interaction and participation with University and other statutory bodies in all related matters, requirements, procedures, correspondence & records.
8. Planning, developing, and guiding all activities to get all the courses accredited.
9. Planning and monitoring Student welfare and discipline.
10. Transparency in implementing policies of the Institute.
11. Creating organizational climate that provides rewards and incentives for accomplishment.
12. Sharing responsibility to maximize ownership and accountability for Institute's outcome.
13. Awareness about professional issues and sharing this information with appropriate groups.
14. Use of TQM or other similar data driven theories of management to benchmark the Institute's performance indicators against exemplary practices outside the Institute to support continuous improvement
15. Modeling the qualities of fairness, equity, integrity, and honesty in professional dealings with colleague and supporting staff and students.
16. Understanding the resources available to the Institute and use them wisely for effective outcome.
17. Understanding how to select, induct, develop, evaluate, and retain personnel who assist the Institute in accomplishing its vision and mission
18. Providing appropriate and timely feedback to all concerned.
19. Developing and monitoring a safe Institute plan, anticipating potential trouble spots and dealing with them in advance.
20. Guiding, Monitoring & controlling the student curricular, co-curricular and extra-curricular activities.
21. Planning to achieve excellent academic results & students' performance.
22. Motivating, participating and contributing to achieve maximum placement of

students.

23. Motivating, participating and contributing in training students for higher studies and entrepreneur activities.
24. Networking with other institutes, professional bodies (ISTE/CSI etc.), research organizations, industries etc., for developmental work/activities.
25. Interacting with parents and alumni to influence the institute's growth.
26. Interacting with society, social organizations for developmental and collaborative projects/activities etc.
27. Guiding and motivating teaching staff for preparation and submission of proposals to AICTE/DST/UGC and others for financial assistance schemes.
28. Conducting meetings with heads and staff for day to day working of the institute for expected outcome.
29. Coordinating with teachers, supporting staff and students.
30. Handling grievances of teachers, supporting staff and students.
31. Promoting innovations, R&D, testing & consultancy activities.
32. Ensuring that established laws, policies and procedures are in place and enforced equitably for all teachers, supporting staff and students.
33. To take measures to enhance the academic standard of the institute.
34. Recruitment, Training, Supervising, guiding, motivating and controlling the teaching and supporting staff.
35. Supervise, monitor & control routine administration of the Institute
36. To act as facilitator between staff and management.
37. Find pathways, opportunities for teachers and others to make the best contributions they are capable of making for themselves and to the Institute.
38. Involving stakeholders in decisions affecting Institute.
39. Handling student discipline problems with a level of responsiveness appropriate to the severity of the problem.
40. To establish various committees for the efficient implementation of the policies.

B) Registrar/ Office Superintendent (Head of all non-teaching staff)

1. General supervision and control over class III and class IV staff including sanction of casual leave.
2. To regulate the work and conduct of the staff in accordance with the Act, Statute, Ordinance, Rules and Regulations.
3. To assess and evaluate the performance of Non-teaching staff and sections and take such measures as he/she deems fit to regulate and to improve the working of the Institute.
4. The Registrar/ Office Superintendent shall be the custodian of the records, the common seal and other such property of the Institute as the Principal may commit to his charge
5. To keep the Minutes of all the meetings and records.
6. To deal with all statutory bodies like AICTE, DTE, University etc.
7. To watch over the work of Institute affiliation, approval work, staff recognition and follow the procedure of appointment.
8. To issue warnings/ reprimands/ memos to the non-teaching employees subject to the approval of the Principal.
9. To bring the notice to the Principal any of the act of the staff or the student, if prejudicial to the Institute and/or is not in the interest of the Institute.
10. To maintain the inquiry service for student, staff also for visitors to the Institute regarding course being conducted, examination and admission rules and such other

- allied matters of important nature.
11. To deal with all other service matters of staff including leave and maintain service records of all staff such as services book personal file etc.
 12. To issue all routine certificate to all staff other than experience certificate.
 13. To issue all routine certificate to students other than leaving certificate
 14. To watch Accounts, Audit, assessment work of Maintenance and other Grants and to keep check on Accounts of the Institute.
 15. Monitor the examination work.
 16. The Registrar/Office Superintendent shall exercise such other powers and perform such other duties as are prescribed by the Principal and Management.
 17. Dealing with all matters relating to recruitment of staff, for post which the Principals are authorized to fill up.
 18. Dealing with all matters pertaining to advance of pay and traveling allowances and G.P.F.
 19. He will have to do such other work as may be assigned by the Principal from time to time.

C) Senior Clerk

1. To handle all kind of correspondence with University such as,
 - (a) Payment of university fees as per norms well in time.
 - (b) Submission of information/data as & when required in prescribed formats.
 - (c) Approval to the appointments of faculty.
 - (d) Clearance of university examination accounts.
 - (e) Verification and submission of examinations forms, revaluation forms, eligibility forms, enrolment forms etc.
 - (f) Supervise University examination at Institute center and correspondence.
 - (g) Any other work assigned by the superiors.
2. Preparation, verification and submissions of various reports to AICTE, D.T.E., University, ARA, FRA etc.
 - (a) Local Inquiry Committee visit reports.
 - (b) Staff Selection Committee reports (as per university procedure).
 - (c) Proposals for sanction of increase/variation in intake, additional courses to AICTE New Delhi, D.T.E/ Jt-D.T. E, Dr. Babasaheb Ambedkar Technological University, Lonere, etc.
 - (d) Mandatory disclosures.
 - (e) Shikshan Shulka Samiti Reports
3. Approval of admissions of F.Y. Engg, and Direct admission of diploma holders to S.Y from Pravesh Niyantran Samitti and D.T.E
4. Liaison with the departments regarding their queries, requirements, data/ information needed for preparation of various reports.
5. Handling student inquiries, complaints, grievances etc.
6. To assist Registrar/ Office Superintendent to arrange local managing committee, governing body meetings, preparation of agenda, related documents/files, invitation to members, assistance in conduct of meetings, minutes of the meetings, action taken report preparation.
7. To assist Registrar/ Office Superintendent to supervise correspondence with trust office, submission of necessary information/data as & when required.

D) Accountant

1. To exercise general control over all financial transaction strictly in accordance with the Financial Rules and other administrative matters.
2. To inform periodically the financial position of the Institute to the Management and the Principal, examine and ensure that code and financial norms are followed by the section or department.
3. To prepare and present budget estimates with the help of all Heads of Department.
4. To Prepare the income and expenditure statements, maintain all accounts and get them audited.
5. To implement all financial transactions as per rules, Accounts code, statute, Ordinance and rules and regulations made in that behalf and monitor the finances of the Institute as per directions of the Management and Principal and place before the committee the financial position of the Institute such as receipts, payments Government grants and balance from time to time.
6. To scrutinize all bills of expenditure before recommendations for payment. To watch the progress of the expenditure of fees grants etc.
7. To prepare bank reconciliation statement, budget and final accounts of funds.
8. Liaison with other offices such as Income Tax, Professional Tax, Provident Fund, etc.
9. To ensure various payments made from the Institute funds are within budget provision and with the sanction of competent authorities.
10. To ensure that non-revenue accounts appearing in particular account of fund are reconciled.
11. To attend to audit queries and to reply audit report, to submit necessary statement of accounts.
12. To recover grants due to the University from the outside bodies including State, Central Govt.
13. To attend such other work assigned to him/her with the approval of the Principal.
14. To prepare periodic accounts of funds.
15. To prepare payment statement of all employees and accordingly proceed for the further transaction after getting verified from Registrar/ Office Superintendent/ Principal.
16. To maintain books of accounts, payment registers, advances etc.
17. To attend queries and all matters regarding Income Tax, Professional Tax, P.F., Gratuity, insurance.
18. To attend routine correspondence with bank and other Department
19. To supervise the work of accounts clerk and to pass the bill for payment as per relevant rules.
20. Any other work assigned by the superiors.

E) Junior Clerk and Equivalent Cadres

1. To prepare and maintain service book/new files-note-book, do copying work, rubber stamping and to attend to all types of administrative work.
2. To maintain different registers/records & forms etc.
3. To perform all duties in respect of smooth conduction of University Exam.
4. To compile with all work related to student's scholarship.
5. To prepare routine letters/replies for approval where noting is not required issue reminders.
6. To attend the other work as may be assigned by Office superintendent /Registrar/

Principal.

7. To maintain recodes of all types of leaves.
8. To issue Transcripts to students.
9. Any other work assigned by the superiors

F) Inward-Outward Clerk

1. Maintain Inward-outward registers regularly
2. To receive internal “Dak” i.e., letters from departments, sections, office, Trust/Management etc., make necessary entries in Inward register and put up for processing.
3. Receive external “Dak” i.e. letters from ousted agencies, parties, offices. Make necessary entries in internal register and put up for further processing.
4. Similarly, process for outward Dak (internal as well as external) with proper entries & records.
5. Maintaining and regularly updating of files for systematic records. Develop and operate proper filing & record system for easy, efficient retrieval of documents wherever needed
6. Arrange for availability of necessary postage and other essential items to avoid delay.
7. Any other work assigned by the superiors.

G) Librarian/Assistant Librarian

1. Supervise budgeting, planning, and personnel activities.
2. Every year at the end of session he should collect the requirement of books of different authors as per list of references from subject teachers.
3. Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audio visual, and electronic resources.
4. Code, classify, and catalog books, publications, films, audio visual aids, and other library materials based on subject matter or standard library classification systems.
5. Search standard reference materials, including online sources and the Internet, in order to answer patrons reference questions.
6. Teach library patron to search for information using databases.
7. Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
8. Keep records of circulation and materials.
9. Analyze patron requests to determine needed information, and assist in furnishing or locating that information.
10. Locate unusual or unique information in response to specific requests.
11. Direct and train library staff in duties such as receiving, shelving, researching, cataloguing, and equipment use.
12. Respond to customer complaints, taking action as necessary.
13. Organize collections of books, publications, documents, audio visual aids, and other reference materials for convenient access.
14. Develop library policies and procedures.
15. Evaluate materials to determine outdated or unused items to be discarded.
16. Develop information access aids such as indexes.
17. Compile lists of books, periodicals on particular department.
18. Assemble and arrange display materials.
19. Compile lists of overdue materials, and notify borrowers that their materials are

overdue.

20. Negotiate contracts for library services, materials, and equipment.
21. Provide input into the architectural planning of library facilities.
22. Collect and organize books, and other materials in specific fields, such as rare books, book bank books, reference books, PG books, etc.

H) Physical Director

1. Identifying sport, recreation and health initiatives and overseeing strategic planning and implementation.
2. Coordinating, delivering and promoting relevant activities to sports.
3. Raising student awareness of health and fitness issues and promoting participation in sport.
4. Maintaining records and producing written reports related to all sports activities.
5. Attending local, regional and national meetings, seminars and conferences.
6. Checking venues and managing facilities required for practice sessions and conduction of matches.
7. Liaison with sports clubs to develop best practice in coaching.
8. Working with national governing bodies (NGBs) for specific sports in relation to clubs and events.
9. Managing resources and a budget and identifying potential opportunities for external funding.
10. Maintaining links with county, regional and national sporting representatives and organizations.
11. Working within specific guidelines, e.g. equal opportunities, health and safety, student protection.
12. Offering coaching and supervision when appropriate.

2. Roles and Responsibilities of Staff in Department

Teaching Staff

A) Head of Department

1. Preparation of development plan of the department in accordance with the vision, mission & objectives.
2. Motivating and providing opportunities for continuous professional development of every teacher.
3. Motivating and focusing on staff and student's performance for high levels of achievements.
4. Conduction of weekly meetings with teachers for review progress of teaching activities and monitoring allotted work.
5. Preparation of budget and purchase plan.
6. Knowledge of modernizing teaching techniques for continuous improvement in teaching.
7. Fair teaching work distribution and assigning duties to teachers and supporting staff.
8. Coordinating and monitoring day to day functioning of departments.
9. Evaluate the Performance appraisal of staff.
10. Exercising quality checks on submission work and assignments of students.
11. Exercising quality checks on internal and external examinations.

12. Handling grievances of students and staff in the department.
13. Knowledge in preparation of reports required by University, AICTE, and other statutory bodies.
14. Coordinating NAAC, NBA accreditation of department.
15. Accessibility of head of department.
16. Modelling the qualities of fairness, equity, integrity, and honesty in professional dealings with colleague, supporting staff and students.
17. Communication of policy decision made at institute level to the department teaching and non- teaching staff.
18. Accepting responsibility for Department outcomes.
19. Handling student discipline problems with a level of responsiveness appropriate to the severity of the problem.
20. Participating and contributing in training & placement activities.
21. Monitoring teaching learning process in the department for high levels of student achievement.
22. Maintaining discipline in staff and student.
23. Carrying out activities reflecting social belongingness.
24. Providing specific guidance for teachers trying to solve instructional problems.
25. Helping new teachers gain expertise and confidence in their teaching
26. Working with experienced teachers to help them continue to grow and develop as accomplished professionals.
27. Using performance as a means to help others improve continuously.
28. Coordination with teachers to set clear, measurable students performances in academic, co-curricular and extracurricular activities.
29. Analyzing university and internal results in order to target interventions that will ensure the academic success of all students.
30. Frequent communication with parents along with Guardian Faculty Member around student academic performance.
31. Knowledge of enrichment of laboratories and modernization of laboratory equipment's.
32. Interaction with other institutes, research organizations, industries etc., for developmental work/activities.
33. Encouraging research and consultancy work.
34. To take effective measures after result, student's, parent's and employee feedback analysis.
35. Arranging parents meet and alumni meet.
36. Conducting theory classes & labs.
37. Understanding the resources available to the Department and uses them wisely for effective outcome.

B) Guardian Faculty Scheme (Mentor-Mentee)

DIET has introduced Guardian Faculty Scheme to provide constant guidance to students & provide feed backs to parents through one to one interaction with students. Guardian faculty works as a mentor of students and offers them academic support along with motivation. A guardian faculty tries to solve difficulties of students encountered during semester through personal counselling. Guardian faculty encourages the students to participate in co-curricular

& extracurricular activities. Guardian faculty scheme plays important role to ensure effective implementation of teaching –learning process.

Objective- To enhance overall academic performance of students through

- Monitoring the behavior through their attendance.
- Resolving their stress related issues through academic counseling.
- Keeping the track of academic progress of the students.
- Strengthen the acquaintance/bond between faculty and student for better learning atmosphere.
- Involvement of parents in mentoring and monitoring performance in all activities of the student at the Institute.

Procedure:

1. HOD appoints guardian faculties for each batch of the students and guardian faculty coordinator before the commencement of the academic year.
2. Guardian faculty maintains the related information of students of respective batches in guardian files.
3. Guardian faculty monitors the attendance of students of their respective batches.
4. Guardian faculty conducts regular counseling meetings with students of their respective batches.
5. Guardian faculty communicates the performance of students to their parents through letters, phone calls and SMS on regular basis.
6. Guardian faculty takes the feedback of parents and communicates to HOD through guardian faculty coordinator.
7. In consultation with guardian faculties, class teacher and HOD, guardian faculty coordinator and academic coordinator will finalize the remedial plan of additional lectures and practical's, mock orals, batch wise coaching etc.

C) Teacher

1. Teaching

- (a) To decide core objective & outcomes.
- (b) To prepare teaching plan.
- (c) To prepare session plan.
- (d) Innovation in teaching, laboratory work and instructional material.
- (e) To collect, maintain and enrich teaching aids.

- (f) To identify reference books, textbooks, articles, data books, IS codes etc.
- (g) To design of home and classroom assignment.
- (h) To deliver lectures effectively, using most modern teaching aids.
- (i) To arrange lectures of experts from industry.
- (j) To organize industrial visits/study tours.
- (k) To monitor student's attendance and punctuality.
- (l) To arranging remedial classes, mock orals and practical.
- (m) To discussion university question paper.
- (n) To prepare theory, Oral question bank.
- (o) To assist Head of the Department in departmental activities & pro- voiding student services.
- (p) To keep abreast of the newer knowledge, skills and technology through self-up-gradation and dissemination of knowledge through article, books, journals, and seminars etc.

2. Instructions in laboratory

- (a) To plan and schedule practical's and uniformly spread over academic session.
- (b) To prepare laboratory manuals.
- (c) To prepare study material for study type exercise.
- (d) To Plan for progressive assessment of term/practical work.
- (e) To prepare of question banks for oral examination.
- (f) To conduct practice oral sessions.
- (g) To monitor practical equipment status.
- (h) To monitor adequacy of consumables.
- (i) To conduct trial practical and maintain sample results.
- (j) To train laboratory supporting staff
- (k) To conduct actual practical's and validate results.
- (l) To maintain attendance and assessment records.

3. Students assessment and evaluation

- (a) To conduct class tests.
- (b) To evaluate answer books and display of results.
- (c) To evaluate assignments, tutorials.

- (d) To display progressive assessment result.
- (e) To suggest corrective measures for improvement in test performance.
- (f) To assist Department in managing examinations.
- (g) To maintain all the assessment records.

4. Research Activities and Research Guidance

- (a) Project guidance to students.
- (b) To lead consultancy projects and extension services. Curriculum development and developing resource material.
- (c) To visit Industries for identifying problems and exploring academic solutions.
- (d) To motivate students to accept challenge Industrial/Practical life problems.
- (e) To secure patents.
- (f) To develop laboratory equipment.
- (g) To modernize, retrofit, develop attachments for existing laboratory equipment's.
- (h) Software development.
- (i) Web designing.
- (j) To automate of existing systems.
- (k) To accept testing work.
- (l) Undertaking calibration work for industries.
- (m) To participate in reverse/forward engineering industrial activities.
- (n) To arrange short term training programs for industrial employees.
- (o) Costing and estimation consultancy.

5. Developing resource material and laboratory development

- (a) Procuring model lessons from various resources like books, journals and Internet.
- (b) To assist library enrichment activities.
- (c) To develop charts and models.
- (d) To collect product cat logs.
- (e) To collect IS codes.
- (f) To develop PPTs.
- (g) To collect educational CDs.
- (h) To understand laboratory needs and satisfy the needs.

6. Co-curricular and extra-curricular activities

- (a) To arrange technical events like Paper Presentation, project exhibition etc.

- (b) To organize cultural programs, sports etc.
- (c) To organize NSS/Blood Donation/Plantation/Medical camps.
- (d) To participate in Discipline committee, Anti ragging committee as a member.

7. Assisting in departmental administration

- (a) To plan and develop academic and administrative work at department level and to assist at institutional level.
- (b) To supervise activities concerned with supporting staff.
- (c) Building maintenance/ water supply and electrical installations.
- (d) Purchase and departmental store administration.
- (e) Procurement of equipment.
- (f) Grievance handling.
- (g) Admission committee work.
- (h) To assist in conducting University Examination.
- (i) To monitor Campus cleaning, security and housekeeping.
- (j) To assist in inspection visits.

8. Student counseling and interaction

- (a) Result analysis and study guidance.
- (b) To motivate students in the matter of punctuality and hard work.
- (c) To address and resolve minor depression problems.
- (d) To communicate with parents.
- (e) To guide for independent study techniques.
- (f) To guide for facing interviews, personality development.
- (g) To guide for choosing supporting professional courses.
- (h) To guide about career planning and higher education.

9. Self-development

- (a) To improve qualification.
- (b) To attend short term training programs.
- (c) To attend conferences.
- (d) To paper presentation.
- (e) To organize workshop.
- (f) Research activities.

10. Responding to University assigned responsibilities

- (a) To work as controller of examination.
- (b) To work as custodian of examination.
- (c) To work as member of examination squad.
- (d) To attend CAP for evaluation of answer books.
- (e) To set Paper.
- (f) To attend oral/ practical examination assignments.
- (g) To attend meetings arranged by University.
- (h) To work as committee member of any committee appointed by university.
- (i) Board of study's work.
- (j) To develop curriculum.
- (k) Question paper submission.

D) Laboratory In-charge

1. To maintain the Dead Stock Register and Consumable Registers.
2. To find out the requirements for consumables for the laboratory and process to procure the same, before the start of every term.
3. In case of software labs get recent updated version of software (licensed and make them available to the students whenever necessary).
4. To ensure to display lab timetable, list of assignment, details of hardware and software in lab on notice-board.
5. To plan for the procurement of equipment for the coming term well in advance.
6. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
7. To notify the student with the free slot for their extra work.
8. To organize the laboratory for oral and practical examinations.
9. To hold those responsible for any breakage / loss etc. and recover costs.
10. To ensure the cleanliness and pleasant environment of laboratory for both students as well as faculty.
11. To give proper instruction, wherever necessary, to students to use the facilities available in the lab (e.g. Lab manuals, extra accessories they need to conduct the practical's).
12. In case of any discrepancies with hardware or software proper maintenance should be done by the expertise during fixed slot regularly (by Outsourcing/ internally).
13. To requisite of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
14. Any other duty as may be assigned by the HOD/Principal from time to time.
15. In order to prevent theft/damage, the Lab In-charge shall take the following action:
16. To report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

17. To note down the missing items in the respective Lab Register.
18. If the students are responsible for the loss/missing item, then the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
19. To discuss the issues if any with HOD regarding the lab.

Non-Teaching

A) Laboratory Assistant

1. To attend to such other duties as may be specially brought to his notice with the approval of the Head of the dept.
2. To assist students and teachers in conducting practical and experiments.
3. To maintain dead stock register and register to consumable material and to undertake physical stock verification of laboratory material.
4. To assist the in-charge of laboratory in purchase and procurement of laboratory materials.
5. To supervise the work of laboratory attendance working under them.
6. To assist the in-charge of laboratory in routine administrative matters and to ensure that laboratory facilities are not misused by any person.
7. To report about breakage/losses in laboratory to his supervisors.
8. To report to in-charge of laboratory about misbehavior inside the lab.
9. To ensure that all cupboards, doors, windows, and gets are properly closed by the Lab attendant.
10. To maintain log book in lab.
11. To update Lab board periodically.
12. To maintain equipment's, kits, wires and probes.
13. To issue equipment's, components, lab, manuals to the students, to other lab and other departments and to maintain record in the issue book.
14. To update the display of laboratory with respect to Lab time-table, list of experiments, list of major equipment, along with cost, lab area lab in-charge, charts.
15. To keep record of consumables required for the lab.
16. To monitor cleanliness of the lab along with the lab in-charge.
17. Any other duty assigned by the superiors.

B) Laboratory Attendant / Peon

1. To clean laboratory and to keep laboratory Materials including apparatus and equipment in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other material within and outside the laboratory.
3. To assist Lab. Assistant & another lab. Staff in physical stock verification of laboratory equipment, instrument, chemicals & other materials.
4. To render physical assistance to students & teachers in conducting practical and experiments.
5. To report about loss of laboratory equipment and other material to his superiors.
6. To open and to lock cupboards, doors, window and gates of laboratory.
7. To attend to delivery of letter connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Lab Staff with the

- approval of in charge of laboratory.
9. To open windows etc. in morning and switch on fans and lights and closing to close the same when not required.
 10. To dusting of office furniture machine, files, tables, equipment, switch them off when not required, remove and replace covers of machine.
 11. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instruction of the H.O.D. etc. and also do the work of stitching agenda and minutes of meeting according to instruction.
 12. Do the work of affixing stamps sticking and sealing envelopes or wrappers, packing of parcels.
 13. To carry papers and to frank machines etc. within building and other such portable items from one place to another.
 14. To serve drinking water to employees and to visitors when required.
 15. To dispatch letters including letters by hand delivery.
 16. To prepare daily cleanliness report and submit to admin office once in a month.
 17. Any other work as may be assigned to him by concerned officer from time to time.
 18. Peon cum Hamal shall also have to attend to the duties assigned to the Hamal.

C) Role and Responsibilities of Workshop Staff

1. Workshop Superintendent

1. To schedule, organize, coordinate and monitor workshop training.
2. To plan, deliver and evaluate theoretical and workshop instructions.
3. To design, develop instructional material and tasks for skill training.
4. To identify and organizing staff development programs for workshop staff.
5. To work as officer in-charge stores.
6. To procure, erect/install and commission of plant and equipment in the workshop.
7. To procure and storage of raw material, tools and instruments for workshop and for other departments on requisition.
8. To guide students in the performance of practical tasks and skill exercises in workshop and to evaluate their performance.
9. To be available for the whole duration of the class assigned in practical/theoretical class period.
10. To maintain equipment and tools in the shops including preventive and break- down maintenance, layout safety procedures.
11. To participate in professional development activities.
12. To manage special assignments/tasks as entrusted by the Principal.

2. Foreman

1. To be responsible to concerned lecturer in-charge/workshop Superintendent in all matters connecting with workshop, training and shall work according to their guidance and instructions.
2. To hold physical charge and maintain records of all equipment, machines, tools, instruments fixtures, furniture, raw materials etc. of the shops.
3. To be responsible under the overall supervision of the teacher in-charge of the shop.
4. To appoint one technician to more than one shop/laboratory.
5. To be responsible for procurement/storage/accounting of raw materials, tools and instruments and keep necessary records for the same.
6. To be responsible for issue of material/tools and equipment's for the shoplifter.

7. To be responsible for installation, erection, upkeep, repairs and maintenance of all/such items of the shops in charge including preventive and breakdown maintenance.
8. To present at the time of practical class including examinations and project works as per time table or instructions issued to him by his superior and shall be responsible for issue and receipt of all such instruments, tools, raw materials issued to the students during the conduct of above.
9. To demonstrate operation, function and working of any equipment/machine under the direction of the teacher conducting the practical classes.
10. To assist the teacher in-charge in maintaining shops jobs/records and assessment of work done in the shop.
11. To demonstrate jobs/models as directed by the teacher in-charge or the Department administration for class or institutional work including exhibitions and celebrations.
12. To undertake any job concerning his skill/trades for general utility, interest or benefit of the institution functioning under the direction of the administration.
13. To assist Student and faculty members in the fabrication of their project.

CHAPTER VI- QUALITY POLICY

Statutory Committees-

Grievance Redressal Committee-

The Grievance Redressal Committee is as per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2019, F. No. 1-101/PGRC/AICTE/Regulations/2019 dated 07/11/2019.

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the Students of the Institute with the following *objectives*:

- Upholding the dignity of the Institute by ensuring strife free atmosphere in the Institute through promoting cordial Student-Student relationship and Student-Teacher relationship etc.
- Encouraging the stakeholders to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the Institute.
- Advising stakeholders of the Institute to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, Teachers and Institute administration.
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
- To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Anti-Ragging Committee-

The Anti-Ragging Committee is as per All India Council for Technical Education Regulations, 2009, F. No. 37-3/Legal/AICTE/Regulations/2009 dated- 01/07/2009.

Ragging in any form is a criminal offence and strictly prohibited inside and outside the Institute. As per the directives of Hon. Supreme Court, All India Council for Technical

Education (AICTE) and Govt. of Maharashtra, strict actions are recommended against students for indulging and abetting ragging.

Objectives of the Committee-

1. To prevent ragging in institution/campus and enforce protocol, steps to safe guard the newly admitted students.
2. Students should be aware of the legal consequences of ragging and misconduct.
3. As per the Directions of AICTE/UGC/DBATU online undertaking was done by the students and their parents/Guardian by filling up the compliance at www.antiragging.in in order to curb the menace of ragging in higher educational Institution.
4. Students were also made to submit their online undertaking with an online /hard copy signed by the students and their parents. A Separate file has been maintained in the Institute office for the same.
5. Posters, Rules and regulations of Anti-ragging are put up in and around the Institute area like Notice Board, Departments, Common room to generate awareness amongst Students on Anti-Ragging.
6. To eliminate ragging in all its forms.
7. To provide all the Anti-ragging information to the students.
8. Interact with students for their problems.
9. To take serious and immediate action in case of ragging.

SC/ST Committee-

ST/ ST Committee is formed as per the guidelines of the AICTE, New Delhi.

Objectives-

According to the UGC Guidelines of 1998, following are the objectives of the Cell to:

1. Implement the reservation policy for SCs/STs in the Universities and Institutes;
2. Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities, and in the
3. affiliating Institutes and analysis of the data showing the trends and changes towards fulfilling the required quota;
4. Take such follow up measures for achieving the objectives and targets laid down for the purpose by the GOI and the UGC.
5. Implement, monitor continuously and evaluate the reservations policy in universities and Institutes and plan measures for ensuring effective implementation of the policy and programmes of the GOI.

Internal Committee-

An Internal Committee has been constituted in the institute as per All India Council for Technical Education Regulations, 2016 for Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances.

Local managing Committee-

According to DBATU first ordinance and University act 2016. The Local Managing committee is constituted.

There shall be a separate Governing Body/ Local Managing Committee for every affiliated Institute or institution consisting of the members as prescribed by the Act under Section 51.

- (1) President or Chairman of the management or his nominee - Chairman;
- (2) Secretary of the management or his nominee;
- (3) Three local members representing different fields of the area, nominated by the management;
- (4) Three teachers, elected by the teachers of the Institute or institution;
- (5) One non- teaching employee, elected by the non-teaching employees of the Institute or institution;
- (6) One representative of the management;
- (7) Principal as the Member-Secretary

Minimum Constitution will be as

Sr. No.	Name of the Member	Position in Committee
1	Chairman of trust or his/her representative	Chairman
2	Secretary of trust or his/her representative	Member
3	Representative of management	Member
4,5,6	Local member representing (Industry)	Local member representing (Industry)
	Local member representing (Education)	Local member representing (Education)
	Local member representing (Social services)	Local member representing (Education)
7,8,9	Teacher representative, 1,2,3	Elected by the teachers of the Institute
10	Non-Teaching representative	Elected by Non-Teaching
11	Principal of the Institute	Secretary

Non-Statutory Committees-

Dnyanshree Institute of Engineering & Technology has constituted following Non Statutory committees in order to maintain a conducive environment in the Institute.

1. Disaster Management Committee
2. Purchase Committee
3. Gymkhana Committee
4. Internal Canteen Committee
5. Library Committee

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell (IQAC) was established at Dnyanshree Institute of Engineering and Technology, in the academic year 2000-21.

Objective of IQAC is to enhance the quality of execution by developing quality policies, establishing academic and administrative processes, monitoring the execution, analyzing the outcome, providing feedback to stakeholders and reforming processes. The cell functions at Institute level in different pinnacles namely assessment, Teaching-Learning, Industrial Liaison, Research and Innovation, Training & Placement, Infrastructure & ICT, Gender Sensitization, Students Activities & Sports and Continuing Education.

These quality apexes conduct activities in their domains, pertaining to programme outcomes. This ecosystem leads to holistic development of students and nurtures consciousness about value education among all stakeholders of the institute. IQAC contributes in the vision of the institute to achieve the excellence in higher education

Vision Statement:

To promote quality culture as the prime concern through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support

Objective Statements:

- To develop a mechanism to promote responsive consistent and speedy action plans to improve the academic administrative performance of the institution.
- To adopt innovative methodologies for quality enhanced and sustenance by imbibing quality culture and establishing best practices.

LIBRARY POLICY

General Rules & Instructions

1. Keep silence.
2. Please, make entry in register at entrance gate.
3. Switch of your mobile before entering in the library.
4. Please, Student ID - Card is mandatory.
5. Best behavior is expected.
6. Student's Carrier are strictly Prohibited inside the library.
7. Library Service will be Provided to the member only, on producing the Own valid Membership card.
8. Membership card is mandatory in library premises and to be shown in the library whenever demanded.
9. Borrower's Card is not transferable. If such case is identified, it will be taken seriously and strict action will be taken against the student.
10. Open access system is followed in the library; reader is requested not to misplace the books in the stack, since misplaced book is as good as lost.
11. Library users are strictly Prohibited from taking the borrowed and Stamped books inside the library without permission of library staff on duty.
12. Library book issued for seven days only, An over - due charge of Rs. 02 per day.

13. A Student can issue two volumes F.Y./S.Y. and three volumes T.Y./B. Tech at one time, for period of seven days.
14. If any books is lost or damaged beyond repair, the concerned reader will replace it with a new copy. If the book is not available in the market, appropriate action will be taken.
15. Digital Library service is limited to access the on-line Journals, learning resources only.
16. Use of digital library other than academic purpose is strictly prohibited.

Library Time-

working 8.30 AM to 5.30 PM

Reading room open 8.30 AM to 8.00 PM

Library Automation- ILMS- Integrated Library Management System – e-Granthalya -

Integrated Library Management System is used to manage different functions of library. Institute Central Library is using as Open-Source software for Automation of Library Services. Library is automated with System for Library Information Management. e-Granthalya open-source software having version 3.0. e-Granthalya is a Digital Platform developed by National Informatics Centre, and Information Government of India. The software provides a complete ICT solution for Library Computerization with integrated Library Management System. The Institute Library is fully integrated with the Library Management Software which leads to effective management of the library. Barcode System is implemented in the library for smooth functioning of issuing and returning the books. e-Granthalya software supports flexible workflow to cover activities related to acquisition of books, serials control, and funds monitoring. This software has modules like Admin, Book Acquisition, Cataloguing, Circulation, Serial Control. Micro- documents, Budgets and Search. Module is utilized for generating accession register reports, adding Bulk student's record, updating item lending policy and its status. Circulation module has books issue, return, and reserve options.

Reference Section -

The library has a good reference collection of books, journals, magazines, newspapers and competitive exams, GATE Exams, CD's and any other materials. The library has volumes and titles of books as per the requirement requirements of the respective programs and courses. The project reports and mini project of the students are also kept in the library for reference. All users can make use of these resources

Periodical Section -

The library has a good collection of journals, magazines, newspapers. They are arranged department wise. The latest issues are display on rack in periodical section. Bound volumes of periodical are arranged department-wise in this section.

Library Services-

☐ Book Circulation Service Computerized

Issue-return.

☐ Reference Services

☐ Book Bank Scheme

☐ CAS – Current awareness services

☐ Online Access to E-Resources

☐ OPAC- Online Public Access Catalogue

☐ Database of Previous Year Question Paper

☐ Digital Library

☐ Reading Room Services

☐ Reprography Services

☐ Newspaper Clipping record

☐ Inter Library Loan Service

Book- Bank Scheme Process

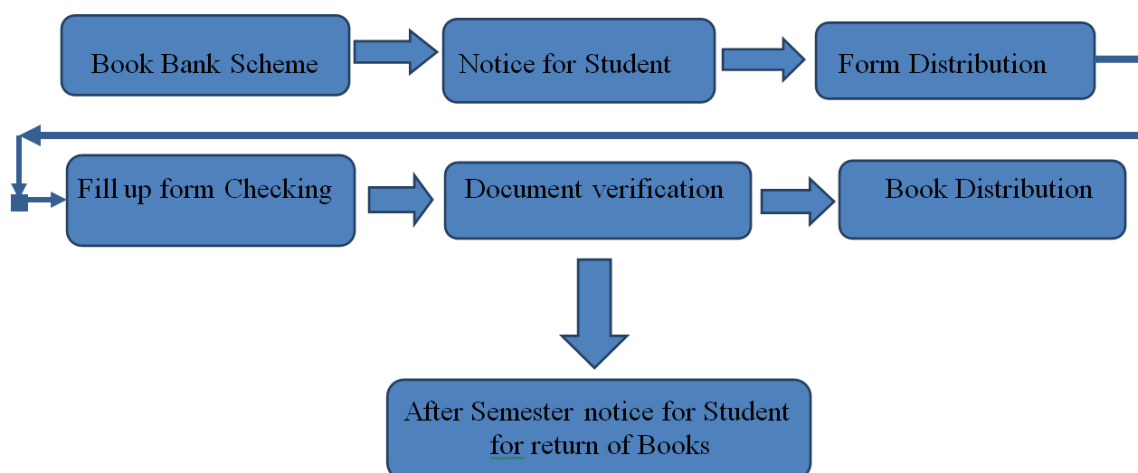
A. Document Requirement of Applicant

- 1) Confirmation Letter Xerox
- 2) Caste Certificate Xerox
- 3) Borrower Card/Id card Xerox

B. Rules for the Book- Bank Scheme –

- 1) Books are given for the semester.
- 2) Student must be a member of the library.
- 3) Depending Upon the availability of the book's priority will be given to the students on the merit of the last examination.
- 4) Student shall abide with rules and regulation. (Book-Lost, Damage of books etc.)
- 5) Student must be returning the entire set of books which is provided to them within two days after the examination in the concerned semester.

Work Flow of Book- Bank Distribution



Purchase books and periodicals.

1. Librarian will collect all requirement material from department head shall prepared the list of titles for purchase process.
2. The list of recommended titles & volume with prices will be set to Competent Authority for approval.
3. After approval of received the Librarian will place order for purchase of print to booksellers and other suppliers
4. Since books, periodicals, etc. are not store items, occasionally it is not feasible / possible to obtain quotations as the rates are predetermined by the publishers.
5. The purchase procedure to be followed by the Librarian will be generally as per the Library Committees guidelines as purchase committee norms unless exceptions are recommended by the Competent Authority.
6. The bills will be sent to Accounts Department. Through competent authority for release of payment after entering the print material in the Accession Register. Payment has to be released in advance for all bills for journals and some books or monographs as per publishers or suppliers' terms and conditions.

FINANCIAL POLICY

1. Financial Powers:

The Secretary and Correspondent: Vested with full financial autonomy and enjoys unlimited powers. He, in this regard, has the following powers:

- a) To appoint and fix the remuneration / salary, as per the norms, to the teaching / non-teaching staff of the Institute and also sanction increments.
- b) To purchase fixed assets within the limit sanctioned in the budget.
- c) To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the Institute.
- d) To authorize the payment of purchase bills and to confirm the oral sanction given if any to Principal / HODs, etc., over and above the delegated powers.

- e) To delegate financial powers down the line in case of any exigency.
- f) To introduce adequate checks & control systems to enforce financial discipline.
- g) To enter into any contract for any service / work.

Decentralization of financial powers is essential for the effective functioning of the Institute. To make it effective for accounting purposes and ease of governance, the imprest system is provided along with authority to expend as follows:

Administration: The office superintendent/Admin officer of the administrative office can authorize for payment of a single bill of not more than Rs. 5,000. Beyond that amount, the bills must be submitted to the principal for approval.

Principal: The Principal can authorize for payment of a single bill of not more than Rs. 10,000. Any bill beyond this amount, either from his office or from the Department must be referred to the management authority.

Amendments: Any amendments to this policy must be approved by the Governing Body of the institute.

2. Traveling, Conveyance and Telephone Expenses

Principal on production of the relevant bills should reimburse the expenses for vehicle / Phone. HODs and other executive provided with the Transport facility may be reimbursed the charges actually incurred subject to production of necessary bills if the vehicle is not available for any reason.

The faculty / staff sponsored for any outstation programmes and trainings etc. authorized by the Principal can be reimbursed the expenses incurred, the amount actually spent or II sleeper fare whichever is less. Daily allowance as approved by Secretary will be paid.

The staff on official work can be paid the local conveyance expenses at the rate approved by Management. Auto fare shall be reimbursed only if the place of visit is not connected either by train or bus.

3. Sports and Games

To encourage the activities in the field of Sports & produce quality sportsmen / sportswomen, it is necessary to expose them to matches / tournaments organized by the university / Sports bodies.

The claims with necessary details duly authorized by Physical Director and Principal shall be submitted for sanction.

4. Staff Salary Advance

Any request for salary advance shall be made by the permanent/adhoc staff to Authority for his consideration as per norms.

5. Budget Policy-

The purpose of Budget Policy is to improve the process of budgeting and develop a common basis for assessing performance in terms of effective use of financial resources, as it requires the use of budgets to efficiently allocate resources and manage ongoing operations.

The objectives are

1. To provide excellent, consistent, and professional service to constituents regarding all budget matters.
2. To ensure accurate budget information is provided for timely decision-making by monitoring and controlling operational spending.
3. To develop and communicate budget guidelines and controls and budget spending procedures at all levels.

BUDGET PREPARATION:

1. The Local Managing Committee & IQAC will prepare the templates for the Budget proposals. The principal office with assistance from the Administrative Office sends the Budget proposal templates to all Heads of the Department at least one month before the Local Managing Committee meeting.
2. The Principal office should coordinate the preparation of the Budget with all the Departments and the general administration. The Principal's Office prepares a consolidated budget with the help of the administrative office and submits all the proposals to the Finance and Account Committee through recommendation of Local Managing Committee in both hard and soft copies.
3. The Finance and Account Committee of the Institute peruses the proposed budget with insight. After approval, the chair of the Finance and Account Committee submits the budget to the Governing Body for final approval.
4. The Governing Body of the institute is responsible for approving the annual budget of the Institute. The Governing Body approves the budget in February-March before the beginning of the financial year (April 1-March 31) each year. The GB may revise the budget after the interim internal financial audit.
5. The principal communicates the approved budget to all the Heads of the Department for implementation. The day-to-day financial activities are authorized by the Finance and Account Committee and the Principal.
6. The principal office assists the Departments in preparing the operational Budget with the scheduling of activities including procurement.
7. The Local Managing Committee and IQAC prepare the templates for monitoring the implementation of the budget and the controls needed as per the Institute norms and guidelines. IQAC collects the internal audit twice a year along with the academic audit and submits a report to the principal.
8. The principal places the report before the Account and Finance Committee through Management representatives of the Institute for review and suggestions. The principal may also instruct the head of the departments to submit any supplementary budget if required, as per process.
9. The Finance and Account Committee refers the recommendations to the Governing Body of the Institute for final approval.

Budget Allocation:

The Institute allocates budget for,

administrative purpose in the range of 20% to 40% of the total budget,

establishment purpose in the range of 60% to 80% of the total budget,
educational expenses about 5% of the total budget,
and new purchase/upgradation purpose about 5% of the total budget.

Finance & Account Committee Constitution

Sr. No.	Name	Title	Portfolio
1	Mr. Rohit Dnyaneshwar Wangde	Managing Director [D.I.E.T. Campus]	Chairman
2	Dr. Ajay Dadasaheb Jadhav	Principal	Member
3	Mr. Sanjay Yashvant Katkar	Office Superintendent	Member
4	Mrs. Priya Santosh Shinde	Account Officer	Member
5	Mr. Mohan Shankar Salunkhe	Consultant/ Expert	*Invitee Member

Audit:

Internal and External audits are carried out through the Finance & Account Committee and submit those reports to the Governing Body.

Internal Audit:

Purpose of Internal Audit:

Internal Audit has been defined as an independent service within an organization for achieving effectively the objectives. Internal audit should be based on a sound internal control environment which should provide valuable material and support for review of financial compliance by external agencies/audit.

The purpose of internal audit is to

1. provide comfort to management that operations are well managed
2. identify weakness in the management system and recommend improvements
3. suggest opportunities to reduce expenditure, increase revenues and better project assets
4. analyze the differences between actual and expected performance
5. report gap between actual and expected performance; and
6. make recommendations to support management in minimizing risk
7. Internal audit should sufficiently independent of the activities which it audits, in order to enable the auditors to perform their duties in a manner that facilitates impartial and effective professional judgments and recommendations. Equally important is ensuring accountability for response to the advice and recommendations of Internal audit.

Role and Scope of Internal Audit:

1. Study of accounting procedures prescribed for the Department with a view to ensure that they are correct, adequate and free from the defects or lacunae

2. Check the prescribed procedures and the orders issued from time to time are implemented properly.
3. Scrutiny and check of payments
4. Investigation of important arrears and other connected records.
5. Periodical review of all account's records.
6. Pursuance/settlement of objections reported in test audit notes issued by Statutory Audit Office by obtaining satisfactory explanation or regularization or adjustment.
7. Examine and report on irregularities pointed out by Audit.
8. Coordination with other Departments regarding Internal audit procedure
9. Performance evaluation of important schemes and programmes, i.e., to see whether schemes are being executed and their operations conducted economically and schemes are result oriented.
10. In a rapidly changing environment, there is now a greater need to look forward from the traditional 'policing' role, towards a value added 'independent advisor' role that provide effective, timely and accurate decision support service and an aid to management decision making process.
11. Internal audit should modify its charter, to address key issues of interest to the management or decision makers. To be effective and of value, the internal audit programme should be based upon a comprehensive assessment of risks including financial aspects. The Internal audit function should have a formal strategy for fulfilling its mission and objectives which should be communicated to the management and staff.
12. The internal audit should be actively sponsored and supported by the Chief Executive and Senior Management so that its role and functions should be that of facilitator and supportive and not combative. To achieve this, it is imperative to have well- qualified and trained staff for value- added auditing service.
13. Internal audit should be appropriately staffed in terms of numbers, grades, qualification levels and experience in order to fulfill their responsibilities and enhance the audit capability.
14. Within the Internal audit itself there should be adherence to standards/procedures laid down in the Manuals and maintenance of principles of quality assurance.
15. A set of performance measures to judge auditors' performance, should be laid down to review the quality of audit work and develop an action plan for weaknesses identified. Appropriate performance indicators to measures cost effectiveness, timeliness and quality of internal audit services is necessary to optimize use of resources and functions.
16. The audit report is the primary communication mode for internal audit. The time frame for the completion of audit field work to the issue of the Report is therefore regarded as having a critical impact on perceptions of quality and effectiveness of audit

Annual Maintenance Contract/Services

Under the comprehensive annual maintenance contract/agreement the following items to be covered

Office Equipment's, Workshop Equipment, Lab Equipment, ICT Equipment, Backup system, Building Infrastructure, Garden, Security, Fire protection system, common amenities, lift, etc.

The following procedure is to be followed maintenance contract:

1. At least one months prior to the expiry of warranty period, the concerned user department will inform the administration department of the need to renew or enter into AMC. The Trust with approval of G.B. depending on the estimated value of the AMC, should follow the procedure for awarding the contract.
2. As far as possible, the trust will give preference to the AMC contractor locally established, if the quoted charges are not higher than 15% compared to others. The F & Acc Committee will give its recommendations in this regard.
3. This estimate may be made based on previous experience or 5% to 10% of the value of the item being treated as the value of AMC.
4. Before finalization, party's performance, clients list, performance certificates, company's profile etc. should also be evaluated. On the basis of performance report and company's profile and lowest rates, the comprehensive annual maintenance contract should be awarded for one - three year. The concerned departmental head will certify and given specific comments on performance of the contractors during AMC period for the extensions - renewal of the contract with the same Contractors. Internal system should be established in this regard.
5. No AMC will be automatically renewed at the expiry of the contract period. However, if the value of the annual contract for the previous year is below Rs Three Lakh, subject to satisfactory performance as certified by the user department, the same may be renewed for one more year on the basis of the recommendations of the F & Acc committee without inviting competitive bids with approval from trust & GB.
6. For further period of renewals in case of exigencies approval of the RWMCT, Mumbai head office is to be obtained

RESEARCH & DEVELOPMENT CELL

Research and Development Cell of RWMCT's, Dnysnshree Institute of Engineering & Technology is constituted with the guidelines of UGC.

Scope:

1. The Research and Development Cell would help creating a research ecosystem for reliable, impactful, and sustained research output.
2. The Research and Development Cell would for generation of knowledge and facilitation of research, innovation and technology development for industrial & societal benefits, intellectual capital (knowledge & skills), governance (regulation & policies) and financial resources (funding & grants).
3. To promote Research publication/ Intellectual Property Rights/ Innovation/ consultancy/industrial problems and solutions and technology transfer.

Objectives:

1. To implement Research Policies for procurement of equipment, and financial management under the guidance of Research & Innovation Quality Circle and IQAC and to disseminate research outcomes to stakeholders and the public/society at large.
2. To promote researchers for relevant research funding agencies and research grants, extend guidance in preparation & submission of research/project proposals and post-sanctioning of the grants.
3. To monitor & help the status of ongoing/ completed research projects/ Programs expertise & resources, etc.
4. To prepare the database of in-house experts to provide industrial consultancy and services.
5. To serve as nodal center for ideation and conceptualization of research topics/themes by organizing workshops and training programs.
6. To ensure the integrity and ethical practices in research activities.

Functions:

1. The activities suggested by RIQC will be conducted by R & D Cell.
2. Research & Development Cell will encourage faculties to conceive ideas through enhanced industry-academia interactions with Liaisoning of IIQC to prepare research proposals for funding from various agencies.
3. To organize events to support to research viz. Research Methodology and specific research theme-based workshops.
4. To facilitate optimizing resources, timely review of research activities for completion of the projects as per schedule.
5. To motivate the faculties, scholars, students to participate actively in the process of ideation and innovative research in emerging areas.
6. To ensure that faculties and students should understand the importance of integrity and ethics and comply with ethical codes of research and publishing practices.
7. To provide a standard plagiarism check to be implemented and the requisite software in this regard made accessible to all researchers.
8. The R & D Cell will sensitize the research community about dubious research and publishing practices and predatory journals.
9. The R & D Cell will monitor and support research progress.

STAFF WELFARE POLICY**Introduction:**

We at Dnyanshree Institute of Engineering & Technology value the success of the institution and the importance of our employee's well-being. In accordance with our goal of creating a positive work environment that encourages the physical, mental, and emotional well-being of all the staff members, we have developed this Staff Welfare Policy.

Our Staff Welfare Policy has the following objectives:

- Increase employee engagement and satisfaction
- Provide an inviting and safe workplace

- Support the Development and growth of your career.
- Develop an environment of empathy, collaboration, and appreciation

1. Workplace Safety and Condition-

- Follow all applicable health and safety requirements to maintain a secure and safe workplace. Regularly evaluate and upgrade the physical infrastructure to maintain a cozy and practical setting.

2. Fitness and Health:

- Offer employees and their dependents health insurance.
- Organize wellness such as workshops on stress management, workout events, and health screenings.

3. Career Growth and Advancement:

- Implement a clear career growth path that encourages employees to advance within the organization based on their performance, experience, and expertise.
- Provide guidance and support for faculty and staff to achieve their career goals.

4. Recognition and Rewards:

- Establish a robust recognition program to acknowledge outstanding contributions and achievements.
- Offer performance-based bonuses, awards, and incentives to motivate and appreciate exceptional work.

7. Transparent Communication:

- Maintain open and transparent communication channels to keep faculty and staff informed about institutional developments, policies, and opportunities for growth.

8. Grievance Redressal :

- Establish a fair and efficient grievance redressal process to address employee concerns and issues promptly and impartially.
- To promote a sense of belonging and community involvement, and encourage employees' participation in social and community activities.

9. Advance Payment:

- Institute has provided advance payment facility for the emergency requirement of staff without interest.

10. Transport Facility-

- Institute transport facilities may be made available to faculty and staff as per their request.

11. Other facilities-

- Institute has provided the other facilities like two sets of uniform for security staff, special leave has given to the staff for study purposes, maternity leave has provided. Institute also provided the employee ward scheme.

MAINTENANCE POLICIES AND PROCEDURES

We at “Dnyanshree Institute” is committed to provide Infrastructure which is interdependent mix of facilities, places, spaces, projects, services and networks that sustain and improve the contemporary needs of student centric learning environment.

Objectives:

1. To construct and develop new buildings, facilities and services as per Institutes requirement while ensuring environment protection.
2. To complete all legal permission and taxation procedures.
3. To use efficient and cost reduction methods in Construction, Renovations and Maintenance, modification and extension of facilities.
4. To optimize reliability and operational safety of equipment's and infrastructure
5. To ensure efficient and rapid responsive maintenance work.

Maintenance of infrastructural facilities:

1. All infrastructure maintenance shall be done periodically by the building infrastructure AMC.
2. Any immediate requirements of maintenance shall be met before any program.
3. A repair register shall be kept in the office to record maintenance requirements of various infrastructural facilities and equipment.
4. All maintenance issues shall be addressed at the earliest.

Maintenance of Laboratories:

Maintenance of laboratories, equipment, and other facilities of the lab shall be taken care of by the respective departments, lab technicians, and support staff.

1. Procurement details shall be provided by the respective departments and the needs shall be met on time.
2. Periodic stock verification shall be carried out regularly. Repair and maintenance work shall be carried out and recorded in a register.
3. AMC agreements shall be made for, CCTV cameras, printers, DG sets, and all lab instruments.

Maintenance of solar panels:

1. An Infrastructure and ICT Cell shall inspect the solar panels every day to verify if the plant is functioning optimally.
2. AMC agreement is made for Solar Plant.

Maintenance of electrical and electronic appliances:

1. Technicians qualified in electrical /electronic engineering shall be employed full-time to install and maintain various electrical, electronic, and public address systems.
2. Based on the requests made by departments and various centers, new systems shall be installed or existing ones shall be repaired to increase efficiency.
3. AMC agreements shall be renewed for the maintenance of generators, air conditioners, CCTV, UPS, and other electronic devices.

Maintenance of safety equipment:

1. The Institute shall adhere to the statutory fire safety regulations maintained by the Security department.
2. Fire safety drills and audits shall be carried out. Fire safety equipment shall be inspected and maintained by the AMC partners and maintained by the Infrastructure and ICT Cell.

Maintenance of elevators:

AMC agreements shall be made for the maintenance of elevators.

Maintenance of water purifiers and Softeners:

Water portability shall be checked periodically, and RO units and Softeners shall be serviced through AMC.

Maintenance of ICT facilities:

ICT infrastructure shall be maintained by qualified and trained in-house system administrators with the support of AMC service partners.

Maintenance of Transport:

Maintenance of Transportation shall be taken care of by Transport Incharge as per their schedule.

PROCEDURE FOR HOUSEKEEPING**Procedures for Housekeeping: -**

1. Clear all the garbage from the rooms.
2. Dust the tables, chairs, and dais in the classrooms and computers, keyboards, mouse, frames, tables, chairs, and pedestals in staff rooms, and look for ceilings and corners for cobwebs.

3. Use a chemical sprayed scrubber for spot cleaning of any visible stains.
4. Sweep the floor and allow it to dry.
5. Start mopping the area in either Zig-Zag or 8 shapes by moving backward so that the area mopped is not stepped on and messed up.
6. Mop from one corner to another clockwise or anti-clockwise so that the area is completely covered.
7. Change the mopping water frequently when it's dirty to get the best cleaning result.
8. Check the final look of the area before leaving the place and if not in use lock the rooms.

Procedures for housekeeping of washrooms:

1. Place the cleaning caddy on one side where it is easily accessible.
2. Apply chemical to all washroom, Washbasin, and urinals and leave it for 5 to 10 minutes.
3. Meanwhile, dust the whole area like windows, etc.
4. Clear all the garbage from the washroom.
5. Scrub the washroom with cleaner and wipe down the seat and cover it.
6. Scrub the urinals with washroom cleaner and wipe the outside area with sanitizer. (Only gents rest room).
7. Scrub the wash basin and vanity counter area with washroom cleaning chemicals and wipe the area after washing with a dry cloth.
8. Spray the sanitizer chemical onto the duster and sanitize the door, walls, and other surfaces.
9. Clean the mirror with glass cleaner with the help of an applicator and squeezer.
10. Check for cobwebs and clean the same with a cobweb stick if necessary.
11. Dust the area clockwise or anti-clockwise and from top to bottom.
12. Check all the amenities are replenished like toilet rolls, tissue paper, liquid hand wash, hand sanitizer, room freshener, etc.
13. Mop the entire floor with multipurpose chemicals and allow it to dry.
14. Take a final look at the restroom before leaving the place.

TRAINING AND PLACEMENT POLICY

Role and responsibility-

The placement policy and other related activities are handled by the placement officer in discussion with the authorities and placement coordinator of departments. The placement committee comprises staff and student representatives from all the departments.

1. The Training and Placement (TP) office handles all aspects of campus placements at RWMT's DIET.
2. Training and placement of the students in the industry.
3. Industry Institute Interaction.
4. Arranging Industrial visit of students.
5. To arrange for the placement of the students through recruitment drive during their course of study as well as after their passing out.

6. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
7. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
8. To sponsor students for various paper presentations and the technical exhibitions.
9. To arrange in plant training program of the students and teachers to update their knowledge and skill to teach the updated/ revised curriculum to enhance functional skills relevant to industry.
10. To arrange entrepreneurship camps and to motivate the students for self-employment.
11. To arrange programs for career guidance and counselling of the students regarding various sources of finance, men and material for self-employment.
12. To engage classes for personality development of students & staff.

Infrastructure availability:

The following facilities are made available:

- The office is well-equipped with excellent infrastructure to support every stage of placement process. The TP committee of Institute shall do the arrangements for pre-placement talks, written/on-line tests, interviews and group discussions etc.
- Seminar hall to conduct the pre-placement talks
- Well-furnished group discussion and Personal Interview cabins hall with Well-furnished room facility
- Fully computerized TP office
- Class rooms for organizing written test

Training & Placement Policy:

1. The Training and Placement Cell respects “One student one job policy”.
2. The companies visiting the campus are divided in the following groups:
 - a. IT/Software companies (product, service based)
 - b. Core Companies (Non-IT/Software) (Manufacturing, service providers)
3. Companies will be invited and scheduled by the Training and Placement Cell on the basis of the following parameters:
 - (a) Eligibility criteria, opportunities for all
 - (b) Job profile and growth prospects.
 - (c) The package being offered by the company.

- (d) Past record of recruitment at RWMCT's DIET.
 - (e) Feedback from the students regarding the company.
-
- 4. If a company prefers to have a common selection process for our institute students along with nearby Engineering institutes, the selection drive is conducted either by our institute or by the other institute after discussion with participating institutes TPO. If placement drive is conducted in other institute the eligible students are notified about their participation in the placement drive through the TP office.
 - 5. Student withdrawing after being shortlisted by a company at any stage of the selection procedure will be debarred from participating in recruitment process of the next 5 companies, he/she has applied to and shortlisted.
 - 6. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement.
 - 7. Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement.
 - 8. It is compulsory for every interested candidate to attend the Pre-Placement Talk of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
 - 9. Any issues to be discussed should be communicated in writing/mail to the respective Placement coordinator of the department and it is his/her responsibility to take it up with the Training and Placement Cell.
 - 10. Training & Placement Cell will try to convince the company to extend the recruitment opportunity as many branches as possible so as to provide opportunity to maximum number of students and no objection from any branch / department will be entertained in this regard.
 - 11. If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

Instructions to be followed by Students:

- 1. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TP staff or their representatives. Candidates must carry original mark- list/certificates, 4 copies of their resume and 2 passport size photographs for the GD/ Interview of a company.
- 2. Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.

3. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also, Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
4. Student should not contact directly any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/ Dissertations etc. All communication should be channelized through Placement coordinator of Training and Placement Cell.
5. Student should be in contact with the Placement Coordinator of the department. Students are also advised to keep a watch on the TP Notice Boards for updates.
6. Student should not negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
7. Students should go through the checklist before appearing for the campus interview
8. After receiving offer letter from the company, student must wait till university final result.

Placement Procedure:

1. The invitation, containing the relevant information about the Institute and courses offered by the Institute, is sent to the companies/organizations through email/post.
2. Companies/organization replies back to the Training and Placement Cell, via email/post stating their requirement and job profile.
3. The information received from company/organization regarding the eligibility and job profile is communicated to all the student by the Training and Placement Cell.
4. Eligible students sign their willingness by registering for the company.
5. Resumes of the interested students (if required) are made available to the companies for the purpose of short listing.
6. The list of short-listed students is received by the Training and Placement Cell prior to the campus selection date.
7. Suitable dates for Pre-Placement Talk are decided after discussions between the company and the Training and Placement Cell.
8. After confirmation from the company, students are notified for the Pre-Placement Talk date.
9. The company visits the campus and conducts its Pre-Placement Talk and the selection procedure.
10. The facility of video conferencing at the campus can be availed for the purpose of interviewing candidates in case the company is unable to visit the campus.
11. The company/organization is required to furnish the final list of selected students as soon as possible after the final completion of procedure. The selected students may or may not be allowed to sit in further job interviews as per the placement policy of the institute.