

SURYADATTA COLLEGE OF HOSPITALITY MANAGEMENT &
TRAVEL TOURISM (SCHMTT),
Bavdhan, Pune.

ORGANISATION STRUCTURE & SERVICE RULES



**SURYADATTA COLLEGE OF HOSPITALITY MANAGEMENT &
TRAVEL TOURISM (SCHMTT),
Bavdhan, Pune.**

SERVICE RULES

A. RULES

Chapter- I : General

- 1.1 These rules may be called the “Suryadatta College of Hospitality Management & Travel Tourism” Service Rules. These rules shall apply to all the employees in the service of “Suryadatta College of Hospitality Management & Travel Tourism, Bavdhan, Pune.
- 1.2. The Governing Body of “Suryadatta Education Foundation”, Pune herein after called “the Society / Trust” reserves to itself the right without notice, to amend, alter or add to any of these rules, in conformity with the existing norms set by the AICTE and Govt. or Maharashtra, and to bring such amendments, alterations into effect from the prescribed date.
- 1.3 Such amendments and additions shall become binding on all the Institute employees when notified.
- 1.4 Definitions: In these Rules, unless there is anything repugnant to the subject or context: -
- (a) “The College means “Suryadatta College of Hospitality Management & Travel Tourism”, Pune and its sections Wings, departments and Centers”, established and managed by “Suryadatta Education Foundation”, Pune.
 - (b) “The Society /Trust ” means the Governing Body of “Suryadatta Education Foundation”, Pune.
 - (c) “The Director” Means the person appointed as such or with any designation having a clarification or its equivalence in the duties and functions, by the Governing Body of the Society.
 - (d) The ‘Principal’ means the Principal of the College who is responsible for the management and efficient administration of the College and enjoying the powers, functions and responsibilities as defined herein.
 - (e) “Employee” includes employees whether faculty, officer, technical/administrative supporting staff, or any other person in the whole or part time employment of the college, whether such employment is probationary, ad-hoc or permanent or contractual.
 - (f) “Management” means the Governing Body of the college duly constituted by the Society in conformity with the scheme laid down by the AICTE and or the Govt. of Maharashtra. The decisions of the management will be communicated through Director/Principal.

- 1.5 All the employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
- 1.6 The employees are expected to behave according to the ideals of National Integration showing love, concern, respect to all without any discrimination of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will be dealt with accordingly.
- 1.7 Every employee shall strive to inculcate in the students a high sense of values, social conscientiousness, pride in their institution and loyalty to the country. It is the sacred duty of the employees to work for the intellectual, moral, social and physical development of every students.

Chapter- II : Posts & Appointment

- 2.1 The posts in the college will be created on Ad-hoc, Temporary, Regular and permanent basis by the Governing Council as per the requirement of actual manpower calculated on the basis of the norms of the AICTE and adapted by Govt. of Maharashtra. Additional posts as required for the extension, specific projects and production activities will also be created.
- 2.2 All appointments shall be made by the Governing Council through the Director on the recommendations of the Selection Committee constituted for the purpose and shall be ratified by the Governing Council before the formal appointment letters are issued.
- 2.3 Selection Committee will judge the suitability of all the candidates for recruitment of faculty and all other staff, and assessment of work and conduct of probationers for confirmation in their respective posts.
- 2.4 Appointment of the staff to regular and permanent posts will ordinarily be made on probation for a period of 2 years initially, subject to their confirmation.
- 2.5 On satisfactory completion of probation or extended period of probation as the case may be, an employee will be informed of the completion of probation in writing within 2 months time.
- 2.6 Appointment on probation or to a permanent post is subject to a 'Certificate of Fitness' issued by a registered medical practitioner approved by the Principal. This condition may be relaxed by the Principal at his discretion, in special cases.
- 2.7 Appointments on Adhoc or temporary or contractual part time or full time will be made for specific tenure, period or durations and will be deemed to be extended for same time/period as per the original appointment till an orders superceding the same are issued.

Chapter-III : Salaries

- 3.0 Pay and Allowances.
- 3.1 The pay scales for the faculty will be in accordance with the regulations of the AICTE and adopted by the Govt. of Maharashtra. The allowances for the faculty and pay & allowances for

supporting staff will be based on the notification/regulations and direction regarding the revenue from the tuition fees and maintenance expenditure for Technical Institutions, issued by the statutory authorities/Management.

- 3.2 **The employees appointed against permanent, Ad-hoc or contractual posts.** Employees appointed on Temporary, regular, Ad-hoc or contractual basis will be given suitable pay scale or gross emoluments as per their appointment order.
- 3.3 A service book and a leave account for each employee shall be maintained and updated from time to time. The entries relating to date of birth, medical examination, educational and professional qualifications past service shall be verified with the original certificates by the Principal. The service book entries shall be signed by each employee once in a year.

Chapter- IV: Payment of Salaries

- 4.1 Every employee shall be paid his/her salary by the 7th of each succeeding month.
- 4.2 The institute shall deduct from the salary of the employee any dues legally recoverable, and pay them into the Bank or Credit the amounts on behalf of the employees.
- 4.3 Annual increment of pay shall not be automatic, but will be subject to all-round good performance of the employee to the satisfaction of the Governing Council.

Chapter- V : Provident Fund and Other Benefits

- 5.1 All employees shall subscribe to the Provident Fund by contribution to be deducted from their salary in accordance with the P.F. act and Rules. The Institute shall contribute in accordance with P.F. Act and Rules as applicable from time to time.
- 5.2 The contribution made by the Institute to the Provident Fund will take the place of pension and gratuity.

Chapter- VI : Leave

- 6.1 Leave cannot be claimed as matter of right. The Governing Council/Director/Principal have the right to refuse, revoke or curtail leave according to the exigencies of the service.
- 6.2 The employee will not remain absent himself/herself without prior sanction from the Principal or will not leave station without having earlier obtained written permission from the proper authority. In an emergency an application shall be sent as soon as possible stating nature of emergency and reason for the absence.
- 6.3 (a) Taking leave or extending leave without sanction will be treated as absence from duty and renders an employee liable to disciplinary action.
- (b) The absence of an employee for ten days or over stay of sanctioned leave for ten days without information will make him/her lose his/her lien on the job. The Director/Principal shall be within their right to presume that such employee has abandoned the job of his/her own accord.

- 6.4 Employees are eligible to avail of all holidays notified in the Institute Calendar and all Sundays. However, if required by the Director/Principal to come to Institute during these days, they are required to comply without any claim or without any compensatory leave or any remuneration.
- 6.5 Before proceeding on leave, even for one day, the Employee shall leave instructions in writing about the work to be carried on during his/her leave.
- 6.6 Non-teaching (non-vacation) employees may be given weekly off on different days to suit the needs of the College.³
- 6.7 An employee shall intimate the College office his/her address whenever there is a change of residence and when on leave or vacation.
- 6.8 The employees proceeding on any type of leave exceeding 7 days will duly hand over all documents stores in his/her charge to the person nominated by the Principal/ his superior officer.

CASUAL LEAVE

- 6.9 An employee may be granted Casual Leave as per Maharashtra Govt. rules as amended from time to time.
- 6.10 C.L. is treated as on duty and the work during C.L. will have to be completed on other working days. The classes of faculty on C.L. will be alternatively engaged by other and no class may go unattended when the concerned faculty is on leave.
- 6.11 Ordinarily not more than 3 days C.L. shall be granted to an employee at a time. A permanent employee may be granted C.L. in exceptional circumstances for a maximum duration of 9 days including holidays at a time by the Principal.
- 6.12 Prior permission will be required for prefixing or affixing holidays to C.L.
- 6.13 C.L. Shall not be combined with any other leave.
- 6.14 The late arrivals (not exceeding ½ an hour each) and/or early departure (before ½ an hour of the day end) will be considered as ½ day of C.L. Late arrival beyond ½ hour with prior permission may be treated as ½ day C.L. at the discretion of the Principal.

MATERNITY LEAVE

- 6.15 A female regular or permanent confirmed employee with less than two surviving children may be granted leave of 90 days from the date of its commencement of such leave in one or two segment.
- Note:** (a) Prior notice of at least one month of such leave will be given by the employee.
 (b) Maternity Leave includes of all intervening holidays.
 (c) If Maternity Leave extends beyond vacations it is calculated from the date of confinement.
- 6.16 Maternity Leave not exceeding 6 weeks may be granted to a female confirmed permanent or regular employee (irrespective of number of children) in case of miscarriage (including abortion) on production of medical certificate.
- 6.17 During the period of Maternity Leave she will be paid leave salary equal to the pay drawn immediately before proceeding on leave.

- 6.18 Leave without pay up to a maximum of three months in continuation of Maternity Leave may be granted by the Director/Principal.
- 6.19 Maternity Leave will not be applicable for contractual/temporary or Ad-hoc appointees.

EARNED LEAVE

- 6.20 A vacation employee is entitled for 30 days vacation in 12 months as per the calendar of the Institute. In case a vacation employee is not allowed to avail all the 30 days vacation in a year, he/she will be eligible for an earned leave of 2 and ½ days per 2 completed months of duty which will be credited at the end of the first year of service or if the service is more than 1 year then, on 30th June or 31st December for the preceding half year.

If vacation employee has not been permitted to avail vacation either full or in part he/she will be entitled to an earned leave as per the calculation number of days of vacation not availed out of 30 days vacation $\times (2 \& \frac{1}{2} \times \text{number of months of actual duty during the year}) / 60$. For e.g if a lecturer has availed only 20 days vacation in the concerned year, of 12 months duty, he /she will be entitled for $10 \times 2\& \frac{1}{2} \times 12 / 60 = 5$ days earned leave. This is in addition to the E.L. which is in lieu of half pay leave (one day per month of actual working). The leave so due will be credited to the leave account of the employee only on 30th June and 31st December of each calendar year.

- 6.21 Permanent, regular and Temporary non-teaching (non vacation) employees are eligible for earned leave at the rate of 1&1/2 day per completed month of duty.
- 6.22 The teaching (vacation) employees are eligible for 1 day earned leave per month of actual duty in lieu of half pay leave admissible for non-vacation staff during a year.
- 6.23 (a) Half of the total Earned Leave, (viz 5/7.5 days for 6 months of actual working), will be credited to the employees on 31st of December and the other half on 30th of June every year for the duty performed during the proceeding half year.
- (b) Half of the Earned Leave eligible during a calendar year of an employee may be accumulated, subject to the condition that Earned Leave so accumulated does not exceed the maximum limit of 300 days.
- 6.24 The teaching (vacation) employee shall be entitled to a vacation of 30 days during the year as per the academic calendar issued by the Institute. However, the Director/Principal may detain any of the faculty during the vacation in part or full to attend to the work assigned. Normally during the first year of service they will not be entitled for vacation. However, after one year of service, the Earned Leave due may be credited to the employee.
- 6.25 The maximum Earned Leave that may be granted at a time shall not exceed 180 days including holidays/vacation.
- 6.26 On attaining the prescribed retirement age an employee is entitled to encash unutilised earned leave at his/her credit subject to a maximum of 240 days pay and dearness allowances calculated on the last basic pay drawn.
- 6.27 Earned Leave exceeding 20 days for the employees will normally be granted only during the period of classes off and vacations. Earned Leave shall be sanctioned only for periods exceeding

- three or more days. Earned leave to teaching employees, under normal circumstances, during the period of contact classes, will not be permitted.
- 6.28 Teaching employee shall be entitled to vacation salary only after he/she has put in nine months of duty prior to commencement of such vacation. However, in the year in which the teacher commences his/her employment, he/she will be entitled to vacation salary provided he/she put in eight months service prior to the beginning of vacation.
- 6.29 Employees who have continuous services of three or more years and have availed or applied for half of their leave earned in that year may be permitted to encash earned leave of 15 days once in two years calculated on Basic Pay and D.A. only.
- 6.30 (a) Non-teaching (non-vacation) employees are eligible to 1.5 days of Half pay Leave on medical grounds per month of duty.
- (b) Half-Pay Leave shall be credited to the employee's account in two installments: 9 days and 6 months on June 30, and 9 days 6 months on December 31, in every year.
- (c) Half-Pay Leave upto a maximum of 180 days may be allowed to be commuted on medical grounds.

SPECIAL LEAVE

- 6.31 The Governing Council may grant special Leave of long duration, not exceeding one year, without pay to permanent employee.
- 6.32 Special Leave not exceeding 3 months without pay may be granted by the Director/Principal to a permanent employee in special circumstances when no other leave is admissible to him/her under the rules.
- 6.33 No employee while on leave shall take up any service or employment else where including private practice of any kind without obtaining prior sanction of the authority granting leave.
- 6.34 An employee shall not be entitled to any increment for and during the time of special leave and the same period will not be counted for calculating total service period.
- 6.35 Special Leave of a maximum of 15 days in a year may be availed by teaching staff with prior approval of Principal/Director for attending remunerative examination work or related academic activity for which invitation was received on individual basis.

Chapter-VII : Termination of Service/Retirement

- 7.1 The service of an employee on probation may be terminated by the Director/Principal at any time giving a month's notice or salary in lieu of notice without assigning any reason whatsoever. Such an employee desiring to leave the service shall give the Institute one months notice in writing or one month's salary in lieu of notice.
- 7.2 The service of a permanent or confirmed regular employee are liable to be terminated by the Governing Council on grounds of misconduct, persistent inefficiency, neglect of duty, conducting or involving in activities prejudicial to the interest of discipline and aims of the Institute,

prolonged illness which interferes with his/her regular attendance and due performance of duty, and breach of code of conduct and rules of the Institute by giving 3 calendar months notice or by paying equivalent sum in lieu of notice.

- 7.3 Permanent employees desiring to leave the service shall give to the Institute three months notice in writing. It shall, however, be open to the Director/Principal to accept three months, salary in lieu of notice.
- 7.4 Service of an Ad-hoc employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier. But before the expiry of the said period of work, as the case may be, services of the employee could be terminated by either party by giving one month notice or one month's salary in lieu of notice without assigning any reason whatsoever.
- 7.5 Every employee of the Institute shall retire on attaining the age of 62 years. Extension or re-employment upto the age of 65 years may be given in special cases at the discretion of the Governing Council. The Director/Principal may extend employment if the employee attains the age of superannuation on or after 1st of November upto the end of such academic year. The figures 62/65 may be altered as per the directives of the AICTE/MHRD.

Chapter- VIII : Performance Evaluation

- 8.0 The performance of each employee in every academic year shall be assessed by the Higher Officer of each employee and reviewed by the Superior Officers. Any salient points counselling the employee for improvement alongwith the positive shall be communicated in writing.
- 8.1 The performance evaluation record shall consist of three parts: The first part shall contain a factual record of employment, the salary scale, increments, promotions, leave availed, disciplinary actions, etc. The second part shall contain the self assessment of the employee. The third part contains the confidential and evaluative statements with regard to the overall performance of the employee by his/her senior officer and reviewed by all the superiors in the hierarchy. The format is given as Annexure-1.
- 8.2 The contribution of an employee towards the academic, social and spiritual life of the Institute will be given weightage when assessing his/her overall performance.
- 8.3 Employees are required to affix their signature to the entries on the first and second parts. They are assumed to be appraised of the evaluation and counselled accordingly. Employee has to sign the 'Noted/ column of the form.

Chapter- IX : Conduct

CODE OF CONDUCT

9.1 The Governing Council through the Principal shall see that the service rules are followed as well as adhered to the letter and spirit of the code of conduct by all the employees.

Every employee of the Institute, shall be governed by the code of conduct, as specified in this chapter, and every such employee shall be liable to the disciplinary action, for the breach of any provision of the code of conduct.

The Principal shall initiate disciplinary proceedings for non-compliance of code of conduct/service rules and appoint an Inquiry Officer to conduct the inquiry of the charges.

CODE OF CONDUCT FOR FACULTY

9.2 The code of conduct for the faculty of the Institute shall be as follows: -

(A) No Faculty member (teacher) shall: -

- (i) Knowingly or willfully neglect his/her duties.
- (ii) Propagate through sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity.
- (iii) Discriminate against any student or any other person on the ground of caste, creed, language, place of origin, social and cultural background or any of them.
- (iv) Indulge in, or encourage, any form of malpractice connected with examination or any other college activity.
- (v) Make any sustained neglect in correcting term or assessments or exam work by the students.
- (vi) While being present in the Institute absent himself except with the previous permission of the Principal from the class which he/she is required to attend.
- (vii) If the leave has not been sanctioned before proceeding on leave, on return to duty, the employee has to apply for and obtain ex-post facto, the necessary sanction for the leave.

(B) The employee will not: -

- (i) Accept any job of a remunerative character from any source other than the college or give private tuition to any college student or other person without written permission of Principal or engage himself in any business.
- (ii) Prepare or publish any book (s) commonly known as guides, or assist, in their publication other than those brought out by the college.

- (iii) Enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal ends; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- (iv) Accept, or permit any member of his family or any other person acting on his /her behalf to accept, any gift or receive advantage from any student, parent or any person with whom he/she has come into contact by virtue of his /her being in the college.

Note:- (i) A casual meal, lift or other social hospitality of a casual nature shall not be considered as a gift. (ii) On occasions such as, weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept gift from students/parents if the value thereof does not exceed Rs.100/-.

- (C) An employee shall not: - (i) Cause , or incite any other person to cause, any damage to college property.
 - (ii) Behave, or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in or outside the college premises.
 - (iii) Be guilty of misbehavior or violence towards any parent, guardian, student, or other employee of the college.
- (D) Every teacher shall: - (i) Be punctual in attendance in respect of his/her class-work and also for any other work connected with the duties assigned by the Principal/Head of Deptt.
 - (ii) Abide by the rules and regulations of the college and also show due respect to the constituted authority.
 - (iii) Employees will on every working day sign the staff attendance register, at the time of arrival and leaving the college and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register is a serious violation of rules.
- (E) Outside the class room: - (i) All employees are responsible for the discipline of students even outside the class rooms. (ii) Supervision during the break or off time is vital for protection of the students, employee be allotted such duties to maintain discipline and orderliness.
- (F) Library and Equipment: - (i) Students must be trained to make extensive use of the library facilities.
 - (ii) Faculty and Technical Supporting staff are responsible for the proper care, operation and maintenance of all equipment, and learning aids and sports equipment etc. The authorities should immediately be informed of the needed repairs/replacements.

- (iii) Students must be trained to take care of the college property. Books/Equipment fixtures and fittings damaged or lost by a student should have to be made good by the students.
- (G) General:- Code of Conduct for other employee-the code of conduct specified for teachers shall, go as far as may be, apply to other employee of the college also.
- (H) Building: - (i) The employee are responsible for the Institute property for its use, care and maintenance.
 - (ii) Special cleanliness is a part of basic discipline. The employees are, therefore, responsible to guide students in maintaining their Institute and surroundings tidy, particularly after their lunch/recess.
 - (iii) It is the teacher's responsibility to take immediate steps to report to the incharge about the need of maintenance of college property.
 - (iv) Destruction or damage to college property desks, books, etc. is serious matter. The teacher must be alert and take immediate steps to correct the student or to report it to the HOD.
 - (v) Before leaving the classroom the Lecturer should insist that students pick up waste paper and any unwanted material from the floor and place it in the waste paper basket; desks and chairs be left in proper arrangements, the chalk board erased and lights and fans are put off.
- (I) Control & Interaction with students: -
 - (i) In order to achieve the goal set before each employee to derive full satisfaction from the job and for mutual cooperation, some well understood limits are needed. Above all, self-discipline is the most needed and the limits set by rules are only a help.
 - (ii) Employees must avoid disturbing the harmony, good relations and friendly atmosphere in the Institute by any form of speech, action or omission. On the other hand, teachers should foster and promote such conditions as are conducive to one's happiness, tension free atmosphere and the good of students.
 - (iii) Individual attention is essential and teachers are encouraged to solve problems-personal, behavioral and academic. When a student does not show improvement, this fact must be brought to the notice of the Principal/HOD immediately. When a teacher feels that a student needs special help or is suffering from emotional problem, he/she must immediately inform the Principal/HOD.
 - (iv) Poor discipline is usually a result of improper planning. Properly planned, worthwhile activities in and outside the class help to prevent disciplinary problems.
 - (v) The teacher should be firm and consistent but not unreasonable in demands, should avoid threats that cannot be carried out, and favoritism or prejudices. Raising one's voice may often produce adverse result.

- (vi) The teacher must always remember that each student has his/her self-respect which must be given to them. Ridicule, sarcasm in speech or action or unreasonable and unproductive punishment, specially for an entire group, will not be accepted.

Chapter-X : Disciplinary Action

- 10.1 (a) An employee against whom the disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
- (b) Sufficient time of at least 1 week shall be given to him/her to prepare and give his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defence. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defence..
- (c) At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry regarding the findings each of the charge.
- (d) Principal shall consider the findings of the inquiry and propose to Director to impose a major penalty, a minor penalty or no-penalty at all. The action taken by the Director shall be got ratified by the Governing Council.

Minor Penalties: -

- (i) Censure in writing which will be placed in the service record.
- (ii) Recovery from pay the whole or any part of pecuniary loss caused to the college by negligence or breach of order

Major Penalties : -

- (i) Reduction in rank.
 - (ii) Compulsory retirement from service, which shall not be disqualification for future employment in any other Institution.
 - (iii) Dismissal from service, which may ordinarily be a disqualification for future employment in any other institution.
- 10.2 Pending the outcome of an inquiry, the employee, may be suspended and he/she may receive subsistence allowance as approved by the Governing Council, but shall not be paid salary when under suspension.

Chapter- XI : Meetings

- 11.1 Participation and co-operation is of vital importance for an educational institution to progress and deliver goods. Good work, new ideas for improvement, difficulties found on the way must be discussed and where required remedies suggested. Therefore, regular faculty meetings are to be

held. Active participation in the Institute activities will be reflected through active participation in the meetings.

11.2 Teacher selected to attend conferences, seminars, workshops, courses etc. will be required to comply as these review their profession.

11.3 Such teacher will be required to submit a written summary of the meetings and communicate it to the other members of the staff through circulation or by a seminar.

Chapter – XII : Duties

12.1 (i) Duties of the Management , The Management shall :-

- (a) be generally responsible for the efficient and effective education including practical training of all the students in his management of the college.
- (b) Providing academic and administrative leadership.
- (c) To regulate and control the quantum of work of faculty and staff and be responsible to ensure quality of all activities in his/her college.
- (d) Be responsible to provide broad guidelines for planning execution and evaluation.
- (e) Be answerable to the society for the efficiency and effectiveness of the academic, administrative, financial out-come.
- (f) Act as custodian of all the resources under his/her control

(iii) Duties of the Principal with regard to general administrative matters. The Principal shall: -

- (a) Be responsible to the Management for the smooth and efficient functioning of the college.
- (b) Determine the number of working days and holidays within the frame work of schedule prescribed by the University and implement the time table of the college every session.
- (c) Preparation of the annual budget and responsible for maintenance of accounts, financial transaction and accounting of stores, machinery and building in the charge of the college.
- (d) Be responsible for the proper maintenance of all college registers and records.
- (e) Be responsible for the general organisation of the college including games and sports, for holding periodical examinations and for arranging co-curricular activities.
- (f) Promotion of industry-institution collaboration and industry oriented Research and Development.
- (g) Monitoring and evaluation of academic activities in the college.
- (h) Public relation and interaction with community.
- (i) Organizing and coordinating consultancy services.
- (j) Participating in policy and system planning at state, Regional and National levels for development of Technician Education.
- (k) Promoting and coordinating continuing education activities.

- (l) Conducting University and home examinations.
- (m) Organising productive activities for resource generation.
- (n) Evaluation of performance of the employees.
- (o) Coordinating Training and placement activities.
- (p) Organising continuing and in service training programmes.
- (q) Planning and implementing resource generation activities.
- (r) Organising physical verification of physical resources.
- (s) Organise and maintain all Accounts, books, records and documents for statutory Audit report.

12.2 Head of the Department/Professor/Assistant Professor : In addition to the duties and Responsibilities of the lecturer given in following pages: -

Providing leadership in teaching of Formal and Informal courses. Organizing R&D consultation and productive work in industrial problems and projects. Public relations and interaction with the community. Organising field training for students. Assisting in placement services. Conducting competency tests and certification. Publication of technical papers. Conducting university and home examinations. Evaluation of performance of the staff. Assisting Principal in all the activities.

12.3 Lecturer: -

- (i) Teaching formal Degree and informal courses including lecturers, tutorials and practicals.
- (ii) Planning and organizing resources. (iii) Design, developing and implementation of laboratory instructions. (iv) Assisting in extension services to the industry and community. (v) Assisting in continuing education activities.(vi) Assisting in Co-curricular and extra-curricular activities. (viii) Student assessment, evaluation, their record maintenance and progress reporting. (viii) Innovation in instruction to develop resource materials and teaching aids. (ix) Assisting in curriculum development. (x) Work on industrial problems and projects Assisting in department administration. (xi) Student counselling and student interaction. (xii) undergo orientation and faculty development programs. (xiii) Assisting in conducting University and home examinations. (xiv) Assisting in the field training/placement of students. (xv) Evaluation of performance of the subordinate staff. (xvi) Maintenance of the equipment and other resources and assist HOD in Department activities. (xvii) Any other academic, administrative or extra-curricular duty assigned by the Superior Officer (Principal/Head of Deptt./Professor I/C)

12.4 Workshop Superintendent/Asstt. Supdt./Foreman

- (i) Planning, scheduling, organizing, coordinating and monitoring workshop training sessions and tasks of the college.
- (ii) Plan, develop and evaluate theoretical and workshop instructions.
- (iii) Design, develop and test instructional material and task for skill training.

- (iv) Plan and organize staff development programmes for workshop staff.
- (v) procurement, erection/installation and commissioning of plant and equipment and its accounting.
- (vi) Procurement, storage, issuing an accounting of raw materials, tools, instruments.
- (vii) Planning, scheduling, organizing, coordinating and monitoring workshop instructions and job-works.
- (viii) Guide students in the performance of practical tasks and skill exercises and evaluate their performance.
- (ix) Advise and assist students and faculty members in the fabrication of their project work.
- (x) Manage the maintenance of equipment and tools in the shops including preventive and breakdown maintenance, laydown safety procedures.
- (xi) Participate in professional development activities.
- (xii) Commercial, financial, personnel and security functions as stipulated.
- (xiii) Managing special assignment/task as entrusted by the Principal/HOD.
- (xiv) Assists the HOD in activities concerning workshops.
- (xv) Any other academic, administrative or extra-curricular duty assigned by the Superior Officer (Principal/Head of Deptt. Professor I/C).

12.5 **Workshop Instructor/Mechanic/Technician/Associate**

- (i) Procurement/storage/Accounting of raw materials, tools and instruments. (ii) Issue of materials/tools equipment for shop (iii) Plan, deliver and evaluate shop instruction. (iv) guide to the students in the performance of practical tasks and skill exercises and evaluate their performance. (v) Inculcate safety procedures and safety practices among students. (vi) Operation and maintenance of tools and equipment including preventive and breakdown maintenance. (vii) Provide productive services in the respective trades and complete job works. (viii) Any other assignment/function in the interest of the Institute. (ix) Any other academic, administrative or extra-curricular duty assigned by the Superior Officer (Principal/Head of Deptt./Professor I/c)

12.6 **Workshop/Lab Helper**

- (i) Assist the workshop Instructor/Foreman in the performance of his duties. (ii) Routine maintenance of machines, work benches, etc. (iii) Cleaning and arranging in order all the equipments and furniture in the assigned shop. (iv) To provide productive services in the respective skills and complete the job works. (v) Any other duty assigned by Incharge/HOD/Principal in the interest of the Institute.

12.7 Laboratory Technician/Assistant/Mechanic/Associate

The Laboratory Technician/Assistant shall be responsible to the faculty member-in-charge of laboratory in all matters connected with running, maintenance and upkeep of laboratories allocated to him/her.

(i) Arranges materials, samples, demonstrations, instruments, tools and equipment required for laboratory/field/shop work. (ii) Receives stores and issues materials, samples, specimens, instruments, tools and equipment required for laboratory/field/shop work. (iii) Prepares samples/specimens/circuits etc. for testing. (iv) Maintains the instruments, tools and equipment in working condition. (v) Assists students and faculty members in their projects. (vi) Checks equipments, connection, etc. before student operate them. (vii) To provide productive services in the respective skills and complete the job works. (viii) Any other duty assigned by Incharge/HOD/Principal in the interest of the Institute.

12.8 Laboratory Helper

(i) Cleaning and arranging of apparatus, tools, equipment and accessories. (ii) Assisting laboratory technician/assistant in preparation of samples, arranging demonstration, maintenance of laboratories receipt and issue of tools and materials. (iii) Any other duty assigned by Incharge/HOD/Principal in the interest of the Institute.

12.9 The Librarian/Assistant Librarian

The Librarian is responsible for planning and developing the Library of the Institute and provide the necessary library services to the students and staff of the Institute. He/she is responsible to the Principal and Prof. I/c Library in all matters connected with the Library activities and personnel .

(i) Library Administration (ii) Budgeting (iii) Assisting book selection and acquisition (iv) Planning and developing the Library. (v) Physical verification and accounting for the losses (vi) Cataloguing and classification of books and periodicals. (vii) Issuing and receiving of books-restoring of books and periodicals. (viii) Arrangement of non-book materials.

12.10 Library Helpers: - (i) Checking at the entrance (ii) Control at the issue/return counter.

BY- Suryadatta Education Foundation, Pune.