J D COLLEGE OF ENGINEERING & MANAGEMENT

POST : VALNI, AT : KHANDALA , KATOL ROAD,NAGPUR - 441 501

Human Resource Manual

2021-2022

PREFACE

Dear Colleagues:

Any professional institution, aspiring for growth and development in the field of Education should have a clear vision of its policies and procedures for the furtherance and fruition of its activities. Notwithstanding good infrastructure in terms of buildings, laboratories, staff and other amenities, over-all academic achievement will be painfully low if the procedures, duties, responsibilities and target of every member of the teaching faculty and other employees are not clearly defined and strictly adhered to.

Individuals can put in their best efforts and direct their energies to the total fulfillment of their tasks, only if their duties and responsibilities are clearly known to them. Efficient functioning, achieving the targets, building individual profiles, avoidance of confusion and creation of good rapport with colleagues are possible only if the individuals are fully aware of the procedures and policies.

With this perspective in view, comprehensive, Human Resource norms, guidelines, procedures, duties and responsibilities for various activities have been conceived and given shape to by the combined efforts of the head of the institution and the management.

It is hoped that strict observance of these procedures and achievement of targets will eventually turn every teacher and employee into a role model to be emulated by every student of this Institution. It is also the earnest hope of the management that every member of the teaching faculty and all the employees will put in their right effort to give a positive direction towards synthesizing and imparting cost-effective quality technical education of an exceptionally high standard, for molding the personalities of future engineers.

Principal

J D COLLEGE OF ENGINEERING & MANAGEMENT
Policy Manual

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AMENDMENT IN HR MANUAL WITH EFFECT FROM 1ST JULY, 2021

Medical Leaves : Medical Leave cannot be credited during the notice period.

Special Leaves :

Special Leaves may be sanctioned by the Principal after completing 6 months of the working, the employee can avail in the following category :

- **Marriage Leave (Continuation of 4 days)** : Marriage of the Employee, Marriage of first blood relations such as brother, sister, son, daughter .

- **Grief Leave (Continuation of 3 days)** : On the death of first blood relations in the maternal or paternal family of the employee.

Resignation : On completion of academic session, Non Teaching and Technical Staff can be relieved after serving one months notice period.

Vacation :

Vacation leaves cannot be combined with CL/CCL either as prefix or suffix.

Summer & Winter Vacation : Unavailed vacation should be taken in the same academic session and cannot be carried forward to the next session.

Facilities : Vending Machine and T&P Cell (Soft skill training).

Human Resource Policy

1. Introduction:

J D College of Engineering and Management has been established with the primary objective of imparting technical education of high standards aiming at creating professionals par excellence. The sprawling, energy-efficient green campus with its lush green surroundings, eco-friendly class rooms, well-equipped laboratories and richly-endowed libraries provides the right backdrop for a rich and rewarding learning comprising of academic, co-curricular and extra-curricular activities.

J D College of Engineering and Management which was affiliated to RTM Nagpur University is now affiliated with Dr. Babasaheb Ambedkar Technological University from 2017-18 for Technical courses progressively and had proudly shaped various University rank holders since its very first graduating batch, 2011-12. With Excellence as its mission and Merit as its Motto, JDCOEM is fast evolving as one of the best institutions in the region. JDCOEM offers Graduate and post-graduate program in many core branches in the disciplines of Engineering.

The governing body of J D College of Engineering and Technology (JDCOEM) formulates policy statements periodically and communicates the same to the staff members through the head of the institution. The Human Resource Policy is for the internal use & the information is authenticated.

1.1 Terminology:

The term **'Human Resource Policy'** wherever mentioned in this manual means and includes Human Resource Policy of JDCOEM. The term **'Institution/ College/ Organization'** wherever mentioned in the manual means and includes J D College of Engineering and Technology - JDCOEM. The term **'Staff member'**, wherever mentioned in the Human Resource Policy means and includes teaching, non-teaching & administration staff.

1.2 The Human Resource Policy:

For a sustainable viable growth, institutional effectiveness and employees' satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the mission & vision of the institution. The institution encourages its employees to think, express and share their views in facilitating decisions and operations through collective contribution which is a noble approach in recognition of the staff member. The institution recognizes the fact that the culture, values, loyalty,

motivation, involvement and development are the harbingers of glory both for the institution and employees and feels the need to encourage the same.

HRP focuses on:

- Capacity building of staff through SDPs*, FDPs*, Workshops, Industry interactions and Professional Associations.
- Opportunity for career development of employees
- Sharing Personal & Professional problems.
- Team building and team spirit in organization
- Culture, values, loyalty, commitment, dedication, discipline and devotion of employee
- Commitment to support the overall development of its human resources.

*SDP: Staff Development Program
*FDP: Faculty Development Program
*STC : Short Term Courses
*STTP : Short Term Training Program

1.3 Privacy:

The institution expects that each and every employee should have in-built discipline in maintaining confidentiality and not to disclose information related to personnel compensation, R & D Consultancy, course material, laboratory, Human Resource Policy, training and workshop material, personnel data and any other financial compensation matters. Employees who disclose secrets or confidential information will be subjected even to dismissal and disciplinary action.

1.4 Management

• Society

Jaidev Education Society is an educational trust registered under the Society's Registration act 1860. Established in the year 2007 by well-known industrialists of Nagpur, the society's mission is to provide high quality education in the field of engineering and management through the institutions under its management. The vision of the promoters is to develop the institutions into centers of excellence with a huge emphasis on quality and merit. The rich industrial experience of its promoters and their presence in various industry bodies serves as a strong leverage in fostering mutually beneficial ties with the industry such as to drive the academic endeavors towards creating competent man power in tune with needs of the industry.

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- **Governing Body**

The governing body of JDCOEM has been constituted as per AICTE guidelines. Its power and functions are as follows:

- Create and approve various positions as per requirements of the head of the institution, following the prescribed qualification, experience and pay scales of the affiliating university.

- Approval of budget proposals for infrastructure and academic development.

- Originate, prepare, provide and revise the functioning of various committees in administering the institution.

- Approve short term and long term plans of institution in improving the quality of Teaching Learning Process.

- Ratification of appointments made by the institution through selection boards appointed from time to time.

- Review, monitor and take necessary actions in execution of plans and schemes.

- Provide, help and issue necessary guideline to the head of the institute for administration.

2. Vision and Mission

Vision:

To be a center of excellence imparting professional education satisfying societal and global needs.

Mission:

Transforming students into life long learners through quality teaching, training and exposure to concurrent technologies.

Fostering conducive atmosphere for research and development through well equipped laboratories and qualified personnel in collaboration with global organizations.

3. Organization Structure

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                        Society/Management
                               │
                               ▼
                        Governing Body
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                               ▼
                           Principal
                               │
                               ▼
                             IQAC
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                        Vice Principal
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Dean Academics	Dean R&D	Counseling / Dept. of Culture &Arts	Dean Administration	Dean Students

Dean Academics branch:
- IT Cell
- Training and Placement officer
  - Soft skills Trainer
  - Aptitude Trainer
- Librarian
  - Asst. Librarian
    - Attendant

Head of the Dept.
- Assoc /Asst Professors
  - Laboratory Asst/Attendants

Dean Administration branch:
- Registrar
  - Student Section
  - Establishment Section
  - Accounts Section
    - Accounts Manager / Accountant
      - Electrician
      - Cleaning Supervisor
      - Bus Supervisor
      - Security
      - Gardener
      - Teaching and Non Teaching Staff

Dean Students branch:
- Students Council
- Students Grievance Cell
  - Anti-Ragging
    - Anti-Harassment
      - Women Cell

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3.1 Delegation of Powers:

The Director will exercise full powers in all matters. The power of appointment at all posts vests with Chairman-JAIDEV Education Society. The power to accept resignations and the power to terminate/dismiss/remove employees from the rolls vests with Directors. The power to transfer/ depute an employee as per the requirements of the institutions vests with Director and Principal who will keep chairman informed.

Nature of Power	Delegation
Human Resources	Director- Dr.P.B. Maheshwary
Regulatory Bodies	Director- Dr.P.B. Maheshwary
Admission Process	Director- Prof. S.M Bang
Finance, Purchase, Construction	Director- Prof. S.M Bang
Academics	Principal- Dr. Shrikant V. Sonekar

4. Human Resource Management

4.1 Working Days & Working Hours

The institute works for six days in a week (i.e. Monday to Saturday) except every second and fourth Saturday of every month (This exception of Saturdays may vary upon the discretion of the Principal based on the work exigencies). The working hours are from 10:00 am to 05:00 pm with a lunch break of 30 minutes. The working hours may vary marginally depending on exigencies. For some positions the job demands extra time and the employees must be loyal enough to discharge their duties and responsibilities and will be compensated at the discretion of the head of the institution which may vary from time to time and employee grade.

Reporting Time, Late Coming & Early Going :

➢ Reporting time will be 10 minutes prior to the actual working time of 9 am, 10 am, 10.30 am or 11 am as finalized by the authorities for all the cadres in the institution.

➢ Every teaching as well as non teaching employee will be entitled to avail the benefit of Late coming by 25 mins twice a month. Any late coming beyond two instances will result in deduction of half CL or any other leave (if CL is not in balance) of pay for every 3rd late mark onwards.

➢ Similarly the teaching and non teaching faculty may take the benefit of Early going by 45 mins. in every month. Early departure beyond 2 will be considered as 1/2 CL or LWP.

➢ HODs, Deans and Section In-charges have to inform Vice Principal, Principal about their Late Coming and Early going.

4.2 Public Holidays

The institution will remain closed on Sundays and Public holidays adopted by the affiliating university which is normally as per the list of holidays, declared by the Government of Maharashtra.

4.3 Job Responsibility

The responsibilities of various staff positions are designed in line with RTMNU, DBATU and AICTE guidelines and in line with the vision and mission of the institution.

4.4 Academic

- Class room teaching with modern aids of teaching.
- Preparation of laboratory instruction and demonstration with master record of readings & results.
- Development of laboratory, curriculum and resource material by using modern techniques.
- Student evaluation & assessment.
- Participation in curricular and co-curricular activities.
- Student guidance, counseling, personality and overall character development.
- To prepare, provide, generate and disseminate knowledge in the interest of students.
- Career development through Professional Association, Knowledge and skills.
- Other related works assigned by the higher authority.
- Class room reading and Online teaching

4.5 R & D and Consultancy

- R & D activities through projects and research
- Potential search for opportunities to provide consultancy services.
- Promotion of industry-institute interaction.
- Work for getting aided research project from Government, Semi-Government and/or any other functioning agency.

4.6 Administration

- Planning, designing and development of new programs and promotional activities.
- Mobilizing resources for the institution.
- Administration both at the departmental and institutional levels.
- Development, administration and management of institutional facilities.
- Monitoring and evaluation of academic and research activities.
- Participation in policy planning for development of technical education.
- Design, develop, update and maintain MIS.
- Maintain accountability.
- Conduct performance appraisals
- Any other tasks assigned by the higher authority.

4.7 Salary & Disbursement

Based on the qualification and experience of the staff member the compensation is fixed under the guidance of JES and AICTE. Annual increments are sanctioned to all the staff

members in general after completion of one successful academic year and satisfactory conduct as per performance appraisal. As the policy of the institution, the salaries of all the staff members will directly be credited to their respective salary accounts.

4.8 Teaching and Learning Process

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester/year. The following are some of the contents of the learning modules irrespective of the subject.

- Course Files
- Lesson Plan/Teaching Plan
- Assignments
- Tutorial sheets
- Videos-Training/Teaching Videos
- PPTs
- Lesson and Course Material
- Web Downloads
- Case Studies
- Self -Learning Materials
- E-learning material
- Guest/Expert lectures
- Industrial visits and tours relevant to their respective - specialization.
- State of the art technology through journals, articles and magazines.
- Internship
- Activities
- Lesson Plan/OBE Teaching Plan
- Online classes through Google Meet & Google classroom

4.9 Feedback Evaluation

Once in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of Student teacher interaction through a structured format.
The evaluation pertains to:-Teaching process dimensions viz. punctuality and regularity of the teachers, teacher's control and conduct of the class, understandability of lectures, discussion of class tests, tutorials & assignments and syllabus coverage.

Absolute privacy and confidentiality will be maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counseled, advised and trained to improve through an advisory committee consisting of professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, additional increments or promotion.

Wellness Center :

Wellness Center works for the student's over-all development. Each student's development is individually analyzed in terms of strengths and weaknesses. Then special guidance is offered for the student's progress in the direction best suited according to his individual capacity, thereby enhancing his strengths and helping him improvise his weaknesses, dealing with challenges and developing skills in the process of making the best engineers.

Cultural Department :

Cultural department focuses on all round development of students, through performing arts. The department facilitates to develop the talents, intellectual interests and creative abilities of students. We have highly qualified and trained teachers of performing arts to empower students.

5. Service Conditions
These rules are called "JDCOEM – Employees Service and Conduct Rules".

5.1 Cadres of Staff
The staff comprises the following categories:

A. Teaching Staff:

Sr. No.	Designation
1.	Principal
2.	Vice-Principal
3.	Deans
4.	HODs
5.	Professors
6.	Associate Professors
7.	Assistant Professors

B. Supporting Staff : (Technical)

Sr. No.	Designation
1.	System Administrators
2.	Computer Programmers
3.	Laboratory Assistant
4.	Laboratory Technicians
5.	Instructors
6.	Maintenance Engineer
7.	Technicians

C. Supporting Staff : (Non-Technical)

Sr. No.	Designation
1.	Librarian
2.	Accounts Officer
3.	Administrative Officer
4.	Bus Supervisor
5.	Assistants
6.	Personal Assistants
7.	Gardeners
8.	House Keeping
9.	Workshop Attendants
10.	Maintenance Supervisor
11.	Peons
12.	Departmental Attendants

5.2 Qualification and Experience

The qualification and experience required for the candidates to fill various posts shall be as per the norms prescribed by the AICTE/ Affiliating University/ State Government.

5.3 Pay, Allowances, Advances and Increments

- Scales of pays, allowances and other financial benefits for various categories of staff be as decided by the Governing Body, keeping in view the scales suggested by AICTE/ Affiliating University/ Government.

- Annual increments shall be sanctioned by the Principal on satisfactory performance of the employee based on the recommendations of Head of Department or In-charge of the respective section and as per the increment policy based on the performance appraisal which is approved by the Management/ LMC.

- The management shall have the authority to withhold an increment for certain period but not exceeding one year as a disciplinary measure on sufficient and valid reasons and after the employee has been given a fair opportunity to defend himself/herself.

   ADVANCE AGAINST TRAVELLING ALLOWANCE

- Reasonable advance will be given in respect of traveling allowance. On return from tour an employee is expected to submit bills and refund the balance if any, from advances made within a weeks' time. If excess advance is not refunded, the amount may be recovered from the salary of the employee.

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CONVEYANCE EXPENSES

- Employees traveling in the discharge of Official functions will be reimbursed the actual diesel/petrol expenses incurred on traveling by them by their own vehicle. Those travelling by rail will be entitled to II class fare.

ADVANCES

- Advances shall be granted to employees not more than twice in a calendar year for the following reasons:

  - Sickness of self, wife/husband or children (two only) – One Month pay to be adjusted in the subsequent salary.
  - Marriage of self or children (two only) or dependent sister/brother and sickness of self, wife/husband or children (two only) for a longer duration One Month's pay to be adjusted in the subsequent salary
  - Funeral (on death of close blood relation) – One Month pay to be adjusted in the subsequent salary.

Advance for any other reason than mentioned above or for higher amount, application should be referred to the Director.
Only one advance will be granted at a time. There should be a gap of 6 months between two advance applications.

5.4 Recruitment & Selection

- The recruitment and selection of faculty members is need-based. HOD projects the requirement based on workload and as per the AICTE requirement.

- The rules prescribed for selection of employees from time to time by AICTE/ University/Government shall be followed.

- Staff selection committee shall be constituted.

- A post shall be filled up by direct recruitment through open advertisement or by promoting from internal qualified and eligible candidates, as directed by governing body.

- The Management/ Governing Body may in special circumstances appoint persons by invitation/deputation/ contract basis.

- The candidates for Assistant Professor and Associate Professor are required to give a demo lecture and undergo an interview taken by a selection committee followed by one-to-one interview by the Principal/ Secretary.

- Candidates for Non-teaching posts are selected by a selection committee appointed by the management.

- Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

5.5 Appointing Authority

All the appointments are made by the Principal with the approval of the chairman, secretary and directors based on the recommendations of the various committees appointed from time to time for such work.

5.6 Reporting

On receiving the offer letter from the institution, the staff member has to give in principle his/her consent to join the institute on or before the last date notified for reporting. At the time of reporting for duty, the staff member has to submit copies of original certificate along with two photographs and proof of age, qualification, experience, copy of Aadhar & Pan card and last pay drawn.

5.7 Probation
- All appointees in the institution will initially be on probation for the first two years of their service.

- No application of the employee seeking employment elsewhere shall be forwarded during the probation period.

- The rules governing probation shall not apply to appointments made on temporary/ contract/ contingent basis.

- The services of any candidate appointed on temporary/ contract basis, can be terminated at anytime without any notice and without assigning any reason thereof.

5.8 Resignation, Relief & Termination:

- **Resignation and Relief :**

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

Sr. No.	Category	Notice Period
1.	HODs and Professors	Three month notice or salary in lieu of notice at the discretion of Principal

2.	Teaching Staff	Three month notice or salary in lieu of notice at the discretion of Principal
3.	Technical Staff	One month notice or salary in lieu of notice at the discretion of Principal
4.	Administrative Staff	One month notice or salary in lieu of notice at the discretion of Principal

In case applications are submitted through the institution seeking outside employment /pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there should not be disruption to the academic programme in the college.

- **Termination**

The institution reserves the right to terminate the services of an employee without prior notice, if found dissatisfied with the explanation by the employee in cases of under-performance, misconduct etc.

6. Motivational Incentives & Awards

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student, no. of top ranks at university level secured by students in their respective subjects & other performances. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments, etc.

Performance Appraisal :

Since we have initiated outcome based pedagogy, all the parameters of performance appraisal may be incorporated in existing forms or the existing forms may be replaced by DBATU format.

Personal & Subject File :

The index of personal & subject file may be as per the academic audit format of DBATU. Annual Academic Audit will be carried out in the month of October every year.

Classification of Faculty as Teachers and Trainers :

The teacher, as defined by the University Act, will be entitled for the benefits as a teacher. The faculties engaging university subjects with a weekly load as prescribed by AICTE will be grouped as teachers. The non teaching staff will be getting leave benefits as per the rules of Non Teaching Staff.

7. Code of Professional Ethics

(UGC Regulations 2010 Rule No.17)

7.1   Teachers and their Responsibilities:

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

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

7.2   Teachers and the Students

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

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- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals and
- Refrain from inciting students against other students, colleagues or administration.

7.3 Teachers and Colleagues

Teachers should:

- Treat other member of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

7.4 Teachers and Authorities

Teachers should:

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

- Give and expect due notice before a change of position is made and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

7.5 Teachers and Non-Teaching Staff:
- Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution Development of Human Resource.
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

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

7.7 Teachers and Society

Teachers should:
- Recognize that education is a public service and strive to keep the public informed of the educational programme which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing – to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

8. Research & Development (R & D) Policy

Research & Development are the two important pillars of higher and technical education. R&D helps the teachers to expand their horizons and also helps them to strengthen their teaching learning processes beyond the class rooms.

In order to provide the opportunities to assimilate learning amongst the students and teachers, by conducting quality research through: Study, Observation, Data Collection,

Experimentation etc. and thereby providing solutions to the pertinent problems related to society and industry. The conducive eco system is provided for the existing and potential researchers at JDCOEM.

We at JDCOEM believe that research nourishes and enriches the existing academic programmes. It enables teachers and students to be in touch with the latest advancements in the respective domains. Moreover it encourages the teachers and students to be in tune with the new age mantra of knowledge economy i.e. "Learn, Un learn and Relearn" for the organizational as well as individual growth and development.

JDCOEM believes in a judicious combination of research and teaching for the lifelong benefit of students and teachers.

Following are the aims and objectives of JDCEOM's R&D policy:

8.1 Aims and Objectives:

- To create zeal amongst students and faculty members towards research and innovation.

- To create centers of Excellence in niche areas of research.

- To work closely with the industrial needs that eventually will result in new or improved products, processes, systems or services that - can increase the company's productivity, quality and services.

- To foster collaborations for mutual benefits and to maximize Industrial connectivity.

- To establish collaboration with other universities, public and private sectors and identify R&D projects including consultancy services which could be undertaken at the institution.

- To promote research in various departments of the Institute.

- To ensure smooth functioning and effective Management of R&D at the institution

- To facilitate and foster research culture in the institute, the senior faculties are drawn from the various departments. The committee members   shall focus on the following key areas:

- The primary responsibility of research committee is to create conducive research environment in the college and to encourage teachers and students to take up quality research.

- The research committee shall work to explore the avenues for inter-disciplinary research, government research projects like AICTE Quality Improvement Projects, DST, KAPART etc.
- The committee shall disseminate the research related information to the various departments. The information of Research Workshops, Faculty Development Programs, and Government proposals is shared with the faculties.
- The research methodology workshops shall be organized to facilitate the faculty research. The deliberations shall be conducted to finalize the Research Proposals from time to time.
- To initiate and promote MOU with industries, R&D organizations, for consultancy and collaborative research projects.
- To arrange deliberations of eminent scientists, academicians from the research background for better understanding of research methodology and latest developments in the various domains.
- To encourage and support faculties to deliver expert lectures, workshop, seminars and conferences.
- To develop liaison with R&D organizations for enhancing institutional research base.
- To suggest peer reviewed national and international journals, databases for the library.
- To formulate R&D budget of various departments in consultation with the Heads and faculty members.
- To encourage, motivate and prepare students to present research papers at national and international conferences.
- To attend R&D periodic monthly meeting as and when scheduled by the chairman of the committee.

8.2 Research Committee

Following Research Committee has been constituted at JDCOEM:

Sr. No	Name of the Faculty	Department	Designation
1	Dr. S.V.Sonekar	Principal	Co-coordinator
2	Dr.P.B. Maheshwary	Mechanical Engineering	Member
3	Prof.S.M.Bang	Electrical Engineering	Member
4	Prof.Supriya Sawwashere	Computer Science-IT	Member
5	Dr. Satish Vaishnav	Electrical Engineering	Member
6	Dr.B.R.Mahajan	Mechanical Engineering	Member
6	Prof. Atika Ingole	Civil Engineering	Member
7	Dr.(Mrs.)Ujwala S. Dange	Dean (APD)	Member
8	Dr.(Mrs.).Namrata Pradnyakar	Dean (Students)	Member
9	Dr.Amit Gupta	First Year HOD	Member

- **Key Research & Development Activities**:

The major R&D activities at JDCOEM shall be as follows:

- Arrangements, Liaoning for external funded projects.
- Faculty publications in peer reviewed journals.
- Organizing FDP, Seminars, Workshops, Symposia in the college.
- Attending FDP, Seminars, Workshops, Symposia of the college faculty at other colleges.
- Recommendations for procurement of high end computational and laboratory equipments.
- Recommendation for journal subscriptions in the college library.
- Arranging talks/lectures of eminent scientist and academicians.
- Industry Institute Interaction of faculties and students.
- Collaboration and MOU with Industry. R&D organizations.
- Arrangements for financial and legal support for patent filing.

- **The following are the institutional guidelines for various R&D initiatives**:

Publications:

- Research and in-depth review papers shall be submitted to peer reviewed journals for possible publications.
- The faculty shall bear the publication charges, if any.
- Funded projects can cover a part of the publication charges.

Conferences and Workshops:

The institute shall extend financial support to the faculties and students to participate in the conferences, seminars and workshops as follows:

Sr. No	Particulars	Financial assistance
1	International Journals	50%
2	Patents	Registration Fees
3	Copyright	Registration Fees

FDP through MOOCS :

In order to avail the annual increment, all the faculties will compulsorily complete at least one MOOCS like NITTR, NPTEL, Edx, COURSERA, UNACADEMY, UPGRADE etc. The HODs will notify the same to the office of the Principal along with necessary certificate.

- It may be noted that the principal shall have the discretionary rights to sanction On Duty Leaves during the above duration, depending on the priority of the institute like examinations, teaching etc.

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- The faculty shall have to follow all the norms of Head Quarter Leaving before proceeding to attend the above programmes.

- The faculty shall submit the proposal well in advance through proper channel. The amount shall be claimed from R&D budget of the college for the said financial year.

- The faculty attending the STTP/Workshop shall present the learning from the workshop on the departmental faculties.

- The faculty attending the workshop/seminar/conference shall maintain the documentation in the form of certificate of participation, conference brochure, registration fees etc. These documents shall be in the personal file as well as in the office of R&D.

- **Application and sanction of funded projects:**

The faculties and students if any may apply for the funded projects to the following organizations.

  - AICTE
  - DST
  - CSIR
  - KAPART
  - Institute of NANO Science & Technology
  - ISRO
  - Ministry of Agriculture
  - HRD Ministry
  - UGC
  - Ministry of Defence (Defence Personnel Rehabilitation)
  - DRDO and as per Annexure-1
  - TEQIP

8.3 Important guidelines:

- Every proposal shall pass though multi-tier review where the proposal shall be presented by PI/Co PI before the research committee.

- The college shall bear the cost of filing the proposal fees and other related expenses such as photocopying, binding, courier, travel expenses if needed. This shall also be part of R&D budget.

- It is advisable to have the faculty from same departments/fields as co-investigator.

- All the applications/proposals shall be routed though in charge R&D Cell along with hard and soft copy for the proposal for records. The department shall also maintain the same record.

- The Principal and Vice-Principal shall ensure the safety and security of all instruments, software.

- In case of procurement of new material, the requirement shall route through proper channel.

- The separate Dead Stock Register shall be maintained to keep record of new procurements.

- The entire sanctioned amount shall be utilized as per the guidelines of the funding agencies.

- In case the investigators leave the college during project period, the purchases made for project shall be the property of the college except the   ongoing project.

- All the HoDs shall regularly and diligently update the Ongoing R&D on the college Website.

8.4 Registration of Patents by the staff and students:

Patent is indeed the highest form of Intellectual Property. It is the major factor to gauge the quality of research done by an individual. JDCOEM shall support the patent endeavors of faculty and students on the basis of following terms and conditions:

- Full financial and legal assistance shall be given to the individual filing the patent.

- The patent shall irrevocably register in the name of JDCOEM, prominently mentioning the name of the Principal inventor.

- The commercial aspects shall be mutually worked out between the researcher and the college.

8.5 Departmental Journal Clubs:

In order to encourage the faculties and students to find the latest developments in their respective domains, and to provide platform for the faculties to identify new research areas, the departments shall   initiate the Journal Club in the departments as per the following guidelines:
- Every faculty shall refer/read the journal paper on the basis of his/her domain specialization.

- The paper read by the faculty shall be presented before the departmental faculties.

- The departmental in charge shall prepare the schedule well in advance and be displayed in the office of the Head of the Department.

- The record of the presentation shall be maintained by the departmental in charge.

8.6 Policy for Procurement and Maintenance:

- To streamline the procurement for sanctioned projects shall be routed through Principal Investigator, Research In charge, Principal and Director with proper documents.

- The purchase procedure of the institute shall be duly followed for procurements.

- The PI shall immediately put up the requirement as soon as the project is sanctioned.

- The sanctioned funds shall be managed by accounts department of the college.

- The sanctioned funds shall be spending as per the guidelines of the funding agency.

- All the equipments shall be registered in the central stores and R&D DSR of the department concerned.

- In case Principal leaves the institute, the Vice- Principal shall be fully responsible to complete the project. However, Principal shall submit all the details of utilization till the time of leaving the institute.

- The project shall be completed by PI and Co-PI within the stipulated time period sanctioned for the project.

8.7 Policy for Seed Money:

- The college shall bear the cost of submitting the proposal to funding agencies as per the following:

- The applications shall be routed through proper channel well in advance.

- Prior scrutiny of the proposal being done by R&D Committee.

- 5% of sanctioned project cost shall be given as seed money from the sanctioned amount.

8.8 Departmental R&D budget:

- Every department shall prepare R&D budget before 28th February every year.
- The budget shall be the estimations of the above mentioned factors such as faculty publications, conferences, seminars, workshops etc. at least two minimum for each faculty.

Note: The above guidelines may be subjected to amendments as and when required.

9. Leave Rules & Policy

9.1 Right of leave
- Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority/Principal.
- In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.
- Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons

9.2 Casual Leave
- The leave account shall be maintained for each teacher in the Department concerned.
- The teaching & Non teaching staff of the college are entitled for 8 days Casual leave during the session (1 June – 30 May).
- The Casual leave shall be credited on prorate basis during the first year of service.
- Not more than two (2) casual leave for successive days shall be sanctioned at a time.
- Prior intimation of Casual leave is mandatory for availing casual leave/s.
- Half day casual leave is permissible and shall be availed for exact half working timings.
- Unavailed casual leave shall lapse at the end of the session.
- Casual leave may be combined with holidays including Sundays.
- Holidays or Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.
- However, if prior intimation in writing is not submitted, then telephonic intimation may be given and casual leave may be adjusted on return from leave failing which the absence will be treated as leave without pay.

9.3 Medical Leave
- Medical Leave are applicable to the
    - University Approved teacher after completion of one year.
    - Management Regular teacher who has completed Two (2) years of service
    - Non teaching staff who have completed Three (3) years of service at our institute.

- Staffs may be entitled at Ten (10) sick leave as per rules per year which can be accumulated up to 60 days.
- Sick leave of more than 2 days shall be accompanied by a Medical Certificate & fitness Certificate from registered Medical Practitioner. However sanctioning of Medical Leaves is at the discretion of Principal.
- Intervening holidays and weekly off would be treated as sick leave.

9.4 Duty Leave
- **Prior sanction of Duty leave is mandatory.**

Duty Leave may be granted for:
- The official work /meetings outside institute.
- The Ph.D. progress seminars, Final Ph.D. Examination and Convocation Ceremony for approved teacher.
- The participation in International Conference/Symposia in India and Abroad.
- Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the institute, and accepted by the Principal.
- The Participation as Resource faculty or participant in STTPs, Workshop & Training Programs.
- The work as may be approved by the Principal as academic work.
- For NPTEL exam, duty leave will be given.

9.5 Compensatory Leave
- Compensatory leave shall be credited for the official assignments carried on Holidays & Sundays.
- Compensatory leave/s is/are not to be availed during the teaching sessions.
- Compensatory leave is not applicable if work on holiday/s is monetarily compensated.

Leaves :

- Leave application should reach the office of the Vice Principal within 24 hours.
- HODs, Deans and Section In-charges have to inform Vice Principal, Principal as well as Hon'ble Director about their absence with proper replacement.

9.6 Special Leave

Special Leave may be sanctioned by the Principal to the employee in case of the following :
- **Marriage Leave (4 days)** : Marriage of the Employee, Marriage of first blood relations such as brother, sister, son, daughter .

- **Grief Leave (3 days)** : On the death of first blood relations in the maternal or paternal family of the employee.

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9.7 PH.D.

Paid Duty Leave for PHD course work PET, RRC for regular faculties and Signing of Bond.

  ➢ The approved faculties completing 2 years of probation may be given one day   paid duty leave for presentation before RRC, PhD Progress Seminar, Final Defence. Since UGC has mandated compulsory course work for PhD, one week leave may be sanctioned to the above faculty members.

  ➢ The faculties, who will avail all the above benefits of Duty Leave for PhD related work, will have to sign the bond agreeing to serve institute for at least three years while pursuing PhD and two years after the award of PhD.

Leaves during Notice Period

During the Notice Period only CCL and ML can be availed. CL during notice period is not permitted.

Vacation :

During vacation slots, some HOD's and faculties are coming to college for filing proposals and work, asking to comedown to college during vacation slots makes sometime unhappy. **All staff members are assets of college**. So if you are coming to college during your vacation period then you will get compensatory (CCL) against your working day. This is applicable even for half day i,e. half day working during vacation gets half day compensatory. This is applicable only during vacation slots. No changes in compensatory rules for remaining days.

10. Code of Conduct & Discipline
All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

10.1 DO's
  • Maintain absolute integrity and devotion to duty
  • Attend the college regularly and punctually
  • Engage classes, both theory and practical; punctually and effectively
  • Check regularly the assignments and lab records systematically
  • Be meticulous in submitting the answer papers and marks of the internal tests
  • Conduct Guest/Expert lectures with academic / industry professionals
  • Valuation of internal and external examinations
  • Attend internal and external invigilation and observer duties
  • Attend guest lectures, FDPs, Workshops, Seminars, Industrial Visits   and Tours
  • Downloading e-material from digital library, authorized online journal and legitimate sites

- Preparing soft/hard copies of course files, delivery sheets and web materials
- Monitoring and Counseling of Student academic performance and Mentoring
- Be honest, impartial in dealings and courteous with others.
- Abide by the rules and regulations of the institution
- Promote decency, decorum, dignity and discipline among staff and students
- Institute devices and mechanisms to improve economic standards
- Acquire and develop professional/ interpersonal competence to enhance skills of students
- Building team work, team efficiency and reinforcement of skills / knowledge in students
- Administrative compliance
- Authoring/ coauthoring of text books with other college professionals.
- Publication of papers in Seminars/Conferences/ Conventions/ Journals/ Magazines
- Attending FDPs/Workshops/ Conferences/ Symposiums/ Conventions
- Chairing Sessions and Delivering keynote address in any FDP/Workshop/Seminar/ Conference
- Professional, rational and intellectual behavior like an academician

10.2 Don'ts
- Gross negligence of duties and responsibilities
- Propagation of religious, communal, anti-social, terrorist activities in the campus
- Discriminate by caste, creed, religion, language, domicile, social and cultural background
- Encouraging any form of 'malpractice/ unfair practices' in connection with exams
- Leaving the campus without prior permission of the Head of the Institution
- Absconding from the institution
- Enter into any monetary transactions with any stakeholder of the institution
- Cause damage to institution or stakeholder's property in any form
- Encourage or involve in immoral practices with stake holders
- Organize, attend, involve in any duty outside the college without proper approval
- Passing comments on religious, regional, personal, racial and cultural sentiments
- Taking membership of a political party or taking part in politics
- Any act which is detrimental to the interest of the institution.
- Discrimination, including harassment, against a student on political grounds, or for reasons of race, color, religion, sex, sexual orientation, gender identity, ethnic origin, national origin, ancestry, marital status, pregnancy, physical or mental disability, medical condition, genetic information.
- Disruptive behaviors such as yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.
- Threatening behaviors such as physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or as well as implicit threats ("You'll be sorry" or "This isn't over").

- Violent Behaviors such as physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm
- Offensive behaviors such as abusive language, derogatory remarks, insults, or epithets. Other offensive behaviors may include the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures, or mocking.

10.3 Disciplinary Action:

- All employees are liable for disciplinary action for disobedience, misconduct and dereliction/ negligence of duty. However such disciplinary action will be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/ herself

- Complaints of misconduct by a staff member are investigated by a disciplinary committee or ad hoc committee constituted for the purpose by 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.

- As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.
  - Censure
  - Withholding increments/ promotion
  - Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of order/rules
  - Suspension
  - Removal from service

10.4 Grievance Procedures
Grievance cell is constituted at institution level by the Principal to look into the grievance of the staff members and redress them. Any employee who has a genuine grievance arising out of his employment may submit a written appeal to the Management for early redressal of his/her grievances. Such representation will be attended to and settled expeditiously. Settlement of all grievances will be done within 30 days.

LEAVE MANAGEMENT FLOWCHART JDCOEM, NAGPUR

11. Administrative Procedures:

11.1 Personnel Records:
The basic information of the staff will be collected and maintained by PA-Head of the institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with a covering letter along with two photographs applying for position in the institution; call letter if any; appointment letter; all original certificates along with photo copies in proof of age, qualification, experience copy of Aadhar and Pan card and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters by Head of the Institution.

11.2 Custody and Maintenance of Attendance Registers:

Attendance record is maintained in a manner that it remains authenticated and unquestionable. Every staff member's attendance is recorded two times a day (i.e. First Time at 10:50am and second time at 05:45 on departure) The custody of attendance record will be with the Head of the Institution, any deviations call for permission of the Head of the Institution.

11.3 Punctuality:
The institution is very serious in enforcing punctuality. A special provision is made available to all the staff members of all departments to avail themselves of early going and late coming permissions, which will be granted at the discretion of the Head of the Institution.

11.4 Feedback & Suggestion Scheme:
The institute encourages both open and close participation and involvement of all the employees, students and parents, academicians, industrialists, professional experts, alumni, employers of alumni and stakeholders in finding innovative ideas in the process of achieving its purpose, vision and mission. Any employee or student can voluntarily give his/her suggestions orally or in writing in a closed envelope without mentioning identity and put the same in suggestion box available in college premises. All these suggestions and feedbacks will be duly examined and constructive actions will be taken in this regards.

12. Exit Policy
12.1 Background information:

JDCOEM is committed to attract and retain its intellectual capital, i.e. faculties in order to implement strategic goals and realize the mission. As a consequence JDCEOM highly prioritizes the quality of working life and overall employment experience of the teachers. The priorities are reflected in the variety of policies right from recruitment and selection of the employees and providing them the exposure of varied domains, which helps the individual to evolve. The institute believes in providing opportunities for self enhancement to all the teachers so as to bring out the best from every teacher and help him/her deliver the highest performance in teaching learning processes.

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12.2 Policy Statement:

The institute gives patient hearing to the teachers in number of ways from time to time. This feedback is being institutionalized as HR Policies to improve the academic environment in the college. It is recognized that the staff members, who leave the college, are in position to provide valuable perspective   on their overall working experience in the college.

12.3 Policy Procedure:

The purpose of the policy is to inform the teachers about the Exit Procedures before appearing for the Exit Interview.

Procedure:
- The faculty members who wish to resign from the college shall inform HOD and Principal before putting in formal papers towards the resignation. They must clearly mention the date from which they wish to make resignation keeping in mind the notice period stated in the Appointment letter.
- It may be noted that no resignations shall be entertained during the semester periods.
- The faculty members who are university approved and completed two years of service will have to serve the notice period of three months or deposit the salary of three months gross salary.
- The university approved faculty members who are on probation will have to serve two months notice or deposit the salary of two months gross salary.
- The faculty members who are on Ad-Hoc or management regular will have to serve 1 month notice or deposit one month gross salary.
- During the notice period the employees can avail only CCL, ML and weekly offs.
- The head of the institution can take a call on early leaving of the employee.
- The faculty shall obtain "No dues" Certificate from all the concerned such as Library, Accounts, Establishment section and submit the original to Establishment section and photocopy to the accounts section with due endorsements so as to include in the next payroll cycle.
- Before obtaining "Final No Dues " from the establishment section, the faculty leaving the organization shall fill up the online Exit Feedback Form and suitable dates for the Exit Interview shall be convened with the members of the management. The interview shall be scheduled two days prior to the culmination of the notice period.   .
- The Establishment/HR section shall document the findings of the exit interview and the competent authorities shall discuss the report with the management.

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- In instances, where during "Exit Interviews" when significant matter is raised, it will be immediately referred to the management.
- The operation and execution of the policy shall be monitored by the competent authorities.

12.4 Handing Over:

Before being relieved, the faculty leaving the organization shall hand over the charge to the H.o.D or the faculty recommended by the H.o.D. The handing over shall include the following:
- Particulars
- Personal file
- Subject file
- Hard and soft copies of teaching material (Notes, PPTs, Videos)for the subjects taught during the prevailing academic year(Odd and even semester)
- Keys of the almirah, drawer, locker
- Files of the portfolios handled
- Phone numbers, Mail ids, visiting cards of the contacts developed during the tenure at JDCOEM
- College I-Card
- Hard and Soft copies of Photographs of the events conducted
- Books
- Financial Matter

12.5 Exit Interview Offline Survey:
This offline survey is made mandatory for the faculties who wish to resign from the college. This survey is considered as an important tool to assess the employee satisfaction levels and for analyzing the feedback thus resulting in the betterment of the institution.

13. Facilities and Amenities:

13.1 Counseling Cell:
Counseling cell works for the student's over-all development. Each student's development is individually analyzed in terms of strengths and weaknesses. Then special guidance is offered for the student's progress in the direction best suited according to his individual capacity, thereby enhancing his strengths and helping him improvise his weaknesses, dealing with challenges and developing skills in the process of making the best engineers

13.2 Library:
Institution has an excellent library facility with a treasure of knowledge related to various disciplines in addition to its subscription to national and international journals to encourage and create research atmosphere.

13.3 Digital Library:
The institution has a rich digital library with LAN connection with several e-books which are used by a good number of staff members and students.

13.4 Transport:
Driven by a team of trained drivers, a large fleet of 19 buses ply from all places catering to the needs of students and staff members for a comfortable and hassle free transport.

13.5 Cafeteria:
The canteen is located in a spacious, well planned building to cater to the needs of staff and students and is well equipped with modern cooking facilities.

13.6 Sports and Games:

Games and sports are an integral part of an individual's life. An individual should study hard to be successful in competitive world. But, he should also play games and sports to enjoy the health and vigor of life. Competitions are conducted under VIBRANCE (Annual Fest) and winners and runner-ups are awarded prizes.

13.7 Computing Facilities:

The institution provides a good number of computing facilities both for students and faculty members with a freedom to download all academic development material with a restricted access to certain sites under the constitutional sanctions.

14. Process Flow for obtaining Various Documents :

S.N.	Type of Certificate	Required working days for processing	Process Flow	Contact Person
1	Transfer Certificates/Character Certificates	7 days	Download form and submit duly filled in to the dept, office along with the required documents, if any	Students Section
2	Transcript for university passed out student			
3	Bonafide/Various Certificates for students	3 days		HOD
4	Certificates to staff (Like Experience/Employment etc.)			Dean (Admin.)
5	Railway Concession form	5 days		Students Section
6	Forwarding letter for Caste Validity Certificates	3 days		
7	Degree Certificate (After receipt from RTMNU)	2 days		
8	Duplicate Transfer Certificate	4 days		
9	Change of name	5 days		Dean (Admin.)
10	Educational Verification	5 days		HOD
11	Bus Requisition Form	5 days		Bus Supervisor

15. COLLEGE DEVELOPMENT COMMITTEE

The College Development Committee (CDC) of JDCOEM has been constituted as per the provision U/S 97(1) of Maharashtra Public University Act 2016, for the period of five years i.e. from 6th June 2017 to 5th June, 2022.

Sr. No.	Name of Members	Category	Designation
1	Shri. Sanjay Agrawal	Chairman (JES)	Chairman
2	Shri. Ajay Agrawal	Secretary (JES)	Member
3	Dr. Prashant B. Maheshwary	Teacher	Member
4	Prof. Suresh M. Bang	Teacher	Member
5	Dr. N.V. Pradyakar	Teacher	Member
6	Mrs.Lalitha Kumar	Non Teaching	Member
7	Dr. C.C. Handa (Education)	Local Members Nominated by Management	Member
8	Shri.Chandrahas Chaudhari (Technologist)	Local Members Nominated by Management	Member
9	Shri. Shraven Jejani (Industrialist)	Local Members Nominated by Management	Member
10	Dr. Ujwala S. Dange	IQAC – Incharge	Member
11	Ms. Shreya Umre (Social Service)	Alumni	Member
12	Mr. Rahul Wagh	President Student Council	Member
13	Ms.Rasika Choudhary	Secretary Student Council	Member
14	Dr. S.V. Sonekar	Officiating Principal	Member-Secretary

16. Duties and Responsibility of V.P.

➢ **Vice Principal** :
- Take care of day-to-day administrative work of Principal's Office in absence of the Principal
- Maintain Discipline in the campus
- Identify the best performing staff and propose for his/her felicitation.
- Hostel administration and management with the help of Warden& TGs.
- Website related updation & monitoring
- Monitoring of University Examinations related activities
- Implement effective and efficient TG scheme and check updated data of each student.
- Process the applications of students related to Bonafide Certificate, Estimate for Education loan, renewal of caste certificate/income certificate, Leaving Certificate, etc.

- Sanction Casual leaves, Duty Leaves and medical leaves of Teaching and Non teaching staff.
- To Credit compensatory leaves on verification of the attendance.
- Forward applications of faculties regarding departmental, personal and student related needs.
- Evaluate the faculty on the basis of Self-appraisal submitted by the faculty and suggest for the salary enhancement or any action on the basis of the evaluation, as prescribed in the policy.
- Any other work as assigned by the Principal as and when required

17. Duties and Responsibility of Deans :

➤ Dean Academics:
- Execution of academic decisions and policies framed by the higher authorities.
- Design of Yearly/semester wise academic calendar, finalizing and scheduling of add-on and bridging courses.
- Academic monitoring includes Classroom teaching, design and implementation of effective teaching plan, Time-Tables, daily attendance entry on software, engagement of classes regularly as per Time –Table, etc. Also to monitor working of Library.
- Arrange the academic planning for slow learner and fast learner.
- Monitoring and addressing non-academic departments like Gymkhana, Library, sports and Cultural.
- Students' feedback for academic performance of teachers and other facilities. Steps to be taken to resolve the issues
- Ensure and supervise for effective conduction of Laboratory Practical's and its outcome
- Ensure proper checking system of practical journals, project work/reports, assignments etc.
- Schedule of all internal examinations and proper evaluation.
- Completion of Tabulation of Internal Marks, uploading of marks on college or University portals and result analysis.
- To Send messages to parents for daily attendance of students, performances, Notices.
- To encourage and promote faculty for their academic developments.
- Create platform for the students for Technical paper presentation, model exhibition in consultation with Dean Students
- Promote for the participation of students and faculties in technical events at IITs, IISc, IIITs, IIMs and NITs
- Arrange for sharing of resources with the institutes of National repute
- Promote and facilitate the use of Digital Library, Virtual Labs, NPTEL digital materials, Video lectures and tutorials of other sources, SWAYAM, etc.

- Set-up and activate Industry Interaction Cell and organize events and arrange to provide solutions to Industrial problems through students projects
- Necessary action, correspondence and approvals for making Industrial Visits of all departments and summer/winter Internship of students
- Motivate the Heads and faculties to arrange to get Live projects for the pre-final and final year students. Give more weightage to adopt and work on appropriate technology.
- Arrange to develop some important laboratories for consultancy work and arrange to get accreditation of Labs from NABL or any other competent authority
- Motivate the staff to expertise themselves in any field of their liking from an Institute of repute and ask them for searching to provide technical consultancy on the basis of their expertise and college infrastructure.
- Any other work as assigned by the Principal as and when required

➢ **Dean Administration** :
- Handle the administrative works under the Principal's office as per the direction of the Principal.
- Help Heads of the departments and section in-charges to prepare departmental annual budget.
- Handle, check update and operate AICTE, DTE, UNIVERSITY, Social Welfare, CAP, Fee & Admission Regulatory authority and any other related sites with completion of the tasks before due dates.
- Prepare and arrange to correspond to AICTE, DTE, UNIVERSITY, Social Welfare, CAP, Fee & Admission Regulatory authority and any other related offices on or before scheduled time.
- Maintain the records of Local Management Committee (LMC), Governing Body, Board Meetings, Meeting with HoDs and Principal and actions thereon.
- Undertake and complete the work related NAAC & NBA accreditation
- Prepare the proposals for Continuation of affiliation, Permanent affiliation, Center for higher education & research, center of excellence, research grants, MOU with Government and non-government organizations.
- Handle and maintain Internal Quality Assurance and yearly quality assurance cell with preparation of reports.
- To Keep Leave record of Teaching and Non-Teaching staff
- To keep monthly attendance record for Teaching and Non Teaching staff
- Maintain movement register for staff
- Completion of the process of Enrollment work, examination form uploading, admission merit list uploading/downloading, scholarship forms uploading, etc
- To keep data of number of students admitted in each class, category wise, for all years i.e. from First to Final years of all branches
- Forwarding all financial statements, bills, proposals, requests, etc to the Principal for further process.

- To keep record of Dead stock of furniture, laboratory equipments, Computers and peripherals, Tools and Machinaries, spares, etc. Perform stock verification every year as per the direction of Hon. Director Sir.
- Monitor and supervise works of Student section, Establishment section and Account section
- Completion of all administrative formalities related to University examinations of students and mark uploading on time.
- To keep record of total number of appearing student examinee, passed and failed in every examination
- Maintaining service book of staff
- Handle and operate admission related activities
- Co-ordinate the departmental office administrative works.
- Supervise and co-ordinate Garden, maintenance, cleaning departments
- Checking of monthly attendance of all staff before finalizing salary sheet
- To address Complaints of staff & students and provide Suggestions
- Any other work as assigned by the Principal as and when required

➢ **Dean Students** :
- Students' Discipline and Felicitation
- Student Council
- Girl Students Forum
- Students welfare, Students Insurance, Help in emergency
- Students Educational Tour
- Sports Activities
- Participation of students and organization of Technical Paper presentation, Model exhibition, other competitions,
- English Speaking Zone, NSS, NCC, Adult literacy Activities
- Co-operative store and Canteen facilities
- Coordinate Alumni Association
- To Undertake Extension work
- Monitoring and handling Prevention and Precaution of Ragging, Students Grievances, Matter of Sexual Harassment, Women Cell and such other committee or cell suggested by AICTE, Government, University and DTE.
- Prize and award distribution to students.
- Any other work as assigned by the Principal as and when required.

➢ **Dean Capacity Building :**

- Student's Psychological guidance and counseling.
- Capacity Building of students through various student centric programs.
- Faculty Development Programs related to mental health,
- Maintaining moral, ethical and emotional well being of students.

- Value based learning through **Kaushalya**.
- Identifying and promoting the hidden talents through **(Students Club)**.
- Promoting the healthy and harmonious relationship through **Mentors Cell.**
- Developing the quality of belongingness through **Students Ambassdor Program**.
- Rendering training of performing arts through cultural department.
- Co-ordination of all extra curricular activities in which JDCOEM students participate (District/State/National).
- Building relationship with organizations of repute to promote culture and ethics.
- Organizing college annual cultural fest **Vibrance.**
- Handling social responsibility cell.
- Monitoring **Emergency Handling Cell.**
- Any other work as assigned by the Principal.

➢ **Dean Admission Promotion Development :**

Job Role and responsibilities of Dean, Admission, Promotion & Development (APD)
The Job Role of Dean (APD) is divided into 3 areas as under:

➢ **Admissions:**
- To plan & execute admissions of B. Tech, MBA, M. Tech, Polytechnic as per the directions /guidelines of JES Office bearers from time to time.
- To supervise the admission procedure during the admission period.
- To ensure the usage of Admission Software by all the Admission counselors.
- To maintain the data/record of admission documentation.
- To streamline the various infrastructural arrangements required by Admission Office.
- To identify the faculty members for APC work before the commencement of admission period.
- To arrange orientation sessions for the APC team members regarding admission processes, USP of the college.
- Any other related work assigned by the authorities.

➢ **Promotion:**
- To keep the record of all the departmental co-curricular and extra - curricular activities from time to time for the purpose of creating contents for various social media platforms.
- To develop and design promotional camp gains in consultation with Office Bearers of JES.
- To undertake branding activities round the year on social media platforms.
- To co-ordinate with all the Deans, HODs, Section heads for promotional contents if required.

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- To supervise and monitor the work of Digital Marketing Office.
- To plan, assign and co-ordinate the video contents and related work of shooting, editing to the concerned in charges.
- To plan and execute the marketing activities, media campaigns as per the directives of JES Office bearers.
- To ensure the participation of the college in various ranking surveys and gather the relevant data from the departments, sections if needed.
- To provide the promotional contents for various publishers viz, Shiksha, college Dunia, College Dekho etc.
- To create the periodical newsletters for alumni to ensure contact with alumni and prospective aspirants.
- To ensure the timely release of various promotional contents on all social media platforms including college website.
- To maintain the data of expenditure related to promotion on digital platforms.
- To circulate the daily status updates to all the concerned.
- To devise ways and means to increase clicks, likes, visits on social media platforms.
- To co-ordinate with all the departmental and section heads for writing and publishing blogs.
- Any other related work assigned by the authorities.

➢ **Development :**
  ➢ To work as Co-ordinator IQAC and ensure the sensitization about various criterion parameters, initiate the quality initiatives in accordance with NAAC guidelines in consultation with the Principal.
  ➢ To submit online AQAR to NAAC in co-ordination with academic and non academic departments of the college.
  ➢ To identify the various funding agencies for sponsored projects, communicate the same to the concerned departments and ensure the timely submission of the proposal.
  ➢ To create awareness about various rankings and data implications of the same.
  ➢ To maintain the record of all the submissions and submit the same to the Office of the Principal.
  ➢ To work on NIRF, ARIIA etc participation and create data capturing templates for data collection from various departments and submit the data as per deadlines.
  ➢ To look after the working of Internal Complaint Committee.
  ➢ To explore new avenues for new associations with outside agencies.
  ➢ Any other related work assigned by the Principal from time to time.

DIRECTIVES

Copy of directives issued by Director's Office is already has been sent to the HOD/SH's. The same may be adhered to strictly.

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Annexure-1

LIST OF FUNDING AGENCIES FOR RESEARCH PROPOSALS

1	Ministry of Environment & Forests The Secretary, Govt of India, Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi 110 003 e-mail: ef@vsnl.net.in, sv.godavarthi@nic.in web:- http://www.moef.nic.in/ Fax: 011-258586422, 011-4364594. Tel: 011-258586422, 011-24364594.
2	Forests Research Institute Group Coordinator (Research), Forest Research Institute,Post Office New Forest, Dehradun e-mail: hooda@icfre.org, groupco_fri_icfre.org web: http://www.fri.icfre.gov.in
3	Department of Science and Technology (DST) The Secretary, Department of Science and Technology, Govt. of India Technology Bhawan, New Mehrali Road, New Delhi. 110016 e-mail: dstinfo@nic.in web:http://www.dst.gov.in
4.	Department of Atomic Energy (DAE) The Scientific Secretary (BRNS), Department of Atomic Energy, Directors office, Ist Floor, Central Complex, BARC, Mumbai- 400 085. e-mail: brns@barc.gov.in http://www.dae.nic.in/brns
5	Department of Biotechnology (BT) The Director (R& D), Department Biotechnology, Block no. 2, Floor 7, Room no. 12, CGO Complex, Lodhi Road New Delhi 110 003. e-mail:shaila@dbt.nic.in www.dbtindia.nic.in

6	Department of Education (DOEd) The Deputy Education Adviser (T), Division TD, VI, Department of Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi. e-mail:dhe-hrd@nic.in web: www.mhrd.gov.in
7	Department of Food Processing Industries Govt. of India, Ministry of Agriculture, Department of Food Processing Industries, Panchsheel Bhawan, August Karanti Bhawan, New Delhi 110049 e-mail:jsjpm-fpi@nic.in web:www.mofpi.nic.in
8	Department of Non Conventional Energy Sources (DNES). The Secretary, Department of Non Conventional Energy Sources, Block No. 14, CGO Complex, Lodhi Road, New Delhi, 110003 e-mail: aktripathi@nic.in web: http://www.mnre.gov.in
9	National Information System for Sci. & Technology (NISSAT) The Joint Adviser, National Information System for Sci.& Technology, Department of Scientific & Industrial Research, Technology Bhawan, Mehrauli Road, New Delhi e-mail: sunilag@alpha.nic.in web: www.dsir.gov.in
10	Technology Absorption and Adaptation Scheme (TAAS) The Joint Adviser (TAAS), Department of Scientific & Inds. Research, Technology Bhawan, New Mehrauli Road, New Delhi 110 016 e-mail: taas@alpha.nic.in web: www.dsir.gov.in
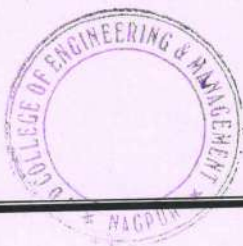
and many more....

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