CHAMELI DEVI GROUP OF INSTITUTIONS
SERVICE RULES POLICIES AND PROCEDURES FOLLOWED
FACULTY AND STAFF

1.1 Staff Recruitment Process:

- The requirement of Faculty for each department shall be decided based on the teaching load of the respective departments.

- The HOD's shall submit the requirement of faculty for the ensuing academic year during the month of April to the Academic Head.

- The detailed schedule for the recruitment process shall be prepared by the Academic Head and submitted to the Chairman for approval.

- The advertisement shall be prepared by the Academic Head looking into the Faculty requirement of each department.

- Usually 15 days time shall be given to accept the online applications.

- A helpline mobile number of the Academic Head shall be printed in the advertisement.

- The advertisement shall be sent to the Chairman for approval.

- The names of the newspapers in which the advertisement should appear shall be decided by the Chairman.

- After the release of advertisement, the System Administrator shall assist the HOD's in getting the details of applications received every day.

- The applications received shall be processed looking into the requirement and the eligible candidates shall be shortlisted.

- It is recommended to invite more than Five candidates for every vacancy existing.

- The experts for each branch shall be identified and letters inviting them for the selection process shall be prepared.

- Letters shall also be prepared to invite Government Nominees and BOG members.

- Letters to all subject experts shall be personally distributed by HOD's or some prominent faculty.

- Mails shall be sent to the short listed candidates informing them the date and time of the interview.

- Invitations shall be personally handed over to the Chairman and Vice-Chairman

inviting them to the interview by the Dean or Academic Head.

- All preparations for the interview shall be made by the Dean and Academic Head collectively.

- Arrangements shall be made to pickup and drop the experts from their place of work or residence as per their convenience.

- Arrangements shall be made for drinking water to the candidates.

- Arrangements shall be made for supplying Tea once in the morning and once in the evening to the candidates.

- There shall be only one technical panel for each department.

- Each candidate shall be allowed to present a technical talk on any topic for five minutes.

- Only candidates found to be up to the mark shall be forwarded to the HR panel.

- The evaluation slip of the candidate from the technical panel shall be sent to the HR panel.

- There shall be only one HR selection panel.

- The candidates selected by the HR panel shall be listed and a waiting list shall also be prepared.

- As per the decision of the HR panel the appointment orders shall be prepared and issued to the candidates by the HR executive in the office.

- Appointment orders shall be issued only to those selected candidates who agree to surrender their original documents.

- An acknowledgement shall be issued to the candidate who surrenders his/her original documents.

- Every selected candidate shall acknowledge the receipt of the appointment order and inform the probable date of joining.

- The minutes of the selection committee meeting shall be prepared by the Academic Head and signature of all the members shall be obtained.

- In case the selected candidates decline to join by the date mentioned, then candidates from the waiting list shall be called and enquired.

1.2   Promotion policy

Promotion policy is the key to effective organizational and functional growth-

- It is primarily based on fulfillment of required academic qualifications and minimum length of experience as per AICTE norms

- It is purely based on merit, performance and departmental / institutional seniority

- It is based on self appraisal, performance evaluation by HODs and commitment of faculty towards growth of the institution.

- It is also based on the extent to which faculty involves in research related activities and the resulting research publications

1.3   General Guidelines for Staff members:

- They must strictly adhere to the college timings and follow dress code laid down by authorities

- They must strictly adhere to professional ethics when dealing with students

- They are strictly prohibited from harassing or threatening students or rebuking students, particularly in an open class.

- They must report immediately to the concerned HOD in writing if any objectionable behavior by a student is observed

- They must not carry cell phones to theory or practical classes or Mid-semester test rooms

- They can use cell phones only in their cabins and must not use it in academic areas

- They must strictly follow instructions issued by their HODs or any other college authorities

- In addition to their regular academic work they must also carry out other departmental and college responsibilities entrusted to them by other college authorities

- Taking theory/ practical classes must be given top priority over any other college work

- They must be punctual for their theory and laboratory classes

- Invigilation duty of Mid-Semester tests or RGTU exams is mandatory

- Alternate arrangements for invigilation work/theory/practical classes must be done without fail before proceeding on leave, if not their application for leave will not be considered

- They must have exemplary preparation for theory/practical classes
- They must use their own study material as the basic teaching aid for any theory subject
- They are strictly prohibited from using text books or any printed material in the class rooms
- They must keep their laboratory manuals ready well before the beginning of the semester
- They must effectively handle instruction classes and conduct viva voce sessions for students during every laboratory session
- They must regularly evaluate student's laboratory files every week.
- They must regularly update entry in e-campus after every theory/practical class
- They must keep their personal file/course files updated and ready for verification at any time
- They must set question papers for Mid-Semester Tests as per guidelines of the HOD and submit the Mid-Semester marks and blue books as per the prescribed schedule.
- Staff members must proceed on leave only after obtaining prior permission from their HODs and making alternate arrangements for their theory/practical classes.
- In case of emergency, they must telephonically make alternate arrangements for their theory/practical classes and inform their HOD about the arrangements made and submit the leave application immediately after their return.

1.4 Activities for Faculty:

A. National Conference:

CDGI shall organize a National Conference on year to year basis. It believes in providing a value based professional environment to all its stake holders, to learn and innovate for dwelling into the new vistas of knowledge.

Objectives:

- To bring distinguished academicians, professionals and research scholars on a common platform for sharing their experiences, views, ideas and concerns related to themes of the conference.

- It will provide opportunities to the faculty members to achieve excellence in engineering and management education using latest innovative practices and research findings.

Duration:

It is carried out once in an academic session.

Operating Procedure:

- Research Paper presentations from across the Nation on various aspects like Engineering, Management of Pre-Declared Topic.
- Industry- Academia colloquium.
- Felicitation of one renowned Industrialist.

B. AICTE Approved National / International Conference:

CDGI is planning to organize an AICTE approved National/International Conference because it believes in providing a value based professional environment to all its stake holders, to learn and innovate for dwelling into the new vistas of knowledge.

Objectives:

- It gives national recognition to the institute.
- To bring distinguished academicians, professionals and research scholars on a common platform for sharing their experiences, views, ideas and concerns related to various themes of the conference.
- It will provide opportunities to the faculty members to achieve excellence in engineering and management education using latest innovative research findings.

Duration:

It will be carried out once in an academic session for one whole working day.

Operating Procedure:

- Research Paper presentations from across the Nation on various aspects like Engineering and Management.
- Industry-Academia colloquium.
- Felicitation of one well known Industrialist.

Benefits to the institute:

- AICTE will provide funds for the conference proceedings.

- The candidates will not have to incur any expense from their pockets.
- It will enhance the capabilities and knowledge base of participants.

1.5 Faculty Up-gradation System:

Preamble:

Faculty up-gradation System is an academic exercise to improve the teaching skills of faculty.

Methodology:

It is proposed to improve the teaching skills of faculty members by implementing the following measures:

- Orientation Program for newly appointed staff members
- Faculty Training Program (FTP) for all staff members - Department wise
- Faculty Development Program (FDP) for all staff members of the college
- FDP by Invited Guests for all staff members of the college
- Publishing/Presenting Technical papers in National/International Journals/ Conferences.

1.6 General Guidelines for Staff members:

A. Orientation Program:

- An Orientation Program for newly appointed staff members will be organized at the beginning of every academic year before the commencement of the regular class work.
- The Director and the Dean will be addressing the staff members
- The Dean will be appraising the new staff members about the policies and programs of the institution using a PPT
- It is mandatory for all staff members, both new and old to attend the Orientation Program

B. Faculty Training Program:

- The FTP is a Departmental Program to be organized by all the Departments of the College

- It is mandatory for all Junior and Senior staff members of the department to attend the FTP
- The HOD will ensure that attendance record of staff members is maintained for verification by the Dean
- The FTP will be conducted department wise on the 1st and 3rd Saturdays of every month and the 5th Saturday also if it occurs
- FTP is also conducted during vacation when regular classes are not being conducted
- Newly appointed staff members and Junior Staff members will be delivering lectures in the FTP on topics related to the subjects allotted to them
- Senior staff members will also deliver lectures to show juniors how certain topics can be taught
- It is mandatory for all staff members to use a PPT while delivering their lectures
- The PPT to be used in the FTP will have to be submitted to the HOD at least 2 days prior to the date of FTP

C. Faculty Development Program:
- The FDP has to be attended by all staff members of all the teaching departments of the college
- The Coordinator will ensure that attendance record of staff members will be maintained for verification by the Dean
- The FDP will be conducted on the 1st and 3rd Saturdays of every month and the 5th Saturday also if it occurs
- All Faculty members will be delivering lectures in the FDP on topics related to Teaching-Learning process
- Senior Faculty members will lead the lectures and motivate youngsters to follow them
- All Senior staff members will have to deliver a lecture on Teaching and Learning process at least once in an Academic year
- It is mandatory for all staff members to use a PPT while delivering their lectures
- The PPT to be used in the FDP will have to be submitted to the Dean, CDGI at least two days prior to the date of FDP

The guidelines to be followed by the Staff, FDP Coordinator and the Computer Technician are provided below:

D. Guidelines for Presentation:

- Every faculty member of CDGI is expected to deliver a lecture on their chosen topics related to teaching and learning process.
- Lectures shall be arranged on Saturdays only.
- Maximum of two members are allowed to deliver the lecture.
- Minimum of 40 minutes of lecture is expected to be delivered.
- Faculty members who wish to deliver lecture on FDP shall give their names and topic to respective HODs and to FDP coordinator at least one week in advance.
- After the approval from FDP coordinator, the faculty member shall prepare a draft write up and PPTs on the lecture to be delivered. The draft copy along with PPT shall be submitted to Dean for approval.
- After the approval of Dean the same shall be presented on the day of lecture through the PPTs.
- Presentation should be in windows and Linux operating system only.
- Faculty members are advised to use the collar mike for better delivery.
- Laser indicator must be used for showing the important terms
- The presentation may be interactive but not in the form of questioning the members present.
- After the lecture they have to submit a hard copy of presentation to FDP program coordinator within a week's time without fail. On the cover page of the hardcopy they have to mention the following information.
  - Name of faculty:
  - Department:
  - Designation:
  - Title of the topic:
  - Date and Day of delivery:
- Hard copy of the presentations shall be maintained in the form of a document for every session.

- The speaker has to enter details of the lecture in the booklet under his signature.
- The approved PPT's shall be given to seminar hall coordinator 30 minutes in advance for uploading it on to the computer.
- The faculty may speak on latest technologies also, with the permission of the Dean.

E. General Guidelines:

- There shall be a siren at least 10 minutes before the commencement of FDP program.
- All staff members, both teaching and non teaching, shall be in the seminar hall Five minutes before the commencement of the lecture.
- No staff member is allowed to enter the hall after the commencement of lecture as it creates disturbance.
- During the presentation staff members are not allowed carry their cell phones.
- Attendance of each staff member is mandatory.
- They have to sign in the attendance register before leaving the seminar hall.
- If any staff member is found to be violating the guidelines, it shall be informed to higher-ups.

  For Seminar Hall Coordinator:

- Projector, computer system, mike and audio system should be kept ready with all the necessary equipment required 30 minutes before the commencement of lecture.
- He shall check all the equipment in advance.
- He shall ask for Backup facility for computer and projector, so that the program can be conducted without any interruption.

  For FDP Coordinator:

- It shall be the responsibility of FDP coordinator to ensure that seminar hall arrangement, including cleaning and projector etc, are kept ready well in advance.

F. FDP by Invited Guest Speakers:

- Trainers, Motivational speakers or any other highly acclaimed / experienced Resource persons can also be invited to deliver lectures in the FDP
- Guest Lectures may be arranged Once / Twice in an academic year

- The Director is authorized to decide about inviting guest speakers in consultation with the Dean
- It is mandatory for all staff members to attend such Guest lectures

G. Publishing / Presenting Technical Papers:

- All Faculty members must present/publish at least One technical/scientific paper in National / International Conferences / Journals, preferably along with the students of their respective departments
- It is important to note this condition as it is directly linked with the annual increments of the staff members

1.7 Guidelines for Disciplinary Action:

Preamble:

An institution requires a framework of policies, rules, regulations and procedures to fulfill its responsibilities. These are absolutely necessary to function in an orderly and smooth manner. It is expected from all the staff members to collectively strive for maintaining high academic standards and carry forward the mission of the institution. Every staff member should ensure that they conduct in accordance with the ethics expected of them in an educational institution

In order to check indiscipline, misbehavior and laxity by staff members during the course of their academic duties being carried out, the possible lapses that may occur on the part of a staff member are listed and categorized. The actions that may be initiated against the erring staff members are also listed.

A. The following academic lapses on the part of staff members are considered as unethical:

- Irregular in engaging theory class and laboratory work.
- Not punctual to the class and laboratory.
- Not completing the syllabus in time.
- Not adhering to the lesson plan.

- Biased while awarding IA marks.
- Not involving in the activities of the institution.
- Using mobile phones in the corridors.
- Not following the academic norms of the institute.
- Not adhering to the dress code of the institute.

B. The following lapses on the part of staff members are considered as academic shortcomings:
- Poor presentation.
- Discuss irrelevant matters in the class.
- Not maintaining the attendance registers of the students periodically.
- Not preparing study material for the subject handled.
- Not preparing manuals for the laboratory work allotted.
- Not conducting experiments for the students during laboratory work.
- Not attending the examination invigilation duty allotted on time.

C. The following lapses on the part of staff members are considered as misconduct:
- Questionable body language.
- Misbehavior with girl students and lady staff members.
- Passing remarks on colleagues in public.
- Harassing students or colleagues.
- Quarreling with colleagues.
- Un-authorized absence.

D. The following lapses on the part of staff members are considered as insubordination:
- Arguing with higher officials.
- Not paying any attention to the advice of higher officials.
- Showing disrespect to the management.
- Showing disrespect to higher officials.
- Failing to execute the work entrusted by higher officials.

Immediately after noticing any nuisance by any faculty, the Director shall have discussions with the faculty. If, during discussions; it is found that there is a case worth enquiring, the Director will constitute an enquiry committee for the same.

The committee shall conduct an enquiry. However, it shall be the duty of Chairman, Enquiry committee, to see that the entire proceedings are kept confidential and the faculty under scrutiny be treated with due respect.

The response of the committee, along with its recommendations, shall be submitted to Director by the Chairman, Enquiry committee.

The Director, in consultation with Chairman, Enquiry committee and based on the report shall take appropriate decisions.

E. Composition of the enquiry committee:

- Dean of the respective school.
- Academic Head.
- HOD of the respective department.

F. Any staff member charged with lapses listed under category A and B:

- First instance an oral warning can be given.
- Second time if repeated, a memo can be issued.
- Third time if repeated, one annual increment may be withheld.
- Fourth time if repeated, a notice may be issued for discontinuing his services.

G. Any staff member charged with lapses listed under category C and D:

- First instance, a memo can be issued.
- Second time if repeated, his services may be discontinued.

1.8 Guidelines for Conduction of Meetings:

A. Dean with HOD's:

- Dean shall send a notice for the meeting along with agenda at least a day in advance to all HOD's and Academic Head.
- Meeting will usually take place in the conference room.

- One HOD assigned by the Dean shall take the signature of the members present in a book meant for meetings.
- The HOD assigned by the Dean shall record the minutes of the meeting in the book, take the signature of the Dean and all the members. He shall be responsible for keeping track of the meetings and minutes.
- When the meeting is called, the minutes of the previous meeting shall be read and members have to respond to the action taken by them on the minutes of the previous meeting.
- The frequency of the meeting shall be once in two months or as and when needed.
- There shall be a minimum of TWO meetings in a semester.
- Any action not initiated shall have to be validated by concerned HOD.

B. HOD's with Staff:

- HOD shall send notice for the meeting along with agenda at least a day in advance to all staff members of the department.
- Meeting will usually take place in a classroom or Laboratory of the department.
- One staff member assigned by the HOD shall take the signature of the members present in a book meant for meetings.
- The staff assigned by the HOD shall record the minutes of the meeting in the book, take the signature of the HOD and all the members. He shall be responsible for keeping track of the meetings and minutes.
- When the meeting is called, the minutes of the previous meeting shall be read and members have to respond to the action taken by them on the minutes of the previous meeting.
- The frequency of the meeting shall be once in a month or as and when needed.
- There shall be a minimum of FOUR meetings in a semester.
- The meeting conducted at end of semester shall take up subject allotment for the next semester.
- The time table of FTP shall be discussed before the closure of semester.
- HOD's to encourage faculty to participate in FDP, workshops, seminars and conferences

C. General staff meeting:

- There shall be at least one staff meeting (both teaching and non-teaching) per semester.
- General rules and regulations shall be discussed.
- The opinions of faculty to be discussed and implemented, if found suitable.
- Director, CDGI, shall preside over the meeting.
- All staff of CDGI shall participate compulsorily.
- Absentee staff, without permission of Dean, shall be counseled and if need be necessary action to be initiated.

1.9 Teachers Self Appraisal:

- It is mandatory for all staff members to fill up the Staff Self Appraisal form on-line at the end of the Even Semester and submit it to the respective HODs well in time
- Details furnished in the Self appraisal form will have direct bearing on the annual increments of the staff members

A. Appraisal Format (Engineering):

Name :   **Designation :**
Experience :   **Department :**

Sl. No.	Parameters	Percentage	Points	Your points
1	Percentage of results in the previous semester (Average of all subjects)	> 95	20	
		90 – 94.99	15	
		80 – 89.99	12	
		70 – 79.99	8	
		60 – 69.99	5	
		< 60	0	
2	Actual contact hours per subject in previous semester (Average of all subjects)	100	20	
		90 – 99.99	15	
		80 – 89.99	10	
		< 80	0	
3	Percentage of portions covered in previous semester (Average of all subjects)	100	20	
		90 – 99.99	15	
		80 – 89.99	10	
		< 80	0	
4	Average Formative Feedback from students in	> 95	20	

Sl. No.	Parameters	Number	Points	Your Points
	previous semester	90 – 94.99	18	
		80 – 89.99	12	
		< 80	0	
5	Average Summative Feedback from students previous semester	> 95	20	
		90 – 94.99	18	
		80 – 89.99	12	
		< 80	0	
Sl. No.	**Parameters**	**Number**	**Points**	**Your Points**
6	Number of papers presented in National conferences (Previous academic year)	> 2	15	
		2	10	
		1	5	
7	Number of papers presented in International conferences (Previous academic year)	> 2	30	
		2	20	
		1	10	
8	Number of papers published in national journals (Previous academic year)	> 2	20	
		2	15	
		1	10	

9	Number of papers published in international journals with
	   No Impact factor = 10 points each, Max. = 20
	   Impact factor > 1 = 15 points each, Max. = 30
	   Impact factor > 5 = 20 points each, Max. = 40
	   (During Previous academic year)
			40	

			30	
			20	
Sl. No.	**Parameters (Points 10, 11,12,13 & 14 only for Professors & Associate Professors)**	**Number**	**Points**	**Your Points**
10	Chaired a session in Conference	1	30	
11	Number of awards/citations received	2	20	
		1	10	
12	Number of successful Sponsored/External projects guided	> 2	30	
		2	20	
		1	10	
13	Number of projects prepared and presented to various agencies seeking funds.	2	30	
		1	20	
14	Number of projects approved and funds released	2	40	
		1	30	
Sl. No.	**Parameters**	**Number**	**Points**	**Your Points**
15	Involvement in extra-curricular activities (For heading activities like, Gymkhana, Cultural, Annual Social Gathering, Citronics)	---	30	
16	Number of LWPs during the semester	1	– 2	
		2	– 4	
		> 2	– 10	
17	Issue of official memos for any indiscipline	1	– 5	

		2	− 10	
		> 2	− 30	
18	Punctuality/Regularity in engaging classes	Missed Once	− 5	
		Missed Twice	− 10	
		> 2	− 20	
19	Incidents of misbehavior with Staff & Students	Once	− 5	
		Twice	− 10	
		> 2	− 20	
20	Any other special achievement (Enclose details)	National / International	10 / 20	
Total Number of all 20 Points				

I hereby declare that all the points awarded by me as per the guidelines are correct and true to the best of my knowledge

                                               Signature of Faculty

Certified that all the entries made by the Faculty have been verified by me and they are found to be correct.

                                               Signature of HOD

B. Appraisal Format (Management):

Name :   **Designation :**

Experience :   **Department :**

Sl. No.	Parameter	Percentage	Points	Remarks
1.	Percentage of results in the previous two semesters	> 95	20	
		90 – 94.99	15	
		80 – 89.99	12	
		70 – 79.99	8	
		60 – 69.99	5	
		< 60	0	
2.	Actual contact hours per subject in each semester	100	20	
		90 – 99.99	10	
		80 – 89.99	6	
		< 80	0	
3.	Percentage of portions covered in each semester	100	20	
		90 – 99.99	10	
		80 – 89.99	5	
		< 80	0	

Sl. No.	Parameter	Number	Points	Remarks
4.	Feedback from students	> 90	10	
		80 – 89.99	8	
		70 – 79.99	6	
		< 70	0	
5.	Number of papers presented in National conferences (Previous academic year)	> 2	20	
		2	10	
		1	5	
6.	Number of papers presented in International conferences (SVIM, MTMI, USA)	> 2	40	
		2	20	
		1	10	
7.	Number of papers published in national journals with No Impact factor = 10 points each, Max.=20 Impact factor < 1 = 15 points each, Max.=30 Impact factor > 1 = 20 points each, Max.=40		40	
			30	
			20	
8.	Number of papers published in international journals with No Impact factor = 20 points each, Max.=40 Impact factor > 1 = 30 points each, Max.=60 Impact factor > 5 = 40 points each, Max.=80		80	
			60	
			40	
9	Chaired a session in Conference (Only Prof/ Assoc. Prof)	1	30	
10.	Number of awards/citations received	2	20	
		1	10	
11.	Number of successful Sponsored/External projects guided	> 2	20	
		2	10	
		1	5	
12.	Number of projects prepared and presented to various agencies seeking funds.	2	20	
		1	10	
13.	Number of projects approved and funds released	2	20	
		1	10	
14.	Involvement in extra-curricular activities (For heading activities like, Gymkhana, Cultural, Annual Social Gathering, Citronics, Samwad)	---	20	
15.	Number of Case Studies discussed in your class	>4	30	
		2-3	15	
		1	10	
16.	Number of industry visits along with students	>2	20	
		1	10	
17.	Number of Special Lectures organized by you on your topic • Minor Project on Bank Reconciliation	>2	20	
		1	10	

	Statement, • Simulation of Time value of money on excel			
18.	Number of certificate courses organized by you	>1	20	
		1	10	
19.	Number of GDs conducted by you	>3	20	
		2	10	
		1	5	
20.	Number of Seminars organized by you • Basics of Accounting for Non- commerce students • Importance of accounting software Tally • How to prepare for Examination	>3	20	
		2	10	
		1	5	
21.	Number of LWPs over past two semesters	1	-2	
		2	-4	
		> 2	-10	
22.	Issue of official memos for any indiscipline	1	-5	
		2	-10	
		> 2	-30	
23.	Punctuality/Regularity in engaging classes	Missed Once	-5	
		Missed Twice	-10	
		> 2	-20	
24.	Incidents of misbehavior	Once	-5	
		Twice	-10	
		> 2	-20	
25.	Any other notable contribution- Specify below	Marks will be awarded based on the quality of contribution and the area in which the contribution is made.		
TOTAL				

I hereby declare that all the points awarded by me as per the guidelines are correct and true to the best of my knowledge.

Signature of Faculty

Certified that all the entries made by the Faculty have been verified by me and they are found to be correct.

Signature of HOD

1.10 Guidelines for Conducting Outside Examinations:

Examinations	All Outside Online and Offline Exams other then BE, MBA, B.Sc., BBA, B.Com. examinations
Senior Superintendent	• Dean will be the Senior Superintendent for all outside examinations • He will be SPOC from CDGI for communication with all external agencies. • He will appoint the Centre Superintendent on rotation basis. • He will be solely responsible for successful conduction of exams • He should be present in the exam centre on exam day. • He will send MIS report received from Centre Superintendent after verification to the Management and Accounts.

Centre Superintendent	• All HODs, Professors and Associate Professors can be appointed as Centre Superintendent.
	• Presently following faculty members are identified as Centre Superintendent
	    o All HODs
	    o Mr. Manish Gome
	    o Mr. Arvind Kumar Shrimali
	    o Mr. Sanjay Purohit
	    o Any other faculty member as per designation and experience
	• He / She will carry out all the arrangements required for conducting Online Exam with the help Network Administrator, Invigilators and support staff.
	• He / She will appoint Network Administrators on rotation basis.
	• He / She will request HODs for list of invigilators for the said exam in proportion to faculty strength.
	• He /she will provide all instructions and assign duties to the staff as per their role and instructions received from Nodal Agency for the exam
	• After the exam Centre Superintendent, will submit a copy of duly signed Work order, Attendance of invigilators and remuneration chart to the HR after approval of Sr. Superintendent.
	• Centre Superintendent will submit MIS report in enclosed format to the Sr. Superintendent.

Network Administrators	• Faculty and Staff members having good knowledge of IT and ITES can be Network Administrators
	• Presently following faculty staff members are identified as Network Administrators
	    ○ Mr. Swapnil Soner
	    ○ Mr. Vishal Trivedi
	    ○ Mr. Mahesh Kumar NS
	    ○ Any other faculty member as per designation and experience
	• Network administrator will work as per instructions received from Centre Superintendent

Invigilators	• Centre Superintendent will request HODs for list of invigilators for the said exam in proportion to faculty strength. • HODs will provide the list of faculty members to the Centre Superintendent for invigilation ensuring proper rotation. • Invigilators will perform duties as per instruction given by Centre Superintendent
Laboratory Technicians	• Mostly Lab technicians of CS / IT will be used for lab support in the exam however minimum one lab technician from each department other CS/IT must be given duty.
Security and Support Staff	• Security and support staff will be appointed on rotation basis • Centre Superintendent will refer to previous duty sheets for ensuring rotation.
Working	• Work order received will be approved by the Dean. • Exams can be conducted on non-working days only • For conducting exams on working days approval from management must be taken • No exams should be accepted on the days on which college function is scheduled • Office and T&P staff can be involved in examination duties but only on non-working days. In any condition, they should not be given exam work on working days.
Payment Mode	• All remuneration must be accepted through account payee Cheque/Online in the college account from the external agency. • No cash will be accepted from external agency.

Remuneration to the Staff	• Remuneration to the staff will not be paid in Cash only
	• Remuneration to the staff will be made as follows:
	• **On Working Days**
	○ 50% of the payment received for remuneration will be transferred to IDF.
	○ Remaining amount will be distributed to the staff proportionately.
	• **On Non-Working Days**
	○ 20% of the payment received for remuneration will be transferred to IDF.
	○ Remaining amount will be distributed to the staff proportionately.
	• Remuneration will be paid to staff with the monthly salary.
	• In case examiner pays remuneration directly in to faculty bank account then we will deduct the share of IDF from respective staff salary from the month of exam held.
Others	• If any faculty member is unable to perform exam duties in any exam he/she can do so after providing reason for the same. In such cases he/she will be given chance later.
	• If faculty member denies for performing exam duty continuously three times, then it should be brought to the notice of the Sr. Superintendent.

1.11 Formats of undertaking for Faculty:

    A. Undertaking (NEN):

I, Mr/Ms ……………………………………………..…….… , working as ………………………………. In the Department of ………………………………, hereby state that I have also taken up the responsibility of co-ordinating the day to day activities of NEN Program in the college during the academic year ………………………. . As mandated by NEN that the co-ordinator has to undergo specialized training, I on my own will and wish without any force or compulsion agree to undergo specialized professional training at specified training centers, Accordingly, I will attend the Training program that will be conducted at……………………..………………………… from ……………………… to …….…….………. for a period of ………………… days with paid duty leave.

I am fully aware of the fact that for undergoing this training program, all the expenses of my training fees, travel, stay and food is being paid by the institution with no extra cost incurred from my side.

In view of the above stated facts, I hereby submit an undertaking on my own will and wish without any force or compulsion that I will serve the institution for a minimum duration of 2 academic years after attending the training program for which the institution has spent INR. ……………….

I, further on my own will and wish without any force or compulsion state that an amount equal to the money paid by the institution for my training may be deducted from my salary in 6 monthly installments and held back as retention money and paid back to me after 2 years.

In case, for any reason I discontinue my services from the institution, then I will be liable to repay the cost of training program incurred on me by the institution as per the following conditions:

(i) In case I discontinue my services **WITHIN ONE ACADEMIC YEAR** after attending the training program, then I will be liable to repay the entire **100 %** amount spent on me by the institution for   the training program (INR………………………) from the retention money.

(ii) In case I discontinue my services **WITHIN TWO ACADEMIC YEARS** after attending the training program, then I will be liable to refund **50 %** of the amount spent on me by the institution for the training program (INR……………………………) from the retention money.

Signature of staff member with date   **Signature of HOD/Guarantor with date**

B. Undertaking (PMKVY course):

I,   Mr/Ms   …………………………………………..….….   ,   working   as ………………………………. in the Department of ……………………………, hereby state that I have also taken up the responsibility of co-ordinating the day to day activities of the PMKVY Skill Development course in the Training Center allotted to our department during the

academic year ………………………. .As it has been mandated by the government, that staff members involved in the training of the enrolled candidates have to undergo specialized professional training at specified training centers, I on my own will and wish without any force or compulsion agree to undergo this training program on my own will. Accordingly, I will attend the Training of Trainers (TOT) program that will be conducted at……………………..…………… from ……………………… to …….…….………. for a period of ………………… days with paid duty leave.

I am fully aware of the fact that for undergoing this TOT program, all the expenses of my training fees, travel, stay and food is being paid by the institution with no extra cost incurred from my side.

In view of the above stated facts, I hereby submit an undertaking on my own will and wish without any force or compulsion that I will serve the institution for a minimum duration of TWO academic years from the date of attending the training program for which the institution has spent INR. ………………

I, further on my own will and wish without any force or compulsion state that when remuneration has to be paid to me for managing the PMKVY course , an amount equal to the money paid by the institution for my training may be held back as retention money and paid back to me after 2 years

In case, for any reason I discontinue my services from the institution, then I will be liable to repay the cost of TOT program incurred on me by the institution as per the following conditions:

(i) In case I discontinue my services **WITHIN ONE ACADEMIC YEAR** after attending the TOT program, then I will be liable to repay the entire **100 %** amount spent on me by the institution for   the training program (INR…………………………) from the retention money.

(ii) In case I discontinue my services **WITHIN TWO ACADEMIC YEARS** after attending the TOT program, then I will be liable to refund **50 %** of the amount spent on me by the institution

for the training program (INR………………………………) from the retention money.

    Signature of staff member with date   **Signature of HOD/Guarantor with date**

ACADEMIC COORDINATION SYSTEM

Preamble:

The Academic Coordination System is set up for the smooth functioning of the Academic System. It comprises of the following staff members:

- **The Academic Head:** He shall take care of the academic activities of all classes
- The Academic Head will be reporting about all academic matters directly to the Dean, CDGI.
- **The Academic Coordinator:** He shall be a senior person nominated by the Director to Coordinate various academic activities of providing relevant information and data to the Academic Head. He shall act as a Liaison between the Academic Head and various Departmental Academic Supervisors in collecting information and data from various departments
- **The Academic Supervisors:** There shall be one senior staff member from each department to provide the required information and data to the Academic Coordinator
- **The I Year Coordinator:** He shall be a Senior staff member from the Science and Humanities Department and will help in providing all relevant information and data to the Academic Head

2.1 Guidelines for Academic Coordinator:

- Assist the concerned Academic Head in compiling important Academic documentation like Monthly attendance Reports, Mid Sem. Marks reports, Final MST marks reports and % Syllabus covered reports of all branches and classes.
- Monitor ACCSOFT Lesson Plan, Work Record and Student Attendance records entered by faculty members regularly and report any irregularities to the Academic Head.
- Monitoring entry of MST marks by staff members of all departments in ACCSOFT and report any irregularities to the Academic Head
- Monitor the preparation of list of students with shortage of attendance and poor MST marks of all departments to be sent to their parents
- Assist the Academic Head in any other Academic related matters

2.2   Guidelines for Academic Supervisors:

- Assist the HOD in smooth functioning of the departmental academic activities
- Monitor regular conduction of theory and laboratory classes in the department
- Submission of class conduction reports to Academic Head
- Make alternative arrangements to handle classes when regular staff is absent and immediately report the matter to respective HOD and Academic Head
- Monitor ACCSOFT, Lesson Plan, Work Record and Student Attendance records entered by faculty members regularly and report any irregularity to the Academic Head
- Monitoring entry of MST marks by staff members of all departments in ACCSOFT and report any irregularity to the Academic Head
- Provide necessary academic data and information like Monthly Attendance reports, Mid-Semester Marks report, Final MST marks reports and % Syllabus covered reports to the Academic Head

2.3   Guidelines for First Year Coordinator:

- Assist the Academic Head in maintaining discipline of first year students
- Monitor regular conduction of theory and laboratory of first year classes
- Make alternative arrangements to handle classes when regular staff is absent and immediately report the matter to Academic Head
- Monitor ACCSOFT, Lesson Plan, Work Record and Student Attendance records entered by faculty members regularly and report any irregularity to the Academic Head
- Monitoring entry of MST marks by staff members of all departments in ACCSOFT and report any irregularity to the Academic Head
- Provide necessary academic data and information like Monthly Attendance reports, MST Marks report, Final MST marks reports and % Syllabus covered reports to the Academic Head
- Assist the Academic Head in any other Academic related matters

2.4   Duties and Responsibilities of the Chief MST Coordinator:

The responsibility of the chief mid-semester test coordinator is to ensure the smooth and timely conduction of mid-semester test. He will also have to ensure the quality of tests

conducted. To execute the above mentioned in practice Chief MST coordinator will have following duties:

- Preparation of time table for the mid-semester tests, with proper consideration of university academic calendar.
- Preparation of calendar (declaration of dates) for departmental MST coordinators for timely execution of various activities related to the mid semester tests. These activities includes:
  - Warning list to the students who have less attendance. This list will be declared almost 3 weeks prior to the tests. *(This list will give the concerned student a chance to make up his/her attendance to become eligible for appearing in the test)*
  - Submission of names of examiners with names of subject and subject code. Two weeks prior. *(The names of examiners will ensure the responsibility that which faculty member is responsible for setting and submitting the question paper)*
  - Date for submission of question papers, evaluation scheme, solutions and questions for online quiz.
  - Date for submission of names of faculty members to be appointed as invigilators and the names of faculty members for conduction of online quiz.
  - Final resolution to students regarding their complaints about attendance. The date of this will be almost three days prior to the test.
  - Declaration of final eligibility list of the students who are eligible for appearing in the mid- semester test
  - Date for submission of evaluated blue books.
  - Date for submission of performance report, review report
- Preparing and distributing the uniform formats for collection of information regarding tests in a systematic manner.
- Result analysis of the mid-semester test and plan for remedial classes if required for any subject.
- The remedial classes will be followed by the test for the students attending the remedial classes.
- Monitoring the quality of question papers and evaluation done by the examiners.

2.5 **Duties and Responsibilities of Chief Seminar Coordinator:**

- Chief Seminar Coordinator has to conduct a meeting with Heads of all the Departments at the beginning of the semester and finalize the Calendar of events in consultation with Dean, to be followed for the semester.

- Chief Seminar Coordinator has to conduct a meeting with Departmental seminar coordinators of all the branches at the beginning of the semester and inform them about any changes in seminar guidelines.

- Forwarding the list of seminar coordinators and Department Seminar coordinator branch wise to the Dean.

- Forwarding the list of student nominees from each class as the Secretary and Joint Secretary of the Seminar classes to the Dean.

- Monitoring the allotment of seminar topic and Guide to the students in the prescribed format with the help of Class seminar coordinator.

- Monitoring the preparation of schedule of seminar presentation by the Department Seminar Coordinator and publishing it in e-Campus.

- Chief Seminar Coordinator must visit some of the seminar presentations and observe the modality of presentation and check the attendance.

- Monitoring the progress of seminar in each Department during each MST and advising the HOD's and Department Seminar Coordinators to adhere to the schedule.

- Reporting the progress of Seminar in each branch to the Dean.

- Chief Seminar Coordinator can sometimes request for the copy of seminar report if needed to check the quality of seminar.

- Chief Seminar Coordinator has to check the marks allotted to each student and can ask for clarification from the Department seminar coordinators if any.

- Collection of marks from the Department seminar coordinators and Submission of marks to the Dean.

- Monitoring the Planning and conduction of the Seminar competition in consultation with HOD, Department Seminar coordinator and Dean.

- Maintaining the documents regarding the seminar of all branches.

2.6   Role of Chief Project Coordinator:

- He in coordination with senior faculty and research scholars in the department should identify the thrust areas where projects can be identified, developed and commercialized.

- He should manage successful execution of major projects relevant to both industry specific and research based.

- He should direct and coordinate preparation of all relevant documents necessary for ensuring quality projects in the department.

- He should educate students and faculty regarding present research status, relevant projects in the area of industry needs, technology transfer, patent development and research publications in referred journals.

- He should establish Industry-Institute partnership cell to exchange expertise and technology and its benefits.

- His role is to bring technical consultancy that can be offered to Industry and end users.

2.7   Specific Responsibility of Chief Project Coordinator:

- To prepare the project schedule in line with the academic calendar of the Institution.

- To identify project execution alternatives that best fit the needs of the students and fit within the overall Institution capital plan and as per vision of the Institution.

- To direct technical and administrative efforts required to accomplish project deliverables in accordance with the approved project scope, design concept, design criteria, engineering standards, schedule and budget in a planned manner.

- To work very closely with the Project coordinators and Leadership Team to ensure that the student team stays aligned around the project deliverables and goals.

- To establish the project team communication structure; including technical requirements, meetings, decision criteria and roles and responsibilities for each stakeholder in the project.

- To report on project execution status to key stakeholders via written reports and face-to-face updates as required.

- To keep track on project progress, project commitments and that the project cost and schedule forecasts are communicated to the Project Leadership Team on a regular basis.

- To organize high level workshops/symposia and policy dialogues, as and when needed and arranging training, workshops for various stakeholders.
- To take care of monitoring and evaluation activities and ensure project implementation within the prescribed timeframe.
- Prepare and present periodic project progress reports for the consideration of higher management.
- To establish and maintain good working relations with the relevant expertise, research organization and funding agencies (government, NGOs and development partners etc.) in order to accelerate the outcome based projects.
- To create synergies with other development projects for optimizing the results and avoid resource duplication.

2.8 List of Departmental Level Committees and Associated Load in Units:

Sl. No.	Departmental level Committees	Maximum Number of Members	Work Load in Units
1	Course File Coordinator	1	1
2	Department Documentation Coordinator	1	1
3	Major and Minor Project Coordinator	1	2
4	Time Table Coordinator	1	1
5	e- Campus MST marks Coordinator	1	1
6	FTP Coordinator	1	0
7	MST Coordinator	2	2
8	MST question review committee member	2	1
9	Blue books review committee member	3	1
10	Objective questions Coordinator	1	1
11	Class conduction Coordinator	2	2
12	Laboratory conduction Coordinator	1	2
13	Department Furniture, Stationary Coordinator	1	1
14	Seminar Coordinator	1 per section	1
15	Department Library Coordinator	1	1
16	Student feedback Coordinator	1	1
17	RGPV Laboratory examination Coordinator	1	1
18	RGPV portal Attendance entry Coordinator	1	1
19	RGPV - IA marks entry Coordinator	1	1

20	Study Circle Coordinator	1	1
21	Result Analysis Coordinator	2	1
22	Staff In charge of Laboratory	**1 per Lab**	2
23	Department Audit Coordinator	1	1
24	Discipline committee	2	2
25	Attendance Registers and Syllabus coverage	1	1
26	Senior Mentor	1	4

2.9 **List of College Level Committees and Associated Load in Units:**

Sl. No.	College level committees	Maximum number of members	Work Load in Units
1	Sports activities	Need based	1
2	Cultural activities	Need based	0
3	CITRONICS committee	Need based	0
4	Samvaad committee	3 + Students	1
5	Spandan committee	3 + Students	1
6	NEN Faculty	3	2
7	Transportation In-charge	2	2
8	Discipline Committee Chairman	1	4
9	Anti Ragging Committee (Except HODs)	Need based	1
10	Prospectus Committee	3	1
11	Clubs - Movie/Yoga/Music/Reader/Innovation	2	1
12	Sports Club	4	1
13	Eco-culture Club	3	1
14	College Library Committee	3	1
15	FDP Coordinator	1	0
16	e- Campus Coordinator / Joint Coordinator	1	4
17	e- Campus Development team	4	2
18	e- Campus Support team	Need based	1
19	Annual Social Gathering	Need based	0
20	Chairman of Gymkhana/Cultural Committee	1 / 1	2
21	Chairman of Citronics	2	2
22	Hostel Warden / Assistant Warden	1	2 / 1
23	Technical and Soft skill Training team	Need based	2
24	Event Managers for college functions	Need based	0
25	Compeering in college functions	Need based	0
26	Joint Chief Mentor	1	4
27	Deputy Chief Mentor	2	4
28	Senior Mentor	1 for each Dept.	4

29	Mentor	Need based	2
30	HOD	1	6
31	Canteen Committee Chairman / Member	1 / 2	1
32	Industry Liaison Officer (Core branches only)	2 for each Dept.	4
33	Placement Coordinators (Core branches only)	1 for each Dept.	2
34	Chief MST Coordinator	1	4
35	Chief Seminar Coordinator	1	4
36	Chief Project Coordinator	1	4
37	NSS Coordinator	2	1
38	National Level Competitions Coordinator	1 for each event	2
39	Journal Publication Committee Chairman	1	2

NORMS FOR DIFFERENT TYPES OF LEAVES

3.1 Guidelines for Casual Leave (CL):

1. CL cannot be claimed as a matter of right.
2. Maximum of 10 CL is permissible per academic year.
3. CL cannot be clubbed with Earned Leave and Medical Leave
4. CL may be clubbed with DL only. If CL and DL are clubbed then the total leave period cannot exceed 6 days (CL 3 + DL 3).
5. Not more than 3 CL are permitted at a time.
6. Leave shall be applied online only.
7. No staff member can avail the leave without the prior approval of the Dean.
8. However, in case of any emergency, the staff member may proceed on leave by informing the Dean over phone.
9. In such case, the leave application shall be submitted within two days after resuming for the duties failing which it will be treated as LWP.
10. Information on the alternative arrangements made for engaging the classes during his/her absence shall necessarily be given in the application form failing which it will not be considered by the Dean.
11. Leaves claimed beyond the stipulated number of maximum days shall be treated as on LWP.
12. In case CL is applied including the preceding and the succeeding day of holidays, then the total period of absence shall not exceed 10 days.
13. If any staff applies for CL on the preceding and the succeeding day of holiday, the holiday will also be considered as CL.
14. CL cannot be carried forward to the next academic year.

3.2 Guidelines for Compensatory Leave (CoL):

1. CoL is that leave which compensates for any additional academic/official work carried out in the college premises (or otherwise) on the specific directions of the Dean. One day CCL is allowed for a minimum duration of seven/ six and half hours duty and half day CCL is allowed if work is carried out for more than 3 and half hours.

2. Participation of all the staff members in an official function like seminar / workshop / sports activity / parents day / etc. organized by the college (even on holidays) shall not attract the provisions of compensatory leave.

3. A record of such additional academic work done by the staff member shall be maintained in the college office, indicating the number of hours of work done on that particular day.

4. This record shall have to be attested by the Dean after entry is made in Acc-soft under overtime.

5. The claim for such leave may be made in leave application form through Acc-soft under leave type CCL and must be used within 30 days from the date of additional work done.

6. CoL cannot be claimed as a matter of right.

7. However, the sanction of CoL is solely at the discretion of the Dean/Director.

3.3 Guidelines for Duty Leave (DL):

Duty Leaves shall be of three types:

3.3.1 DL-O (Duty Leave - Official Duty)
3.3.2 DL-P (Duty Leave - Personal Academic Work)
3.3.3 DL-M (Duty Leave - Management Assigned Duty)

3.3.1 DL- O (Duty Leave - Official Duty):

1. Duty Leave - O is that leave which can be claimed by a staff member who attends to official duties like HO Meetings, University Work (but not evaluation and examination), Counseling Meeting, etc. entrusted officially either by the Dean/Management/University.

2. While claiming the duty leave, the staff member shall apply through Acc-soft only.

3. Such leave application shall necessarily be forwarded through the concerned HOD.

4. If such order is not received in advance, the staff member can avail the duty leave under the condition that the same is made available immediately after the meeting/University work.

5. In case of attending official meetings also, either at the University campus or at the nodal center, or at the head office the staff member shall apply for DL in advance.

6. Whenever a staff member is assigned the official work by Management/ Dean he/she shall apply for DL before attending the work, making alternative arrangements for his/her theory / practical work.

7. However, the sanction of the duty leave is solely at the discretion of the Dean/Director.

3.3.2 DL-P (Duty Leave - Personal Academic Work):

1. Duty Leave - P is that leave which can be claimed by a staff member who attends to academic duties like examinations, supervisory squad, university work, evaluation work, entrusted officially by the University, inspection duty entrusted by statutory bodies (AICTE, PCI, NBA, NAAC)

2. A maximum of 10 DL is permissible per academic year. Each semester a maximum of 5 leaves only.

3. While claiming the duty leave, the staff member shall submit an application through Acc-soft only along with the copy of official order.

4. Such leave application shall necessarily be forwarded through the concerned HOD.

5. If such order is not received in advance, the staff member can avail the duty leave under the condition that the same is made available immediately after the examination.

6. After the completion of the entrusted duty, the staff member shall submit the Duty/ Attendance Certificate issued by the competent authority, at the place of duty, to the Dean in order to substantiate his/ her participation.

7. Whenever a staff member is assigned the evaluation work/ examination/ squad work by the nodal centre, he/she shall apply for DL before attending the work, making alternative arrangements for his/her theory / practical work.

8. DL may be clubbed with CL only. If it happens then total leave should not more than 6 days (DL 3 + CL 3) together.

9. If any staff applies for DL on the preceding and the succeeding day of holiday, the holiday will also be considered as DL.

10. However, the sanction of the duty leave is solely at the discretion of the Dean/Director.

3.3.3 DL-M (Duty Leave - Management Assigned Duty):

1. Duty Leave - M is that leave which can be claimed by a staff member who attends to official duties like college function, events, office work etc. entrusted either by the Management or Dean.

2. A maximum of 10 DL is permissible per academic year. Each semester a maximum of 5 leaves only.

3. While claiming the duty leave, the staff member shall submit an application through Acc-soft only along with the copy of official order.

4. Such leave application shall necessarily be forwarded through the concerned HOD.

5. If such order is not received in advance, the staff member can avail the duty leave under the condition that the same is made available immediately after the entrusted duty is completed.

6. After the completion of the entrusted duty, the staff member shall submit a report to the Dean in order to substantiate his/her participation.

7. Whenever a staff member is assigned any official work by Management/ Dean he/she shall apply for DL before attending the work, making alternative arrangements for his/her theory / practical work.

8. In case of attending official meetings also, either at the University campus or at the nodal centre, the staff member shall apply for DL in advance.

9. DL may be clubbed with CL only. If it happens then total leave should not more than 6 days (DL 3 + CL 3) together.

10. If any staff applies for DL on the preceding and the succeeding day of holiday, the holiday will also be considered as DL.

11. However, the sanction of the duty leave is solely at the discretion of the Dean/Director.

3.4 Guidelines for Earned Leave (EL):

1. Permanent Teaching/Non-teaching staff with more than one year of service at CDGI shall be eligible for earned leave

2. All Professors and Heads of the department shall be non-vacational staff.

3. Dean may designate other Heads of the department as non-vacational staff depending upon the situation.

4. All Office, T&P and Library staff shall be treated as non-vacational staff.

5. However, Dean will decide on who would be eligible for vacation or otherwise.

6. The maximum number of earned leave per calendar year shall not be more than 30 days for non-vacational (Non-teaching staff & HODs) and 10 days for vacational staff (Technical & Teaching staff).

7. The leave account of every employee shall be credited with earned leave in two installments of 15 or 5 days each on 1st July and 1st January every year as per their eligibility.

8. The leave at the credit of an 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 240 days for Non-Teaching staff - Office, T&P and Library staff and 180 days for Teaching & Non-teaching staff (Technical).

9. An employee can claim earned leave on valid and satisfactory grounds only and the Dean is authorized to reject the request if it hampers the academic schedule of the college.

10. Staff members should apply for a minimum of 5 days EL at a time.

11. Maximum earned leave that may be sanctioned at a time shall not exceed 30 days.

3.5   Guidelines for Availing Vacation:

1. There will be 20 days of vacation in an academic year.

2. The two components of Annual vacation are: Mid-semester and End-semester, each of 10 days duration.

3. A staff member appointed on regular basis only will be eligible for availing vacation.

4. Staff members will become eligible for Vacation after completion of one year of continuous service at CDGI.

6. Vacation leave is not transferrable and also it cannot be carried forward.

7. Vacation leave cannot be clubbed with any other leave like CL, ML, etc

8. If a staff does not avail the leave during the mid-semester vacation, it may be clubbed with end-semester vacation of the same academic year with the permission of the Dean.

9. Vacational leave cannot be availed during the working days of the college.

10. If a staff member has been assigned any official work by the Dean, during Mid-semester vacation. Then he/she may request the Dean in order to avail the benefit of leave along with the End-semester vacation.

11. However, such request cannot be put forth as a matter of right and the Dean may reject the request in view of any important work in the college.

12. Notwithstanding, provision 6, if a staff member has been assigned any official work during the End-semester vacation, then he/she may request the Dean to allow for availing the benefit of leave along with either Mid-semester or End-semester vacation of the following academic year.

13. However, such request cannot be put forth as a matter of right and the Dean may reject the request in view of any important work in the college.

14. These rules are applicable for vacational staff only.

15. Non-vacational staff are not eligible for availing the vacation.

16. However, they are eligible for earned leaves (EL), as per the provisions made elsewhere.

17. The decision of the Dean, in all the matters mentioned above, shall be final.

3.6 Guidelines for Medical Leave (ML):

1. ML can be claimed only on medical grounds.

2. All teaching and non-teaching (Instructional staff like Lab. Instructor, Lab. Technician and Programmers etc.) are eligible for availing ML.

3. Maximum number of ML shall be ten only.

4. A staff member who is ill and admitted to a hospital as an inpatient only can avail this leave by producing an authenticated medical certificate by the consulting Doctor.

5. ML of ten days may be availed at a stretch depending upon the seriousness of the illness and the recommendation of the Doctor.

6. This leave may be clubbed with any other leaves such as CL, EL, etc.

7. The leave application shall be forwarded through the concerned HOD and the HOD may recommend for sanction of leave making sure that alternative working arrangements are made.

8. However, the sanction of medical leave is solely at the discretion of the Dean.

3.7 Guidelines for Maternity Leave (MtL):

1. Maternity leave may be granted to a permanent woman teaching/ non-teaching staff member, with two and less than two surviving children, up to a period of ninety days from the date of its commencement.

2. During such period, she will be entitled to leave salary equal to pay drawn immediately before proceeding on leave. (As per FD Notification No.G-3/1/96/C/TV dated 29th Mar l996).

3. Such leave shall not be debited to the leave account.

4. Maternity leave shall not be combined with leave of any other kind.

5. Maternity leave may be granted in cases of miscarriages, subject to the condition that the leave shall be limited to the period recommended by the appropriate medical authority subject to a maximum of fifteen to thirty days during the entire cycle.

3.8 Guidelines for Allotment of Staff Quarters:

1. Staff quarters shall be allotted on the basis of: a. Designation   b. Total length of service
   c. Service at CDGI.   d. Marital status.   e. Native place
   f. Responsibilities successfully shouldered and executed in the college,

2. SQ cannot be claimed as a matter of right.

3. Preference shall be given to staff of Major Engineering departments.

4. Allotment shall be done by the Dean in consultation with the management.

5. The staff member desirous of staying in the quarters need to apply in the prescribed format.

6. The rent for the quarters shall be 10% of the gross salary or Rs.2,500/- whichever is less.

7. **Two flats fully furnished in the staff quarter shall be allotted only to Professors without any charges**

8. However, a few quarters may be allotted on rent free basis on the discretion of the management - and the management may give some additional responsibilities to the staff to whom rent-free quarter would be allotted.

9. In the college premises quarters allotment on rent or rent-free basis will be as per discretion of the management and nobody can object.

10. The tenants shall bear the electricity expenses.

11. All charges towards maintenance, except labour charges, shall be borne by the tenants.

12. The tenants shall be responsible for the upkeep of the building and furniture, electrical fittings, etc. provided by the college.

13. The tenants are expected to maintain harmonious atmosphere amongst them.

14. College bus service will be made available for the family members who wish to go for marketing in the city, once or twice in a week.

15. Optimal use of water in the quarters is essential.

16. The rent towards the quarters shall be deducted from the salary.

17. After occupying the quarters, the tenants may contact the 'Estate officer' for any help.

18. Such of those who vacate the quarters shall produce the 'No dues certificate' from the estate officer to get the relieving order from the college office.

19. The staff members shall give a 'Possession Letter' to the Dean after occupying the quarter(s) indicating the possession of all materials in the quarters.

20. Bachelor's accommodation for Faculty can be provided in the PG hostel, if rooms are found to be vacant on a monthly rent of Rs.1,000/- inclusive of electricity charges.

21. The Faculty occupying the Bachelor's accommodation in PG hostel will have to vacate as and when the students demand for accommodation.

3.9 Guidelines for Provident Fund:

1. Each and every year increment will be applicable in the month of July only.

2. PF facility will be given to all academic staff who complete one year of service up to the month of July. If not it will be applicable from July next year.

3. For non-academic staff (Office Assistants, Accounts Assistants, Librarian and Asst. Librarian, Book lifters, Instructors, Technicians in all the labs and all other Non-academic senior staff) PF will be applicable from July who complete 1 year of service, if not then from July next year.

4. Any staff either academic or non-academic having PF account earlier will be provided with PF facility immediately on joining provided he submits satisfactory proof of regular PF contribution with PF number.

3.10 Guidelines for Participating in Seminars, Workshops, Conferences, etc.:

1. Management encourages active participation of teaching staff members in national or international level Seminars, Workshops and Conferences, in short SWCs.

2. However, such of those staff members who are actively involved in presenting technical papers are preferred over those who are taking part passively as participants.

3. Further, preference is also given for those who participate either as an active or as a passive participant at the INTERNATIONAL level.

4. Also, in case of more participants desirous of taking part in SWCs in an academic year, then preference may be given to participants from major engineering departments.

5. However, while permitting the candidate to participate in any SWCs, his/her contribution in the overall development of the Institute shall be the major criteria.

6. Such of those who have been officially selected to present or participate in any SWCs shall apply, in the **prescribed format**, to the Dean requesting for the necessary financial assistances needed by him/her, enclosing along with the application, the official communication received from the organization.

7. **If the staff member is invited for presenting a paper in an international SWC, within the country then all his expenses including Registration fees and Travel expenses shall be reimbursed.**

8. **If the staff member is invited for presenting a paper in an international SWC, outside the country then he/she shall be eligible for reimbursement of Registration fees and one way air fare.**

9. If the staff member is invited as a participant at an international SWC, then the Registration fees only shall be reimbursed.

10. Guidelines 7, 8 and 9 shall be similarly applicable for national level SWCs also except that it shall be II Class (sleeper) train fare, both ways instead of air fare.

11. No reimbursement of boarding and lodging charges in case of international SWCs.

12. The staff member, while participating in such SWCs. shall see that his/her academic work in the college is suitably adjusted with the departmental colleagues.

13. Soon after his/her return, extra classes shall be arranged to make good the loss.

14. It shall be mandatory for the participating staff member to share his enriched knowledge with the colleagues and the students.

15. Also, a brief report shall be submitted by the staff to HOD which shall be maintained in the department.

16. The study materials received by the staff member in the SWCs shall be deposited in the college library for the use of students and staff.

17. After depositing the registration fees for participation in the SWC. If the staff member fails to adhere to the schedule, then the same shall not be reimbursed.

18. The staff member shall produce a certificate of participation after his/her return from the SWC.

19. A staff member can participate in an international SWC once in two academic years or TWO national level SWCs, in an academic year.

20. However, the facility of section 19 shall not be utilized in the same academic year.

21. The staff member can claim reimbursement after returning from the SWC by submitting the relevant documents in support of his/her claim.

22. The staff member shall submit his/her application for participating in SWC through the HOD and FDP coordinator.

23. The HOD shall verify the relevance of the topic of SWC while recommending the request and may reject participation in such SWCs which would not be helpful in the overall academic development of the department/college.

24. The FDP coordinator after forwarding the application shall maintain a record of the faculty recommended for attending SWCs.

24. Participation in such SWCs during the period of university examinations and IA tests is not encouraged.

25. Rejection of any application shall be substantiated by HOD.

26. The HODs shall motivate staff members belonging to different specializations to participate in the SWCs instead of promoting only his area of interest.

27. The minimum eligibility criteria for availing this benefit shall be ONE year of satisfactory service at CDGI.

28. If the staff member submits resignation within one year from the date of participation in an SWC, then all the financial assistance enjoyed by him/her for the purpose shall he recovered.

29. Decision of the Dean shall be final.

30. The rules are subjected to change from time to time.

31. Same rules (as per rule no. 10) shall be applicable for students and non-teaching staff also.

CHAMELIDEVI GROUP OF INSTITUTIONS, INDORE.

Terms and conditions of service of staff members

All staff members of the Institute shall be governed by the following terms and conditions:

Subject to the provisions of the rules, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if found suitable shall continue to hold his/her office till he/she attains the age of superannuation.

01. The appointing authority shall have the power to extend the period of probation of any employee of the institute as may be found necessary.

02. Every employee of the institute shall devote his/her whole time to the service of the institute and shall not engage directly or indirectly in any trade or business or in private tuition or any other work which may interfere with the proper discharge of his/her duties. Any employee indulging in any type of activity given above shall be liable for disciplinary action.

03. All employees of the institute shall be governed by the service rules of Chamelidevi Group of Institutions, Indore.

04. The appointing authority shall have the power to terminate the services of any member of the staff without notice or without any cause assigned during the period of probation.

05. The appointing authority shall have the power to terminate the services of a member of the staff by giving one month notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment.

06. A member of the staff can leave his/her employment by giving one month notice or pay in lieu thereof. No member of the staff shall be allowed to leave during the academic session. In case a member leaves, he/she will be required to deposit his/her salary for a period of three months.

07. A member of the teaching staff cannot leave his/her employment by giving one month notice during vacation. He/she can give one month notice during the academic session and get relieved only at the end of the academic session.

08. A staff member will not associate or identify with any political activities. The management will view any violation of this seriously.

09. The institute reserves the right to amend, alter or vary the terms and conditions of the services.

10. All staff members shall be bound by the Dress code norms of **CDGI.**