JSPM'S
Rajarshi Shahu College of Engineering (Polytechnic)

(Approved By AICTE and Affiliated To MSBTE Mumbai)
Survey No.80, Pune-Mumbai Bypass Highway, Thathawade, Pune-411033

SERVICE RULES
(w.e.f 01ˢᵗ July 2019)

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About the Institute

Rajarshi Shahu College of Engineering is one among the hallmark institutes of Pune, established in 2001 with the aim of providing quality technical education and excellence in the ever expanding horizon of technical revolution of 21st century. The institute is becoming an icon in the field of engineering education in the state of Maharashtra. It is nurtured and managed by Jayawant Shikshan Prasarak Manadal Trust. The Institute is approved by the All India Council for Technical Education (AICTE), New Delhi and Govt. of Maharashtra.

Rajarshi Shahu College of Engineering (Polytechnic) was established in the year 2012. The Institute offers four diploma programmes in Electronics & Telecommunication, Computer, Mechanical, Civil engineering. The academic activities concentrate on helping the students to gain an excellent knowledge base and in the development of skills to implement them. We are constantly reviewing our set up to update and improve while making sure that students gain thinking skills, analytical frameworks, entrepreneurial skills, interpersonal and communication skills. There is also an ample of scope in co-curricular and extracurricular activities at RSCOE Polytechnic where in the students are encouraged to show their talents. RSCOE Polytechnic ensures that the students prove themselves to be not only well-qualified diploma engineers but also very responsible citizens of our country.

Institute has spacious buildings for various Engineering Departments, sports ground, canteen, and mess which are spread over large area of land under Pimpri Chinchwad. Institute is very well connected by bus routes with many parts of Pune City.

Vision

To satisfy the aspirations of youth force who want to lead the nation towards prosperity through techno-economic development.

Mission

To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students which will prepare them to face global challenges maintaining high ethical and moral standards.

Objectives

- To be a premier institute for quality education and research in the field of Engineering and Management.
- To produce technically proficient, quality cognizant engineers imbibed with moral and professional ethics.
- To strengthen interaction with industries and other organizations.
- To develop various laboratories of departments into centres of excellence

Quality Policy

We at Rajarshi Shahu Institute of Engineering are committed to maximize student satisfaction through improved performance by imparting value based quality education.

Preamble

The staff policy document is prepared to make all staff members working at RSCOE (Polytechnic) should aware of the rules and regulations that govern their work in the institute. The following rules shall regulate the service conditions of all Teaching and Nonteaching staff of RSCOE (Polytechnic), either regular or probationary /Adhoc appointed in the vacancy of an approved post. The Rules shall come into force with effect from 01-07-2019.

The Governing Body of JSPMs Rajarshi Shahu College Of Engineering (Polytechnic) is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College. The Governing Body of the college may add, amend, alter or change these service conditions as and when it deems it necessary.

These rules pertain to service conditions and will be applicable to all the teachers (teaching/non teaching) of the Institute.

Definitions

- Governing Body means the Governing Body of JSPMs Rajarshi Shahu College Of Engineering (Polytechnic), Tathawade Pune.
- "Bye-Laws" mean the Bye-Laws of the JSPM Trust
- "Institute" means the JSPMs Rajarshi Shahu College of Engineering (Polytechnic), Tathawade Pune
- "Society" means the trust by the name of JSPM (Jayawant Shikshan Prasarak Mandal).
- "Chairman" means the Chairman of the JSPM Society
- "Secretary" means the Secretary of the JSPM Society
- "Rules" means the rules of JSPMs Rajarshi Shahu College Of Engineering (Polytechnic)

Departments of Teaching in RSCOE (Polytechnic)

The Institute shall have the following Departments of teaching

- Computer Engineering (Intake 60)
- Electronics & Communication Engineering (Intake 60)
- Mechanical Engineering (Intake 120)
- Civil Engineering (Intake 120)

Academic Posts:

There shall be designations in respect of teachers namely, Lecturer, Senior Lecturer, Head of the Department, Workshop Superintendent, Librarian and Principal (RSCOE Polytechnic)

Qualification & Pay Scales

Qualifications and Service Conditions for the Teachers and Other Academic Staff shall be applicable as per AICTE regulations 2010 and MSBTE Mumbai.

Post	Qualifications	Experience
Lecturer/Workshop Superintendent	Bachelor's degree in Engineering / Technology in the relevant branch with First Class or equivalent. If the candidate has a Master's degree in Engineering / Technology, first class or equivalent is required at Bachelors or Masters level	
Head of Department	Bachelor' s and Masters degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level **OR** Bachelor's degree and Master's degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level **AND** Ph. D or equivalent, in appropriate discipline in Engineering / Technology	Minimum of 10 years relevant experience in teaching / research / industry Minimum of 5 years relevant experience in teaching / research / industry
Principal (RSCOE Polytechnic)	Qualification as above for the post of Head of Department and Ph. D in engineering **OR** Qualification as above for the post of Head of Department	Minimum of 10 years relevant experience in teaching / Research / Industry out of which at least 3 years shall be at the level of head of department or equivalent.

The pay of teachers and equivalent positions shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs. 37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied have several opportunities for upward movement during their career.

Pay 'fixation formula':

The pay 'fixation formula' recommended by 6th Central Pay Commission as accepted by the Central Government shall be adopted for Polytechnic teachers.

Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances (if any) shall be as per norms.

Appointment Process

All appointments to the posts under the Institute shall be approved by the Governing Body.

All posts of the Institute shall normally be filled by advertisements but due to contingency of service the JSPM trust shall have the power to decide on the recommendation of the Director that a particular post may be filled by promotion from amongst the members of the staff of the Institute.

There shall be a screening Committee consisting of the following, to examine the credentials of all persons who have applied for a particular post(s) as per requirement for the post(s) given in the relevant advertisements and shall shortlist the names of candidates qualified to be called for interview.

- Director/Dean
- One local expert (two experts in case of Head of the Department)
- Head of the Department concerned.

There shall be a selection Committee for filling various posts, other than those on which appointments are to be made through promotion or on contract basis and the same will be constituted in the manner laid down below:

Contractual Appointments

In special circumstances, the Governing Body of the Institution may permit the appointment of faculty/staff on contract basis; The Director to constitute a Committee to propose the requirements, recruitment methodology and the remuneration to be paid in each case; The Director to place the Report of the Committee before the Governing Body, to seek its approval; Appointments to be made by the Director based on the provisions in the Report, after it is approved and report to the Governing Body at its next meeting; The Institution to furnish information on the contract appointments to the Governing Body from time to time, on a regular basis.

Promotion Policy

Career Advancement Scheme is applicable in the College as per AICTE/ MSBTE guidelines. Promotion to higher level of service shall be made subject to the availability of the posts, eligibility of the staff; seniority will be the deciding criterion. The Promotions under Career Advancement Scheme of Teaching Staff will follow the guidelines subject to the condition that the candidate possesses the prescribed minimum qualification before the selection committee. Also, The candidate needs to satisfy minimum API score in Performance Based Appraisal System of the College.

Other terms and conditions: Increments

(i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage In the Pay Band.

(ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.

(iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise In effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

Performance Appraisal

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution based on satisfactory report by the reporting officer.

2. Additional Increments shall be given to staff members based on their contribution and results achieved at the discretion of the Management.

All the staff members are required to submit their Self Appraisal Report at the end of every academic year in the prescribed format. The HOD/Dean will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments.

- Paper publication –SCOPUS/HCI/UGC Care
- Journal/conference,
- Patent –Apply/sanction,
- Project –Apply/sanction
- Testing/consultancy
- Conduct/coordinate - Conference/Seminar/FDP/Workshop/any similar event.

Faclulty Wefare schemes

➢ *Employee Provident Fund Scheme*
All the faculty members (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service as per Provident Fund Act.

➢ *Gratuity*
All the faculty members (Teaching & Non-Teaching) who have put in a minimum of 5 years continuous service (Excluding leave on loss of pay) in this Institute shall be paid service gratuity as per Indian Gratuity Rules.

➢ *Insurance Scheme*
All faculty members (Teaching & Non-Teaching) are covered by a group insurance policy.

➢ *Interest Free Advance*
All faculty Members (Teaching and Non-Teaching) who have completed two years of service and those who apply for advances will be eligible for interest free advance as per the need of faculty and it is recoverable in equal installments from the salary of the faculty member.

Terms and conditions of service

Regular teachers of the Institute shall be governed by the following terms and conditions:

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for the service by medical authority. Every teacher of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or may other work which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work and consultative practice undertaken with the prior approval of the Director for remuneration, etc. as may be laid down by the JSPM trust. Any teacher indulging in any type of activity given above shall be liable for disciplinary action.

Conduct Rules (Teaching Staff)

Every teaching staff shall be governed by these rules and is liable for all consequences in the event of any breach of rules.

➢ No teaching staff shall engage in strike or similar activities such as absence from work or neglect of duties etc.

➢ Maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.

➢ Be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities. Even during leave or vacation, no faculty shall leave head quarters without the prior permission of the competent authority.

➢ No teaching staff can be a member of any political party and participate in political activities.

➢ No teaching staff shall divulge any information or make any statement, in writing or publishing via any media.

➢ No teaching staff can engage directly or indirectly in any trade, private tuition or undertake outside employment.

➢ Any teaching staff involved in legal proceedings of a court should keep the institution informed about the facts.

Any aggrieved faculty should seek redressal through the grievance procedure of the institute. The appointing authority shall have the power to terminate the services of any member of the staff without notice or without any cause assigned by giving one month notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment.

The appointing authority may place any member of the staff under suspension:-

a) Where a disciplinary proceeding against him/her is contemplated or is pending,

OR

b) Where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or trial.

A member of the staff under suspension is not entitled to a subsistence grant amounting to his/her pay during the period of suspension.

The following penalties may, for good and sufficient reasons and as herein after provided, be imposed on any member of the staff:-

a) Withholding of increment or promotion.

b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.

c) Removal from service, which shall not be a disqualification for future employment under the Institute.

d) Dismissal from service, which shall be a disqualification for future employment under the Institute.

Provided that orders imposing penalties specified at (c), (d) shall be passed by the appointing authority after an inquiry has been held and the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

When an teacher of the Institute, who has been placed under suspension, is reinstated and the appointing authority is of the opinion that the teacher has been fully exonerated, the teacher shall be given the full pay allowances to which he would have been entitled otherwise. Further, in such a case the absence from duty shall be treated as a period spent on duty for all purposes.

Conduct Rules (Non –Teaching Staff)

➢ Non-Teaching staff working in the College office or departments should remain on Duty during College hours.

➢ Non-Teaching staff should wear uniform.

➢ Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

➢ Non-Teaching staff shall not leave the College premises without permission.

➢ Non-teaching staff those are handling official activity should maintain proper register/documentation.

➢ No faculty shall engage in strike or similar activities such as absence from work or neglect of duties etc.

➢ Maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.

➢ Be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities.

➢ No staff can be a member of any political party and participate in political activities.

Roles and Responsibilities
Director (RSCOE)

➢ Director is the Head of the Institution and is responsible for all academic, administrative, and financial matters of the Institute. He is legally responsible on behalf of the Institute in all matters.

➢ Director is the interface between Governing Body, Chairman, and the Campus Director on one side & the Institute administration, staff, and students on the other side.

➢ To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Governing Body, Chairman and the Campus Director.

- To oversee and ensure that the academic and administrative functioning of the Institute is smooth and satisfactory.
- To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through Dean and respective heads of departments.
- To write the confidential reports of the entire faculty and maintain them in his custody. However, the CR's of non – Teaching Staff will be written by concerned HOD and submitted to the Director for compliance and safe custody.
- To obtain approval of the Chairman on behalf of the Governing Body subject to the ratification of Governing Body for any urgent action authorized by the Chairman wherever necessary in consultation with the Chairman and the Campus Director.
- Director is responsible for the conduct, monitoring of progress and evaluation of academic courses/ programmes as per the directives and guidelines provided by the affiliating academic body and would be responsible for proper conduct of the examination.
- To be responsible for organization of student activities/services, Co-curricular, extra- curricular and other activities. To conduct periodic, monthly review meeting with the faculty and the administrative staff of the Institute to ensure effective internal follow up of all matters discussed at such meetings.
- To act as sanctioning authority for all the leave and to keep the Chairman and the Campus in- charge updated.
- To interact with all external agencies such as industries and other professional organizations like AICTE, MSBTE, DTE etc. as could be decided by the Governing Body.
- To ensure admission of students as per the norms prescribed by the Savitribai Phule Pune University and the state Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.

To prepare Budget Estimates for capital and recurring expenditure in consultations with Dean polytechnic and Department Heads, through properly coordinated committees appointed for this purpose.

Principal (RSCOE Polytechnic)
- To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Governing Body, Chairman and the Director (RSCOE).
- To scrutinize all the proposals on administrative & financial matters carefully and then submit to the Director.
- To verify all the files relating to admission & examination work, service matters, and to submit to the Director.
- To oversee student's welfare, public relations, placement, campus maintenance and Security.
- To place the statement of accounts, fee pending, procurement of materials, etc. cases to the Director every month with the assistance of Administrative Officer.
- To oversee Recruitments, Promotions, Pay, allowances, deputation of employees, maintenance of service registers and personal files.
- To sanction CL and special leave less than 3 days.
- To maintain campus (House Keeping, Security and Garden) related Civil and electrical works with the

support of Administrative Officer.

➢ To oversee Alumni activities, Community Services, Cultural and sports activities and to attend processing of several schemes pursued by the college.

Any other work entrusted by the Director, the Chairman, and the Campus in-charge.

Head of Department

➢ Conducting Academic meetings, DAC meetings, Faculty Meetings, Class Committee Meetings, Course Committee Meetings and updating the minutes of the meetings and action taken to the Director and the management.

➢ Implementing the academic calendar in practice and monitoring and completing the curriculum delivery process, advanced uploading of the contents in Moodle LMS by the faculty members and guiding/ mentoring the Faculty Members to complete their assigned responsibilities in time.

➢ Ensuring workload allocation to faculty members and HoD as per AICTE/MSBTE norms and monitoring teaching classes by the faculty members as per the timetable published.

➢ Monitoring and conduction of regular classes as per the timetable and to ensure the conduction of classes as per the lesson plan.

➢ Conduction of weekly departmental meetings to review the performance of the academic and other co – curricular activities of the students.

➢ To prepare and liaison with Director about the procurement of equipment's, purchase of consumables and other requirements of the department.

➢ Delegating tasks and completing the conduct of tests/examinations, Assessment, Evaluation, Mapping, uploading of relevant data in website, etc. and to ensure prompt compliance of university requirements as per the University Regulation in practice.

➢ Motivating the faculty members to actively participate in the Admission drive to ensure good admissions for the department and Institution(s).

➢ To encourage faculty members and plan schemes of collaborations, consultancy with industry and other professional organizations and designated authorities, conduct of value-added courses to enhance employability skills of the students.

➢ To Ensure proper Maintenance and upkeep of the Department and laboratory stock registers and other records including faculty and student leave/attendance registers.

➢ Planning and guiding the faculty members to prepare proposals for the development of the department including preparation and submission of for funding every year.

➢ To monitor duties of Faculty and non – teaching staff of the department.

➢ To maintain contact with Industry, Govt. Department and Govt. Agencies, so that Research activities and modernization of laboratories are achieved.

➢ To monitor students' academic progress based on the performance indicators designed and arrange for regular mentor-mentee meetings, Teachers -Parent's meetings.

➢ To ensure prompt inter-departmental activities and support by extending the necessary co – operation and facility whenever required as per requirements of University and other Agencies.

➢ To ensure the appraisal of the faculty by the students through mid-semester and end-semester online feedback and to send the consolidated report to the Director and the chairman.

➢ To write the confidential reports of all teaching and non-teaching staff and submit to the Director

every year.

➢ Any other work entrusted by the Director/Dean of the institute.

Teaching Staff

➢ A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Director shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

➢ Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom

➢ Prepares and executes Lesson Plan.

➢ Development of course handout material

➢ Development of audiovisual/multimedia materials for the topic presented

➢ Completing syllabus within the stipulated time.

➢ Develops test questions in consultation with the course coordinator

➢ Evaluates tests (if appropriate, based on type of test)

➢ In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course

➢ Be available for student consultation on a regular basis, informing students of their availability for student consultations (academic and personal counseling)

➢ Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;

➢ Keeps a secure record of each student's results, both electronically and in hard copy,

➢ Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator

➢ Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues

➢ Attends meetings with the course coordinator and the class representatives for the course to obtain feedback

➢ A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.

➢ A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.

➢ Maintain attendance record of students

➢ Guide students on career opportunities.

➢ If associated with the lab,
  i) Designs new experiments, if any,
  ii) Prepares lab workbooks
  iii) Ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
  iv) Ensures availability of equipment needed for the lab in proper functioning
  v) Evaluates lab workbooks and provides feedback to student on timely basis
  vi) Recommends for procurement of equipment, if any for the smooth conduct of all experiments, g. keeps the lab clean and tidy

- Ensures quality, maintenance and cleanliness of the dept.
- Carries out research/innovative programs in the department.
- Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD
- Invites guest speakers for interaction and guidance with UG/PG students.

Librarian
- Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library. Preparation and co-ordination of annual budget of the library and library activities.
- Collection of indents from various departments and processing them for procurement, purchase and maintenance of books, new journals and renewal of subscriptions.
- Administration of library records, furnishing information on all matters relating to library, updating the records, books and computers.
- Arranging annual stock verification, collection and preservation of statistical records related to library and planning for changes and reorganization whenever need arise.
- Maintenance of library Automation and digitization of library.
- Maintenance of good inter-departmental relationship for better co-ordination.
- Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

Physical Director
- To organize and conduct sports and games at the district / state level.
- To organize inter-departmental sports, inter collegiate and university competitions.
- Assisting the Director in maintain discipline in the campus and ensuring overall discipline among all the students participating in sports and games.
- Planning and time scheduling for student's accessibility to the equipment's, grounds and other sports facilities.
- Attending the meeting at the university level regarding physical education and sports.

Responsibilities of the Laboratory Assistant /Technical Assistant/Workshop In charge
- To maintain the Dead Stock Register and Consumable Registers.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- To plan for the procurement of equipment for the coming term well in advance. This can be done by contacting teachers who are teaching or have taught similar subjects in our college or other colleges.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- To organize the laboratory for oral and practical examinations.
- To hold those responsible for any breakage / loss etc. and recover costs.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Director for necessary action.

- The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- To ensure the cleanliness of the lab and switch off all equipment after use.
- Lab Assistants in coordination with Lab In-charge and concerned teacher, should display
    (i) List of Equipments/software with cost
    (ii) List of Experiments
    (iii) Lab Time Table
    (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
    Any other duty as may be assigned by the faculty in charge of lab /HOD/Director/Chairman /Administrator from time to time.

Procedure for Procuring Lab Consumables, Valuables and Stationery

Budget Soon after the last working day of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD of the department concerned has prepared a detailed Budget for the next academic year to the management and submitted to Management through Director.

Non-Consumables

- The HOD as soon as realizing the need for the equipments (including furniture) for the next year/Semester has to initiate a proposal to the Management for the procurement of the same, through the Director with a copy of approved Budget
- After the approval, the Management will call for quotations.
- On receipt of quotations the HOD has to prepare a comparative statement.
- If required, vendors may be called for negotiations by the Management.
- The purchase order will then be issued to the selected vendor by the Management.
- A copy of the purchase order will be sent to the Director/HOD of the concerned department by the Management.
- After purchases are over and received by the Department, HOD has to certify that the items are received in good / working condition.
- The details should be entered into the consumables / no consumable stock register as the case may be and HOD may recommend for passing the bill for payment within a week of the receipt of the consumable / non-consumables. Bill may be sent to the Chairman through the Director.

Stationery

- Soon after the last working day of an academic year, HoDs' should assess the requirements of stationery needed for the administration of their Department

- After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
- After procurement, the stationery required for each Department will be distributed by the Store keeper.
- Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.
- As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department.

Maintenance of Stock

- In case of laboratory, the following stock registers have to be maintained
  - A. Consumables stock register
  - B. Non-consumables/valuables stock register
  - C. Other register(s) based on the requirement of the Department concerned.
- The Lab charge is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory, in charge of verification and the HOD concerned.
- The Lab incharge is nominated among the members of the Department. He/she will be in charge of the concerned laboratory of the department. At times, it is seen that Technical Assistant is taking final decision about receipt of stock. It should be avoided.
- Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately though the HOD to the Director.
- If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Director.
- Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Director immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.
- Similarly, loss of any item shall also be recorded in the register and reported to the Director for recovery of the cost from person responsible for the loss.
- After the recovery of the costs and on the specific orders from the Director the item lost / damaged has to be removed from the stock register.
- If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Director. This has to be entered in the stock register.

- No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Director. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.
- If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.
- Periodic service and maintenance of equipments / machineries is a must.

Stock Verification

Annual verification has to be carried out by the staff members from the other Departments deputed by the Director/Dean before the end of the academic year. Discrepancy, if any, noticed during stock verification should be reported to the Director immediately for further action.

Resignation Process

1. Any member of the Teaching Staff in permanent service shall give three months notice incase he/she desires to be relieved on resignation or in the alternative he/she shall pay three month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.

2. Any member of the Non Teaching Support Staff in permanent service shall give three month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.

3. Any member of the faculty/Support staff during probation/Adhoc basis shall give one month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching Staff members will not be relieved in the middle of a semester.

4. However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

Termination of Service

The Institute can relieve any staff member by giving him / her three months notice or three months salary in lieu of the notice, at any time in a semester.

Retirement / Superannuation

(i) In order to meet the situation arising out of shortage of teachers in Technical Institutions and the consequent vacant positions therein, the age of superannuation for teachers has been enhanced to sixty five years, vide the Department of Higher Education letter No.F.No.l-19/2006-U.II dated 23.3.2007, for those involved in class room teaching in order to attract eligible persons to the teaching career and to retain teachers in service for a longer period. The retirement benefits such as gratuity, etc. shall be paid at the time of retirement.

(ii) Subject to availability of vacant positions and fitness, teachers shall also be reemployed on contract appointment beyond the age of sixty five years up to the age of seventy years. Re-employment beyond the age of superannuation shall, however, be done selectively, for a limited period of 3 years ie the first instance and then for another further period of 2 years purely on the basis of merit, experience, area of specializationand peer group review and only against available vacant positions without affecting selection or promotion prospects of eligible teachers.

(iii) Whereas the enhancement of the age of superannuation for teachers engaged in class room teaching is intended to attract eligible persons to a career in teaching and to meet the shortage of teachers by retaining teachers in service for a longer period, and whereas there is no shortage in the categories of Librarians, the increase in the age of superannuation from the present sixty two years shall not be available to the categories of Librarians.

Research & Consultancy

The College encourages its teachers to take consultancy and in-house R&D assignments. The teacher shall undertake such assignments. The teacher shall take up the assignment by obtaining the approval of the Director/Chairman in writing. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis: Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 70:30 (30% to College).
(Refer Research Policy document for Academic Research and Sponsored Research)

Financial support for Conferences, Seminar, Workshop, FDP

As a part of the continual quality improvement policy of the college, it has been decided to give financial support to the staff members publishing papers in HCI/Scopus indexed journals. Prior permission shall be obtained from competent authority for sending papers. In the case of attending conferences, Seminar, Workshop, FDP, 50% registration fees will be provided to staff member with prior permission.

Leave Rules

These rules shall be called "JSPMs Rajarshi Shahu College of Engineering (Polytechnic) Leave Rules". The institute follows all the guidelines/rules framed by AICTE/MSBTE.

➤ Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so 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 involving disciplinary action. An employee on leave shall not take up any service or accept any employment without the prior sanction of the appointing authority.

➤ Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner/Asst. Civil Surgeon.

- ➢ Earned leave cannot be availed for a period of less than three days.
- ➢ The Director shall be the authority competent to grant leave to all employees. In the case of the Director, Chairman of the Governing Body or his nominee will be the authority to sanction leave.

Kinds of Leave

S.No	Type of Leave	Abbreviation
1	Casual Leave	CL
2	Earned Leave	EL
3	Medical Leave	ML
4	Maternity Leave	--
5	Extraordinary Leave	EOL
6	Duty Leave	DL
7	Special Leave /Deputation	SpL
8	Study Leave	SL
9	Compensatory Leave	CoL

Vacation

The Teaching staff is entitled to avail vacation of 60 days during the period of 12 months commencing from the beginning of the academic year. The Teacher shall be expected to work in the college during the vacation relevant to his/her duties as a Teacher and as may be assigned to him by the Competent Authority. However he is expected to perform the duties if any assigned by the Competent Authority.