



Dinkarrao K Shinde Smarak Trust, Gadhinglaj

**Dr.A.D.Shinde College of Engineering**

# ADMIN MANUAL



02327 - 222265

[principal.dadscoe@gmail.com](mailto:principal.dadscoe@gmail.com)

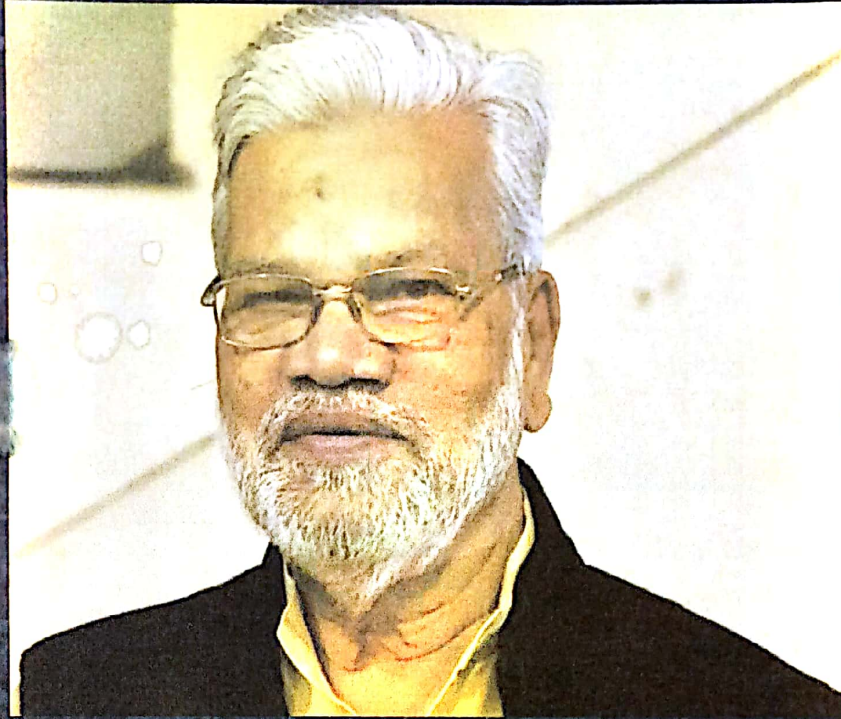
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**Adv. Shripatrao D. Shinde(Ex-MLA)**

Founder President  
Dinkarrao K Shinde Smarak Trust, Gadhinglaj



**Smt. Urmila S. Shinde**

President  
Dinkarrao K Shinde Smarak Trust, Gadhinglaj





**Mrs. Swati M. Kori**  
**Secretary, Dinkarrao K. Shinde**  
**Smarak Trust**

It is a great pleasure to implement policy like academic conduction under the title Dr. A. D. Shinde College of Engineering, Bhadgaon. The shades of vision and mission are depicted in every clause of admin manual. The overall achievement of desired and set targets are depend on working culture of an organization. So, we have focused on minute details of code of conduct within and beyond the reach of institute manual. I hope this manual and code of conduct shall justify to all stakeholders, employees and the roots of national policies. I wish all the best to the admin and its policy framer.

**Secretary**



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## **1. Introduction**

Dr A D Shinde College of Engineering Bhadgaon was started in the year 2014 by the Directors of Dinkarrao K.Shinde Smarak Trust's to impart and foster quality of DADSCOE technical education. DADSCOE is a non-minority, self-financed institute and is affiliated to Shivaji University, Kolhapur. (SUK)

## **2. Governing Body**

DADSCOE is governed by a Governing Body (GB). The overall development and monitoring of the governance of DADSCOE rests on GB.

The Governing Body shall have at least 07 members including the Chairman and the Member Secretary, and the remaining members will be nominated as indicated below.

### **Functions:**

(a) Subject to the existing provision in the bylaws of respective college and rules laid down by the state government and the instructions given by AICTE, the governing body of the institutes shall have the powers to:

- i. Approve the annual budget of the institution
- ii. Approve the institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the principal
- iii. Approve new programmes of study leading to U G & P G degrees.
- iv. Approve the statutory committees formed by the Head of the Institute.
- v. Take a review of result analysis and academic development matters
- vi. Approve new recruitments of teaching and non-teaching staff in the institute.
- vii. Approve new construction budget and building plans
- viii. Approve MOUs with various industries and institutes
- ix. Approve Institutional development plans
- x. Approve service-related matters of teaching and non-teaching staff.
- xi. Approve all other policies related to the institute

(b) The number of members can be increased by adding nominees and an equal number of educationists from the Region keeping in view the interest of the DADSCOE technical institutions. The total number of Members of the Governing Body shall however not to exceed 21.

### **RECOMMENDED COMPOSITION AND FUNCTIONS OF BOARD OF GOVERNING BODY**

Constitution of Governing Body of the College

<b>Number</b>	<b>Category</b>	<b>Nature</b>
5 members	Management	Trust or management as per the constitution or bylaws with the Chairman. president/director as
2 members	Teachers of the college	Nominated by the Principal based on seniority.
1 member	Educationist or Industrialist	Nominated by the management
1 member	AICTE Nominee	Nominated by the AICTE
1 member	State government Nominee	Academician not below the rank of professor or state government official of Directorate Higher Education/State Council of Higher
1 member	University Nominee	Nominated by the university.
1 member	Principal of the college	Ex-officio or Member Secretary



**Term: Five years, except for the UGC nominee whose term will be a full six years.**

The Chairman of the Governing Body shall preferably be a technical person either an entrepreneur or an industrialist or an educationist of repute who is interested in the development of DADSCOE technical education and has demonstrated an interest in promotion of quality education in particular.

The Governing Body shall meet at least once in six months.

For passing any resolution, the quorum should be 1/2 of the GB strength.

### **3. Vision**

To provide best quality engineering and technology education to the aspirants and serve the nation through development of innovative human asset.

### **4. Mission**

1. to meet engineering manpower needs for social, technological, and economic development of region and nation
2. to contribute to knowledge through research and development.
3. to imbibe habits of creativity and innovation to generate IPRS.
4. to inculcate noble values of ethics, morality, integrity, and humanity.
5. to get global accreditation for all courses.

### **5. Strategy**

To translate the vision into action and accomplish the mission, DADSCOE should strive to

- a. Provide state-of-the-art infrastructure.
- b. Recruit, develop and motivate high caliber diverse faculty.
- c. Continuously review and innovate teaching methods and learning resources.
- d. Focus on research, education, training and consultancy through an integrated industry-institute interaction.

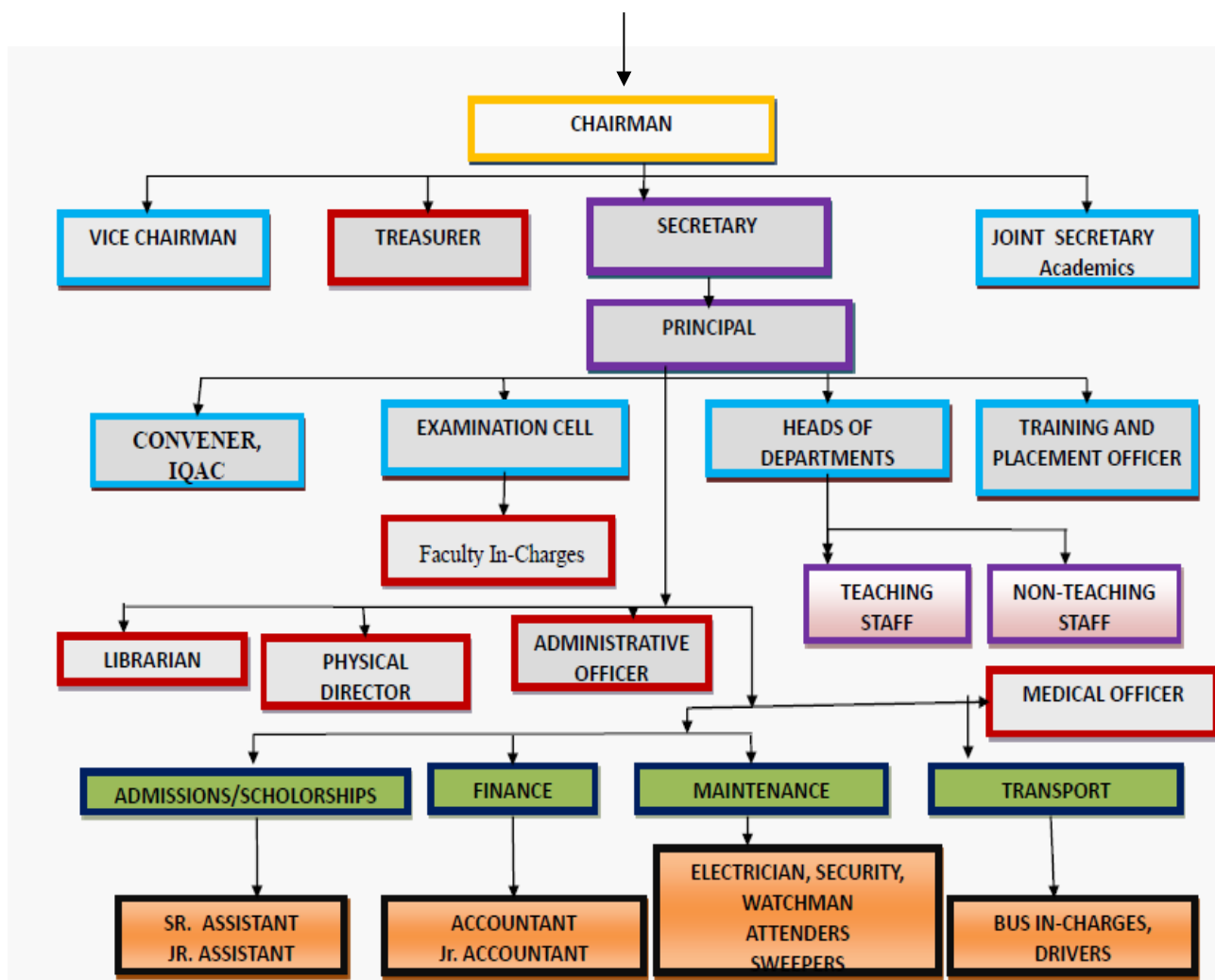
### **6. Quality Policy**

We value each student and treat them with dignity and respect and foster positive and creative ambience in which everyone can meaningfully learn to innovate technology confidently. We maintain a safe academic environment complying with all statutory and regulatory requirements.

### **7. Organization Chart**

The Organization Chart of Governing Body is structured as shown in the fig.1

## Governing Body



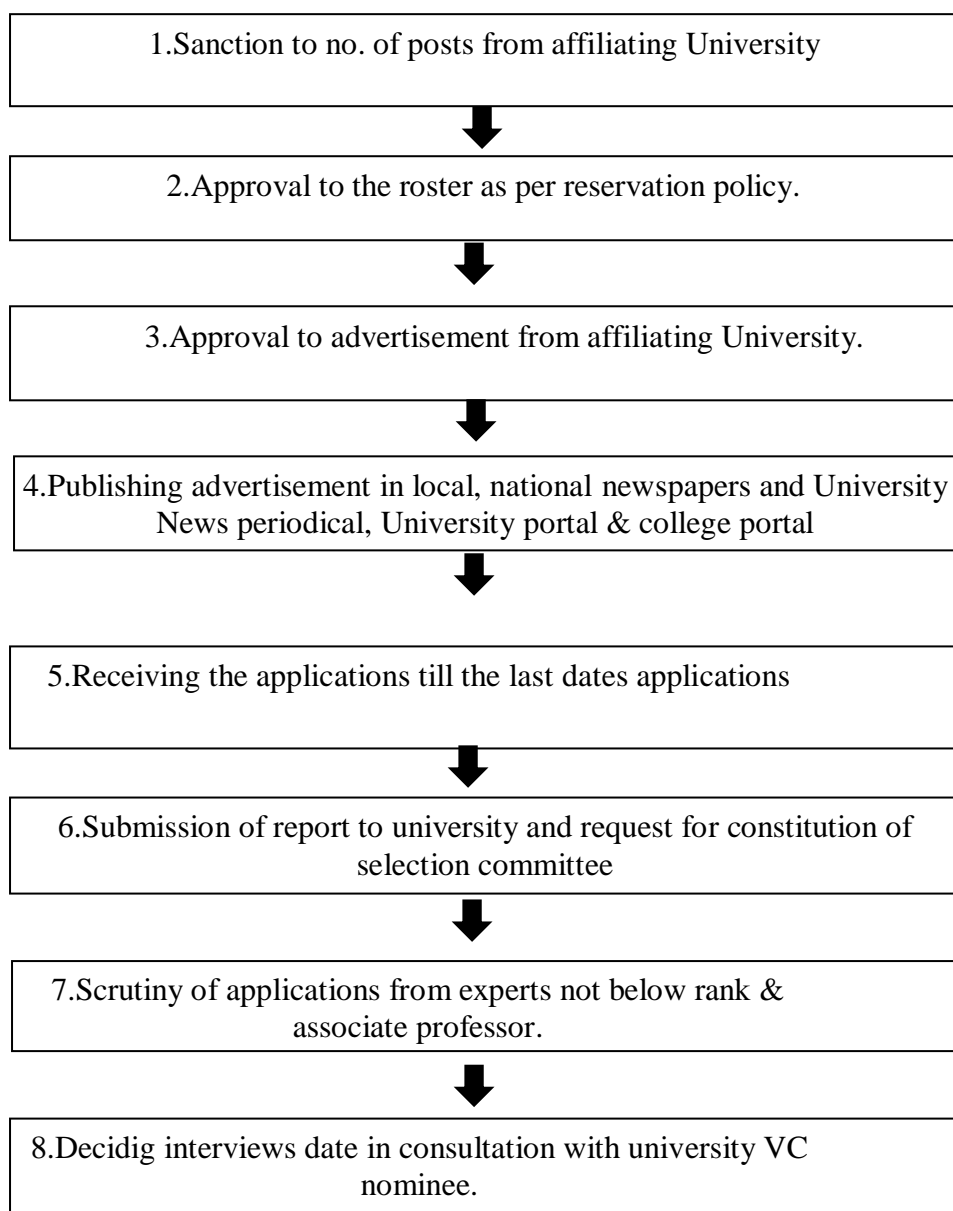
**Fig-1 Institution Organisation Chart**



## CHAPTER I – RECRUITMENT PROCEDURE

The institution follows the SUK and AICTE guidelines in the selection of faculty members in order to ensure that qualified and competent persons are selected by a well-defined procedure.

### Recruitment procedure of faculty:



An identical procedure is also adapted in the case of non-teaching staff.

## **CHAPTER II – SERVICE RECORDS**

### **2.1 Records of Service**

- A service book for keeping the record of service of staff shall be maintained by principal in respect of each employee of the college.
- 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.
- 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.

### **2.2 Service Conditions**

- All the employees of the college are subjected to the general disciplinary and conduct rules of the college.
- Staff should sign in the attendance register every day 15 minutes before the commencement of regular class hours, and at the end of the working hours unless they are on-duty or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.
- Staff attendance should also be monitored through biometric system.
- All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.
- For the development and progress of the college/department, all members of the staff should work



as a team and they should also maintain a cordial relationship with other departments.

- An employee of the college shall devote his/her whole time to the service of the college and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the principal.
- An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his / her case. The principal is empowered to suspend any employee if it is in the interest of the college and report his action to the Management and the university as the case may be.
- The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc., giving 3 months' notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination. In all such cases the Maharashtra State Govt. rules in force shall be applicable.

- No application of an employee seeking employment elsewhere shall be forwarded during the first year of service. On completion of first year of service not more than two applications per academic year shall be forwarded for outside jobs.
- An employee shall have to give three months' notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Director / Principal or date of his / her relief whichever is earlier.

**Documents to be furnished by the employee during the joining time:**

- a) Resume
- b) Personal Profile in College Format
- c) Past service approval (if any)
- d) Experience Certificate from the previous employer
- e) Pay slips from previous organization
- f) Educational Details and relevant certificates
- g) Joining Report
- h) Aadhar card
- i) PAN card

**List of Documents to be submitted at the time of Relieving:**

- a) No dues certificate from all the departments
- b) Handing over the documents like counseling file, course file, IDcard, college belongings.



## **2.3 Resignation and Relief, Termination**

### **2.3.1 Resignation and Relief:**

The following procedure shall be adopted by the employees to resign from the post they are holding.

Teaching Staff who completed probation: 3 months' notice or 3 months' salary in lieu of such notice. Supporting Staff who completed probation: 1 month notice or 1 month salary and teaching staff on temporary service salary in lieu of such notice. In case, applications are submitted through the Institution for seeking employment / pursuing higher education, the management may prescribe suitable conditions for relieving the employee and when the employee is selected so that there shall not be any inconvenience to the academic programme in the college.

### **2.3.2 Termination:**

- The management reserves the right to terminate the service of an employee, without notice, if he/she is engaged/involved in any in-disciplinary / unlawful activity detrimental for the interests of the Institution & nation.
- If it becomes necessary to terminate the services of an employee for the reasons other than indiscipline, the procedure as per the university statute to be followed.
- Teaching Staff who completed probation: 3 months' notice or 3 months' salary in lieu of notice
- Supporting Staff who completed probation: One month notice or one month and teaching staff on probation salary in lieu of notice

### **2.3.3 Orientation:**

- Every teacher appointed in the College shall be given a brief introduction about the college by the principal on the day of his/her joining.
- The principal shall take him/her to the department of his/her work and introduce to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and supporting members of his team.
- He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure all the registration formalities, including submission of joining report etc, by obtaining the assistance of the office team.
- He will introduce the new faculty member in the first class that he/she is going to handle in every section of his / her assignment.

### **2.3.4 Promotions:**

- Eligibility norms for selection to higher scale/category of the post are as laid down by UGC/AICTE
- A staff member is required to inform the principal about his /her acquiring higher qualification as it may be useful for his/her promotion. While informing the principal, the individual should also submit a copy of degree certificate or any other relevant document.
- Internal staff members also have to appear along with external candidates before one's selection to higher posts.



### **2.3.5 Retirements:**

- All teachings and non- teaching staff shall retire on completing the age of superannuation, i.e., 60 which can be relaxed by the Chairman. However, the age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and special category appointments.
- When a faculty member completes the age of superannuation on a day of any month, he/she be retired on the last date of that month.
- The college will communicate to the employee in written format before 3 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period proceeding his/her retirement by making application to the principal and appropriate sanction by him.

## **CHAPTER III – LEAVE RULES**

### **3.1 Leave rules:**

- These rules are being followed since 2008 by our Institute.
- It came into effect from 01-09-2008 and shall be applicable to all the employees of the college.
- A leave account is maintained for each employee in an appropriate form.
- Leave cannot be claimed as a matter of right. The sanctioned authority has full discretion to refuse or revoke leave of any kind when the exigencies of service demand.
- The sanctioning authority may recall an employee to duty before the expiry of his/her leave.
- Unauthorized absence from duty may be treated as misbehavior and disciplinary action may be taken.
- An employee on leave shall not take up any service or accept an employment.
- Every application for leave on medical grounds shall be accompanied by a medical certificate given by a registered medical practitioner.
- An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to be recalled.
- The principal shall be authority competent to grant leave to all the employees. In the case of Principal, Secretary, President of Executive body shall be the authority to sanction leave.

### **3.2 Casual Leave:**

Casual leave is a concession to absent from duty for short period, and without such absence, it is treated as a regular leave. The maximum number of days of casual leave that can be availed by an employee in a calendar year is 15 or proportional to the service put in by an employee during the year of his initial appointment. Casual leave may be granted combining with public holidays or Sundays subject to the condition that the total period of absence does not exceed 8 days at a time. Casual leave for half day may be granted for the forenoon or afternoon session. Teachers can be granted casual leave for half-day only if they have class work in the other half-day as per the time table.

### **3.3 Special Casual Leave:**

An employee is eligible for special casual leave not exceeding 3 days for the purpose of marriage. She/he is required to produce proof of having undergone the operation for regularizing the leave availed.

### **3.4 Earned Leave**

- Leave is earned by duty only.
- Teaching staff and such other members of the staff declared as vacation staff of the college and are eligible for vacation limited to 60 days in a calendar year. However, in case of post graduate courses the last date of instruction shall coincide with the last date of instruction of university for such courses. Besides they are eligible for 15 days of earned leave in a calendar year. The non-



teaching staff (non-vacation staff) will be entitled to 30 days of earned leave in a calendar year.

- Employees of all categories can accumulate earned leave up to a maximum of 90 days.

### **3.5 Half-Pay Leave**

- Every employee will be entitled to half-pay leave of 20 days for every completed year of service with facility to commute the leave to full pay and allowances on medical grounds.
- Half pay leave can be accumulated up to a maximum of 120 days.
- Employees appointed on ad hoc/contract/contingent basis are not entitled to half pay leave.

### **3.6 Maternity Leave**

All women employees who have completed the period of probation are entitled to maternity leave not exceeding 60 days with full pay and allowances. They are entitled to maternity leave only once during the service.

### **3.7 Extra-Ordinary Leave**

Extra-ordinary leave may be granted to the employees on the recommendations of the Executive Body/Governing Body on private affairs or academic affairs. They will not be entitled for any pay or allowances during this period.

### **3.8 Study Leave**

Based on the requirements of the individual departments and recommendations of the principal, the Executive Body/Governing Body may grant study leave to one teaching staff member per year for higher studies.

### **3.9 Delegation of financial powers**

Institution should explicitly mention financial powers delegated to the Principal, Heads of the Departments and relevant in-charges. Demonstrate the utilization of financial powers for each year of the assessment years.

All purchases are handled by a Purchase committee who receive requisitions from various departments and the committee evaluates the need, timeframe of supply, budgetary provisions and accordingly processes the purchases requirements. The Committee is headed by Principal and has senior faculties and administrators as members.

The Principal in term abreast the management about the purchases to be made and all such proposals are finally put up in Governing Body meetings for approval.

Financial power of the principal: Rs.50,000/- for a single procurement of the HOD: Rs.5,000/- for a single procurement of the In-Charge-nil.

## **CHAPTER IV – CONDUCT & DISCIPLINE**

### **4.1 Discipline Committee**

- Self-discipline is desirable and all members in the environment adhering to rules and regulations is an ideal situation. Any aberrations in this regard are to be referred to the Discipline Committee, who should dispose of the case expeditiously. All discipline matters of students and matters related to Teaching and non-Teaching staff are to be referred to Discipline Committee, consisting of

Chairman / Chair Person	-	Secretary
Convener	-	Principal
Sr. Member	-	Co-convener
Members	-	Staff / Student

### **4.2 Conduct Rules**

- Every employee is governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- Every employee should maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of the staff, students and with members of the public. He shall exhibit utmost loyalty and shall always act in the interests of the college.
- An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent



from duty without prior permission. Even during leave or vacation, no employee shall leave the college except with the prior permission of proper authority. Whenever an employee leaves station, the employee shall inform the principal in writing through the respective HOD or the Principal directly and if he/she happens to be a HOD, shall inform the address at which he/she would be available during the period of his/her absence from the head- quarters.

- No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner and any political movement or activity.
- No employee shall make any statement, publish or write through any media which has the effect of any adverse criticism of any policy or action of the college.
- No employee can engage himself directly or indirectly in trade or any private tuition or undertake employment outside his official assignment, whether or not for any monetary gain.
- An employee against whom an insolvency proceeding commenced in the court of Law shall forthwith report full facts thereof to the college.
- An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.

- No employee shall, except with the prior permission of the competent authority, have recourse to the law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of the defamatory character.
- Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- An employee who commits any offence or dereliction of duty or does any act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the executive body and the decision of the executive body, thereon, is final and binding on the employee.
- No employee shall engage in strike or incitements thereto or similar activities such as absence from the work or neglect of the duties or participation in hunger strike etc., violation of this rule will amount to misconduct and attract deterrent punishment.

### 4.3 Do's

An employee at all times, shall

- Abide by the rules and regulations of the institution.
- Maintain absolute integrity and devotion to duty
- Attend the college regularly and punctually
- Engage classes, both theory and practical, punctually and effectively.
- Correct the assignments and lab records systematically.
- Be meticulous in submitting the question papers and marks of the internal tests.
- Warn the students concerned for their irregular attendance and poor performance in the internal tests.
- Be honest, impartial in dealings and be courteous with others.
- Promote dignity and discipline among staff and students.
- Institute devices & mechanisms to improve academic standards.
- Acquire professional competence and enhance interpersonal competence among the staff and students.
- Facilitate team work and reinforce the feeling of oneness.
- Cooperate with the administration in complying with the imposed restrictions.
- Behave like a true academician.

### 4.4 Don'ts

Knowingly or willfully neglect duties

- Propagate communal or sectarian outlook or incite / allow any student to indulge in communal or sectarian activity.
- Discriminate against any person on the grounds of caste, creed, language, place of origin, social and cultural background.
- Indulge in or encourage any form of 'malpractice' connected with examination or any other activity,
- Leaving the campus, while on duty in the institute, without prior permission of the Head of the Institution.
- Remain absent from the institution, without leave or without the prior permission of the Head of the Institution, Undertake private tuition, either to students of DADSCOE or other colleges.
  - Enter into any monetary transactions with any student or parent.
  - Cause, or incite any other person to cause any damage to institution property.
  - Indulge in any violence or any conduct which involves moral



turpitude.

- Organize or attend any meeting without permission.
- Discussion in corridors.
- Pass comments on the students' religious, regional, personal or cultural sentiments.
- Be a member of a political party or shall take part in politics and committing an offence or dereliction of duty or does an act detrimental to the interest of the college is liable for consequences.

#### **4.5 Disciplinary Action**

- Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action.
- If a teacher commits an act of misconduct or misdemeanor, anyone can report in writing to the principal.
- The principal shall hold a preliminary enquiry whenever the code of conduct is violated.
- If the principal is satisfied with the facts of such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a show cause notice, fully describing the offence and the action proposed to be taken, and shall give sufficient time for the accused teacher for giving his / her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for disciplining a teacher shall be under the following categories.

- Memo and censure
- Warning in writing, with recovery of amount, where financial loss is involved.
- Suspension from work without remuneration
- Whenever the dismissal or discharge from service is proposed, the principal shall constitute a one-man court of domestic enquiry to go into the details in the presence of the accused, giving fair opportunity to the accused to present his / her case, by observing the principle of natural justice.
- The principal shall report the proceedings periodically to the Chairman/Secretary.

## CHAPTER V: GENERAL

**Objective:** To ensure mutual respect and freedom for everyone and be role models to student community.

- ☐ College working hours are, normally from 10.00 a.m. to 5:00 p.m. However, those who have academic, administrative, examination or any other such work shall follow the 8 a.m to 4 p.m or 10 a.m to 6.15 p.m timing or any other timing as directed by HOD/Principal/Chairman /Administrator.
- ☐ A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from 10.00 a.m. to 5:00 p.m.
- ☐ All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
- ☐ Anyone coming late / leaving early for more than 30 minutes on 2 occasions in a month may be allowed by HOD/Principal.
- ☐ Anyone who needs to go out of the college premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal and register his/her absence (i.e. Movement Register kept at gate or in administrative office)
- ☐ Staff members shall compulsorily wear college ID in the college premises.
- ☐ Staff members shall submit their investment details to the Account Section before 15<sup>th</sup> February each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
- ☐ Faculty shall ensure that discipline is maintained in the



classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal on standard Discipline Report to be discussed in disciplinary committee (if necessary).

- ☐ Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
- ☐ All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
- ☐ Faculty and staff shall communicate to each other and with students only in English.
- ☐ In respect of matters not specifically provided in these rules, the Executive Council of the college shall be the competent authority to issue such directions or orders it may take up appropriate directions or orders and shall carry as much authority and effect as these rules.
- ☐ Points requiring clarification and interpretation shall be referred to the Executive Council, whose decision shall be final.
- ☐ Any other, rule prescribed by the Government/Instruction given for adoption by Private Engineering Colleges shall automatically form part of the rules even if the provisions in such rule/instruction contravenes with these rules.
- ☐ Unless/other-wise stated specifically, in the terms of appointment every employee is a whole-time employee of

the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary, beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.

- ☐ Every employee shall perform the duties assigned to him/her to the best of his abilities and shall always act in the interest of the institution.
- ☐ All employees of the college are subjected to the provisions of the Employees Provident Fund Act.
- ☐ The age of superannuation of all members categorized as teaching staff shall be 60 years and in case of other staff it shall be 58 years.
- ☐ A service register/personal file shall be maintained for each employee and the relevant service entries shall be attested by the competent authority.
- ☐ The power to add, delete or amend these rules shall rest with the Executive Council of the college.

## **CHAPTER VI:**

### **A) Duties and Responsibilities of Principal**

Principal is overall responsible for establishing an ideal institute by promoting the various curricular, co & extra-curricular activities, administrative and financial matters. As a Principal, he shall advise the Management in all educational, financial and administrative matters of the institute. In addition, he shall:

- (a) Report to the Chairman of the Governing Body.
- (b) Be responsible for human resource planning for teaching and non-teaching staff for long- and short-term requirements.
- (c) Work to develop the institute in all areas for an all-round growth of the institute.
- (d) Advise the HODs and faculty in various academic and administrative matters.
- (e) Optimize the resources available in academic, administration, finance, etc.
- (f) Implement integrated and uniform systems in academic, administration, finance, etc. where and whenever it is possible.
- (g) Conduct Institute Development & Monitoring Committee Meetings to ensure Quality Management of the Institution.

### **B) Duties and Responsibilities of Head of the Department**

Head of the Department is overall responsible for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives and in turn, the objectives of

#### **DADSCOE. The Head of the Department is:**

- (a) Responsible for the overall discipline of the students and the staff of the department.
- (b) The teaching load is properly allocated as per the norms.
- (c) Should assist the faculty in the preparation of time tables (class room) and monitor them properly.
- (d) Should ensure through appropriate departmental members
  - (i) Daily attendance

- (ii) Student Proctorial sheet
- (iii) Mid examinations
- (e) Encourage faculty to develop new teaching aids, tutorials, and lab exercises extension to syllabus specified.
- (f) Monitor progress of subjects through course files/log books of each faculty
  - (i) Conduct the meetings as per the academic calendar
  - (ii) Departmental staff meetings
  - (iii) (iii) Class Review Committee meetings
  - (iv) Monitoring daily academics.

### **C) Duties and Responsibilities of Training and Placement Officer:**

- (a) Collection of data in the prescribed proforma during III Year II Semester from DADSCOE Students of all the disciplines related to their bio-data.
- (b) Prepares the data as per the requirement of companies.
- (c) Coordinates with various companies for conducting On-Campus or Off Campus Selection Tests/Interviews for DADSCOE students of different disciplines. In the event of any ON/OFF Campus tests, provides the required information to the companies and DADSCOE Students at different stages.
- (d) Keeps an up-to-date year-wise data regarding DADSCOE students going abroad or pursuing higher studies in India.
- (e) Keeps an up-to-date year-wise data regarding DADSCOE students selected/joined in different companies.

### **D) Duties and responsibilities of Teaching Faculty**

- The faculty member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.



- The teaching load will be allotted by the HOD after taking into account of the faculty member's interests.
- In addition to the teaching, the faculty member should take additional responsibilities as assigned by the HOD / Principal in academic, co-curricular or extracurricular activities.
- Every faculty member must give seminar on some topic at least once in each semester to other faculty.
- Every faculty member should maintain student's attendance records and the absentees roll number should be noted every day in the master attendance register maintained in the department as soon as the classes/laboratory hours are over.
- Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- The faculty member should make himself / herself presentable. The faculty member should show no partiality to any segment / individual student.
- The faculty advisor must update the student's personal file regularly and put up for inspection by the HOD/Principal as the case may be.

### **E) Work load distribuion**

The work load of all the staff shall be fixed by the management. The work load of the teacher should not be more than 30 hours a week, of which teaching-contact hours should be at least as follows as per AICTE norms:

1. Principal 4 hours / week
2. Professor 14 hours / week
3. Associate Professor 14 hours / week

4. Assistant Professor / Lecturer 16 hours/week. For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 30 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

The given below are the duties and responsibilities of the teaching faculty.

- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Faculty members should attempt to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The faculty member should make use of PPT, Models etc., as teaching aids. The faculty member should encourage students asking doubts / questions.
- The faculty member should take care of academically backward students and pay special attention to their needs in special classes i.e. remedial classes and make up classes.

- The faculty member should motivate the students and bring out the creativity / innovative ideas from the students.
- Once the subject is allotted, the faculty member should prepare the lecture based on hour-wise lesson plan.
- The faculty member should get the lesson plan and course file – approved by the HOD and Principal. The course file consists of preface, previous year university question papers, notes, handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,
- The faculty members register must be regularly updated and put up for inspection by the HOD/Principal as the case may be.
- The faculty member should refer additional books and references available on the prescribed text book of the syllabus and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The faculty member should not dictate the notes in the class.
- The faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The faculty member should engage the class full 50 minutes and should not leave the class early.
- The faculty member should ideally recapture the lessons of the last lecture, for the first five minutes and should tell what is going to learn in another 2 minutes, then explain the lecture thoroughly up to 40 minutes and in the last 3 minutes conclude and tell what they will learn in the next class.
- The faculty member should bring humour in the lecture, to break the monotony.
- The faculty member should practice/rehearse the lecture well before going to the class.

- The faculty member should make use of OHP, Models etc., as teaching aids.
- The faculty member should encourage students asking doubts / questions.
- The faculty member should get the feedback from students and act / adjust the teaching appropriately.
- The faculty member should take care of academically backwards students and pay special attention to their needs in special classes.
- In problem-oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least a week in advance of actual class.
- The faculty member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, the details academically backward students, and their objectionable behavior etc.
- The faculty member should always aim for 100% pass results in his / her subjects and work accordingly.
- The faculty member should regularly visit library and read the latest journals / magazines in his / her specialization and keep oneself abreast of latest advancements.
- The faculty member should use power point presentations from digital library at least twice a semester.
- The faculty member should make himself/ herself available for doubt clearance.
- The faculty member should motivate the students and bring out the creativity /originality from the students.

## **In Laboratory**

- (a) Allow the students inside the lab only on submission of the required records written up to date and with proper observation book.
- (b) The lab observations/records must be corrected then and there or at least by next class.
- (c) Educate the students to maintain good behavior & discipline during lab hours.
- (d) Create the environment of learning engineering fundamentals from practical.

## **Student – Faculty Rapport**

- a) The Faculty Member should have good control of students.
- b) As soon as the faculty member enters the class, he / she should take attendance by calling their name. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class tutor, HOD and Principal if necessary.

## **F) DUTIES AND RESPONSIBILITIES OF CLASS INCHARGE:**

The class incharge should:

- a) Maintain student discipline in the class as per the college policies.
  - To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.
- b) Meet the parents of students, especially defaulters.
- c) Manage the production and dissemination of reports to



students, parents, college management, Accreditation Committees AICTE and other governing bodies from time to time.

- d) Make sure that students of the department are regularly attending class and coming to the college in time in proper dress code.
- e) Make sure that the academic targets in terms of university results and the placement targets in terms of number of students placed are met.
- f) Monitor the semester progress regularly based on approved semester and a assessment plan.

#### **F) LABORATORY INCHARGE**

- The Laboratory In charge (Lab I/C) is responsible for the safety, upkeep of all the equipment in the room as listed in the inventory for the room.

□ The Lab I/C should maintain the following documents

- (i) The inventory of the laboratory
- (ii) Layout
- (iii) Room Time Table.
- (iv) Organization Chart
- (v) Log Book for daily usage
- (vi) Complaint Register
- (vii) Lab Manuals

□ List of Experiments

□ The faculty member who deals with laboratory class must perform the experiments personally in advance and be

satisfied with the results before asking the students to conduct the experiments.

- ☐ Faculty members are equally responsible for the allotted lab and they are supposed to explain the cycle of experiments before covering the lab.
- ☐ Faculty has to ask viva – voce about the experiment before allowing them to do the lab.
- ☐ Whenever possible, additional experiments to clarify or enlighten the students must be given.
- ☐ Faculty has to observe the student to submit the records of the previous lab experiment.
- ☐ The lab observations/records must be corrected then and there or at least by next class.

#### **G) Duties and Responsibilities of Subject Teacher for Laboratory**

- ☐ The subject teacher should be thorough with the experiments designed.
- ☐ The problems should be made known to the students well in advance for their preparation.
- ☐ Teacher should make sure that observation book is maintained by every student.
- ☐ At periodic intervals, teacher should ensure that the records are maintained neatly by all students. The experiments/ programmes listed in the syllabus should mandatorily be described in the record books.

## **CHAPTER XIV: TEST / EXAM**

- While setting question paper, the faculty member should also prepare the detailed answer and marking scheme and submit to the HOD for approval.
- During invigilation, the faculty member should continuously move around. She/he should not sit in a place for a prolonged time. She/he should monitor closely so that nobody does any malpractice in the exam/test.
- Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University Representative / Chief Superintendent. (the class coordinator and the HOD concerned in the case of cycle test / Model Examination).
- The test papers must be corrected within three days from the date of examination and marks to be submitted to the HOD for forwarding to Exam Section In-charge / Principal with remarks.
- The faculty members should be very fair and impartial in awarding of internal marks to the students or in selecting the outstanding students of the department /College and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.
- The faculty should note the marks of every question on the front sheet of answer booklet.

## **CHAPTER XV: Duties and Responsibilities of Mentor**

The mentor is responsible for the batch of students assigned for the entire academic year and is answerable to the respective HOD of the students while carrying the following duties:

- Should maintain the record of the students which includes contact details, admission details, academic record, co/extra-curricular activities details, achievements and disciplinary actions if any etc.
- Meet them at least once a month for the counseling sessions and record it.
- Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary.
- Long absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behaviour should definitely be brought to the notice of the parents and college authorities.

## **CHAPTER XVI: Duties and Responsibilities of Maintenance In-charge**

The Maintenance in-charge is responsible to the Principal in ensuring the following:

### **MAINTENANCE**

1. He has to supervise the maintenance team for general cleanliness of rooms, corridors, toilets, stair and surroundings.
2. He has to direct the maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes, or any such maintenance works.
3. He has to liaise with horticulture advisor for the upkeep of college lawns, pathways, surroundings and gardens.

### **HYGIENE**

1. He is responsible for the quality management of hygiene of college.
2. He should periodically inspect the condition of water bowser, Principal should ensure that quality of drinking water is safe.
3. He should periodically inspect the toilet cleaning for proper upkeep.
4. He should periodically inspect the canteen premises, wash areas for safeupkeep.

### **SECURITY**

- ☐ He should liaise with the security in charge for the overall safety of the college.
- ☐ He should periodically inspect to ensure that premises are locked made safe and windows closed.



## **CHAPTER XVII: STUDENT - FACULTY REPORT**

- ☐ The faculty member should have a good control of students.
- ☐ As soon as the faculty member enters the class, he/she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late comers the teacher should try to correct the student through personal counseling. If it does not bring any change, the student must be directed to meet the class coordinator, HOD and Principal if necessary.
- ☐ The faculty member should act with the students tactfully and should handle the students maturely.
- ☐ The faculty member should be strict but not harsh. He/she should never use harsh words which would hurt the feeling of the students.

**News Letter:** We release the newsletter once in an academic year on the college updates. And also there will be a yearly magazine from the Institute regarding the progress of the institution. We believe in DADSCOE tech Festival (DADSCOE Manthan) which gives the participants the right platform to enhance their DADSCOE technical skills and innovations. The college also has a custom of celebrating the Annual Day with high enthusiasm every year.

## CHAPTER XVIII: LIBRARY MAINTENANCE

### 1. Introduction

DADSCOE Library was established in its inception year, 2008. It has built a large collection of documents, comprising of books, periodicals, journals CD's etc. It also has a rich collection of resources in the form of printed notes. It caters to the needs of large groups of users, including more than 2000 students, 160 faculty, and equally large number of supporting staff. It has computerized its house-keeping activities using software that is being maintained and updated regularly. It uses state-of-the-art DADSCOE technology in its functioning and services. Not only having a very good reference section, library has been subscribed **access** DELNET & NPTEL Videos.

Document is a generic name, hereinafter, shall refer to any book, reference book, CD, video cassette, magnetic tape, periodical, journal or a paper introduction.

### 2. Working Hours

Accession Hours : 10.00 am to 5.00 pm (all working days)

	<b>Book Issue Hours</b>	<b>Book Return Hours</b>
Documents other than Reference Books	10.00 AM to 4.30 PM	10.00 AM to 4.30 PM
Reference Books (overnight issue)	4.00 PM to 5.00 PM	9.00 AM

**3. Eligibility:** The following persons are eligible for making use of the library.

- a) Members of the Staff of DADSCOE

- b) Students of DADSCOE
- c) Other persons admitted with the special permission of the Principal/ Chairman, Library Committee.

#### **4. Book Issuing Norms**

Undergraduate Students	3 Books for 15 Days
Staff (Teaching)	5 Books for semester
Staff (Nonteaching)	2 Books for semester

#### **5. Issue Timings**

Period of issue of documents is as follows:

- (a) Books for 15 days
- (b) Reference books, Periodicals including back volumes, video cassettes, software, magnetic tapes, etc. (overnight only)

**NOTE:** A document issued on loan can be recalled at any time in case of urgency.

#### **6. Loss of Document**

In case of loss of any document, double the cost of the document borrowed from the library will be recovered or replacement of document with new document.

#### **7. Acquisition of Documents:**

Documents can be acquired into Central Library through:

- (a) Readers can suggest additional documents required for the library through the suggestion book kept at the Library.
- (b) An annual book exhibition is held in Library to enable readers to suggest the documents required by them.
- (c) Library Committee
- (d) Through recommendations of subject experts

#### **8. Book Issue/ Return Procedure:**

For issue of book, the users are given an issue slip consisting of

details which contains Book Account No, Title, Author, Issue date and signature with name of the user. After filling the issue slip, the user has to hand over the slip to the library staff that in turn, will check the entries and verify with book to be issued. The staff will then put the due date stamp on the due date slip of the book and the same date is stamped on the issue slip given by the user. The issue slip is then kept in increasing order of registration number in their respective department branch-wise. On returning the book, the issue slip is located and returned to the user. The colour of the issue slip is periodically changed between staff and students if necessary. The issue and return can be done by using barcode sensors also.

## **9. Xeroxing**

Xeroxing facilities are available at the Library, from 10:30 A.M to 4: 30 P.M (on all working days) on nominal payment basis.

## **10. Library Committee**

The library Committee is appointed by the Principal for efficient administration of the library. The committee comprises of Principal as Chairman, librarian as convenor and a senior faculty nominated by the Principal and members nominated from all Departments. Other members of the Committee include students from various branches. The Committee's functions are:

- (a) To review and advise the library administration on policies related to collection development, collection evaluation, and bibliographic activities, especially in the Humanities, Social

Sciences, and general reference.

- (b) To advise the library administration on other major policy issues concerning staffing levels, automation, and user regulations. Significant gift collections, special fund-raising efforts, appointments are some of the items on which the committee should be consulted.
- (c) To respond to the concerns of faculty, staff and students who use library, the committee will recommend acquisition of books, periodicals, reports, journals, CD ROMs, audio lessons etc. for the library as necessary in respect of both academic and other publications.
- (d) The committee will periodically review the functioning of library and make recommendations for improvements, if necessary.
- (e) The committee should meet at least once or twice in a semester and more often, if necessary.
- (f) The committee shall arrange for display of the information about new acquisition on the notice boards as also through LAN on monthly basis or earlier, if required.

## **11. Computerization:**

The Library was computerized using software developed in house for operations such as transaction, searching, reporting, etc. The software, presently being used, is developed in visual basic, with access database satisfying all the library functions automatic issue and return of books implemented.

## **12. Classification of Books:**

The books are classified according to DDC22 edition, namely Dewey Decimal Classification System. The basic arrangement is



by discipline and a specific subject can occur in any number of disciplines. The universe of subject is divided into ten main classes. Each main class is again divided into ten divisions. Each division gets divided

into ten sections. At each stage of divisions, a given number is subdivided decimally.

DADSCOE Library is also currently implementing the DDC22 edition and is under the process of classification.

### **13. Library Records**

Library should maintain the following records:

- (a) **Accession Register:** All the documents other than periodicals are entered along with their accession numbers. This register essentially contains the stock.
- (b) **Periodical Register:** List of periodicals is maintained.
- (c) **Issue Registers:** Students and staff Issue Registers are maintained separately with the user entering the books issued against their names at the time of issue on a daily basis.
- (d) **Visitor Register:** Any person entering the library has to enter his/ her details along with time of entry and signature on the visitor register kept at the entrance of the library in order to identify the number of users of library for statistics purpose.
- (e) **Suggestions and Requisitions Register:** A separate register for suggestions and requisitions are kept in the library for users and visitors to express their ideas for improvement of documents in the library.
- (f) **Biometric Attendance:** Before entering the library both

the students and staff are supposed to give their thumb impression without fail. The records of attendance will be maintained on regular basis.

#### **14. Stock Verification:**

In order to check the status of the stock and identify any losses and damages, a stock verification is done every year in the summer holidays with the use of computers to avoid any mismatch. The report should be submitted to the Secretary through the Principal.

#### **15. GENERAL LIBRARY RULES**

- (a) Before entering the library, readers are requested to deposit their belongings in the rack that is placed near the entrance of the library.
- (b) The library has open access to documents and closed access to a few reference documents.
- (c) Newly arrived books, periodicals etc., are displayed in the library for a period of one week.
- (d) Smoking, loud conversation and similar objectionable practices are not allowed in or near the library premises. Readers are responsible for any damage or injury done by them to the books or other property belongs to the library.
- (e) The library staff at the counter is authorized to check the identity of the reader and to examine everything that passes in and out of the library.
- (f) Both students and staff leaving the organization on long leave, transfer or resignation are requested to obtain a ‘NO DUES CERTIFICATE’ from the library.
- (g) The Principal/ Library Committee will have powers to

- suspend the use of library to any reader found neglecting to comply with any of these rules.
- (h) Notwithstanding anything contained in these rules, the Principal/ Library Committee will have powers to cancel in full or in part or to modify suitably any or all rules herein mentioned.
  - (i) Absolute silence should be observed by all in the library.
  - (j) Students must wear their ID Cards in a visible way when they are in library.
  - (k) Carrying/ Using cell phones inside the library / College is strictly prohibited.
  - (l) Students will be allowed to borrow 4 books. Note that only one book will be issued per day.
  - (m) Reference will not be issued under any circumstances.
  - (n) Students should take the library books only on their cards.
  - (o) Books must be returned on or before the due date, otherwise a fine of Rs0.50 per day charged. Beyond one month a lump sum amount of Rs 50/- per month will be collected in addition to the usual fine.
  - (p) If the book is lost/ damaged, either a new book can be replaced or two times of the price has to be paid.
  - (q) Any damage noticed at the time of return; they have to follow the norms of the library.

### **General Instructions**

- a) Silence is to be strictly observed
- b) Users are requested to avoid talking or discussing with others that will disturb other readers.
- c) Reading halls are meant for individual study only. e that the library walls, furniture and reading materials are not spoiled/damaged in any way.

- d) Chairs and tables should not be disturbed from their position Books and bouncier and tables should not be disturbed from their position
- e) Books and bound volumes should be handled with great care. Please avoid keeping the volumes open on the table or putting with their faces down, or inserting note books or pencils in between the pages and closing them. Pages must not be folded to serve as book marks.
- f) Mutilation and disfiguring of pages of library materials by ink or pencil marks are prohibited.
- g) Defects found in the books and bound volumes taken out for reading or borrowing should be brought immediately to the notice of the staff on duty.
- h) Books borrowed should be protected from RAIN, DUST, INSECTS, etc.
- i) Loss of Borrower`s card to be reported immediately in writing.
- j) On violation of library rules or misconduct of any reader, the library authorities can withdraw the library facilities of the individual concerned.

**Do's:**

- Sign the register/Bio-metric attendance kept at the check point while entering the library.
- Show the documents which are being taken out of the library to the staff at the check point.
- Contact the staff on duty/section staff for any queries.
- Keep the library premises tidy. memento

### **Don'ts:**

- Wasting more than half an hour to locate the documents. (If one experiences any difficulty in locating the required material, one should contact the library Staff/librarian).
- Moving books/journals from its specific area to another area.
- Replacing the material (The library staff will do it for you. Please remember the document misplaced is document lost)
- Giving borrowers cards to others.
- Entry without proper dress code.
- Taking the outside material to the library.

## **CHAPTER XIX: VARIOUS COMMITTEES**

### **Discipline – cum- Grievance Redressal Committee (DGRC)**

- The Principal shall constitute a Grievance Committee to readress the Grievances of the teaching and supporting staff.
- The Grievance Committee shall be composed of three persons in the ranks of Head of the Department, or Professor.
- The Principal shall announce the Constitution of the committee and the names of members at the beginning of every academic year.
- Any teaching or supporting staff having a grievance shall make a representation to the committee.
- The coordinator of the Grievance Committee shall include such grievance as an item of the agenda in the next meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed immediately by the committee and the Principal shall be informed.

### **NSS Unit:**

The NSS unit of Dr A D Shinde College of Engineering is aimed at developing student's personality through community service.

NSS Volunteers generally work with villages and some voluntary organizations to help needy people through different ways like money donations, organizing blood donation camps, Swachh Bharat etc.

### **Research and Development Committee:**

Experienced faculty members are always available at the cell to encourage and guide the faculty and interested students to publish their research work in reputed journals. The cell maintains the publications of

the students and faculty for further reference. A variety of material inputs enriched with latest publications, National and International level magazines, e-journals, CD's consisting of speeches, presentations by renowned

IIT professors and eminent scientists are made available in the cell to help germination of fresh thinking and novel concepts. The cell also conducts different programs to make the students aware of the latest research activities of interest which gives an exposure on requirements of the industry in the campus. Students are motivated to their project work in the campus with the help of eminent teachers available in the campus. They are encouraged to do projects on par with the latest research going on. The research and development has succeeded in motivating the faculty and students in publishing their research work in reputed journals. It is expected that the activities and publications in the college will increase exponentially in a very short time. The results obtained here will become inputs to many industries which will definitely attract different industries to collaborate and support research activities in our college.



### **Anti-ragging Committee**

Anti -ragging teams are to be formed to prevent ragging. Any cases of ragging observed to be referred to the Disciplinary Committee for appropriate action. The management and principal take strict measures to see ragging-free atmosphere in the college campus. To see a ragging-freeatmosphere in the college, DADSCOE follows the following measures;

- Creates awareness to the senior students by placing Anti-ragging posters in all visible areas.
- The faculty members are asked to see that there is no ragging atmosphere in the collegecampus.
- Motivates seniors to have friendly relationship with juniors.

### **Women's Development Cell**

The cell addresses the problems of women employees and empowerment of women. The Women's Development Cell of DADSCOE purports to conduct activities for the students, teachers and administrative / supporting staff of the college at 3 level — Apex. College and Departmental levels. Activities at the Institutional Apex, level will aim at the community at large, the focus being on providing community interaction and meaningful humanitarian experience to students and teachers. It will also interacts with governmental I social bodies that address women's issue such as sexual harassment — verbal or physical in nature.

### **Constitution of the Women's Development Cell**

President ----- (Management Representative) Chairman

Vice President ----- (Management Representative) PRINCIPAL

Secretary ----- (Dean) Dean Student's Affairs

Principal Coordinator Lady Teaching Staff

## Objectives

- (a) Create awareness on equal opportunity for women who will ultimately lead to improve attitude and behavior of the students.
- (b) Conduct programmes for ladies to empower them financially, emotionally, mentally and physically.
- (c) Deal appropriately with reported cases of sexual harassment, abuse or discrimination, and initiate action against particular grievances in respect of unfair treatment due to gender bias.

### **DADSCOE, as part of Women's Development Cell, executes the following steps:**

- Guidance will be given to girl students in the streams of health and hygiene and medicine will be provided to girl students in times of need.
- Guest lectures are conducted for girl students regarding their behavior and moral issues.
- Awareness will be given to girl students regarding gynecological problems.
- Guest lectures are also arranged for women employees for their empowerment.
- Certain games are conducted for both women faculty and students to encourage them to participate in social activities.

## **Canteen**

The Canteen is located in a spacious, well-planned building to meet the needs of the students and staff. Hygienic and delicious food items are offered at reasonable rates in the canteen.

### **CANTEEN COMMITTEE**

#### **1. Functions**

Canteen Committee is responsible to maintain canteen material up to the satisfactory levels of all users of the canteen:

- (a) Redresses any suggestion given by any user of the canteen
- (b) Monitors and suggests hygiene measures
- (c) Monitors and suggests measures to improve quality and type of food.
- (d) Monitors and suggests methods for optimum utilization of canteen so that service is prompt.

#### **2. Composition**

Canteen committee shall be comprised of:

- (a) Principal as Chairman
- (b) Sr. Faculty as Convenor
- (c) Faculty representative from all the departments
- (d) At least two faculty members, one male and one female who use canteen.
- (e) Five student members representing the male and female student canteen users of DADSCOE.

### **Sports and Games**

The Department of Physical Education is providing sports facilities to the members of the staff of the college. They take part in Badminton, Cricket, Volleyball & Table Tennis whenever they are free. Apart from this, competitions are conducted for the staff and the winners are awarded with prizes on the college annual day.

## **TIME TABLES AND SCHEDULES COMMITTEE:**

The following are the major points in the preparation of timetables & schedules under the supervision of main timetable in charge.

- Finalise the number of sections branch wise.
- Finalise the laboratories as per current syllabi. Consider it for the whole year, this will result in more than one semester duration and also overlap for various years of B.Tech.
- Finalise the time table for labs/drawing/workshop, i.e. all those which require duration of three hours/three periods at a stretch. Make sure that same labs or not allocated continuously i.e. at least some theory is covered between two consecutive labs and also on one day there should not be two of labs/drawing/workshop or combination.
- The Department should depute a representative for time tables who should be available with the list of subjects, faculty for the subjects, along with the existing load of faculty and their preferences (like inabilities for some medical reasons etc.).
- Always arrange classes diagonally so that time of the day is evenly distributed, some in the beginning of the day, some in the middle and some at the end of the day. Where ever possible give at least one day as free day to the entire faculty.
- The time table in charges of departments should finalise their time tables under the guidance of main time table in charge.

## **CHAPTER XX: ENTREPRENEURSHIP DEVELOPMENT CELL**

Entrepreneurship is the backbone for the growth of any economy. It is no more a topic of interest confined to management & economics students.

**Objectives:** The EDC is set up with the following aims:

- ☐ To promote strong entrepreneurship among Engineers, Managers and Science students
- ☐ To organize entrepreneurship development and awareness program.
- ☐ To undertake research studies to identify high tech technology areas having entrepreneurship opportunities.
- ☐ To develop close links between industry-Institute by interaction programs. High priority to activities designed
- ☐ To identify the present-day requirements for professionals (engineers/ DADSCOE technologists/managers) and meeting the future human resource needs.
- ☐ To disseminate technical advances through informal educational techniques
- ☐ To act as an institutional mechanism for providing various services including information to budding entrepreneurs
- ☐ To create Entrepreneurial culture in the Institution
- ☐ To catalyse and promote development of Science & technology based enterprises and promote employment opportunities.
- ☐ To disseminate knowledge and insights in entrepreneurial theory and practice through lectures activities and workshops.
- ☐ To create a strong network of successful entrepreneurs who would like to guide budding entrepreneurs

### **Composition of EDC**

EDC has Principal as Chairman, Sr.faculty as convener and co-convener, coordinator and members from each department as its members.

## **Plan of Action:**

EDC is proposed to have the following action plan:

- (a) To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes in the region for the benefit of science and technology students.
- (b) To conduct research work and survey for identifying entrepreneurial opportunities (Particularly in Science and technology areas and service sector).
- (c) To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining, project approvals, loans and facilities from agencies of support system, information on DADSCOE technologies, etc.
- (d) To arrange visits to industries for prospective entrepreneurs.
- (e) To conduct competitions among students in developing project proposals.
- (f) Guidance is extensively given to students to know the details of how to establish business and its relevant information like financial resources etc.
- (g) As part of EDC cell various awareness programs like guest lectures, seminars and workshops are conducted.

## **1. Financial Powers**

**The Secretary is:** Vested with full financial autonomy and enjoys unlimited powers. He/She, in this regard, as the following powers:

- (a) To appoint and fix the remuneration / salary, as per the norms, to the teaching / non-teaching staff of the college 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 college.
- (d) To authorise 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 emergency.
- (f) To introduce adequate checks & control systems to enforce financial discipline.
- (g) To enter into any contract for any service / work.

**Principal:** Principal is delegated with financial powers up to a maximum of Rs. 50,000/- for purchase and to unplanned up to Rs. 10, 000/-.authorise purchase of consumables for laboratories over and above the powers of the Head of the Departments.

- (a) To permit reimbursement of traveling and other



expenses for official purposes within the permitted limit as decided by the Secretary.

- (b) To entertain (to allocate amount for) guests.
- (c) To sponsor faculty / staff for any academic and co- curricular activities as per norms.
- (d) To authorise any other expenses, he may deem essential.

The Principal may in case of any contingency obtain oral permission from the Secretary, if the expenditure to be incurred exceeds his powers and get ratified by the Secretary along with required receipts.

**Heads of Departments:** The HODs are delegated with powers up to Rs. 1,000/- for sanctioned work. To make urgent consumable purchases for Lab.

- (a) To meet small non-recurring expenses.
- (b) To incur any other expense deemed necessary.

**(h) 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.

- (i) 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.

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

## **2. 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.

## **3. Budget**

All the departments including the library, transport should critically analyse their requirements taking into account the syllabus, technology, upgradation, quality / quantity, etc. and prepare the budget estimates for next academic year before the beginning of financial year.

Each laboratory or a subsection of a department should prepare the estimate in the given format. This is to be done separately for recurring and

nonrecurring. Each department should consolidate the same and review in the Departmental Development and Monitoring Committee before submitting for the Institute Development and Monitoring Committee. The same is required to be ratified by GB for implementation. The implementation need to be done in a phased manner monitored by Development and Monitoring Committees of Institute and the respective Departments.

#### **4. Purchase**

(a) The Purchase Committee, headed by Secretary and Correspondent, meets periodically and decides on the purchase to be made and call for quotations from the Vendors who have the capacity and capability, financial soundness and reputed standing. The quotations will be called by the stores department as directed by the purchase committee. The performance of the Vendors may be ascertained from the market reports; discrete enquires which will form the basis for final selection of the Vendor.

A complete database of the products relevant to the concerned departments, suppliers and prices is to be prepared and used at the time of taking decisions. Instances of poor quality / difference in quantity should be brought to the notice of the purchase

department for taking corrective measures and review the concerned vendors.

(b) The purchase officer is responsible for all the receipts, issues and balance. He will be made accountable for all his actions and he has to maintain the proper records to be made available as and when called for.

(c) The purchases can be made in case of emergency and by cash on the unit cost of the item to avoid undue delay.

## **5. Stores**

(a) The enquiries are to be invited by the Stores / HOD as per the format from suppliers asking them to send their lowest quotation.

(b) The Purchase Committee shall forward the quotations received to HOD for compilation & preparation of comparative statement.

(c) The Purchase Committee will decide upon the vendor and purchase order is issued by Secretary and Correspondent.

(d) The stores receipt for all purchases has to be prepared by user dept. after inspection of the material to record either acceptance or rejection.

(e) The materials accepted to be entered in Stores procurement Register.

- (f) The stores will issue the item on receipt of requisition from the concerned department.
- (g) The departments are expected to maintain the following registers for each laboratory
  - (i) Asset Register (for non-consumable item)
  - (ii) Consumable stock Register (item wise folio, details of receipts and issue, balance)
  - (iii) Relevant registers as prescribed from time to time.

## **6. Pay and Allowances**

Pay bill has to be prepared on 1st of every month taking into consideration of the leaves applied in the previous month.

## **7. Student Fees**

Fee should be collected at the beginning of the year (odd semester) through bank giving 15 days' time.

Fine should be levied on defaulters.

Computerization

Every office transaction is to be computerized.

## **8. Audit**

Records of DADSCOE are to be submitted in time to office so that the college accounts are audited by a chartered accountant. The audited reports to be placed before the Governing Body for its approval.

## **9.Scholarships**

Scholarship and its Procedure:

Scholarship clerk on the direction of the Principal collects the applications from the concerned departments and distributes them to needy students. He will collect the filled in applications and submit them to the concerned departments. Some departments send their officers to interview the applicants to know their genuineness. Clerk in charge of scholarships inform the students and arrange interview on the designated date. The scholarship clerk will be in constant touch with the department people and receive the cheque for scholarship.

## **CHAPTER XXI: FACILITIES AND AMENITIES**

### **Professional Bodies:**

Staff members are encouraged to become life members of professional bodies in their respective departments. The Management encourages by co-sponsoring some of its activities.

### **Forums:**

Apart from class room teachings, students need to get exposed to the latest developments in their disciplines. Keeping this in view, all departments have started departmental Associations. Departments conduct seminars, lectures by experts, group discussions, arrange education tours and so on.

### **Dispensary:**

A part time qualified Doctor and lady doctor are appointed to take care of basic first aid medical care situated in the college as well as campus Ladies Hostel. The basic treatment will be provided at free of cost.

### **WELFARE MEASURES:**

- Provision of a separate lunch room for the benefit of lady / gents' staff members and girlstudents.
- Provision of an excellent canteen in the campus.
- The Management grants maternity leave for women employees for a period of 90 days for the first child.
- Interest free loans for emergency.
- Free transport for Teaching and Non-Teaching staff.
- In the event of the death of an employee, while in service, his /her dependent will be considered for employment, depending on individual merits, limited to the case of junior assistant subject to availability of the posts. In case highly qualified, would go through the normal selection process, but all things being equal, preference shall be given.

- Medical unit is available for the staff and students.

**Gymnasium:**

The college has the facility of a well-furnished Gymnasium room in which both students and faculty can practice certain exercises to keep their body in healthy condition.