



*Jagadambha Bahuuddeshiya Gramin Vikas Sanstha's*

**JAGADAMBHA COLLEGE OF ENGINEERING AND TECHNOLOGY**

YAVATMAL – 445001

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# HR POLICY

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**HAND BOOK**

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## **1. Introduction**

This HR policy is established in order to aware employees with Jagadambha College of Engineering & Technology and provide make knowledgeable about working conditions, key policies, procedures, and benefits of employment at JCOET and to inculcate with its general rules, service conditions, values, ethics and culture. The information provided in the policy applies to all employees of the institution. The policy is a summary of our policies, are presented here only as a matter of information and not as a promise of employment or as a contract between JCOET and any of its employees.

The employee is held accountable for reading, understanding, and abides by the provisions of this policy. This policy is subjected to change at any given point of time at the sole discretion of the Management with approval from CDC and shall be intimated as and when such changes are made.

## **2. Purpose of this policy**

To maintain a congenial work culture and to enlighten the employees on the values and culture that JCOET stands for and to streamline the processes within the institution and departments to ensure that employee satisfaction is inclined with these cultures and values.

**Vision**

To be an Organization Providing Quality Education to the Masses to Bring about a Social Change in the Region

**Mission**

To Nurture And Maintain, Quality Environment For Academic- Excellence, Research And Development of Entrepreneurship, Through Dedicated Staff And Transparent Management, For Bringing About A Social Change Through Affordable Education."

## I. Employee status

### ❖ Probationary/Tenure period for New Employees

JCOET monitors and evaluates every new employee's performance for a specific period of one year to determine whether further employment in a particular position or with the institution is appropriate.

## II. Administration Policies

### ❖ *Official Languages*

- All written communication within the Institution will be in English or in Marathi language (If required by Maharashtra State Government & SGBAU).
- All employees shall verbally communicate either with each other or with students and parents in the English, Marathi, Hindi language.
- All publications for external circulation issued by the Institution shall be reviewed by the HODs of respective department and Principal for English content and suitability.
- All internal communication shall be printed or written in English and in Marathi language.
- All telephonic conversations regarding Institution business shall be carried out in the English or Marathi, the language understood by the called or receiver.
- All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language.

❖ ***Notice Board***

1. It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Principal. Posted material should always be displayed in English and if required in Marathi.
2. No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department.
3. All the Employee related information displayed on the notice board should be in English.
4. Duty Roaster and Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department.
5. All Notices / Advertisements / Announcements / Training Schedules / News / Events / College Magazines / Posters and other information are to be posted on the Departmental Notice board subject connected with the Students, Examinations, Competitions, etc. only.
6. All students related notices from admin department/Students sections must be displayed on admin notice boards.
7. All such Notices and other information posted on the Notice Board must be reviewed by the Principal and HOD before the same is displayed.
8. The undated Notices / Other information will remain posted for a maximum of 15 days.
9. The Principal and HOD will ensure that Notices and other information posted / displayed must be for official purpose only.
10. Advertisements / Posters / Display of information, etc. of any kind from the commercial companies will not be accepted / displayed.
11. There must be departmental notice board file to keep record of displayed notice after validity of notice is over.

❖ ***Communication***

1. Channels of communication within the Institution are to be clear, comprehensive and made known to all the Employees. These agreed channels of communication must be used and Employees are to be made aware of it.

2. It is also the aim of the Institution to inform and consult with Employees as necessary on issues that concern them. Employees should be informed about plans, intensions and proposals that give information about the achievements and results and with the aim of assisting employees to see how they can contribute towards achieving the Institutions & Departmental goals and objectives.
3. The HODs have a duty to ensure that all their Employees are kept informed about Employee issues and that the communication upwards of Employees' comments and suggestions are encouraged and facilitated.
4. Confidentiality should be maintained in all official and Employee related matters.

❖ ***Employee Identification Cards***

1. To ensure the security of Institution premises, Employees and Property, all Employees are required to carry identification provided by the Institution.
2. All Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information: Name, Photograph, Designation, Department, Date of Joining, and Address & Blood Group.
3. Employees will be required to wear their ID Cards along with the lanyard at all times while on premises.
4. When an Employee leaves the employment of the Institution, will be required to return the I.D. Card to the office.

❖ ***Workplace Violence***

1. In order to provide Employees with a safe environment in which to work, the Institution will not tolerate Violence or Threats of Violence in the entire workplace.
2. An act of violence may be any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.
3. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
4. Workplace includes all Institution facilities, viz., Canteen / Campus / Play Area. Etc., and off-

campus locations where Employees are engaged in Institution business.

5. Any person experiencing or observing acts or threats of violence should notify the HOD. Employees should also report the event to the Principal.

❖ ***No Smoking/ No Tobacco chewing***

1. Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.
2. Tobacco chewing is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.

❖ ***Lost & Found***

1. Any Employee finding anything in the Institution premises should deposit the same with the admin Officer, who will be maintaining a register for lost and found items. The person to whom the item belongs can claim it after proper identification of the lost item. If unclaimed, the item will be in the custody of the security for a period of three months, after which it will be disposed of as it deems fit.
2. Any item reported as being “lost” will be investigated by Security. A box will be kept for “Lost Items”. Such box will detail as much information as possible about the item and the circumstances surrounding its disappearance. The loss of items of value shall be reported to the police by the admin Officer, only after obtaining approval from the Principal.

❖ ***Confidentiality***

1. No staff shall divulge or use, except in furtherance of the Institution’s interests, any business or other information’s which may come to his knowledge in the course of his employment with the Institution or its associates / sister companies. This shall apply both during the period of employment and thereafter.
2. Members of the staff, except where necessary, shall not, without the prior written consent of the Principal retain in their private possession, any papers / documents / records, etc. relating to the Institution’s business. All such materials shall be returned to the Institution once their work is completed and on separation.
3. Staff members are required to report any information that they may have of any possible theft



or fraud including possibilities thereof to their HOD. Concealment of such information will be construed as misconduct.

### ❖ ***Personnel Record and Administration***

The task of handling personnel records and related administration functions at JCOET is assigned to the office administration. Personal files will be kept confidential at all times and include some or all of the following documents.

- Profile
- Appointment Letter
- Educational Certificates & Work experience certificates
- Joining Report

## III. Standards of conduct

### ➤ ***General Guidelines***

All employees are expected to get accustomed with the institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conduction their work.

### ❖ ***Hours of work***

The normal working hours are generally from 10.00 AM to 6 PM. An employee may be required to follow different work hours under special circumstances.

### ❖ ***Attendance and Punctuality***

1. The institution expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They have to regularly mark their attendance through the bio-metric attendance system and college muster.
2. It requires signing staff muster twice, one at entry time while reporting on duty and second at exit time after completing duty.
3. In emergency circumstances if faculty wants to leave college campus for short duration

then departures slip must be submitted to security guard at gate. Staff members must take permission from HODs and HODs must take permission from principal.

❖ ***Absence and Punctuality***

In case of emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority if they will be absent or late and seek permission for late attendance. Unauthorized absence will be viewed seriously and attract strict disciplinary action.

❖ **Unscheduled Absence**

Absence from work for three consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for 3 consecutive days without proper approval.

❖ **Gender Harassment Policy**

The institution is committed to maintain an environment free of gender harassment which may include unwelcome advances, requests for immoral / unsocial / unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employees must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly. If any grievances against faculty member regarding gender harassment are raised then it must be reported to ICC for action.

❖ ***Dress code & ID card display***

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects our college reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various forums within and outside the

institution. Faculty must observe in college uniform during the working hours.

❖ ***Misconduct***

An employee, who is found guilty of misconduct or violates the sanctity of the institution or any of its policies, detrimental or otherwise, will be dealt with in accordance with the institution rules and regulations. The institution reserves the right to take the appropriate disciplinary action as may deem fit.

❖ ***Outside Employment***

The institution prohibits employees from taking any outside job for pay.

❖ ***Return of Institution Property***

Any of the institution property issued to employees, such a computer equipment, keys, employee ID card, official records, library books must be returned back to the institution at the time of relieving, employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.

## **IV. Recruitment, Designation, Joining, Promotion and Resignation**

**A. Management Approved Full time faculty.**

1. Recruitment is normally done during June / July
2. Number of vacancies in different programs shall be calculated by respective head of departments based on the student strength / existing faculty / resignations of staff members to maintain SFR and should be communicated to Principal. Principal shall send it to the management for approval in CDC.
3. Vacancies shall be advertised in leading newspapers and employment websites.
4. Screening of applications shall be done by the respective screening committee.
5. Screening will be done as per the qualifications, experience and other credentials prescribed by the AICTE & Sant Gadge Baba Amravati University, Amravati.

6. Shortlisted candidates shall be informed through call letters and over telephone by the college office.
7. In some circumstances Institute shall arrange walk in interviews.
8. Selection committee for interview shall be constituted of the following members:
  - a) Management Representative as chairman
  - b) Principal
  - c) Head of the Department / Senior Professor
  - d) Subject Expert

**B. University Approved Regular faculty.**

1. As per guidelines of affiliating university management is authority to submit the proposal for recruitment of university approved regular faculty members.
2. Number of vacant post as per the cadre ration of AICTE is prepared and submitted to collegiate section of university for approval.
3. Collegiate section approves the number of vacant post.
4. Roster is prepared as per the approval given by collegiate section and submitted to Backward Class cell for approval.
5. Approved roster from the B.C. cell and proposal is submitted to the social welfare commissioner office for approval.
6. Approved roster from social welfare commissioner office is submitted to B.C. Cell at university.
7. On getting approval to the roster, university approves advertisement for Recruitment.
8. Approved advertisement for recruitment is published in leading newspaper, displayed on the institute website and university website.
9. Screening of applications shall be done by the respective screening committee.
10. Screening will be done as per the qualifications, experience and other credentials prescribed by the AICTE, State Government norms and direction issued by Sant Gadge Baba Amravati University, Amravati.
11. Shortlisted candidates shall be informed through call letters and over telephone by the college office.
12. Interview panel is given by affiliating university for conduction of interview.

❖ **Qualification Required**

- As per university and AICTE guidelines

❖ **Teaching staff Designation**

Designation for the selected candidates in teaching cadre shall be followed as per the education qualification and experience.

- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Director of Physical Education

❖ **Admin Staff Designation**

Designation for the selected candidates in administration cadre shall be followed as per the education qualification and experience.

- Admin officer
- Senior clerk
- Junior clerk
- Accountant

❖ **Technical Staff Designation**

System Admin / System Analyst / Lab Technician / Programmer / Lab Assistant / Instructor / Electrical Supervisor / Electrician / Electrical Technician / Attender / Turner / Carpenter / Welder

❖ **Mode of Selection of Support Staff:**

1. Number of vacancies in different programs and administration shall be calculated by respective head of departments and admin officer based on the existing supporting staff / resignations of supporting staff members to maintain sufficient supporting staff members and is communicated to principal.
2. Principal shall send it to the management for approval in CDC.

3. All the positions are advertised in the Newspaper.
4. After scrutiny of applications received and short listing, Shortlisted candidates shall be informed through call letters and over telephone by the college office.
5. In some circumstances Institute shall arrange walk in interviews.
6. Selection committee for interview of supporting staff shall be constituted of the following members:
  - Management Representative as chairman
  - Principal
  - Head of the Department

#### ❖ **Joining Duties**

1. On selection faculty members will get appointment order mentioning duration for joining duties.
2. Joining report requires submitting at the admin office approved by principal.
3. Faculty must draw bank account for salary purpose suggested by the college.
4. Faculty must submit detail information in prescribed format along with the photo copy of Adhar Card & Pan card.

#### ❖ **Promotion:**

Promotions under Career Advancement Scheme of teaching faculty will follow the guidelines given below Subject to the condition that the candidate possesses the prescribed minimum qualification the candidate should present herself / himself before the selection committee.

- Self-appraisal reports (required)
- Research contribution, books, articles, etc published. (At least 2 papers in referred journals required)
- Seminars/Conferences attended. Must have attended at least 4 seminars /conferences at national or international level or must have attended summer /winter schools (short-term courses) of total duration of 4 weeks.
- Significant contribution to teaching / academic environment / institutional Development of course material / monographs.
- Participation in Continuing Education programme

- Any other academic contributions.
- For every upward movement, a selection process as per the rules and regulations of AICTE and University.

Promotion to higher level of service shall be made subjected to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

❖ ***Resignation:***

1. Any member of the faculty regular university approved shall give THREE month 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. Normally they will not be relieved in the middle of a semester.
2. Any member of the faculty regular management approved 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 they will not be relieved in the middle of a semester.
3. Any member of the Support Staff regular management approved shall give ONE month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay ONE month 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 faculty 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.

## V. Service Benefits & Welfare Measures

### A. Benefits to Staff members for Higher Studies

- The faculty shall be granted study leave for higher studies in the fields of specialize.
- Faculty are encouraged to pursue Doctoral research work within the college by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee of which the Research Guide will be a member. Also financial help in preparation of the Doctoral Thesis towards the end of the Research work and procuring of books related to the research work may be considered in deserving cases.
- **Sabbatical Leave**  
Faculty shall be granted sabbatical leave for working in reputed institutions abroad. It will be limited for a period of one year for every five years of completed service in the college. This facility is limited to one faculty member every year.
- **Seminars / Workshops / Conferences**  
The faculty is being deputed to short term/orientation courses during vacation or non-vacation days without hindrance or dislocation to the academic work preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses. Partial financial support will be provided for attending Seminar/Workshop/ Conferences.
- To promote research culture in institute financial assistance will be provided for filing patents.
- Institution rewards staff for excellent performance, academic achievements with the letter of appreciation and laptop or cash awards.
- **Staff Development & Training - Administrative Staff**
  - Arranging in house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the Department of English.
  - Arranging training programme so as to enable the ministerial staff to acquire adequate



working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

- **Staff Development & Training– Technical Staff**

Support Staff [Technical] In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads.

## **B. Welfare Measures**

- The management grants unpaid maternity leave to the women employees, for a period from 2 months to 1 year and limited to the first two living children.

On completion of maternity leave faculty will be joined at the same post and designation with the benefit of annual increment if eligible. On joining the duty after availing maternity leave working time will be reduced by one hour up to 3 months. For care taking of baby faculty those avail maternity leave will grant 1 hour time concession in afternoon up to 3 months.

- Institution provides Provident Fund, Gratuity and Group Insurance.
- Canteen facility is provided to staff at subsidized rate.
- Payment for overtime is provided to non-teaching staff.
- Institution gives festival advance to staff. Institution distributes sweets and gifts to staff in Diwali festival.
- Facility of availing maternity leave provided by the institution.
- The provision is made for 50% concession in fees if the wards of staff get admission in institution. Admissions to the wards of the staff members with the 25% fee concession in sister institution.
- Needy staff members are provided with the emergency loan up to Rs. 25,000/-.
- Birthday of faculty members is celebrated in the institution.
- Institution provides uniform in subsidized rate to teaching staff.
- Institution provides free of cost uniform, shoes to non-teaching staff.
- Institution provides free bus facility to teaching and non-teaching staff.

## **VI. Leave Rules**

### **❖ Permission**

- Maximum of 3 permissions per month of 1 hour each can be availed. Permission will be granted for 1st and last hour and not in between.
- Half a day casual leave will be deducted for exceeding three permission. Late at attendance will be treated as permission.
- More than 1 hour permission on single day will be treated as half day CL.

### **❖ Casual leave**

- Staff members can avail 12 days of casual leave in the academic year one per month.
- For staff members who join in the middle of the academic year, casual leave will be credited on pro-rata basis. i.e. one day of CL after completing one full month of service from the Date of joining.
- Casual leave cannot be combined with any leave other than D L . Balance of casual leave, if any, at the end of the academic year will not be carried over to the next academic year and it will lapse.

### **❖ Duty Leave**

- For teaching staff, a Maximum of 12 days of DL with pay will be granted per academic year for higher study related activities, University Exam related work, for attending seminars, conferences and paper presentations.
- HODs/ Faculty and Admin staff performing college work related to University, JDRO, DTE, FRA, ARA, and AICTE will be granted DL as per requirement.
- DL certificate is to be produced on return from DL; otherwise it will be treated as loss of pay.

### **❖ Vacation leave**

- University approved regular Teaching staff members are permitted to avail vacation leave as per guidelines and calendar of affiliating university.

- Un availed vacation leave at the end of the semester will not be carried over to the next semester. Shifting of vacation will not be granted on any grounds.
  - Vacation leave should be availed within the stipulated period only, otherwise it will lapse. However for genuine reasons, a relaxation may be given up on approval by Principal
  - For availing vacation leave, staff members must have completed probation period of two years.
  - Vacation leave cannot be combined with any other leave.
  - Intervening holidays and Sundays will be counted as vacation leave.
  - Prefixing and / or suffixing holidays with vacation leave will be counted as vacation leave.
  - Vacation leave application should be submitted in advance
  - Vacation leave will be sanctioned in rotation without affecting smooth functioning of the college and can be availed only on approval of authority.
- ❖ **Compensatory leave**
- Compensatory leave will be granted to employees when they are required to work on holidays.
  - The leave shall be availed within 2 months, otherwise it will lapse.
  - Paid duties on holidays will not be eligible for compensatory off, like Exam duty etc.

## **VII. Service Conditions**

- Every member of the staff shall agree to abide by all the conditions herein stated and also such may be stipulated from time to time by the competent authority.
- Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal / HODs or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid.
- Every member of the staff shall devote his / her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade,

business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal / HODs.

- Notwithstanding anything contained above, whenever any consultation work for any private firm or undertaken by the college, such members of the staff as are required will be commissioned by the College from time to time.
- Any staff member, on appointment, except on management approved full time, shall be on probation for a period of one year. The probation period may be extended by another year based on his / her performance.
- All the teaching staff recruited as per AICTE norms shall be paid AICTE scale of pay and other allowances as per College norms. After successful completion of probation period, contribution shall be made by the management towards the employees' provident fund at a rate fixed as per EPF Act.

## **VIII. Code of Conduct**

### **1. Principal**

- Assisting the Management in making the policies and taking decisions on setting goals and achieving them.
- Coordination the activities with the University, AICTE, DTE, Government and NBA/NAAC for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
- Making the short term and long term plans in setting out the priorities based on the 10 years strategic plan of the institution.
- Carrying out the mission, goals and the policy of the institution approved by the College Development Committee and Governing body giving top priority for discipline and quality education.
- Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution thus nurturing the institute with high potential and

excellence.

- Managing the curricular, academic and other related activities.
- Monitoring the overall discipline, growth and development of the college. Arranging HOD and staff meetings periodically and also monitoring the university examinations.
- Encouraging Research / consultancy activities in the college by interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MoU.
- Encouraging and motivation the staff and students by identifying the hidden talents within them.
- To support in all aspects pertaining to the development of the individual and the institution.
- To take necessary steps to improve the placement services for the students.
- Coordination with the management for the recruitment of teaching and non-teaching staff.
- Attending other works assigned by the Management.

## **2. Head of the Department**

- Coordinating the activities of the faculty in the department to offer quality education to the students and achieve the desired goals of the college.
- Planning and monitoring the overall department's activities.
- Time schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- Arranging for the departmental requirements such as staff, Equipment's, library books, and other infrastructural facilities.
- Developing, installing and maintain department laboratories.
- Convening departmental meetings.
- Counseling and guiding students.
- Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National

and International Journals conferences with high impact factors and to carry out the activities successfully.

- Assisting the Principal in all administrative, academic and other matters.
- To motivate staff and students to become members in professional organizations.
- To take necessary steps to develop industry institute interaction.
- To check the course files of the faculty members and suggest corrective measures.
- Maintain all records as stipulated by University, NBA and equivalent Accrediting bodies.

### **3. Teachers**

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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

- 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 frank opinion by participation at professional meetings, seminars, conferences 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, tutorials, practicals, seminars and research work, conscientiously and with dedication.
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
- Co-operate and assist in carrying out the functions relating to the educational

responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students, conduct of university and college examinations, including supervision, invigilation and evaluation.

- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Respect the rights and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, cast gender, 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.
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- Treat the students with dignity 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.
- Refrain from inciting students against other students, colleagues or administration.

#### **4. Administrative Officer**

- Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- Financial benefits/aids/concessions such as scholarships/first graduation from Government/Private shall be notified and availed for the best interest of the students, especially to the students of deprived class such as SC/ST/MBC
- Maintain the documents related to leave/qualification/University/students/faculty.

- Coordinate/supervise all activities related to maintenance of the college.
- Addressing/implementing HR rules in the campus
- Recruit personnel as per Department requirements in comply with the guidelines of the interview/selection panel.
- Admission/Approval/Communication related to University shall be taken care of.

## **5. 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.

## **6. Sport Director**

- Assisting the Principal in maintain discipline in the campus and ensuring overall discipline among all the students participating in sports and games.
- Coordinating the activities of the staff in the sports department for ensuring effective functioning.
- .Suggesting changes and development, preparation and submission of the annual



budget to the Principal.

- Planning and time scheduling for student's accessibility to the equipment's, grounds and other facilities made available in the department.
- Attending the meeting at the university level regarding physical education.
- .Arranging for the training of himself/herself and the colleague/s in advance programs.
- To organize and conduct sports and games at the university level, district / state level.
- To organize inter-departmental sports, inter collegiate and university competitions.

## **IX. Acknowledgment**

I acknowledge that I have received a copy of the Jagadambha College of Engineering & Technology employment policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding Jagadambha College of Engineering & Technology policies I should direct them to my immediate superior or the Principal.

I know that, Jagadambha College of Engineering & Technology policies and other related documents do not form a contract of employment and are not a guarantee by of the conditions and benefits that are described within them. Nevertheless, the provisions of such the institution policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Jagadambha College of Engineering & Technology at any time, may on reasonable notice, change, add to, or delete from the provisions of the College policies.

Sr. No.	Name of Staff	Signature

Sr. No.	Name of Staff	Signature

Sr. No.	Name of Staff	Signature

Sr. No.	Name of Staff	Signature

Sr. No.	Name of Staff	Signature

Sr. No.	Name of Staff	Signature