



Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY

(An Autonomous Institute Affiliated to University of Mumbai)

Munshi Nagar, Andheri (W), Mumbai – 400 058.



INSTITUTIONAL VALUES, POLICIES AND CODE OF CONDUCT

(Effective from 01.01.2021)

VISION

Keeping in view the growing and changing needs of Industry and society, we at S.P.I.T. are committed to creating an environment which will raise the intellectual and moral standards of our students. Our endeavour is to strive for the overall development of students, thereby enabling them to accept challenges. In tune with this our vision is-

“To build a renowned institute which will produce graduate engineers with global competency and social sensitivity”.

MISSION

- Provide high-quality education in engineering and technology promoting the Indian Values and Ethos that will prepare the participants to lead lives of personal integrity and civic responsibility in a global society.
- Promote an Educational Environment that combines academic study with the excitement of intellectual curiosity for engineers of tomorrow.
- Enhance career opportunities for students through Industry-Institute
- Interaction, value-added courses, and projects in cutting-edge technology.
- Inculcate an Entrepreneurial mindset in students to make them job creators.
- Focus on applied research to create next-generation technologies.

Institutional Values

1. Integrity – Integrity is defined as the quality of being honest and having strong organisation is to life the mindset of the students to soar new heights, integrity is of paramount importance. Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology takes pride in working with integrity and a sense of righteousness to hold itself to consistent moral and ethical standards.

2. Excellence – Excellence is the hallmark of consistency. Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology has consistently ranked among the top educational institutions in the city and state. It currently occupies a position in the 101 to 150 bracket of the National Institute Ranking Framework (NIRF). All this has been possible with dedicated input from the management and faculty members, who consistently try to mould the institution towards constant improvement and progress.

3. Social Sensitivity – The prime goal of an educational institution like Sardar Patel Institute of Technology, under the aegis of management like Bharatiya Vidya Bhavan, strives to make the society better in all respects by providing quality education. One of the highlights of the new curriculum under autonomy has been to provide relevant education that would make a difference to the society. The institution also tries to instil the values of social service among its students and faculty members by being a part of various social welfare schemes, and tie-ups with NGOs from time to time.

4. Globalization - Vasudev Kutumbakam – The whole universe is our family. With a strong belief in Vasudev Kutumbakam, Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology extends its services in education to one and all without any discrimination on any grounds whatsoever. It strives to consistently uplift the standard of education provided, with relevance to the current global trends and standards.

Founder's Message



“Education would fail ignominiously in its objective if it manufactures only a robot and called him an economic man stressing the adjective economic and forgetting the substantive man. A university cannot afford to ignore the cultural aspects of education whatever studies it specializes in. Science is a means, not an end. Whereas culture is an end in itself. Even though you may ultimately become a scientist, a doctor, or an engineer, you must while in college, absorb fundamental values which will make you a man of culture. An engineer has not merely to build bridges; he has to be a devoted husband, a kind father, a friendly neighbour, a dutiful citizen, and a man true to himself. He will have trials and tribulations, his heart will fail him at times, he will then need the strength which true culture alone can give.”

Kulpati Dr. K. M. Munshi

Principal's Message



I have great pleasure in expressing my thoughts as the Principal of Sardar Patel Institute of Technology (SPIT), the Numero Uno, self-financed, autonomous Institution of Maharashtra. We are a constituent of Bharatiya Vidya Bhavan, not just a conglomeration of more than 300 institutions, but a culture, a saga, a holy journey, started by Dr. K.M. Munshi with the support of Mahatma Gandhi in 1938. Imparting value-based education with Indian cultural ethos has always been the motto of Bhavan.

Engineers & technologists form the backbone of any nation's economic development. The world is presently undergoing very unprecedented, extraordinary, challenging time. A new normal is anticipated in many walks of life, including education. Such disruptions will come again and again in one or the other form. Engineers will work for 40-50 years of their life, they will have 3 to 4 diversified careers in technologies we are even unaware of. **To make aspiring minds confident and future-proof, education must prepare them for a "marathon" rather than a "sprint".** SPIT makes continuous, sincere efforts towards this.

We focus on "How to learn?" rather than "What to learn?". We believe in multidisciplinary exposure to the learners, yet ensuring growth in one vertical, cherishing human sensitivity and empathy. We have thoughtfully articulated a unique academic model towards this. Our splendid academic performance, sparkling placements (quantitative and qualitative), enrollment for higher studies at the best places of the world, prizes won by our students in national/international level technical competitions, in past many years are the true testimonials for this.

With the support of a dedicated and hardworking faculty and staff, the institute has achieved enviable visibility and ranking in a short span. On behalf of all stakeholders of SPIT, I welcome you to this family and look forward to your valuable association with us for a better tomorrow. Four years of engineering education at Sardar Patel Institute of Technology or two years post-graduation, will undoubtedly empower you to lead a successful life.

Let's grow together...

Dr. Bhalchandra Chaudhari
Principal

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Chapter 1: Rules and Regulations

1.1 General Service Policy

Sardar Patel Institute of Technology is an autonomous institute of Maharashtra. We are bound to the state and central government rules and regulations. We have designed our general service policy, for our faculty and staff, as per these rules and regulations.

1.1.1. Monetary Benefit

- **Salary**

Salary shall be paid as per the Commission recommendations adopted by the State Government, which update from time to time.

- **Provident Fund**

Provident Fund under Employees Provident Fund Act, 1952 shall be applicable to all teaching and non-teaching staff members in the institute. The statutory deduction as per the act has been revised and implemented in S.P.I.T. from March 2009 and frozen at the rate of 12% of March 2009 salary as per the 5th Pay Commission.

- **Gratuity**

Teaching and non-teaching staff members completing continuous service of a minimum of 5 years in the institute shall be eligible for Gratuity under 'The Gratuity Act, 1972'.

- **Medical Insurance Policy**

Permanent staff members, Teaching and Non-Teaching shall be provided with a medical insurance policy of Rs. 1,00,000/- (Rupees One Lakh only), which includes medical cover of staff and his family members (spouse, kids and his/her parents/parents in law). This policy covers charges of hospitalization and medicine expenses incurred during hospitalization.

- **Leave Travelling Concession**

Permanent staff members shall be eligible for leave travel concession for visiting his/her native place once in two years or for Maharashtra Darshan (any one place in Maharashtra) once in four years. The expenses incurred for travelling to the above places shall be reimbursed by the college on production of tickets/proof of travel details etc.

- **Book Allowance**

Teaching staff members shall be eligible for book allowance up to a maximum of Rs. 2500/- for technical books, technical CD's or payment for rentals of internet connection once in every financial year.

- **Short Term Course**

Permanent staff, Teaching and Non-Teaching shall be eligible for reimbursement of registration fees for any upgradation/technical courses attended by them which can enhance their skill/ knowledge, subject to a ceiling of Rs. 5,000/- once every financial year.

- **Paper Publication**

Norms for sponsorship for presenting papers at conferences in India and abroad

Recognizing the significance and importance of research work and its publication in peer-reviewed journals both, at international and national levels, norms of sponsorship for attending conferences abroad are being amended as under. The faculty member seeking sponsorship should also make efforts to get sponsorship from other bodies which offer sponsorship e.g. UGC, AICTE etc.

1. In view of the above, three slots have been defined as under:

Slot 1: When a faculty member publishes a paper in a peer-reviewed International Journal, he/she shall be eligible for the slot as defined below. He/she may utilize the sponsorship within a period of two years from the date of publication of the International Journal Paper.

Sponsorship shall be under the following head:

- Registration Fee
- Visa Fee
- Conveyance – Economy fare by air
- Conveyance from residence to airport, international airport to hotel and similarly return journey.
- Up to Us \$ 80 per day (towards lodging and boarding on days of the conference only) to be reimbursed on actual.
- The paper should be presented at an international conference organized by a professional body.
- The research work should not reflect the work leading to ME, PhD for which the faculty member was sponsored.

- The work may reflect research work for which the faculty member was guiding ME, PhD dissertation work.
- The total expenses reimbursable would be restricted to Rs. 1,10,000/- (Rs. One Lakh and Ten Thousand only) which would be inclusive of grants from other sources.

Slot 2: When a faculty member publishes a paper in a peer-reviewed National Journal, he/she shall be eligible for sponsorship to the extent of 75% of the total expenses under the following heads. He/she may utilize the sponsorship within a period of two years from the date of publication of the Journal Paper (National level).

- Registration Fee
- Visa Fee
- Conveyance – Economy fare by air
- Conveyance – from residence to airport, int'l airport to hotel and on journey on return.
- Expensed toward stay up to US \$ 80 per day (towards lodging and boarding) to be reimbursed on actual.
- The paper should be presented at an International Conference organized by a Professional body.
- The research work should not reflect the work leading to ME, Ph.D. for which the faculty member was sponsored.
- The work may reflect research work for which the faculty member was guiding ME, PhD dissertation work.
- The total expenses reimbursable would be restricted to Rs. 75000/- (Rs. Seventy-Five Thousand only) which would be inclusive of grants from other sources.

Slot 3: If a faculty member does not qualify in slot 1 or 2 he/she may utilize sponsorship under this slot. The sponsorship may be utilized **once in two years**. Sponsorship will be under the following heads.

- Registration Fee
- Visa Fee
- Conveyance – Economy fare by air

- Conveyance – from residence to airport, int'l airport to hotel and on journey on return.
 - Expenses toward staying up to US \$80 per day (towards lodging and boarding) are to be reimbursed.
 - The paper should be presented at an International Conference organized by a Professional body.
 - The research work should not reflect the work leading to ME, PhD for which the faculty member was sponsored.
 - The work may reflect research work for which the faculty member was guiding ME/PhD dissertation work.
 - The total expenses reimbursable would be restricted to Rs. 55000/- (Rs. Fifty-Five Thousand only) for window of two years or Rs. 28000/- (Rs. Twenty-Eight Thousand only) for one year which would be inclusive of grants from other sources.
1. The faculty member shall be after returning from the conference give a presentation on his/her topic and about the visit in a faculty meeting.
 2. In addition to the above-mentioned sponsorship a faculty member shall be entitled to reimbursement for a National Conference conducted by a professional body as per government norms every year.
 3. A faculty member would also be entitled to sponsorship to a seminar/program of special interest to the department/college once in two years. The maximum reimbursement on different heads would be restricted to Rs. 10,000/- (Rs. Ten Thousand only) or Rs. 5,000/- (Rs. Five Thousand only) per year.
 4. To get sponsorship for International Conferences faculty members should also apply to other funding agencies like AICTE/UGC/DST before seeking sponsorship from the college.
 5. The faculty members should, before proceeding to the conference give a complete schedule of stay abroad, clearly indicating dates of the conference travel plan etc.
 6. A committee will review the status of the conference where the faculty is sponsored, relevance to the subject, etc.

1.2 Leave Policy

Every employee is eligible for taking different kinds of leaves depending on the form of situation/need. It must not be considered as a right that has to be utilized, but a provision that needs to be sanctioned by the higher authorities. However, leave is not generally refused, except under unusual circumstances.

1.2.1 Office Timings – All the faculty and staff members of institute strictly follow the office timings as shown in the table 1.

Table 1: Institute Office Timing

Role	In-Time	Out-Time	Remarks
Faculty, Technical support and Library staff	8.00 am to 10.30 am	4.30 pm to 7.00 pm	2 late marks limited to 30 minutes will be permitted in a month. A third late mark will be counted as half-day leave. Every day, 8 hours of presence at the institute is a must. This includes lunch break of 30 minutes
Office staff	9.30 am to 10.00 am	6.00 pm to 6.30 pm	—do—
Attendant	8.00 am to 9.30 am	5.00 pm to 6.30 pm	2 late marks limited to 30 minutes will be permitted in a month. A third late mark will be counted as half-day leave. Every day, 9 hours of presence at the institute is a must. This includes lunch break of 30 minutes.

- Faculty/staff personnel are required to devote at least 8 hours per day and 40 hours per week.
- Faculty members and laboratory related staff must be present 05 minutes prior to the scheduled time of lecture/laboratory session. Any kind of delay will result in late marks.
- Everyone will observe the lunch break of a maximum 30 minutes at his/her convenience.
- Late marks can be considered in exceptional cases like unscheduled railway timetables, water logging, heavy rain or unexpected situations which are not in the control of the employee. Such cases will be dealt with separately.

1.2.2. Leave Regulations

Teachers are governed by leave rules of the University of Mumbai and Non-Teaching staff is governed by rules regarding service conditions with respect to Non-Agricultural Universities Act i.e. 'Standard Code'.

i. Applicability

The mentioned rules and regulations apply to all permanent/on probation employees (teaching, as well as non-teaching staff) of the Sardar Patel Institute of Technology, Mumbai.

ii. Right to leave

- Leave can't be claimed as a matter of right. The leave sanctioning authority may refuse or revoke any leave applications if found so.
- Leave sanctioning authority can't alter the kind of leave due and applied for.
- Leave will not be granted to staff under suspension.

iii. Application for leave

- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for understandable reasons.

iv. Authority empowered to sanction leave

- The applications for leave shall be addressed to the Principal/ Head-Administration.
- Leave may be sanctioned by the Principal/Head-Administration.
- The registrar regulates the leave accounts of staff members (teaching and non-teaching).
- For the Principal, the Chairman/Director may sanction leave.
- Authorities to Sanction leave/s are as given in the Table 2.

Table 2: Authorities for Leave/s Sanction

Sr. No.	Type of Leave	Forwarded by	Recommended by	Approved by
1	Earned Leave (EL) more than one week	HOD	Dean-Administration	Principal
2	Commutated Leave more than one week	HOD	Dean-Administration	Principal
3	Study Leave	HOD	Dean-Administration	Principal
4	Maternity Leave	HOD	Dean-Administration	Principal
5	Earned Leave up to one week	–	HOD	Dean-Administration
6	Medical Leave up to one week	–	HOD	Dean-Administration
7	Casual Leave (CL)	–	HOD	Dean-Administration
8	Deans and HODs (any leave)	–	–	Principal

v. Commencement and termination of leave

- Leave ordinarily begins from the date on which it is availed of; and ends on the day preceding the date on which duty is resumed.
- Saturdays/Sundays or other Holidays, or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

vi. Combination of leave

- Except as otherwise provided, any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

vii. Grant of leave beyond the date of retirement and in the event of resignation

- No leave shall be granted beyond the date on which a member of the staff must retire on a compulsory basis.

- If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Principal may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Principal, the circumstances of the case justify such grant of leave.

viii. Conversion of one form of leave into another form

- Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining the duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

ix. Grant of leave on medical grounds

- The application for leave on medical grounds shall be accompanied by a medical certificate in prescribed form from a Registered Medical Practitioner; defining as clearly as possible the nature and probable duration of the illness.
- At its discretion, the authority competent to grant leave may secure a second medical opinion by requesting a Medical Officer to have the applicant medically examined on the earliest possible date and the Employee concerned shall present himself for re-examination before the medical officer specified by the College.
- The grant of a medical certificate under this rule does not in itself confer upon the Employee concerned any right to leave, but sanction of such leave can be at the discretion of the sanctioning authority.
- Medical Facility: An MoU has been signed with Dr. Rao Nursing Home in case of emergencies. Conditions, MoU are as follows: *This Memorandum of Understanding (MoU) is entered into this by and between Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology, Bhavan's Campus, Munshi Nagar, Andheri (West), Mumbai – 400 058.*

Dr Rao Nursing Home, A-11, Monica, Behind Mira Bldg, Rajkumar, J.P. Road, Andheri (West), Mumbai – 400 058.

This Memorandum of Understanding is proposed in order to provide medical aid in case of emergency to the students and staff members of the Institute.

Through this Memorandum of Understanding, the two parties agree to the following:

- Dr Rao Nursing Home will provide first-hand consultation and medication in case of emergency to the students and staff members of the institute.
- Bhavan's Sardar Patel Institute of Technology agrees to pay Rs.500/- as consultation charges per person to Dr Rao Nursing Home for providing first-hand consultation. Charges for any other medical aid requiring preliminary treatment will be reimbursed on a case-to-case basis.
- Medical aid will be provided by Dr Rao Nursing Home to the staff and students of Bhavan's Sardar Patel Institute of Technology on their producing a recommendation slip issued by the college, duly signed by an authorized signatory.
- An invoice may be raised by Dr Rao Nursing Home at the end of the subsequent month and forwarded to the office along with the recommendation slips issued by the college.
- Payment at the end of every month will be remitted to Dr Rao Nursing home by a crossed cheque.
- This MoU may not be amended without the prior written consent of both parties.
- This MoU will be effective for two years from 01/04/2023 to 31/03/2025. This MoU can be renewed based on mutual convenience.

x. Rejoining duty before the expiry of leave

- Except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

xi. Recall to duty before expiry of leave

- In case an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

xii. Absence after expiry of leave

- Unless the authority competent to grant leave extends the leave, an employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
- Wilful absence from duty after the expiry of leave renders an Employee liable to disciplinary action.

1.2.4. Types of Leave

i. Casual Leave

- Non-teaching staff is entitled to 8 days' of casual leave and teaching staff is entitled to 8 days' of Casual Leave per year.
- Permission for casual leave shall ordinarily be obtained before the day on which casual leave is required. In exceptional circumstances where the application for casual leave cannot be submitted before the leave begins, ex-post-facto sanction for casual leave shall be obtained by the employee.
- Mass casual leave shall not be treated as casual leave. It shall be treated as an unauthorized absence and dealt with accordingly. The action to go on mass casual leave shall be treated as misconduct.

The employee shall be entitled to not more than 7 days of casual leave at a time. The same may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed 7 days at a time. Any number of Sundays and/or Public holidays are permitted to be prefixed/or suffixed so, also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed seven days, save only in exceptional circumstances; it may be extended up to nine days.

- The casual leave cannot be combined with any other kind of leave except compensatory leave.
- Casual leave of half a day can be granted to an employee.

ii. Earned Leave

- An employee who is not entitled to vacation shall be entitled to an earned leave of 30 days in a year.
- Each employee's leave account shall be credited with earned leave in advance, in two instalments of 15 days each on 1st January and 1st July of every calendar year.
- The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.
- Provided that where the earned leave at the credit of the employee as on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on the first day of January or July shall instead of being credited in leave account being kept separately and first adjusted against the earned leave that the employee takes during that half year and balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such earned leave plus leave already at credit does not exceed the maximum limit of 300 days.
- Vacation staff required to do any work during vacations will get Earned Leave equal to one-third of the number of days on which they work on vacation subject to a maximum of 30 days in a year.
- The employee may be not more than 180 days earned leave at a time.
- The employee who retires on superannuation or who dies while in service, shall be entitled to the benefit of cash equivalent of unutilized earned leave standing to his / her credit, on the date of such retirement or death as the case may be, subject to a maximum of 300 days.
- The employee who resigns from service shall be entitled to the benefit of cash equivalent to 50% of unutilized earned leave standing to his / her credit, on the date of such resignation.

iii. Leave on Half Pay

- The employee including an employee who is entitled to vacation shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limitation. The employee shall not be entitled to leave on half pay during the first year of his / her service. The leave on half pay due may be granted to the employee either on medical grounds or for private reasons. The leave requested on medical grounds shall have to be supported with a certificate from the Medical Authority.

iv. Commuted Leave

The employee may with the approval of competent authority, commute leave on half pay at his / her credit on medical grounds on the following conditions:

- The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of.
- No commuted leave shall be granted under this rule unless the authority competent to sanction leave is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry.
- Where an employee who has been granted commuted leave resigns from service without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

v. Maternity Leave

- Maternity Leave may be granted to permanent female staff with less than two surviving children and who has put in at least five years of continuous service, for a period of up to 180 days from the date of its commencement
- Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in the entire service and the application for leave is supported by a medical certificate.
- Maternity Leave shall not be debited to the leave account.
- Maternity Leave may be combined with leave of any other kind except Casual Leave.

- Any leave (including commuted leave up to 60 days) may be taken without a medical certificate for up to one year in continuation of Maternity leave.
- During maternity leave, a leave salary equal to the last pay drawn is admissible.

v. Extraordinary Leave

- Extraordinary leave (leave without pay and allowances) may be granted to an employee in special circumstances when no other leave is admissible.
- The period of extraordinary leave other than on medical grounds shall not count for increment.
- The Extraordinary leave on medical grounds shall count for increment only with the permission from the Principal.
- 7th Governing Body meeting held on 26th December 2019

Following policy is approved regarding Extraordinary Leave for faculty and staff suffering from cancer.

It is hereby resolved by the Governing Body of Bhavan's S.P.I.T. on December 26th 2019, that staff of Bhartiya Vidya Bhavan's Sardar Patel Institute of Technology suffering from cancer will be considered eligible for Extraordinary Leave for a maximum period of 12 months (once in total service of S.P.I.T.). During this period of Extraordinary Leave, 75% of salary (Basic+ GP+ DA+ HRA+ CLA) drawn by the employee on the last day before proceeding on leave, will be paid to the staff member, up to a maximum of ₹ 50, 000/- per month. The above scheme will be applicable to staff members who have exhausted all leaves, Medical as well as Earned Leave to his/her credit.

vii. Compensatory Leave

- Employees asked to work on Saturdays/Sundays/Public Holidays by the competent authority in writing will be entitled to compensatory leave for the same. Compensatory leave can be prefixed or suffixed to any other leave i.e. Casual leave / Earned leave / Medical leave. At a time compensatory leave cannot be accumulated for more than 3 days. Compensatory leave has to be availed within the same calendar year (exception granted to staff required to work on Saturdays during December and cannot avail leave immediately due to extensive workload can avail compensatory leave by the end of June of the next year.

viii. Half Pay to Earned Leave

Half pay leave can be converted to Earned Leave for vacation staff members subject to the following conditions:

- a. Converted earned leave can be availed only after the total earned leave to the credit of the employee is exhausted.
- b. It can be sanctioned on the following grounds:
 - i. On the death of a family member
 - ii. On the marriage of close blood relation
 - iii. Board exams of son/daughter
 - iv. Any other reason found suitable by authorities
- c. The maximum limit of availing converted earned leave should be 15 days at a time subject to credit of same in their leave account.
- d. Sanction of the above leave is at the discretion of the authorities.

ix. Vacation

Teachers and technical staff are entitled to vacation as per the rules of the University of Mumbai (presently 40 days during summer and 30 days during winter is admissible). Employees should be physically present either before proceeding on vacation or the day preceding the last day of vacation.

x. Study Leave/Preparatory Leave

- a. Teacher can be granted study leave at the discretion of the governing body of the Institute subject to a maximum of 6 months. The teacher who is granted study leave shall enter into an agreement/bond with the institute for a period of at least 1 year.
- b. Coursework related to PhD has to be completed by teachers in their vacation period.
- c. No OD leave will be granted for the pre-registration courses and career advancement courses and can be done by teachers during their vacation period.
- d. Service Book is updated half-yearly i.e. half leave credited to the account on 1st January (for credit earned from July to December of the earlier year) and 1st July (for credit earned from January to June of the same year).

1.3 Procedure of Promotions

1. Non-teaching staff

A Time-bound promotion of Non-Teaching Employee (after completing 12 years in 6th pay commission and 10 years in 7th pay commission)

Step 1 - Call for the application from the employee if eligible.

Step 2 - Summary statement prepared for eligible staff

Step 3 – Statement is put up in front of the screening committee and committee is as follows:

- Principal
- Dean-Administration
- Expert from outside institute
- Management representative
- SC/ST/OBC/NT Nominee as per state govt. norms

Step 4 – In person interview in front of the screening committee.

2. Faculty CAS

Step 1 - Call for the application from the faculty if eligible.

Step 2 - Summary statement is prepared for eligible faculty.

Step 3 – Statement is put up in front of the screening committee and committee is as follows:

- Principal
- Dean-Administration
- Experts/Nominees as per UGC/AICTE Norms
- Management representative
- SC/ST/OBC/NT Nominee as per University norms

Step 4 – In person interview in front of the screening committee.

Chapter 2: Institute Code of Conduct

We at Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology have introduced a code of conduct for the students, to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties, and processes that support the institute and its missions. The code of conduct comprises instructions obliging the students enrolled in various programs/courses in the college and must abide by the same. It is pertinent for the students to be aware of the rules and regulations, protect their rights, and become more responsible towards the institution.

The student code of conduct defines acceptable behaviour and social norms that all students in Bhartiya Vidya Bhavan's, Sardar Patel Institute of Technology, Mumbai, Maharashtra should adopt on a day-to-day basis. All students, pursuing undergraduate, post-graduate, research Ph.D. and those who are withdrawn from the rolls a temporarily for a semester or an academic year for various reasons, but continue their relationship with the Institution, or who have been notified of their acceptance for admission must align their actions with the ethos of the institute.

The code should be adhered to by all the students enrolled in various programs/courses in the college, while they are on campus as well as representing the college off-campus. The code of conduct is available on the institute's official website for students' reference.

To ensure that, Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, prescribes the following code of conduct for its students:

2.1 Code of Conduct for students

1. Students are expected to practice high standards of academic and professional honesty and integrity and to respect the rights, privileges, and property of other members of the academic community as well as the Society.
2. The student must be regular and shall fulfil the attendance norms. As per norms of the University of Mumbai, students are required to maintain a minimum attendance of 75% in each subject failing which the Institute reserves the right to detain the student.
3. Students should refrain from any conduct that would interfere with institute functions or endanger the health, welfare, or safety of other individuals.
4. Students must not indulge in any activities amounting to violation of college rules and regulations, maintain integrity, and avoid any form of misconduct affecting the institute's standing. Disciplinary action will be taken against the student/s found violating rules of conduct.

Forms of misconduct are as follows:

- 4.1 Violation of college rules, regulations, and any act of theft or damage causing loss to the college property, property of faculty, and other students.
 - 4.2 Non-possession of Identity card issued by the college or refusal to produce the same on demand by authorities.
 - 4.3 Use of abusive language, physical violence, bullying, threatening, acts of discrimination based on gender, caste, religion, race, language, colour, sexual orientation, disabilities (physical or mental), or any act endangering the life or personal safety of others.
 - 4.4 Violations of rules and non-compliance with decisions related to Sexual Harassment and Internal Complaints Committee, Anti-Ragging, Grievance Redressal, and Unfair Means during examinations.
 - 4.5 Consumption, sale, possession, and use of drugs, tobacco, smoking, alcohol, weapons, or any destructive devices including unauthorized possession of such objects contrary to the prevalent legal regulations.
 - 4.6 Acts of indulgence in gambling, forgery, and providing misleading/incorrect information.
 - 4.7 Use of media or technology for academic purposes, extracurricular activities, and promotional activities without proper permission.
 - 4.8 Accessing, storing, viewing, transmitting, and/or circulating any pornographic and/or obscene material.
 - 4.9 Any disruptive act/s thereby hampering teaching teaching-learning process on the campus.
5. Refrain from Academic Misconduct and cheating including the following but not limited to:
- 5.1 Copying during examinations, or assignments, copying thesis or manuscripts.
 - 5.2 Allowing or facilitating copying, writing a report, or taking examination for someone else.
 - 5.3 Using unauthorized material, copying, and collaborating when not authorized
 - 5.4 Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
 - 5.4 Creating sources, or citations that do not exist.

5.5 Altering previously evaluated and re-submitting the work for re-evaluation.

5.6 Forgery of another student's name on an assignment, report, research paper, and thesis or attendance sheet.

6. Refrain from Plagiarism of material, ideas, figures, code, or data as one's own, without appropriately acknowledging the source.

Examples of plagiarism include:

6.1 Reproducing in whole or in part text/sentences from a report, book, thesis, publication, or from the internet.

6.2 Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

6.3 Taking material from class notes or incorporating material from the internet, Graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers, or thesis without proper attribution.

6.4 Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

6.5 Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

6.6 Paraphrasing or changing an author's words or style without citation.

7. Ragging in any form as defined under the UGC Prohibition of Ragging and Regulations, 2009 is strictly prohibited.

Rules: Anti-Ragging:

Bhartiya Vidya Bhavan's, Sardar Patel Institute of Technology, Anti-Ragging Committee is set up as per the guidelines of the University of Mumbai. Ragging is banned as per the Supreme Court Ruling (Civil Appeal No. 887 of 2009) and Mumbai University Circular No. CONCOL/286, dated 23rd July, 2009 and under Section 26 (1) (g) of the University Grants Commission Act, 1956, New Delhi, 110002.

As per the Gazette of India, July 4, 2009 UGC defines what constitutes Ragging. Ragging constitutes one or more of any of the following acts:

- 7.1 Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student.
- 7.2 Including in rowdy or in-disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- 7.3 Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such fresher or any other student.
- 7.4 Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- 7.5 Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- 7.6 Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- 7.7 Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm, or any other danger to health or person.
- 7.8 Any act or abuse by spoken words, emails, posts, or public insults would also passively participate in the discomfiture to fresher or any other student.
- 7.9 Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student.

With or without an intent to derive a sadistic pleasure or show off power, authority, or superiority by a student over any fresher or any other student

Note: An offense of Ragging may be charged either on a written complaint by the affected or on an independent finding of the Anti-Ragging Squad.

8. Annual Fee must be paid on time and at the time of completion of the course, the student shall be required to clear any pending dues if any.
9. Do not obstruct or disrupt teaching or freedom of conduct or other lawful activities on the campus/premises or in connection with any other college-sponsored event or activity.
10. Students need to get prior permission from his/her mentor/HOD/Dean before submitting/publishing papers, participating in co-curricular activities and extracurricular activities, and duly intimate the status after completion of the event.
11. Students are not permitted to undertake any educational tours or Industrial visits without the prior approval and permission of the HOD / Dean / Principal. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining the necessary undertaking from the Parents/guardians of the students.
12. All student committees must obtain prior permission from the Dean-administration before conducting any event on campus or off campus. This must be showcased when asked by any governing authorities.
13. Return all infrastructure such as projectors, benches, stools, tables, extension boards, etc to the respective departments/sections in proper condition after the completion of the event/s.
14. Switch off all electrical appliances such as lights, fans, and ACs before leaving the classrooms/laboratories/conference rooms/seminar halls, etc. Outside eatables are not allowed in laboratories.
15. Lockers are to be cared for properly and keys are to be returned on completion of the program. Avoid keeping inappropriate and undesirable material in the locker.
16. Submit any certificates obtained by participation in academic, extra-curricular, and co-curricular activities to the class teacher within 10 days of receiving it for official record.
17. Maintain cleanliness and hygiene in washrooms, boys' and girls' common rooms, classrooms, and laboratories, etc.
18. Do not engage in sexual discrimination in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that is likely to create an intimidating or demeaning environment that impedes a conducive atmosphere in the institute.
19. Do not falsify, mislead, forge, or alter official or academic records or documents or conspire with or induce others to forge or alter college records or documents.
20. The institute prohibits unauthorized access and use of Institute properties such as offices,

labs, seminar halls, conference rooms, and other physical spaces, keys, telephones, and IT infrastructure without proper authorization from the Dean-Administration.

21. Refrain from any act of Violence, damage to property, theft, threatening, harassing, or assaultive conduct causing injury to other persons within the campus.
22. A Student or group of Students shall not form any organization, society or organize any event or collect funds or subscriptions without the specific written permission of the concerned authorities.
23. Cooperate when requested by an authorized institute official in any internal investigation.
24. Observe social Etiquette and be punctual while attending the meeting(s) (offline/online) invited by the authorities.
25. Strictly avoid illegal or unauthorized possession or use of weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.
26. Do not consume any intoxicating drinks or drugs during college hours and on campus.
27. Smoking and Gambling of any kind is not permitted and strictly prohibited inside the campus.
28. Do not engage or incite other students to engage by any means whatsoever and perform or attempt to perform acts that bring disrepute to other students/faculty of the institute.
29. Do not use electronic or other means to record or photograph any person and distribute it on the campus without the person's prior knowledge and permission.
30. Appropriately dress to maintain the professional etiquette in the institute during college hours.
31. Commit yourself to and uphold the supremacy of the Constitution and democratic values. Do not join or support any illegal strike.
32. The use of the Institute's name, logo, seal, and photographs in the advertising and other promotional material and activities of outside organizations is prohibited.

Rules: Unfair Means Inquiry Committee:

The Unfair Means Inquiry Committee is formed as per O.5050 of the university of Mumbai. The Committee has been constituted in keeping with the statutory requirements of the University of Mumbai. The committee functions as a recommendatory body and submits its recommendations in the form of a report to the concerned competent authority which will take action against students caught practicing unfair means during examinations or resorting to malpractices in examinations

“Unfair means” includes one or more of the following acts or omissions on the part of students/during the examination period.

- i. Possessing unfair means material and or copying therefrom.
- ii. Transcribing any unauthorized material or any other use thereof.
- iii. Intimidating or using obscene language or threatening or using violence against the invigilator or person on duty for the conduct of the examination manhandling him/her leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- iv. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
- v. Mutual/Mass copying
- vi. Smuggling-put, either blank or written, or smuggling-in of answer books as copying material.
- vii. Smuggling in blank or written answer book and forging signature of the Jr. Supervisor thereon.
- viii. Interfering with or counterfeiting University/College/Institution seals or answer books or office stationery used in the examinations.
- ix. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with the conduct of examinations.
- x. Impersonation at the University/ College/ Institution examination.
- xi. Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or college or institution examination.
- xii. Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.

2.1.1 Violations of Code of Conduct

1. Any student found to have committed or attempted to have committed the following act or omission is subject to appropriate disciplinary action under this Code.
2. These instances are illustrative, and the college reserves the right to take disciplinary action as mentioned below in appropriate circumstances not set out in the code.
3. A student should make a representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the

immediate superior (e.g. the suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department or institute.

4. Reports/representations shall be made to the grievance redressal committee furnishing information/evidence, for necessary redressal.
5. The affected students should address their problems through proper channels to the grievance committee. If they are not satisfied with the committee's outcome, only then can they appeal to higher authorities, Deans/Principal.
6. Any student who is not a party to the violation of the code of conduct but is a mere witness is equally responsible for bringing to the Deans/Principal acts of such violations on a real-time basis. Failing to do so will amount to the witness being charged with equal disciplinary actions.

2.1.2 Consequences and penalties

One or more of the following actions can be taken when a student is found to have violated the student code of conduct:

1. **Warning:** A written letter of reprimand resulting from a student's misconduct.
2. **Suspension:** Suspension is an action that terminates the student's continuity on the College campus for a specified period.
3. **Monetary Fines:** Monetary Fines are a disciplinary action in which a student is made to pay an amount towards committing misconduct. It also includes Restitution which means making compensation for loss, injury, or damage to the college property.
4. **Confiscation:** Confiscation means confiscation of goods used or possessed in violation of college regulations.
5. **Restriction of Privileges:** Restriction of privileges means the denial or depriving of specific privileges, including but not limited to, access to a student facility, placement programmers, and college events for a defined period.
6. **Withholding of Degree:** Means withholding of degree otherwise earned for a defined period or until the completion of assigned disciplinary action.
7. **Dismissal** is an extreme action, which permanently separates a student from the college campus without giving an opportunity to re-enrol at any time in the future.
8. **Other sanctions:** Other appropriate disciplinary actions may be imposed by the Competent Authority.

2.2 Code of Conduct for Faculty of The Institute

As the actions and behavior of its faculty have an impact on the education and livelihood of thousands of people, as well as on the local environment and society, it becomes of utmost importance that Employees should have regard for the impact of their behavior on the institute, colleagues, the stakeholders of the institute, the environment and society. This code highlights a framework of standards and behavior guidelines, but it is not intended to be exhaustive.

A “Faculty” of Bharatiya Vidya Bhavans, Sardar Patel Institute of Technology is a person who regularly works for the institute on a Permanent/Probation/Contract/Ad-hoc basis.

The Faculty code of conduct defines acceptable behavior and social norms that teaching faculty in Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, Mumbai, Maharashtra should adopt on a day-to-day basis. All Faculties including contractual must align their actions with the ethos of the institute.

In the noble profession of teaching, it is essential to have equally noble values and ethics. Such values are important to maintain the dignity of the profession and prevent it from being tainted by unethical practices. To ensure that, Bharatiya Vidya Bhavan’s, Sardar Patel Institute of Technology, prescribes the following code of conduct for its teaching faculty:

a) Code of Conduct for Faculty

1. Maintain absolute integrity, and respect for one another, and always excel in duty.
2. Promote education and culture.
3. Perceive and understand feelings and viewpoints of each other.
4. Promote principles of fairness, merit, and impartiality in the discharge of their duties with all stakeholders.
5. Perform and discharge your duties with the highest degree of professionalism and dedication to the best of your abilities.
6. Commit yourself to and uphold the supremacy of the Constitution and democratic values.
7. Maintain high ethical standards and honesty.
8. Follow established work schedules.
9. Accord just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
10. Never disclose confidential information about students or staff or faculty to anyone other than to authorized persons/agencies or in the interest of law.

11. Abstain from indulging in any corrupt practices with the students by showing favor of any kind.
12. Deal with parents/guardians of wards politely and compassionately when they approach in connection with their ward's educational or personal matters, thereby ensuring proper public relations.
13. Refrain from any form of sexual discrimination, harassment, or misconduct in the form of a verbal, nonverbal, or physical nature, including written and electronic communications.
14. Return to work on expiration of vacation or leave of absence must be strictly adhered to.
15. Strictly avoid personal work during college hours.
16. Use the infrastructure and facilities for official use only.
17. Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.
18. Do not consume any intoxicating drinks or drugs while on duty.
19. Smoking and Gambling of any kind is not permitted and strictly prohibited inside the campus.
20. Appropriately dress to maintain the professional etiquette in the institute during working hours.
21. Maintain political neutrality.

The Institute reserves the right to modify/ replace this Code of Conduct at any time without prior notice.

2.3 Code of conduct for Non-Teaching Staff.

2.3.1 Professional Values:

- i) Every staff employed in the institution shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- ii) Staff must maintain an impeccable standard of integrity in all their professional relationships.
- iii) Staff should display the highest possible standards of professional behaviour that is required in an educational establishment)
- iv) Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them.
- v) Staff should not use their position in the institute for private advantage or gain.

vi) Staff should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

2.3.2 Non Teaching Staff Responsibilities towards Faculties and Students

- i) Staff must at all times observe the Institutes Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies
- ii) As the technical and administrative staffs are expected to work closely with the faculty of the university in day to day activities,
- iii) The staff must Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- iv) Develop friendly and co-operative relationship with the faculty members Provide full co- operation and support to the faculty members for the development of the institute.
- v) A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit.
- vi) Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- vii) Refrain from passing information about colleagues to any individual or agency without his/her express permission.

2.3.4 Non Teaching Staff Responsibilities towards colleagues

- i) Non Teaching Staff Should treat their colleagues in the same manner as they themselves wish to be treated
- ii) Speak respectfully of other colleagues and render assistance for betterment of the Institute
- iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

2.3.5 Non Teaching Staff Responsibilities towards Authorities

i) No Staff employed in an institute shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.

ii) No Staff employed in an institute shall engage directly or indirectly in any trade or business.

iii) No staff employed in the institute shall send any application for employment under any other agency, except through the Authority under the University.

iv) Any staff employed in a college when involved in criminal proceedings shall inform the institute.

v) No staff employed in the institute shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

vi) No staff employed in the institute shall engage himself/herself or participate in any activity which tends to create disharmony in a university.

Chapter 3: ROLES & RESPONSIBILITIES OF FACULTY

As faculty members of Bhartiya Vidya Bhavan's, Sardar Patel Institute of Technology, they are responsible for the contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms, and standards set to guide their work. While every individual member is accountable for his/her action, as members of the Institute community, they are collectively accountable for upholding those standards of behavior and for compliance with all applicable rules and regulations. This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

3.1 Applicability

These rules and regulations prescribed apply to all full-time faculty members, visiting faculty members, faculty members on contract/part-time employment, and research scholars given teaching assignments attached to the departments of Sardar Patel Institute of Technology. Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of the appropriate authority of the Institute. Raising such concern is a service to the Institute and will not jeopardize one's position or employment.

3.2 Curriculum Related

A Faculty member Assistant Professor, Associate Professor, and Professor are responsible for:

a) Performing Teaching and Learning Activities

- i) The teaching of both core and elective courses in the field of his/her specialization as allocated by the Department for various programs offered by the Institute.
- ii) Conducting laboratory courses, tutorials, and seminars of the programs assigned to him/her effectively, to improve the practical knowledge of the students.
- iii) Providing proper guidance and supervision of the project's work undertaken by students and developing of proper rapport with the industry/research organization if the project is industry/research-organization related.

- iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids, game-based learning, flipped classroom, expeditionary learning, kinaesthetic learning and personalized learning, etc.
- v) Making the laboratory, tutorial, and seminar classes more purposeful by examining the students practically and orally either before or after the experiment/seminar to improve the student's understanding of the subject.
- vi) Conducting the core/elective course as project-based/experimental/activity-based learning.
- vii) Helping peer-assisted learning.
- viii) On the whole, the teaching-learning shall be learner-centered ensuring the learning outcome of different courses.

b) Course Planning and Material Preparation

- i) The faculty member is required to plan and make complete preparations well in advance to effectively teach the theory and practical courses.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, and screening of video or PowerPoint presentations, etc., in advance.
- iii) The faculty member has to design experiments for laboratory classes to improve the student's creative skills besides properly understanding the physical phenomena or concepts.

c) Examination, Evaluation, and Grading

- i) A faculty is required to set standard question papers to test the knowledge/analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her but also that assigned to him/her by the Dean/Head of Department of the Institute.
- ii) A faculty is required to conduct and invigilate any exam/test in the Institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department of the Institute.
- iii) A faculty member while evaluating answer scripts, oral examinations, and project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for the semester examination, where no marking is permitted to be made on the script.

d) Maintenance of Records

- i) Each faculty member is required to maintain a record of class work, attendance, and continuous assessment neatly, properly, and on time.
- ii) Each faculty member is required to keep a course file of the course taught by him/her with all relevant papers, for produce to the academic audit.
- iii) If the faculty member is assigned to be the Class Coordinator by the HOD, he/she should maintain the list of students under him/her, their parent/local guardian contact address/phone/mail ID, etc., so that the student's progress could be monitored and communicated to them. The Class Coordinator shall also maintain a cumulative record of attendance for the courses undergone by the student course-wise. The Class coordinator should also help the HOD in counseling poorly performing/person with a disability (PWD) students and the follow-up action taken to improve the students' performance.

e) Monitoring of students' progress

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Coordinator so that the information can be sent to the parents/guardians.
- ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-learning process.
- iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advise and counsel the students.
- iv) A faculty member has to be thorough with the regulations of the academic program offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.
- v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the Institute.

f) Participation in Academic Developments

- i) A faculty member should actively participate in curriculum preparation for new programs/modification of existing programs.
- ii) Contribution to the preparation of new syllabi or updation of existing syllabi is also the responsibility of a faculty member pertaining to his/her specialization.
- iii) A faculty is expected to be creative to contribute to the introduction of new academic programs in emerging areas relevant to society, innovative curricula, and new methodologies of teaching and evaluation.
- iv) To be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programs, short-term courses, professional society meetings, National / International Conferences, Seminars, reading recent technical journal articles and periodicals, and going through the web sites of world-class Universities/Institutes. They may also enroll in one or more Professional Societies/Associations.

g) Punctuality and Regularity

The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institute to ensure punctuality in attending class by the students.

- i) A faculty member is required to make alternative arrangements to handle his/her scheduled coursework and other work whenever he/she goes on leave.
- ii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangements can be made. This will ensure better compliance with scheduled classes.
- iii) A faculty member shall be punctual in attending class and leave the classroom after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- iv) The faculty member shall carry out any other academic-related activity that may be assigned to him by the Head of the Institute from time to time.

3.3 Involvement in Development Activities

A Faculty member Assistant Professor, Associate Professor, and Professor are responsible for,

a) Laboratory Development & Maintenance

- i) A faculty member is required to be involved in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.

- ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setups for use by students.
- iii) As a member of the faculty, he/she should ensure that the various Computer Machines, machinery, and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirements, project works, and research-related activities.
- iv) In case, a faculty member is assigned to be in charge of a laboratory or workshop, he/she has to oversee the work of a technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.
- v) As an in-charge of the laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of overaged/unserviceable equipment, besides their safe custody.

b) Purchase of items for the laboratory

- i) An in-charge of the laboratory has to prepare a budget every year after taking into account the academic course requirements, and research needs discussing with the HOD and finalizing it before inclusion in the overall budget proposal of the Department.
- ii) One in-charge of the laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow-up action till it is procured and taken into stock.
- iii) The faculty member should help the Professor in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.
- iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare a revised budget proposal through the Professor in charge of purchase or HOD.
- v) The faculty member shall follow the detailed guidelines/procedure issued by the Institute with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

c) Co-Curricular activities

- i) A faculty member is required to arrange guest lectures, seminars, etc., to supplement regular lectures and also help in the conduct of faculty development programs, short-term programs, workshops, open houses, and exhibitions organized by the Department or Institute.
- ii) A faculty member is required to organize industrial visits, and educational tours and accompany the students to visits/tours as and when required by the HOD.
- iii) A faculty member if nominated as an Office-bearer such as Treasurer or adviser of Professional Society functioning in the Department/Institute, he/she shall perform such duties accordingly.
- iv) A faculty member is required to help the Professional Societies in organizing annual events such as hackathons, Project Competition, symposiums, technical contests, and quizzes, and also in the interaction with the parent bodies (e.g. CSI, IEEE, etc.) to promote the student chapter of the professional bodies.
- v) A faculty member is required to coordinate National/International conferences/seminars/symposiums / workshops.
- vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, faculty development programs, and short-term training Programmes, etc.

d) Extra-curricular activities (Co-administrative Activities)

- i) A faculty member should see that the classrooms, department buildings, laboratories, and surroundings are kept neat with the help of personnel assigned for this purpose.
- ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- iii) As discipline on campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of a condemnable nature.
- iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets, etc., and compilation of departmental replies to higher authorities, etc.

- v) The faculty member has to serve as a member of any inquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/ Warden of the hostels run for the benefit of students for a specific period and for this service they shall be given perquisites in addition to their salary.
- vii) All faculty members are expected to ensure the students go to class on time and not loiter on campus.
- viii) Faculty members should also take part in activities related to NCC, Association, etc., as office bearers/organizers and shall discharge the duties assigned to the position.
- ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

3.4 Research and Development

A Faculty member Assistant Professor, Associate Professor, and Professor are responsible for research and development.

a) Academic research

- i) As research is an inherent component of the functions of an Institute, every faculty member shall make active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects/tracks relating to his/her area of specialization in which there is considerable scope for further work so that he/she either does it by himself/herself or motivates undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.
- iii) Faculty members who act as Research Supervisors should spare adequate time for the research scholars to discuss and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.
- v) If the student's project work is industry-related, the faculty member shall visit the industry to know the problem from its perspective so that he/she can guide effectively. This will help to develop contact with the industry.

- vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should make efforts to identify such area(s) by interacting with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- vii) Faculty members can act as research supervisors for other institutes/Universities only with prior permission from the Head of Institute (Principal) the Institute.

b) Research Publications and Books

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ii) Faculty members should publish their research output only in SCI journals and publications in non-refereed journals will not be recognized.
- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) Depending upon the research content, the faculty member may also present papers at International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- v) Faculty members should also make efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by international/National level publishers with ISBN (International Standard Book Number/ISSN (International Standard Serial Number) numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

c) Sponsored and funded research projects

- i) An important source of financing and professional recognition for the Institute is sponsored and funded research projects. Therefore, every faculty member should browse the websites of various funding agencies, advertisements, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc. Funding Agencies such as AICTE, DST, UGC, CSIR, MHRD, DAE-BRNS, BARC, DAE-NBHM, BDT, DOE, DRDO, DRDO-AR&DB, DRDO-DMRL, DRDO-

LSRB, DSIR, ICMR, IGCAR, INSA, IREDA, ISRO, ISTE, CSI, MU, IE, IET, IMD, MCIT, MNRE, MoEF, MoES, MoWR, MFPI, NCERT, SERC etc.

- ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal is contemplated and the funding agency approves, can also use the services of students and research scholars, wherever possible.
- iii) Many funding agencies provide funding assistance for the establishment of centers of excellence. A faculty member may also examine and send proposals pertaining to his/her department or interdisciplinary ones for the establishment of such centers.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from the Science and Technology Councils of the State and Centre and other agencies.
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual, or computer software. To get recognition not only for the faculty but also, for the institution, he/she should make efforts to obtain a Patent/Intellectual Property Right (IPR) so that nobody could copy them.

3.5 Consultancy And Extension Activities

A Faculty member Assistant Professor with a higher grade, Associate Professor, and Professor are responsible for Consultancy and Extension,

a) Consultancy Projects

- i) Executing consultancy works for the state and private organizations is another important source of financial resources for the Institute. A faculty member should make efforts to secure consultancy works in his/her area of specialization from industries and businesses or State agencies.
- ii) To secure consultancy work, the individual's capability to solve practical problems in his/her area of specialization besides the development of good rapport is very essential. Guiding industry-oriented student projects is an easy way of establishing contacts with industry counterparts. Hence, faculty members guiding such project works should establish a proper, healthy, and positive rapport with the concerned industry from where such project work is undertaken.
- iii) A faculty member should constantly update his/her knowledge, and familiarize himself/herself with the problem of the industry by going through industry publications, attending professional society meetings, etc., to establish contact and get to know the problem of the industry.

iv) Attending seminars and conferences organized by professional institutions such as the Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE), Computer Society of India (CSI) or other Industrial Associations will also help to understand the problem of the industry.

b) Extension activities

- i) A faculty member should make efforts to organize refresher courses, seminars, and workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programs could be self-supporting or sponsored ones.
- ii) Conduction of continuing education programs/structured courses to meet the specific requirements of the industry and society is yet another way of augmenting resources for the Institute. A faculty member can organize such programs either one time or on a continual basis year on year.
- iii) Extension activities could include various community-oriented services, preferably using expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

3.6 Workload norms

a) Working Hours

- i) All full-time faculty members should perform a minimum of 40 hours of work per week for the Institute on a 5-day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.
- ii) The 40 hours is only the minimum, but a faculty member is expected to devote more time in connection with the execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

b) Teaching-contact Workload

The workload of the teachers in full employment shall be not less than 42 hours a week for 30 Working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the institute. Direct teaching-learning process hours per week should be as follows:

- Assistant Professors - 16 hours/week
- Associate Professors - 14 hours/week
- Professors - 14 hours/week
- Principal/Director -6 hours/week

A relaxation of two hours in the workload may, however, be given Dean, Head of the Department and to those who are working as supervisors to Ph.D. students at Mumbai University. In no case, relaxation will be more than 2 hours.

3.7 Conflict of Interest/Commitment

A faculty member owes his/her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research, and extension activities. He/she is committed to devoting his/her time fully to academic, research, consultancy, extension, and administration-related activities. Therefore, doing private business is strictly prohibited; more so related to transactions, personal work, etc., during the Institute's working hours.

Chapter 4: Roles & Responsibility of Technical Staff

As employees of the Bhartiya Vidya Bhavan's, Sardar Patel Institute of Technology, the technical staff have to follow the rules & regulations prescribed in performing their duties to ensure the set standards are achieved. These rules and regulations and code of conduct apply to all full-time and part-time staff members working either on a time scale of pay or on consolidated pay attached to the Institute.

4.1 Practical classes

a) Laboratories

The technical supporting staff are employed in the laboratories of various departments. As far as Practical classes in the laboratory are concerned, the technical staff are responsible for,

- i) Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
- ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgment of the students for conducting experiments.
- iii) Receiving the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused, etc., and reporting to the faculty member any damages, etc., if noticed.
- iv) While the faculty member in charge of the practical class is responsible for issuing instructions on how to conduct an experiment, the technical support member should refrain from prompting the students.
- v) While the students conduct experiments, it is the duty of the technical staff to help the faculty member ensure that the students do not cause damage to the equipment due to wrong operation or mishandling.
- vi) After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
- vii) In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned.
- viii) Wherever items/chemicals are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students.
- ix) Carry out any other work assigned to them by the staff in charge and HOD.

b) Workshops

The technical staff such as Instructors and Technicians are employed in the Workshop primarily to Coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precautions to be adopted, etc., the technical staff is responsible for,

- i) Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.
- ii) Coaching the students as to how to operate the machine, mounting of tool, carrying out machining operation, etc.
- iii) Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it.
- iv) Adjusting the machine tools, ensuring that they are kept clean after the students complete their exercises.
- v) Coaching the students in handling hand tools involved in carpentry work, helping the students in learning simple carpentry works.
- vi) Coaching the students in fitting and welding activities, and plumbing works.
- vii) Demonstrating to the students the steps involved in foundry and smithy-related activities as per the instruction of faculty in charge of laboratory / practical class.
- viii) Keep a watch on the students so that they handle tools safely and securely in the interest of the safety of students.
- ix) Technical staff should communicate with the students in English during Lab Classes.
- x) Carry out any other work assigned to them by the staff in charge and HOD.

c) Testing and machine-oriented laboratories

There are many laboratories, wherein the students are given practical exposure to conducting tests, which involve sophisticated and costly machinery. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,

- i) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing it by himself instead of the students.

- ii) Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery to ensure that the equipment is not damaged.
- iii) Issue of necessary consumables from the sub-stock required by the students for conducting the experiment and accounting it properly.
- iv) Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.
- v) Proper custody of all tools, gadgets, measuring instruments, and other items of the laboratories and issue to the students and receipt back after the experiment is over.
- vi) Maintenance of the laboratory clean.
- vii) Carry out any other work assigned to them by the staff in charge and HOD.

d) Electrical and Electronics laboratories

- i) To assist the faculty in charge of laboratory practical classes for an effective and orderly conduct of practical courses.
- ii) Ensure that all the equipment and machinery are in proper working condition before the commencement of lab classes.
- iii) To ensure the safety of the students during lab classes by carefully following the safety instructions.
- iv) To issue the required meters, instruments, components, etc., to the students during practical classes and receive the same back after completion of the experiment.
- v) To help the students in the circuit debugging measurement observation, etc., in the regular lab classes
- vi) Keeping the working tables in their respective labs always in working condition with proper maintenance.
- vii) To help the students in the fabrication of working models, as a part of their project work.
- viii) Maintenance of the laboratory clean.
- ix) Carry out any other work assigned to them by the staff in charge and HOD.

e) Computer related laboratories

- i) Routine maintenance of all computer systems, UPS, and other peripherals related to the laboratory.
- ii) Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.

- iii) If a system is in the warranty period or a maintenance contract, wherever it develops defects, write and call the concerned company technical staff to fix the defects.
- iv) Maintenance of computers attached to the Institute office and officials like the Head of the Institute and Faculty.
- v) Maintenance of networking of the laboratory concerned.
- vi) Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.
- vii) Attending to the problems faced by students with respect to hardware and system software.
- viii) Arranging LCD projector to the classroom, conference hall, seminar hall, etc., as and when needed.
- ix) Loading specific software and upgrading of system to meet the specific requirements of students during project work.
- x) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- xi) Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- xii) Reporting to the faculty member if the technical staff notices any misuse of the system by students.
- xiii) Keeping the laboratory clean.
- xiv) To carry out work assigned to them by staff in charge of the Laboratory or HOD.

f) Cleanliness and Maintenance

With regard to cleanliness and maintenance, the duties and responsibilities of technical staff include,

- i) Ensuring that the laboratory/workshop, in which the technical staff are posted is kept clean and neat by using the sweepers posted for the purpose.
- ii) All the equipment/machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- iii) The technical staff should ensure that the garbage accumulated in the laboratory or the vicinity outside the laboratory is cleaned by the cleaning staff of the Institute posted for the purpose.

- iv) All safety items like fire extinguishers etc., should be kept in working condition, and first aid materials are kept in the box to be used in case of emergency.
- v) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of the faculty in charge or get it done by outside agencies wherever it is needed.
- vi) Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.
- vii) The technical staff should bring it to the notice of the faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose of them.
- viii) All the machinery and equipment are to be cleaned regularly by technical staff.

g) Record Keeping

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for,

- i) Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.
- ii) Keeping the storeroom/cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issued to the students on the instruction of the faculty under proper acknowledgment only.
- iii) Helping the faculty in the reconciliation of stock of items if any discrepancy is pointed out by the stock verification team.
- iv) Maintenance of register regarding breakage of items by students while doing experiment, preparing the statement duly attested by the faculty member at the end of the semester for forwarding to the office to effect recovery.
- v) Maintaining all instruction manuals and record notebooks submitted by students to the faculty for correction and redistribution back to the students.

4.2 Involvement in Developmental Activities

a) Laboratory Development

- i) The technical staff should contribute to the efforts of the faculty member in developing new experiments as and when needed.
- ii) Especially in project work, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental setup or developing gadgets using the laboratory facilities.
- iii) Whenever new equipment/machinery is purchased, the technical staff should ensure their fullest cooperation with the faculty in charge of the installation of equipment.

b) Research related

- i) Whatever experimental setup up needed by the Ph.D./M.Tech./MCA researchers, the technical staff should assist the research scholar with the approval of the laboratory in charge.
- ii) Not only help in preparing the experimental setup wherever needed, the technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget.
- iii) As an Institute, the emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing, etc. Therefore, the technical staff of the laboratory should extend cooperation and help to the project coordinator and project associates in their endeavour.
- iv) Even if the work involves beyond the working hours of the institution, technical staff will have to help the project coordinators.

c) Testing for outside agencies

The institution may get requests for testing components, materials, etc., for certification from different sources. While conducting testing along with the faculty member, the technical staff should take utmost precaution in preparing samples and be careful in testing, so that credibility is ensured in certification.

4.3 Examination-Related Activities

The duties and responsibilities during the practical examination are as follows:

- i) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.
- ii) Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.
- iii) Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.
- iv) Checking all the equipment, machinery, and tools for any defects and rectifying the same so that the students do not face any difficulty during the examination.

4.4 Workload

A full-time technical staff should perform a minimum of 40 hours of work per week for the Institute on a 5-day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.

i) The 40 hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,

ii) It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD/Dean concerned will re-deploy the technical staff depending on the need so that the workload is even out among the staff of the department.

Chapter 5: ROLES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

As employees of the Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, the administrative have to follow the rules & regulations and code of conduct prescribed in performing their duties so as to ensure the set standards are achieved. These rules and regulations and code of conduct apply to all full-time and part-time staff members working either on a time scale of pay or on consolidated pay attached to the Institute.

5.1 Roles and responsibilities of staff

The Roles and Responsibilities of Administrative staff as per the various sections are defined include, general administration, budgets, accounting, and finance-related activities by finance section, establishment section, academic-related matters, examination-related matters, store & purchase section, library section, civil and electrical maintenance, etc.

5.2 General administration

a) Registrar/Administrative Officer Work

As Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology is an Autonomous Institute, there are many statutory committees like Governing Council, Academic Council, Finance Committee, Board of Studies, and College Development Committee. etc. The work relating to these bodies includes,

- i) Issue notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from the appropriate authority, the Head of the Institute.
- ii) Calling for subjects for inclusion in the agenda from the concerned Dean, compiling them and seeking the approval of the Head of the Institute, and preparing agendas and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
- iii) Sending agendas and notes to the members of various committees.
- iv) Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- v) Maintenance of all important documents such as Memorandum of Association (MoA) and by-laws, and carrying out changes/modifications as and when necessary, after approval by appropriate bodies, without destroying the immediately past versions.

- vi) Seeking the approval of/information to the UGC, AICTE, University, and other bodies, as the case may be, wherever necessary for the changes/modifications made.
- vii) Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the Institute.
- viii) Maintaining all the employee records such as employee personal files, service book, and all other concern matters.
- ix) Communicating and putting up notes, unless or otherwise required.

b) Dealing with UGC and Accrediting Agencies

The responsibility of the administration includes,

- i) Initiating all necessary actions in time to get an extension of the Autonomous Institute status since the conferment has to be extended after the expiry of the stipulated period.
- ii) Furnishing all returns called for by the UGC, AICTE, University, and other bodies who have supervisory/overseeing powers concerning the programs offered by the Institute.
- iii) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA, or other accrediting bodies, from whom the Institute may decide to get.
- iv) Furnishing compliance reports and providing the details called for by the agency.

c) Collaboration with other Universities

- i) All correspondences and pursuing actions relating to collaboration dealings with other Universities/Institutions/Industries in India and abroad.
- ii) Taking steps to sign of Memorandum of Undertaking (MoU) with industries and other institutions and following it up.
- iii) Keeping all records relating to collaboration and following it up with the Deans/HODs of the Institute.
- iv) Looking after all other related activities pertaining to collaborations.

5.3 Budget, accounts, and finance-related activities by the finance section

a) Budget preparation

Budget is an important instrument for the control of expenditure and financial management of the Institute. The duties and responsibilities of administrative staff include,

- i) Calling for budget details both for consumables and non-consumables from all the Departments of the Institute.
- ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- iii) Calling for budget modification if any from the Departments, compiling, securing approval for the revised budget, and communicating back to Departments.
- iv) Bringing to the notice of appropriate authority timely if any deviation is noticed timely so that necessary control can be exercised.

b) Account keeping and compilation

- i) Keeping books of accounts such as ledger, subsidiary books, cash books, etc. as per the approved procedure/manual.
- ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow, and balance sheet.
- iii) Management of accounts receivables by taking prompt action to recover the amount due to the Institute.
- iv) Receipt of semester fees and other fees from the students accounting for them and attending to all other issues relating to that.
- v) Accounting of caution deposit of students and refund/adjustment as the case may be.
- vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
- vii) Management of all payables by the Institute by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.
- viii) Recovery of Payment of category student's fee receivable from state government office.

c) Fund Management

- i) Investment of funds received from the parent body (Sardar Patel Institute of Technology and Bhavan's) and from income realized from students as per the decision of the Institute.
- ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditures.
- iii) Keeping the funds received as grants for sponsored and funded research projects in separate accounts and incurring expenditure only for the purpose it is granted.
- iv) Keeping the funds received from FDP/seminar/conferences, various professional bodies such as CSI, IEEE, IETE etc., and all other activities.

d) Salary and wages

- i) Preparation of all pay bills, arrears bills, and supplementary bills of all employees, drawl, and disbursement to the concerned person as per the established procedure.
- ii) Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.
- iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted, and other incentives-related payments to the faculty and staff.
- iv) Dealing with all matters relating to an income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns issuing of tax deduction certificate, etc.
- v) Deduction of professional tax and remittance to appropriate authorities under the Income Tax Act.
- vi) Drawl of payment towards encashment of leave, leave salary, statutory payment like gratuity, and recovery of dues from employees.
- vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the Institute.
- viii) Dealing with all matters relating to sanction of advances to employees, and recovery/adjustment of the same.

5.4 Personnel related matters (Establishment/Administration Section)

a) Recruitment of staff

- i) Working out staff requirements comprising faculty, technical, and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.
- ii) Maintenance of the establishment list category-wise and taking action to fill up the position on approval from the authority concerned.
- iii) Putting up proposals for sanctioning additional staff as and when new programs are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.
- iv) Issuing of advertisements, receiving applications, short-listing candidates by test/experience, etc. by the Department, and putting up the short-listed candidates to the appropriate selection committees constituted for interview and selection.
- v) Issuing of appointment orders to the selected candidates after approval by the competent authority.
- vi) Maintenance of qualifications fixed for various positions in different categories of staff. Taking action to fix qualifications for recruitment if and when new positions are created.

b) Service-related matters

All matters relating to probation, and regularization for all categories of staff promptly.

- i) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details, and submission to the review committee.
- ii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- iii) Arranging for special reviews for career advancement/promotion by the committee constituted and issuing orders thereafter.
- iv) Maintenance of all service records of all employees and periodic updating.
- v) Matters relating to the deputation of employees for higher studies in India or abroad.
- vi) All matters relating to deputation of faculty to attend conferences/seminars/workshops either in India or abroad.
- vii) Issue certificates such as service certificates, experience certificates, etc., after obtaining approval from the authority concerned.

c) Retirement, severance, and disciplinary action

- i) Processing of resignation requests of employees after checking his/her condition of appointment and the policy of the Institute.
- ii) Issuing relief orders through the Department concerned only with satisfying all conditions prescribed, and after getting no dues certificate.
- iii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.
- iv) Issuing certificate/experience certificate only on completion of all formalities.
- v) All matters relating to disciplinary action against employees for offenses committed, dereliction of duty, etc.
- vi) All correspondence and files relating to legal action against any employee if and when such action is pursued by the Institute.

5.5 Academic related matters

a) New academic program

- i) Processing of proposals received from the Heads of Departments and others for starting new academic programs in the Institute.
- ii) Securing the approval of the Board of Management (Governing Council) after due examination in the concerned Board of Studies and Academic Council.
- iii) All correspondences relating to securing approvals or furnishing of information relating to new programs.

b) Admission of students

- i) Issuing advertisements calling for applications for various programs offered by the Institute and processing of applications.
- ii) All correspondences relating to admission of students in various programs and all issues relating to admission.
- iii) Verification of all certificates of students for validity before admission.
- iv) Checking for equivalence of eligibility conditions for various programs, especially in respect of students migrating from other Universities.

c) Maintenance of student records

- i) Maintenance of all information relating to every student pursuing the program in the Institute in proper form and retrieval of them as and when necessary.
- ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.

d) Scholarships, bank loans, and research fellowships

Issuing certificates to students to secure loans from Banks for pursuing education in the Institute.

- i) All matters relating to securing scholarships for students, who apply to various agencies awarding scholarships.
- ii) Matters relating to the award of merit scholarships, fee waivers, etc., by the Institute for meritorious students.
- iii) Distribution of cash awards, prizes, etc., to students who secure ranks in the examination as per the scheme of the Institute.
- iv) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.

e) Disciplinary action

- i) Dealing with matters relating to the constitution of the inquiry committee on issues relating to disciplinary action, securing the report, and pursuing disciplinary action against the student(s) concerned.
- ii) Pursuing matters relating to cases filed by students in the courts to defend the Institute.
- iii) Processing of complaints received from parents of students and others and pursuing action till completion of the process.
- iv) Dealing on a priority basis with disciplinary action relating to ragging by students.

f) Student professional bodies

- i) All matters relating to student professional bodies such as CSI, IEEE, IETE, E-cell, and others in the various Departments with regard to approval from the administration.
- ii) Sanction of advance for various events organized by the professional bodies and final settlement/adjustment of accounts by the Department concerned.

g) Issue of Transfer certificates & Hall tickets, etc.

- i) Issue of transfer certificate and other certificates signed by the appropriate authority to the students when they leave the Institute after completion of the program/discontinuance of the program.
- ii) Distribution of Hall tickets to the students after ensuring their compliance with conditions stipulated in the regulations for the end-semester examinations.
- iii) Any other issues relating to students' academic activities.

5.6 Examination-related matter

As an Autonomous Institute, the responsibility for scheduling and conducting mid and end-semester examinations, declaration of results, distribution of mark sheets and degree certificates rests with the Institute. The duties and responsibilities of Controller of Examination include,

- i) Scheduling and conducting continuous assessment tests for all programs. Assessment of the answer scripts to the Departments for evaluation and assignment marks.
- ii) Scheduling of end semester examinations, arranging to get question papers, printing and keeping them securely for distribution on the date of examinations.
- iii) Making arrangements to conduct examinations and evaluations as per the procedure envisaged.
- iv) Receipt of finalized grade statements course-wise for every program from the Departments, after approval by the respective Board of Studies and declaration of the final results of each student.
- v) Printing and distribution of cumulative credit point average (CGPA) semester-wise to students of various programs.
- vi) Issue of provisional certificate to the students, who have completed the program satisfactorily as per the regulations of the program.
- vii) All correspondence to the University of Mumbai regarding the award of degree.
- viii) Issue of transcripts to the students who wish to obtain higher education.
- ix) Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority, and keeping under safe custody for distribution.
- x) Arrange for convocation and award of degree certificates to the students present in the convocation and by registered post to those who have not attended the convocation.

- xi) Any other issues relating to the conduct of examination, evaluation, declaration of results, and award of degree certificates.

5.7 Stores and purchases

a) Purchase of items

The duties and responsibilities under this item shall include,

- i) Though Departments take action to purchase both consumable and non-consumable items, the administration must ensure that they follow the purchase procedure as prescribed by the Institute.
- ii) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- iii) Checking the short-listed comparative statement and the evaluation sheet with remarks for accuracy, and missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.
- iv) In respect of major items for which open tender is contemplated, obtaining specifications from the Departments, calling for open tender through advertisement, and forwarding to the Department concerned for remarks.
- v) Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.
- vi) Making arrangements for procuring record notebooks and other stationery required by the Departments, Examination Cell, etc., every semester/annually as the case may be.
- vii) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Institute.

b) Stores stocking & distribution

- i) Assessing the requirements from Departments, making arrangements for printing and stocking, and distribution of calendars, magazines, record notebooks, and other forms and registers required by the Institute.
- ii) Printing/purchasing, stocking, and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.

- iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
- iv) Maintenance of stock register and arranging for annual stock verification in all the Departments of the Institute.
- v) Follow-up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

c) Bills processing

- i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque.
- iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

5.8 Civil/Electrical Maintenance Section

The Roles and responsibilities of maintenance supervisor, maintenance supervisor, and electrician are responsible for general maintenance work throughout the Institute and Campus.

- i) Handle the Civil and Electrical maintenance of the Institute.
- ii) Manage the outsourcing staff for Daily Housekeeping and Cleaning supervision.
- iii) Manage the Staff for maintaining toilet block cleanliness.
- iv) Supervise cleaning staff for cleaning labs, classrooms, staff room, etc.
- v) Coordinate the setting up of different Labs, Classrooms, Seminar Halls, and Auditoriums by shifting or making new furniture, Electrical, and Network wiring, and providing for required Infrastructure.
- vi) Supervise security personnel responsible for the entire Institute.
- vii) Monitoring the maintenance of Lifts.

Keeping track and Renewal of Annual Maintenance Contracts.

Manage and finalize the Quotations for the purchase and maintenance of Furniture, Air Conditioners, Water Coolers, Water Purifiers, Intercom, etc. as required by the Institute.

- viii) Promptly attending to day-to-day complaints regarding civil, plumbing, and electrical works.

- ix) Maintenance of Fire Fighting System and its relevant documents such as O-Form.
- x) Manage housekeeping staff, Electrician, and Security Personnel.
- xi) Manage the Staff for repairing and Painting work of building (External and Internal) as and when required.
- xii) Maintaining a Complaint Book/log book to resolve complaints promptly as early as possible (within 2 days).
- xiii) Any other function assigned by the Head of the Institute.

The Supervisor and Electrician are responsible for the maintenance of Electrical equipment in the Institute.

- i) Handling complaints from different departments, which includes repairing or replacing electrical devices like Tube lights, Fans, Switchboards, Power sockets for Projectors, Water Coolers, Air Conditioners, and Intercom, etc.
- ii) Providing power supply for day-to-day activities and in various events of the Institute by switching ON generators and UPS, as and when required.
- iii) Regular Servicing and Maintenance of the generator, batteries, etc.
- iv) Maintaining electrical panel boards throughout the campus.
- v) Marinating of log book and resolving the complaints promptly as early as possible (within 2 days).
- vi) Any other function assigned by the Head of the Institute.

5.9 Library section

To provide professional research, reference, and consultation services for the institute and its users, to ensure efficient library operations and administration, and to effectively maintain the library and its materials. The librarian is responsible for performing a range of duties such as cataloguing library resources, maintaining library records, managing budgets, and purchasing Books which includes **Library Policies and budgets**

- i) Establish and implement library policies and procedures.
- ii) Manage the process for book selection and acquisition recommended by Faculty and student demands.
- iii) Prepare and administer the budget for the library and proper allocation of funds and monitor expenditure.
- iv) Determine and implement cost-effective and accurate methods for information retrieval.

a) Cataloguing library resources and Maintaining library records

- i) Develop, organize, and maintain library collections to meet the demands of specific user groups.
- ii) Select, order, and catalogue relevant publications and multimedia.
- iii) Carry out cataloguing and classification of all library resources.
- iv) Coordinate print and electronic subscription requests
- v) Ensure a current and accurate inventory of library materials maintain records and prepare statistical and analytical reports.
- vi) Assist users in the location of specific material and information
- vii) Guide users regarding internet resources and train users in the discovery and management of information
- viii) Respond rapidly and reliably to information requests through the use of all appropriate resources.
- ix) Conduct bibliographic searches to support user and organizational information needs
- x) Review of catalogue entries of new books.
- xi) Issuing, Returning, and Reissuing of books to Students and Staff.
- xii) Maintaining fine/late fee Record details.
- xiii) Arranging a 20% Book bank scheme for Students.
- xiv) Arranging library committee meetings, drafting Minutes of the Meeting, maintaining records, etc.
- xv) Periodical stock checking of books.
- xvi) Sending reminder calls, and letters to Staff and Students for an overdue period of books and No dues clearance to Students, faculty, and Staff.

b) Connecting with External bodies, professionals, users and suppliers

- i) Stay current with trends and developments by reviewing publications, attending professional events, and receiving training from vendors
- ii) Develop and maintain relationships with external bodies such as vendors and suppliers
- iii) Promote awareness of research resources, library services, and learning opportunities
- iv) Ensure compliance with relevant laws and regulations including copyright in connection with the use of library materials and resources

v) Continuously in touch with the Students and faculty to understand/assess their needs for Books/Journals/Magazines/CDs etc. and apprise the Dean and academics about the same for procurement.

c) Management and Availability of Hard and E-resources

i) Ensures availability of previous year's question papers (semester-end examination), syllabus copies, and Thesis /Dissertation /Reports of the Project on the Dspace portal and Institute Website.

ii) Renewal and Maintenance of the Library software.

iii) Maintaining the Library database backup.

iv) Provides all the statistical information and reports about the library for various committees (NAAC, NBA, etc.) as per their requirement.

v) Managing renewals of subscriptions to Journals and Periodicals.

vi) Purchasing and maintaining e-resources

vii) Solving readers' inquiries and reference to the students about other libraries for their queries.

viii) Updating and maintaining the library website.

ix) Coordinating with various Departments for collecting Events Reports uploading and maintaining them on DSpace (Institutional repository).

x) Organizing various activities to promote occasions like Marathi Bhasha Din, and Yoga Day to develop a collaborative and vibrant reading culture among the students, faculties, and staff and many more activities.

xi) Make sure the books are intact and in good condition.

xii) Arranging Book exhibition in collaboration with SPCE.

xiii) Following the AICTE /UGC norms to maintain the Library

xiv) Maintaining the Internet Center Room for Students, to access the system for their Research and Project work.

xv) Coordinating with different departments to maintain the Departmental Library.

xvi) Any other work related to the library that may be assigned by the Head of the Institute.

5.10 Workload

A full-time administrative staff should perform a minimum of 40 hours of work per week for the Institute on a 5-day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.

The 40 hours is only the minimum, but the administrative staff is expected to devote more time to help authorities in connection with the conduction of examination, auditing, accounting, maintenance, etc.