



ANJUMAN

COLLEGE OF ENGINEERING & TECHNOLOGY

(MANAGED BY : ANJUMAN HAMI-E-ISLAM, NAGPUR)
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HANDBOOK-2023



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HAND BOOK

OF

CODE OF CONDUCT



ANJUMAN COLLEGE OF ENGINEERING AND TECHNOLOGY

MAGALWARI BAZAR ROAD, SADAR, NAGPUR(MS), INDIA, 440001

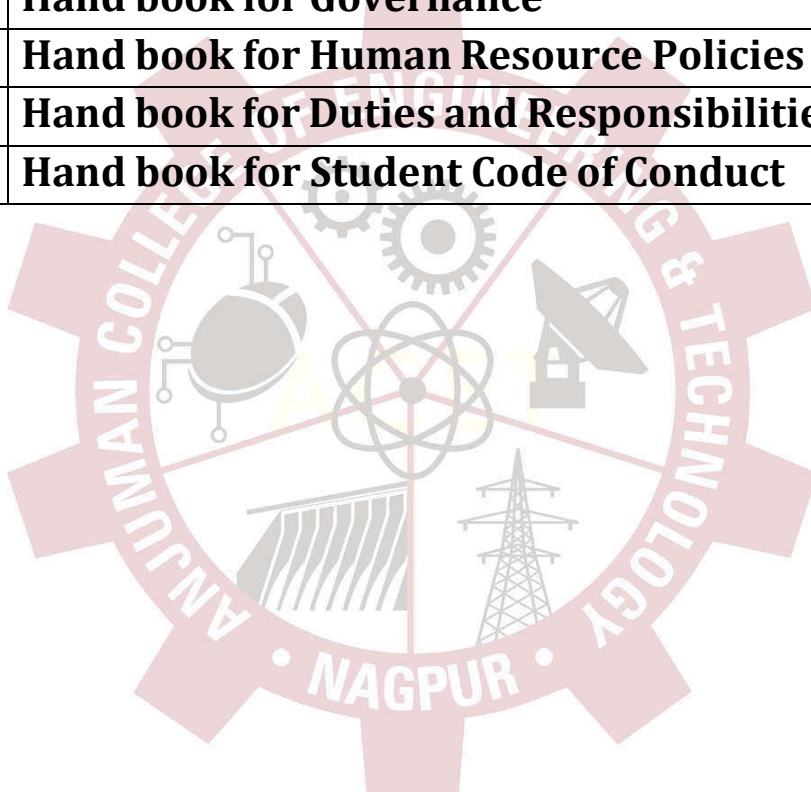
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INSTITUTE VISION AND MISSION

VISION

To be a center of excellence for developing technocrats with moral and social ethics, to face the global challenges for the sustainable development of the society.

MISSION

- To create conducive academic culture for the learning and identifying career goals.
- To provide quality technical education, research opportunities and imbibe entrepreneurship skills, contributing to the socio-economic growth of the nation.
- To inculcate values and skills, that will empower our students towards development through technology.

INSTITUTE CORE VALUES

Aiming access to Education :

Our aim is to provide quality education in different fields.

Human Touch :

Service of people through quality education for betterment of community and nation.

Integrity :

Imbibing knowledge to students of all communities, Contributing to the socio economic growth of the nation

Academic Excellence :

Our aim is to be a centre of excellence in engineering and technology , developing highest level of technocrats.

Challenge- Care-Change:

We commit our service to people. Take it as a challenge to uplift the students of every community , caring for them and aim to bring the change.

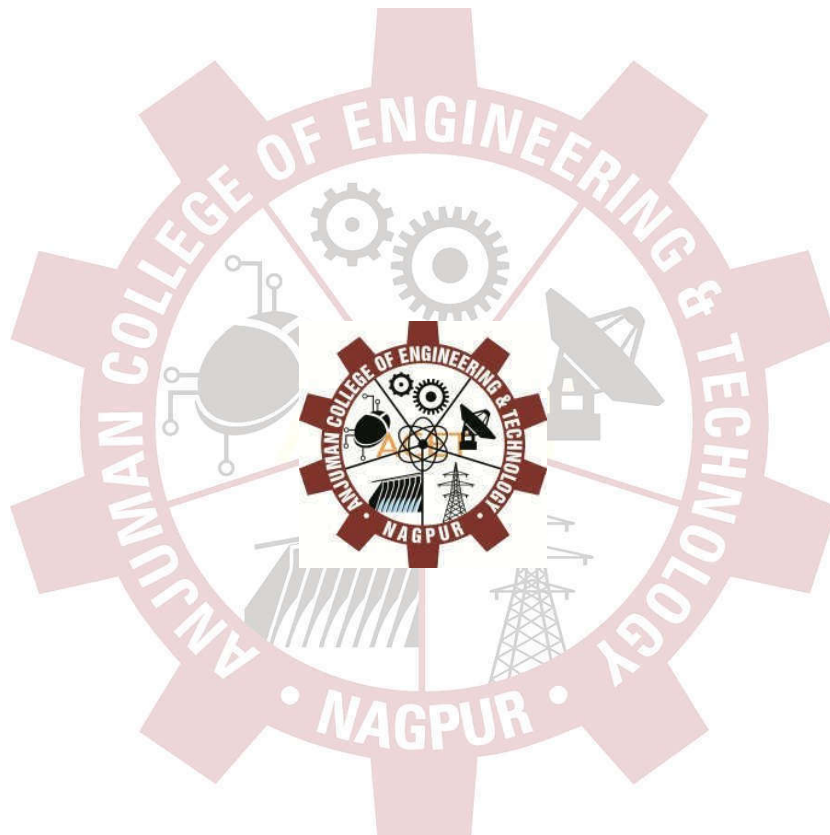
Encouragement :

We encourage critical thinking , qualitative reasoning , effective communication, ethical decision making and social responsibility in our students.

Team Spirit :

We inculcate the team spirit of professionalism and moral values among our technocrats aiming their all round development economically and socially.

Hand Book for Governing Body & Its Policy



**ANJUMAN COLLEGE OF ENGINEERING AND TECHNOLOGY,
SADAR, NAGPUR - 440001
(Edition-2023)**

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GOVERNING BODY AND ITS POLICY

1. Introduction

ANJUMAN COLLEGE OF ENGINEERING AND TECHNOLOGY (ACET) was established in the year 1999, owned and managed by the ANJUMAN HAMI-E-ISLAM (AHI), a non-profitable Educational Trust of central India, serving the cause since 135 years, to impart and foster quality Technical Education. ACET is a minority, self Financed Institution. It is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, Maharashtra (RTMNU) and approved by All India Council of Technical Education, New Delhi (AICTE) and Recognized by Directorate of Technical Education (DTE), Govt. of Maharashtra, Mumbai.

Institute Vision and Mission are:

- **VISION**

To be a centre of excellence for developing quality technocrats with moral and social ethics, to face the global challenges for the sustainable development of society.

- **MISSION**

- To create conducive academic culture for learning and identifying career goals.
- To provide quality technical education, research opportunities and imbibe entrepreneurship skills contributing to the socio-economic growth of the Nation.
- To inculcate values and skills, that will empower our students towards development through technology.

2. Composition of Governing Body

The governance of ACET is managed by ANJUMAN HAMI- E- ISLAM trust, having Mr. Z.A.HAQ, the sole court administrator of AHI Trust and assisted by other renowned office bearers (as its Members). The unique and extra-ordinary characteristics of the trust exhibit its tireless efforts in helping the poor and marginalized section of the society by imparting quality education thereby helping in socio-economic growth of the nation. The outcomes are very visible and fructiferous as the lives of many are being lightened up. The trust has sole objective to serve the people of the nation.

- a) As per the guidelines, the Governing Body shall have at least 11 members including the Chairman and the Member Secretary, and the remaining members will be nominated as indicated below:-

Number	Category	Nature
5 members	Management	Trust or management as per the constitution or byelaws, with the chairman or president
2 members	Teachers of the college	Nominated by the Principal based on seniority
1 member	Educationist or industrialist	Nominated by the Management
1 member	DTE nominee	Nominated by the UGC
1 member	AICTE nominee	Nominated by the AICTE
1 member	State government nominee	Academician not below the rank of professor or state/ government official of Directorate of Higher Education/State Council of Higher
1 member	University nominee	Nominated by the University.
1 member	Principal of college	Ex-officio.

The number of members can be increased by adding an equal number of educationists from the Region keeping in view the interest of the Technical institutions. The total number of Members of the Governing Body shall however not to exceed 21.

- b) ACET's governing body members is as follows:-

Sr no	NAME	DESIGNATION	REPRESENTATION CATEGORY
1	Dr. Ab. Shakil Ab.Sattar	Chairman	Management Nominee
2	Mr.Anees Ahmad	Member	Management Nominee (Educationalist)
3	Mr. Ahmed Sayeed	Member	Management Nominee (Educationalist)

4	Dr. Salim Chavan	Member	Management Nominee (Educationalist)
5	Dr. Neeraj Khati	Member	Management Nominee (University Nominee)
6	Dr. G.K. Awari	Member	Management Nominee (State Government Nominee)
7	Mr. Hifzurrahman Abdul Rehman Sheikh	Member	Management Nominee (Industrialist)
8	Dr. Mohammad Nasiruddin	Member	Faculty - Associate Professor
9	Dr. Namrata V. Lotia	Member	Faculty - Associate Professor
10	Dr. Syed Mohammad Ali	Member Secretary	Principal

c) Meeting and Venue:

The Governing Council shall meet at least four times in a year. All such meetings shall be held within the respective college campus. In the absence of the Chairman, the members can elect a pro-term Chairman amongst the members present for that meeting. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and maintain records.

d) Functions are:-

Subject to the existing provision rules laid down by various governing bodies, the governing body of the ACET will ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. It leads to effective utilization of infrastructure, facilities, human resource policy as per norms, and professional ethics available in the institution and thereby enhancing the outcome based quality of education.

- The governing body advice on strategic direction for the management of the institution.
- To approve the income and expenditure of the college annually and pass the annual budget.

- To consider the important communications, policy decisions received from University, MHRD, DTE, AICTE etc. & implement the recommendations.
- To monitor institutional performance and quality assurance arrangements.
- To monitor the academic and other related activities of the college.
- To consider the recommendations of the Staff Selection Committee.
- To monitor the students and faculty development programs.
- To maintain transparency in the functions of governing body.

3. Strategy

To translate the vision into action and accomplish the mission, ACET should strive to:-

- Provide state-of-the-art infrastructure.
- Recruit, develop and motivate high caliber diverse faculties.
- Continuously review and innovate teaching methods and learning resources.
- Focus on research, education, training and consultancy through an integrated industry- institute interaction.

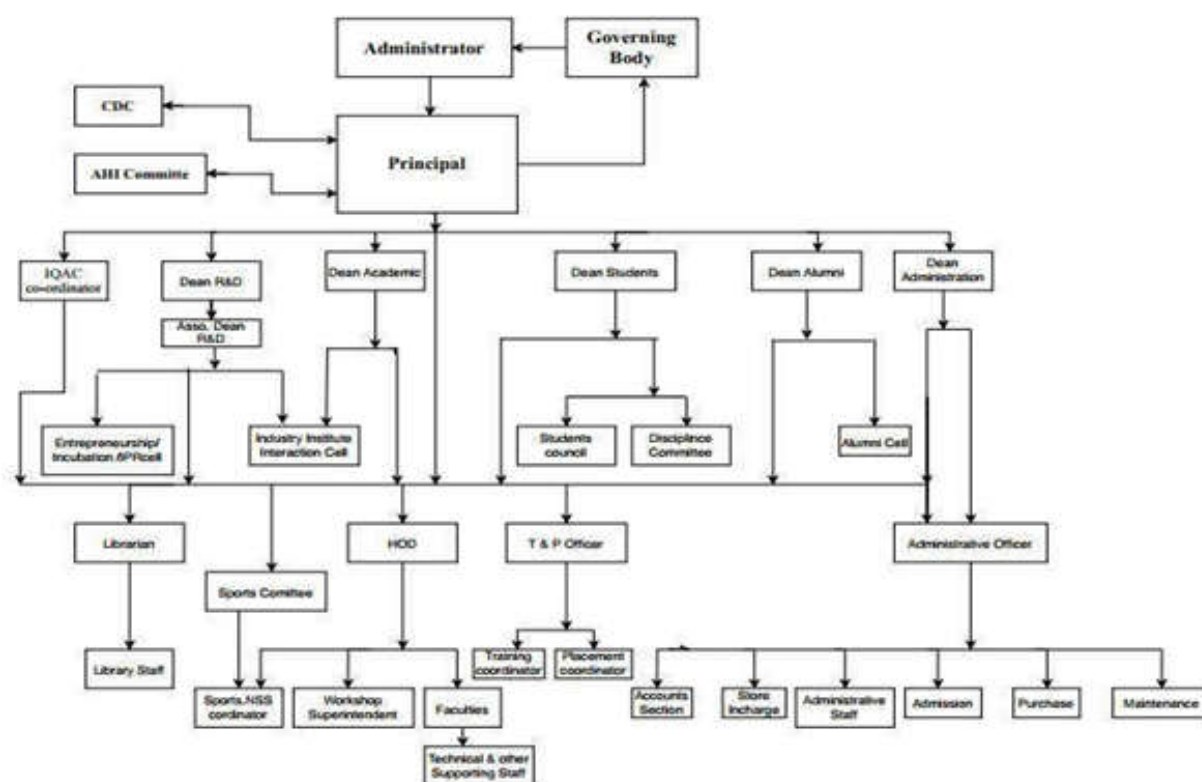
4. Quality Policy

Quality policies of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through SIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of Annual Quality Assurance Report (AQAR).

5. Organizational structure



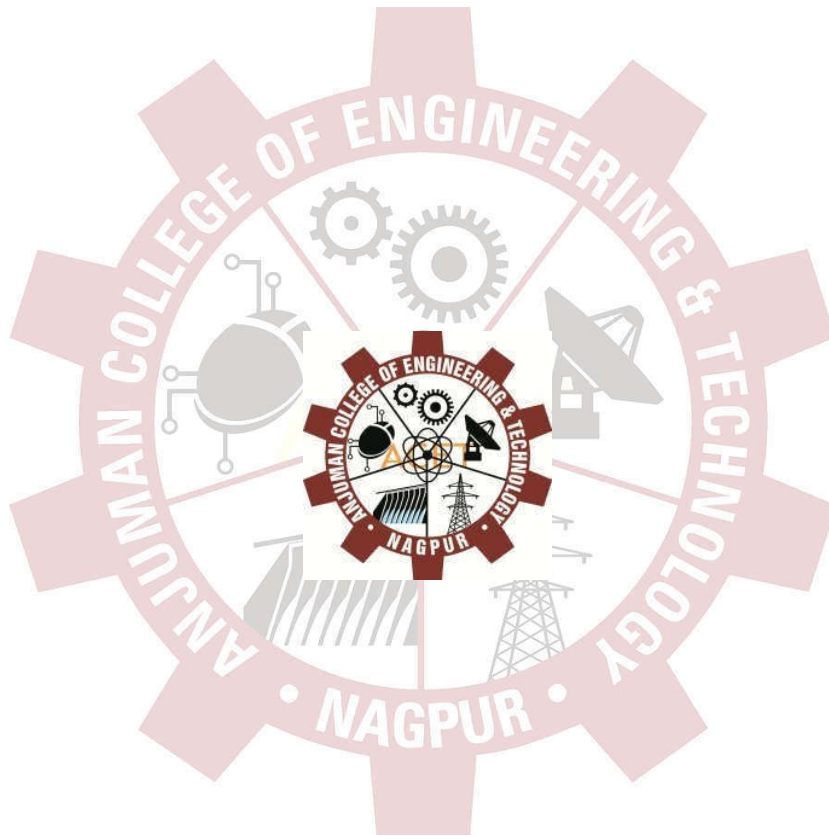
COLLEGE DEVELOPMENT COMMITTEE

Anjuman College of Engineering & Technology, Sadar, Nagpur, has constituted COLLEGE DEVELOPMENT COMMITTEE (CDC) as per requirement under Section 97 (I) of Maharashtra Public Universities Act 2016.

ACET's College Development Committee (CDC) is as follows:-

Sr No	NAME	DESIGNATION	Representation Category
1	Mr. Tanveer Mirza	Chairman	Management Nominee
2	Dr. M. T. Hasan	Member	Principal Nominee
3	Dr. Sajid Anwar	Member	Teacher Representative
4	Mr. Pramod Gadge	Member	Teacher Representative
5	Ms. Nazish Khan	Member	Woman Teacher Representative,
6	Mr. Imran Ibrahim Shaikh	Member	Non Teaching Representative
7	Dr. I. H. Jeevaji	Member	Social Service Category
8	Dr. Minhaj Ahmed	Member	Education Category
9	Dr. K. S. Zakiuddin	Member	Research Category
10	Dr. Archana Shirbhate	Member	IQAC Coordinator
11	Mrs. Ruhina Quazi	Member	Alumnus Category
12	Yet to nominate	Member	President- College Student Council
13	Yet to nominate	Member	Secretary- College Student Council
14	Dr.Syed Mohammad Ali	Member Secretary	Principal

Hand Book for Human Resource Policy



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2	Teaching Faculty Appraisal form
3	Non - Teaching Staff & Technical Support Staff Appraisal form

HUMAN RESOURCE POLICIES

1. Recruitment

The employees will be classified as follows:

- a. Teaching Staff
- b. Non-Teaching staff including administrative, supporting technical staff and non-technical employees.

They are further classified as:

Regular employee: means the qualified person employed in a regular post and getting pay scale as per norms and has successfully completed the probation period as mentioned in the letter of appointment.

- **Probationary employee:** is a person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Principal, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.
- **Staff on contract:** All the subordinate and secretarial staff members, lab assistants, supporting technical staff etc. fall in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.
- **Temporary/Adhoc appointees:** means employees who are employed for work which is essentially of temporary nature or who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason.
- **Adjunct Faculty:** means employees who must be from Industry, academicians, scholars, practitioners, policymakers in teaching, research and related services on a regular basis as per AICTE norms and conditions. Such faculty helps in bringing external perspective to

regular teaching to make classes more interesting and to further enrich existing knowledge of faculty

Cadre Structure for Teaching Staff

- a. Principal
- b. Professor / Associate Professor/ Assistant Professors
- c. Librarian
- d. Physical Education In-charge

Service Guidelines

All the rules and policies regarding recruitment, probation, promotion and termination prescribed by AICTE, NEW DELHI/ UGC / DTE, MUMBAI /RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY (RTMNU), Nagpur as and when are applicable.

Pay Scale is implemented as prescribed by AICTE/ DTE/ RTM NAGPUR UNIVERSITY norms and revised periodically.

- a. Annual increments given to staff members as per norms
- b. Additional incentives may be given to staff members who excel in academics and research.
- c. Faculties may be given additional increments as per norms depending upon self appraisal report, feedback of Students and higher authority.

Mode of Selection of Teaching Staff

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:

Recruitment Procedure for Teaching Staff:

- **Requirement:** Staff requirement detail for all departments and various sections are decided as per AICTE AND RTMNU Norms.
- **NOC:** No Objection Certificate (NOC) is obtained from RTM Nagpur University.
- **Advertisement:** In leading News Papers, inviting the eligible candidates as per AICTE

Norms to apply within a given time period by the Principal/ Trust office.

- **Applications:** The applications along with the Resume and supporting documents are collected at the office of Administrator/Trust Office.
- **Scrutiny of Application:** After the applications are received, a list is prepared highlighting the eligibility, Qualification and experience.
- **Merit List:** based on qualification and experience, the list is prepared as per the requirements of the individual department.
- **Expert Body:** An expert panel consisting of Management, Principal, HOD, subject expert and a University nominee is formed.
- **Call Letters:** Eligible Candidates are called for interview.
- **Interview:** Discussions with the candidates to know their potentials, strengths, teaching skills etc., is conducted.
- **Selection:** Based on the performance and requirement, selection list in the order of merit is prepared.
- **Letter of Appointment:** Appointment orders are issued to selected candidates.
- **Duty report:** On acceptance of order, Selected Candidates should report to the duty and submit the joining report on or before the given due date & time prescribed in Appointment order.

Composition of Selection Committee -- Teaching staff

- a. President (Chairman) / Nominee of President of the Society
- b. Principal
- c. Head of the departments concerned
- d. Two Expert Members (Nominee from University)
- e. Nominee from DTE.

Cadre Structure for Non-Teaching Staff

a. Office

- (i) Administrative Officer
- (ii) Account Officer
- (iii) Head Clerk/Selection Grade Clerk

- (iv) Senior clerk
- (v) Junior clerk, Data Entry Operator
- (vi) Record Assistant / Stenographer
- (vii) Attendant / Helper / Peon

b. Laboratories (Other than Computer Labs)

- (i) Lab Assistant
- (ii) Lab Technician
- (iii) Lab Attendant

c. Computer Centre Labs

- (i) System Administrator (Network maintenance)
- (ii) Programmer
- (iii) Computer Operator
- (iv) Lab Technician(Skilled)

Qualifications

Non-Teaching Staff is recruited based on the qualifications prescribed by the AICTE / DTE /UGC/ RTMNU, etc.

Mode of Selection of Non – Teaching Staff

All positions are advertised in the leading newspapers or notified in the local notice boards. After scrutiny of applications received, a short listing is made by ACET. Interview call letters are sent to eligible candidates to appear for a trade test and/ or subsequent personal interview. The Selection Committee consists of some or all of the following:

Composition of Selection Committee -- Non-Teaching staff

- (i) Chairman / Nominee of Chairman of the Society
- (ii) Principal
- (iii) Dean Administration

- (iv) HOD of concerned Dept.(if required),

All appointments (Teaching and non-Teaching staff) made after selection, are forwarded to the Chairman for approval and the Governing Body is notified.

2. Service Rules

Service Conditions

- a. A person shall be deemed to have been appointed to a post at Anjuman College of Engineering and Technology provided the post is in accordance with existing AICTE/ DTE/ RTMNU norms, including staff appointed on deputation/ Ad Hoc/ Visiting/ Adjunct/ on contract or temporary basis.
- b. The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE/DTE/RTMNU. Currently, the scales as per the Sixth Pay commission prescribed by the AICTE are:

CATEGORY	BASIC PAY BAND	GRADE PAY
Professor	Rs.37400-67000	Rs. 10000
Associate Professor	Rs.37400-67000	Rs. 9000
Assistant Professor (Selection)	Rs.15600-39100	Rs. 8000
Assistant Professor (Senior Scale)	Rs.15600-39100	Rs. 7000
Assistant Professor	Rs.15600-39100	Rs. 6000

- c. Pay-Scale of Non-teaching staff shall be as fixed by the Selection Committee / Management promulgated by the AICTE/DTE/RTMNU.

Probation

- a. A person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Principal, who recommends his/her service to confirm/extend probation or

even for termination, if found not suitable. His / her service conditions will be governed by the rules and regulations of ACET management and subject to approval of RTMNU.

- b. Candidates those who are appointed on purely temporary basis at any post have no right to claim for a permanent post. However such candidates have to apply a fresh application against the advertisement.
- c. Services of any candidate appointed on temporary / ad hoc / contract or adjunct basis can be terminated without any notice and without assigning any reason thereof.
- d. In case of the adjunct faculty, it may depend upon terms and conditions of ACET

Increments

- **Annual Increment of Teaching Staff**

- a. Annual increment is calculated as 3% of the Basic Salary with compounding effect as per existing Sixth Pay Norms.
- b. For newly appointed staff, salary increments are calculated after completion of probation period.
- c. Increments will be sanctioned only on satisfactory performance review. In Teaching Staff, the increment is sanctioned based on the Annual Appraisal Report of the employee by:
 - Feedback from Students
 - Deans & HOD concerned
 - Principal
 - Management
 - Academic Performance
 - Academic and Administrative Tasks/Activities delegated by the superiors to complete within the target date on day-to- day basis. (PBAS)
- d. All faculties will get annual increment with effect from 1st JULY of that academic year and at the end of completion of one service year subject to his/ her satisfactory performance.

□ **Annual Increment of Non- Teaching Staff :**

- a. Annual increment is calculated as 3% of the Basic Salary with compounding effect.
- b. In case of non-teaching staff, the self appraisal is made by:
 - Deans & HOD concerned
 - Principal
 - Management
- c. Annual Increments may be withheld to an employee if the performance/ conduct have not been good / satisfactory. The authority withholding the increment shall state the period for which it is withdrawal and if so then the future increment status should also be notified.

Promotion

Promotion to a higher pay scale of service shall be made subject to:-

1. Eligibility of staff on the basis of performance based on self appraisal report, merit /efficiency, the commitment / dedication of the faculty to the all round development / improvement of the corporate ambience of the institution.
2. Seniority will be the deciding criteria for promotion and as per norms prescribed by AICTE & RTMNU. If Ph.D. is obtained while working at the Institute, an incentive up to three increments/ promotion could be considered for Assistant Professor only.
3. Although, under Career Advancement Scheme, staff may be promoted to higher cadre irrespective of availability of post.

Resignation

- **Teaching Staff:** Any regular faculty member willing to resign in service shall give one month prior notice or one month salary in lieu thereof. The resignation shall be effective from the date of acceptance by the Authority. Normally, they will not be allowed to relieve in the middle of the academic year/semester.
- **Non- Teaching Staff:** Any member of the Non- Teaching staff in permanent service shall give one month's notice of his/her intention to resign or shall pay one month's salary in lieu, thereof.
- Any member during probation shall give one month's notice in case he / she desired to be relieved or one month's salary in lieu thereof.

- The appointing authority reserves the right to waive the notice period or the compensation thereof.

Termination

- The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- The Management may terminate an employee whether temporary or permanent if he / she is involved in political activity / criminal case / has failed to do his duty leading to moral turpitude / negligence of duty.
- In case of closure of branch or reduction in intake, appointment may be keeping in view the nature of appointment & length of service in the institution.

Retirement

- a. An employee of the college shall be retired on superannuation as per AICTE / DTE /UGC/RTMNU etc.
- b. This rule stated in above is however not applicable to those who are appointed on contract basis by the Management.

3. Code of Conduct

- Every employee of ACET shall devote his/ her whole time to the service of the college and shall not engage directly or indirectly in any trade or business / activity in any other institution which is likely to interfere in the proper discharge of his / her duties. This provision shall not apply to academic work like giving guest lecturers, talks or any other work undertaken with the prior permission of the Principal.
- Every employee shall maintain absolute integrity at all times and be committed to the development of the college and do nothing that can go against the dignity and prestige of the institution particularly in his relationship with the Management, Principal, Staff, students and

visitors to the college.

- No faculty shall engage himself or herself in undertaking coaching or private tuition classes.
- No employee, while on duty, should participate in politics or stand for elections either as an independent or on any party.
- No employee shall invite or participate in strikes or incitement there to pertaining to this service or other condition which tends to bring disrepute to the college.
- In case of grievance, the employee can apply to grievance redressal committee to explain his / her case.
- No employee may absent himself / herself from duty without prior permission. In case of proceeding on leave in an emergency without prior permission, he / she must explain the circumstances before rejoining duty.
- Every employee shall be at work punctually at timings fixed unless permitted otherwise by his / her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him / her.
- The following shall be considered as misconduct
 - Insubordination or disobedience shown to his / her superior officers.
 - Gross negligence in teaching or other duties.
 - Any act which is immoral and can be punished under the IPC.
 - Intemperate habits affecting the efficiency of teaching.
 - Failure on the part of an employee in disclosing factual information of his / her previous history.

Disciplinary Proceedings

No employee shall be subjected to any punishment unless

- The member is informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed, and is given an opportunity to make a presentation in person or in writing.
- Such representations would be taken into consideration by the competent authority/ committee deputed by the Principal for enquiry before imposing the penalty.

Punishments and Appeals

- a. All employees of ACET for sufficient reasons may be imposed the following penalties.
- (i) Censure
 - (ii) Fine
 - (iii) Withholding of increments / promotion.
 - (iv) Demotion to a lower post or a lower stage in the time scale.
 - (v) Recovery from pay (whole or partial) pecuniary losses.
 - (vi) Removal / Dismissal from College Services for negligence.
- b. All actions indicated above shall be decided by a Committee consisting of the
- (i) Chairman of the Trust/ Nominee of the Chairman
 - (ii) Principal
 - (iii) Deans
 - (iv) Head of the Department Concerned
 - (v) Senior Faculty Members
- c. The enquiry shall be conducted by a duly constituted Enquiry Committee and no action shall be contemplated or taken unless the employee is given a reasonable opportunity to be heard.

Arrival and Clearance Formalities:

All staff arriving after the recruitment and leaving ACET after resignation/retirement should follow the arrival and clearance formalities as per the policies of ACET Administrative Department.

Job Responsibilities of Teaching

As per AICTE Sixth Pay Commission (2010) recommendations, the job responsibilities of faculties (Teaching Staff) are divided amongst the following four areas in general.

- a. Academic**
- b. Research and Consultancy**
- c. Administration**
- d. Extension Services**

They are broadly identified as follows

a. Academic

- (i) Class Room Lectures.
- (ii) Laboratory Guidance / Instruction.
- (iii) Curriculum Development.
- (iv) Development of Learning Resource Material / Course Files.
- (v) Development of Laboratories, Manuals, etc.
- (vi) Student Evaluation and Assessment including examination duties of University/ assessment agencies supported by the institution.
- (vii) Participation in Co-curricular and Extracurricular work.
- (viii) Students Counseling.
- (ix) Continuing Education, Summer schools /Winter schools, Symposia – conduction and participation
- (x) Books, Publications, Seminars.
- (xi) Self-up-gradation by acquiring higher qualifications (PhD, MPhil,, etc.),keeping abreast of developments in his / her own field.

Out of the weekly working hours, the minimum contact hours of a teacher (teaching load) should be as follows as per the AICTE/ UGC:

- | | | | |
|-------|--------------------------------|---|-----------------|
| (i) | Principal | : | 6 hours / week |
| (ii) | Professor/ Associate Professor | : | 14 hours / week |
| (iii) | Assistant Professor | : | 16 hours / week |

b. Research and Consultancy

- a. R and D activities, Research / Project Guidance.
- b. Industry sponsored Projects / Sponsored Projects of Governmental National Labs.
- c. Providing industrial consultancy and testing service, active participation in promoting Industry - Institute Interaction.
- d. Innovations, Patents

c. Administration

Academic and administrative management of the Department includes Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.

- a. Design and development of newer programmes and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty / Student Societies.
- b. Planning/ Development of Schedules for classes both at departmental / Institution levels. Help mobilize resources for the Institution, Maintain and Cross check accountability, conduct performance appraisals.

d. Extension Services

- a. Interaction with Industries/Service Institution, Promote Community Service amongst students.
- b. Help, Develop, Vocational services in the neighborhood, contribute towards promoting / providing non-formal education, Promote entrepreneurship and job creation.

**Please Refer the [Hand book of Duties & Responsibilities](#) of both Teaching & Non-Teaching other than those mentioned above.*

Working Hours / Holidays / Vacation

The normal working hours of the college is 7 hours which includes lunch break with 09:45 AM to 5.15 PM. The college works on ODD Saturdays.

The working timings of the employees are determined and notified by the Institute from time to time, based on the work /service requirements, fulfillment of Institute's obligation to students. The Institute will observe National / Festival holidays as may be notified from time to time. Employees notified will be available for work on said holidays.

The Institute will also observe vacation which will be notified from time to time.

University Stipulation on Instructional Days

RTMNU stipulates that the college instructional days should be as per the Academic Calendar of RTMNU for that academic year

Appraisal

(i) For Teaching Staff

(ii) For Non-Teaching Staff

Appraisal to be given by

- (i) Students
- (ii) HOD
- (iii) Principal
- (iv) Management

4. Leave Rules and Policies

Leave rules shall apply to faculties and other staff and shall be called as “Leave Rules & Policies” of Anjuman College of Engineering and Technology.

The Leave Rules shall apply to

- All Regular employees of the Institution
- Probationers
- Ad Hoc/ Contractual basis/ Adjunct.

Types of leaves:

The following kinds of leave may be granted to an employee:

- i. Casual leave
- ii. Earned leave
- iii. Leave on medical ground
- iv. Maternity leave
- v. Extraordinary leave
- vi. Study leave
- vii. Compensatory leave
- viii. Duty Leave

(i) Casual Leave (C.L.)

- a. All employees of ACET are entitled for 10 days of C.L., in a calendar year on a prorate basis of one C.L., in a month. In case an employee has accumulated C.L., in a calendar year, he / she can avail only 3 days C.L., at a stretch.
- b. Non-working Saturdays, Sundays and declared holidays, availed during the period of C.L., are not counted as part of C.L., They can be prefixed or suffixed to C.L.
- c. Vacation and on- duty leave cannot be combined with C.L.
- d. C.L., un-availed in any calendar year cannot be carried over to the next calendar year.
- e. Half a day's C.L. is permitted.
- f. C.L. can be availed only on prior sanction. In case of emergencies, the employee can telephonically inform the superiors if possible or may take leave from the duty and report it immediately while resuming on duty after the C.L. is availed. This is permitted only in an emergency case.
- g. It is the responsibility of the staff to make alternative arrangements for the classes or other duties/assignments missed because of the casual leave, HOD would also monitor and ensure that no class is left unattended.
- h. Administrative Department shall maintain the C.L. register and record This statement shall be submitted to the Accounts section before the last working day to prepare the Pay Bill.
- i. The Rules and Regulations indicated above will be strictly followed while calculating the Pay Bill for the month.
- j. An employee taking leave without prior permission or without any information for two days continuously will be deemed to be absent and the same treated as "Leave without pay".

(ii) Earned leave

- a. The non vocational (Administrative Staff) employees can avail earned leave limited to 30 days for each calendar year.
- b. In case an employee (Teaching staff) has put in more than two years of his/her service and has been called for duty during the vacation period, will get earn leave for the days he worked as per the following procedure:

No. of days EL entitled = (No of days worked) / 3 [1/3rd of the period, if he/she perform duty during vacation including Saturdays / Sundays / Holidays]

- c. Un-availed EL in any calendar year can be carried over to the next calendar year on cumulative basis as per Government norms.
- d. The staff on probation can not avail earn leave.
- e. Fraction of a day of earned leave amounting to more than half-a-day shall be treated as a full day and ignored if the fraction is half a day or less.

(iii) Leave on Medical Ground(M.L)

- a. Regular Staff members who have completed a minimum of two years of service at ACET ratification (approval) are eligible for 10 days of ML per year.
- b. Un-availed ML in any calendar year can be carried over to the next calendar year on cumulative basis.
- c. The staff members suffered while handling dangerous machinery or performing hazardous task with chemicals during working hours or suffering from any diseases and is not in a condition to attend college are eligible for Medical leave for a period required for recovery on submission of Medical Certificate. During this period full pay with allowances will be paid to the staff members concerned.
- d. The Management has a right to refer the affected staff member for medical advice to the hospital or medical practitioner of its choice.
- e. ML will be sanctioned only on production of a medical certificate from a registered medical practitioner
- f. Intervening holidays will also be treated as ML
- g. If the holidays are prefixed and / or suffixed with ML they will not be counted along with ML.
- h. ML intimation must be given to the Principal as soon as possible and application in writing should be submitted within 7 days from the date of availing ML.
- i. The sanction of the medical leave is subject to the discretion of the management.

(iv) Maternity leave

- a. The leave is applicable to all the female staff members appointed on regular basis.
- b. The leave may be sanctioned up to 180 days with full pay.
- c. The leave is not admissible in case of an employee, who has more than two surviving children.
- d. A female staff member, during her probation period, can avail maternity leave without affecting the probation period.

(v) Extraordinary leave (For Teaching Staff):

- a. Extraordinary leave may be granted to an employee where no other leave is admissible to him at the discretion of the Management for a period not exceeding one year at a time. Extension of such leave may be granted from time to time subject to the maximum one year at a stretch.
- b. Such extraordinary leave may be granted to an employee who has put in minimum service of at least five years.
- c. No pay and allowances will be paid during the period of extraordinary leave, and the period spent on such leave shall not be counted for increment and also the service will not qualify for the purpose of any other benefits.

(vi) Study Leave:

- a. Staff member (Teaching) can be granted study leave with or without pay as decided by the management for pursuing Ph.D. in the relevant branch / discipline while in service for maximum 5 years.
- b. After achieving Ph.D. (with full pay study leave), he/she shall have to serve same institution for a minimum 3 years for which he/she have to furnish a bond availing such leaves.
- c. The period of study leave will be considered for counting his/ her experience and for further promotions.

(vii) Compensatory leave (CCL)

- a. At the discretion of the Head of the Institution, an employee may be granted compensatory leave, equal to number days for which he/she is required to work during the holiday(s) and Sunday(s). Compensatory leave shall be granted by Head of the Institution in advance but treated as casual leave.(CCL)
- b. Compensatory leave (CCL) can be availed within 6 months from the date of work.

(viii) Duty Leave

- a. Faculties deputed by the institute to attend Conferences / Seminars / Meetings and other College or Institute work shall be deemed to be as “On Duty” or on terms specified by the Management from time to time.
- b. Any faculty shall be allowed to attend any ‘one’ High Quality / Reputed Conference / Seminar / Meeting during the academic year for which the Management shall bear the expenses of registration or fees, traveling and daily allowances / accommodation and boarding charges etc.
- c. The faculty can also attend a Conference / Seminar / Meeting in addition to above (b), after obtaining the permission of the Management, on his own for which the Management shall not defray any expenses. The “on duty” leave in this case shall be restricted to the no. of days of the conference.
- d. Faculties could undertake RTMNU Examination work / Central Valuation / Laboratory External Examinations or any other University connected work under on duty leave.
- e. Any faculty, who has completed two calendar years of service at ACET, can avail study leaves for higher studies after furnishing a bond to hold a lien on his job. During the period of his study leave, he will not be paid any salary / allowances.
- f. In case of multiple applications, priority is given to senior faculty members.
- g. Budgetary provisions should be made in the beginning of the year for these faculty development activities.

5. Promotion Rules / Career Advancement Scheme(CAS)

As per AICTE the revised **pay scales, service conditions and career advancement scheme** for teachers and equivalent positions are:

a. Assistant Professor/Associate Professors/Professors In Technical Institutions

- i. Persons entering the teaching profession in technical institutions shall be designated as Assistant Professors and shall be placed in the pay band of Rs. 15600-39100 with AGP of Rs.6000. lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as assistant professors with the said AGP of Rs. 6000.
- ii. An Assistant Professor with completed service of 4 years, possessing Ph. D degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.
- iii. Assistant Professors possessing master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as assistant professor.
- iv. Assistant Professors who do not have Ph.D. or a master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs.. 7,000 only after completion of 6 years' service as Assistant Professor.
- v. The upward movement from AGP of Rs.. 6000 to AGP of RS.. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by AICTE.
- vi. The pay of the incumbents to the posts of lecturer (senior scale) (i.e. the pre-revised scale of Rs.. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in pay band of Rs..15600-39100 based on their present pay, with AGP of Rs. 7000.
- vii. Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.
- viii. Posts of Associate Professor shall be in the pay band of Rs.37400-67000, with AGP of Rs.9000. directly recruited Associate Professors shall be placed in the pay band of

Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the pay band in terms of the conditions of appointment.

- ix. Incumbent lecturers (selection grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in pay band of Rs. 37400-67000 with AGP pay of Rs. 9000 and shall be re-designated as Associate Professor.
- x. Incumbent lecturers (selection grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the pay band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of lecturer (selection grade), and thereafter shall be placed in the higher pay band of Rs.37400-67000 and accordingly re-designated as Associate Professor.
- xi. Lecturers (selection grade) in service at present shall continue to be designated as lecturer (selection grade), as the case may be, until they are placed in the pay band of Rs. 37,400- 67000 and re-designated as Associate Professor in the manner described in (x) above.
- xii. Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the pay band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
- xiii. Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed and designated as professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The pay band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.
- xiv. The pay of a directly recruited professor shall be fixed at a stage not below Rs. 43000 in the pay band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.
- xv. Ten percent of the posts of professors in a AICTE approved institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as professor. Eligibility for appointment as a professor in the higher academic grade pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed

research journals, and the requirement of at least 10 years of teaching as professor and post-doctoral work of a high standard. No person appointed directly as professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.

- xvi. For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through regulations and as may be laid down by the AICTE.
 - xvii. Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned university or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.
 - xviii. All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQUIP sponsored programs.
- b. Promotion and Career Advancement Scheme (CAS) for Librarians, Physical Education Personnel AICTE/UGC/DTE/RTMNU norms.**
 - c. Promotion and Career Advancement Scheme (CAS) for Non-teaching are as per AICTE/UGC/DTE/RTMNU norms.**
 - d. Incentives for Ph.D. / M. Tech. and other higher qualification**
 - i. Teachers who complete their Ph. D. Degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.
 - ii. However, teachers in service who have been awarded Ph.D. at the time of coming into force of this scheme or having been enrolled for Ph.D. have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified.

- iii. Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university recognized by UGC.
- iv. Teachers, who acquire M. Phil. degree or a M. Tech degree in a relevant branch / discipline recognised by a statutory university while in service, shall be entitled to one advance increment.
- v. Assistant librarian/ college librarian and other library personnel acquiring the degree of Ph. D., at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.
- vi. However, persons in posts of assistant librarian/college librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into force of this scheme or having been enrolled for Ph.D. in library science have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the commission.
- vii. Assistant librarian/ college librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph. D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- viii. Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing PhD./ M. Tech, at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this scheme.

Qualifications, Pay Scales, Service Conditions, Promotion and CAS for the Teachers and Other Academic Staff, Technical Supporting Staff as mentioned a, b, & c is with reference to AICTE NOTIFICATION & CLARIFICATION, UGC NOTIFICATION, H & T, MUMBAI, MAHARASHTRA NOTIFICATION, RTMNU DIRECTION, ETC.

6. Staff Development and Training

Supporting Staff (Administration and Technical)

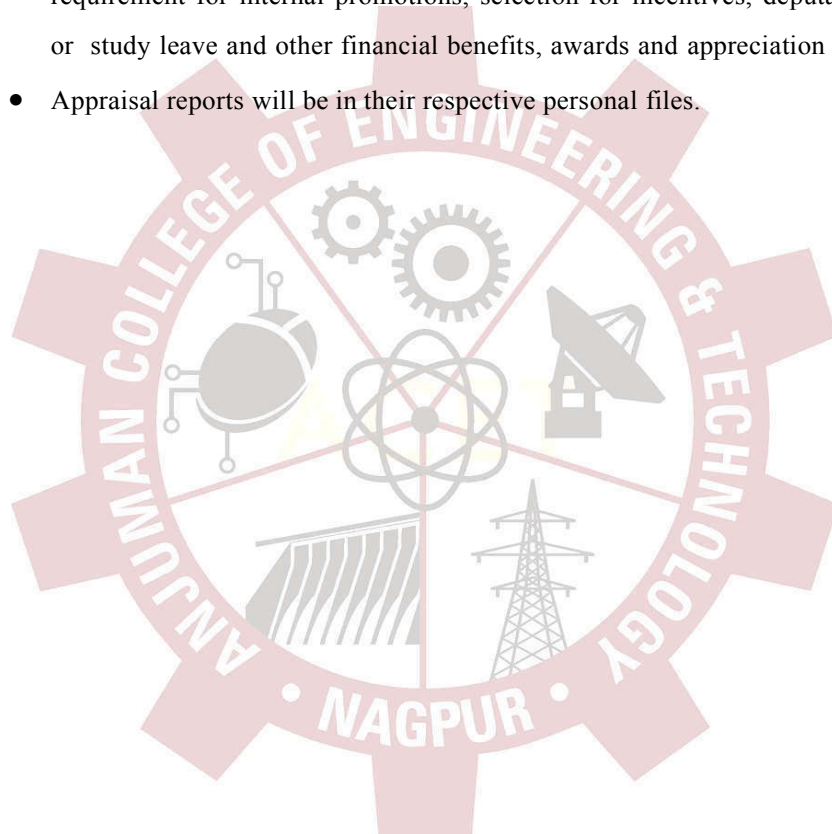
- a. Arranging in-house training programs, with the help of resource person from the English, Management and various departments (with inputs of English grammar basics, computer skill etc).
- b. Dean Administration should arrange professionals from the industry and Government to deliver training programs in Administration and Accounts (for all those in administration and accounts) on all aspects of management and technical skills needed for running an office in a self-financing educational Institution.
- c. Arranging Training/ Workshops/ Seminars for Laboratory technicians to give special exposure for newer equipment and should be processed by Heads of Departments.

7. Increments and Awards

- a. Each annual increment shall be equivalent to 3% of the basic pay (pay in pay band + AGP) in the relevant Pay Band and the AGP as applicable for the stage In the Pay Band.
- b. Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- c. The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale as per norms.
- d. **“Excellence in Teaching”** awards and the **“Best Supporting Staff”** awards have been instituted by the Management to recognize deserving staff and the awards should be presented every year on Annual Days (Uniform criteria for award is finalized by the management).
- e. Staff members who show and exhibit dedication and commitment for special responsibility should also be recognized by issuing appreciation / recommendation letters or cash award.
- f. Cash incentives or appreciation letter are given to teaching staff for the academic excellence in terms of 100% university result their subject or 100% marks in a theory subject for university examination.

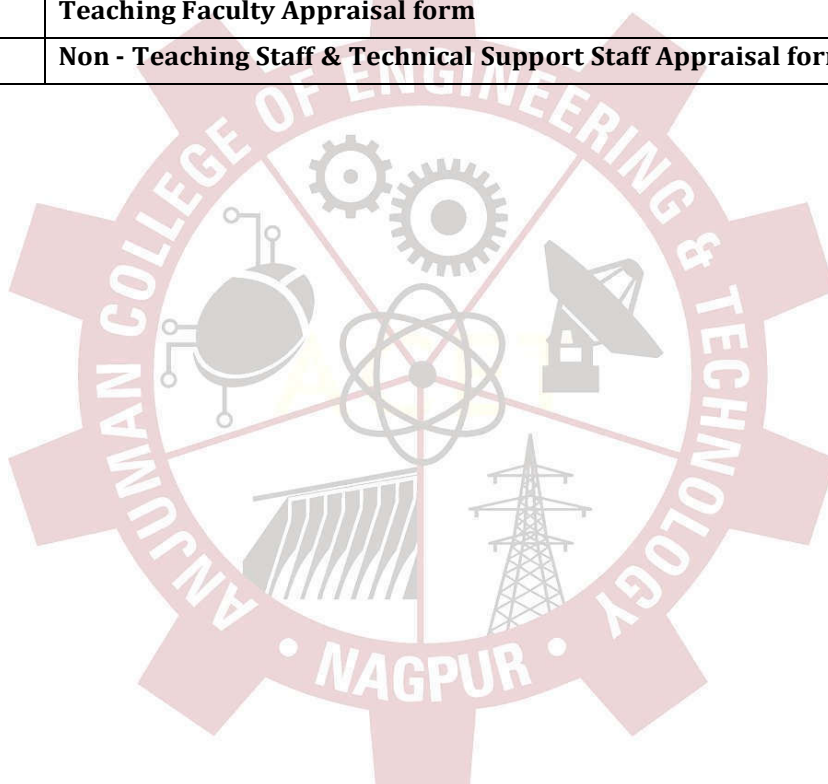
8. Transparency & Procedure

- The code of Conduct, Rules and Regulation of Service and other procedure must be transparent to the employees of the institution.
- The Principal/ Dean Academic/ HOD must analyze feedback and annual appraisal report for every employee and discuss with them.
- With Continuous monitoring and sustained performance will be a necessary requirement for internal promotions, selection for incentives, deputation, eligibility or study leave and other financial benefits, awards and appreciation etc.
- Appraisal reports will be in their respective personal files.



Appendix-I

Sr. No	PARTICULAR
1	Student Feed Back Form for Teaching Staff
2	Teaching Faculty Appraisal form
3	Non - Teaching Staff & Technical Support Staff Appraisal form





ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
MANGALWARI BAZAAR ROAD, SADAR, NAGPUR - 440001.

STUDENTS FEED BACK FORM

With the objective of making the college educational system more commanding and effective to achieve center of excellence, this form has been framed. College wants to collect your opinion of different department and analyze it for improvement. Please fill the form on your honest observations.

PART 1

Kindly fill in the points (rating from 1 to 10)

Sr. No.	Qualities to assess for faculty	1 – 10	1 – 10	1 – 10	1 – 10	1 – 10
		FACULTY1	FACULTY2	FACULTY3	FACULTY4	FACULTY5
		DSP	AI	HEAT	AUP	AUP
1	Subject knowledge					
2	Whether syllabus/course outcome fulfilled					
3	Communication skill for teaching					
4	Use of black board with good handwriting / teaching aids					
5	Takes feedback from student					
6	Sincerity / Commitment of the faculty					
7	Class control of faculty					
8	Whether classes conducted punctually?					
9	Whether assignment/Notes (Hand outs) given?					
10	Teaching with a good speed					
	Remark if any					

DEAN ACADAMICS

PART 2

9.2 SAMPLE FORMAT 2



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
MANGALWARI BAZAAR ROAD, SADAR, NAGPUR - 440001.

Laboratory

Sr. No.	Parameter	Yes/No
1	Were the instruments/computers in good condition while you were experimenting?	
2	Is the lab facilities/software's if any required, appropriate?	
3	Numbers of practicals conducted were according to the syllabus.	
4	Is lab assistant having proper knowledge?	
5	Is lab Assistant helpful?	
6	Cleanliness was properly maintained in lab.	

PART 3

Library

Sr. No.	Parameter	Yes/No
1	Is your visit to the library regular?	
2	Are you satisfied with available titles of particular subject in the library?	
3	Is digital library section/multimedia section available/?	
4	Is reading space sufficient in the library?	
5	Are the staffs of library co-operative and helpful?	
6	Is cleanliness & ambience maintained in library?	
7	Is lighting & ventilation proper?	

PART 4

Administration

Sr. No.	Parameter	Yes/No
1	Is the staff of the office helpful?	
2	Do you receive all the required documents on time?	
3	Is the drinking water properly provided	
4	Are the washrooms cleaned properly	
5	Do the scholarship staff helping you in form submission with required document	
6	Does accounts section providing you good help	
7	Are the classrooms clean?	
8	Are you satisfied with available sport facilities?	
9	Are you satisfied with technical training provided by college?	
10	Are you satisfied with non technical training provided by college?	
11	Are you satisfied with Placement opportunities provided by college?(for final year students)	

DEAN ACADAMICS

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Mangalwari Bazar Road, Sadar, Nagpur-440001.

(Managed By Anjuman Hami-E-Islam, Nagpur.)

PERFORMANCE APPRAISAL REPORT FOR TEACHING STAFF**REPORT FOR THE ACADEMIC YEAR 2019-20**

1. Name : _____
2. Designation : _____
3. Department of posting : _____
4. Other Assignments, if any held during the period under review : _____

PART - I**SELF APPRAISAL**

(To Be Filled in by The Appraisee)

Details of work in brief highlighting achievements, constraints / difficulties faced by him / her in achieving / not achieving the target.

DATE : _____

SIGNATURE OF APPRAISEE : _____

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Mangalwari Bazar Road, Sadar, Nagpur-440001.

(Managed By Anjuman Hami-E-Islam, Nagpur.)

PART - II

(Assessment By The Reporting Officer)

CONFIDENTIAL REPORT OF TEACHING STAFFFOR THE ACADEMIC YEAR 2019- 20

Name : _____

Designation : _____

Department Of Posting: _____
(Strike out what is not applicable)

- 1) Professional / Technical knowledge & application : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR
- 2) Lesson preparation, delivery of lecture, conducting : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR
practicals / lab, work & term work.
- 3) Exercising effective, control in class, : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR
maintenance of discipline.
- 4) Monitoring progress of students, solving their : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR
difficulties & promoting other academic activities.
- 5) **PERSONALITY** : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR
(Review of assessment of personality, intelligence, self-confidence, communicating, ability, internal personal relations, performance in advisory committee etc.)
- 6) **JUDGEMENT** : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR
(Common sense, courage & ambition etc .)
- 7) **INTEGRITY** : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR
(Sincerity, devotion to duties, consciousness or responsibility & honesty etc.)
- 8) Development resources material and laboratory : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR
development and zeal to enhance academic qualification.
- 9) Ability to accomplish assigned works other : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR
than teaching.
- 10) Extra Curricular activities. : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR
- 11) Over all assessment. : EXCELLENT / VERY GOOD / GOOD / FAIR / POOR

REMARKS OF REPORTING OFFICER

Comments, If Any

Date :

Signature Of Reporting Officer

Designation : _____

REMARKS OF THE REVIEWING OFFICER

Comments, If Any

DATE :

SIGNATURE OF THE REVIEWING OFFICER

DESIGNATING : _____

REMARKS OF THE ACCEPTANCE AUTHORITY

ADMINISTRATOR

Anjuman Hami - E - Islam

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Mangalwari Bazar Road, Sadar, Nagpur-440001.

(Managed By Anjuman Hami-E-Islam, Nagpur.)

CONFIDENTIAL REPORT**NON - TEACHING STAFF (TECHNICAL SUPPORTING STAFF)**

FOR THE ACADEMIC YEAR 2019-20

NAME : _____

DEPARTMENT : _____

JOINING DATE IN ACET : _____

LENGTH OF SERVICE IN ACET : _____

PUNCTUALITY : EXCELLENT / GOOD / SATISFACTORY / POOR

CO-ORDINATION WITH STAFF : EXCELLENT / GOOD / SATISFACTORY / POOR

BEHAVIOUR WITH STUDENTS (B/G): EXCELLENT / GOOD / SATISFACTORY / POOR

BEHAVIOUR WITH SUPERVISOR : EXCELLENT / GOOD / SATISFACTORY / POOR

DEDICATION TO WORK : EXCELLENT / GOOD / SATISFACTORY / POOR

TECHNICAL KNOWLEDGE : EXCELLENT / GOOD / SATISFACTORY / POOR

REMARKS : _____

Date : _____

INCHARGE

Remarks by Principal, ACET.

Date : _____

PRINCIPAL

Anjuman College Of Engineering & Technology

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

MANGALWARI BAZAR ROAD, SADAR, NAGPUR - 440001.

(Managed By Anjuman Hami-E-Islam, Nagpur.)

CONFIDENTIAL REPORT**NON-TEACHING STAFF** (ADMINISTRATIVE STAFF)

FOR THE ACADEMIC YEAR 2019-20

NAME : _____

DEPARTMENT : _____

DESIGNATION : _____

WORK ASSIGNED : _____

PUNCTUALITY : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

WORK EFFICIENCY : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

CO-ORDINATION WITH STAFF : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

BEHAVIOUR WITH STUDENTS : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

BEHAVIOUR WITH SUPERVISOR : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

DEDICATION TO WORK : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

ABILITY TO HANDLE ASSIGNED WORK : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

RESPONSIBILITY TOWARDS
THE WORK ASSIGNED : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

REMARKS : _____

Date : _____

ADMINISTRATIVE OFFICER

REMARKS BY PRINCIPAL, ACET

DATE : _____

PRINCIPAL

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

CONFIDENTIAL REPORT

NON-TEACHING STAFF (LIBRARY) FOR THE ACADEMIC YEAR 2019-20

NAME : _____

DEPARTMENT : _____

DESIGNATION : _____

WORK ASSIGNED : _____

PUNCTUALITY : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR
EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

WORK EFFICIENCY : _____

CO-ORDINATION WITH STAFF : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

BEHAVIOUR WITH STUDENTS : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

BEHAVIOUR WITH SUPERVISOR : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

DEDICATION TO WORK : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

ABILITY TO HANDLE ASSIGNED WORK : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

RESPONSIBILITY TOWARDS : EXCELLENT / VERY GOOD / GOOD / SATISFACTORY / POOR

THE WORK ASSIGNED
REMARKS : _____

Date : _____

LIBRARIAN

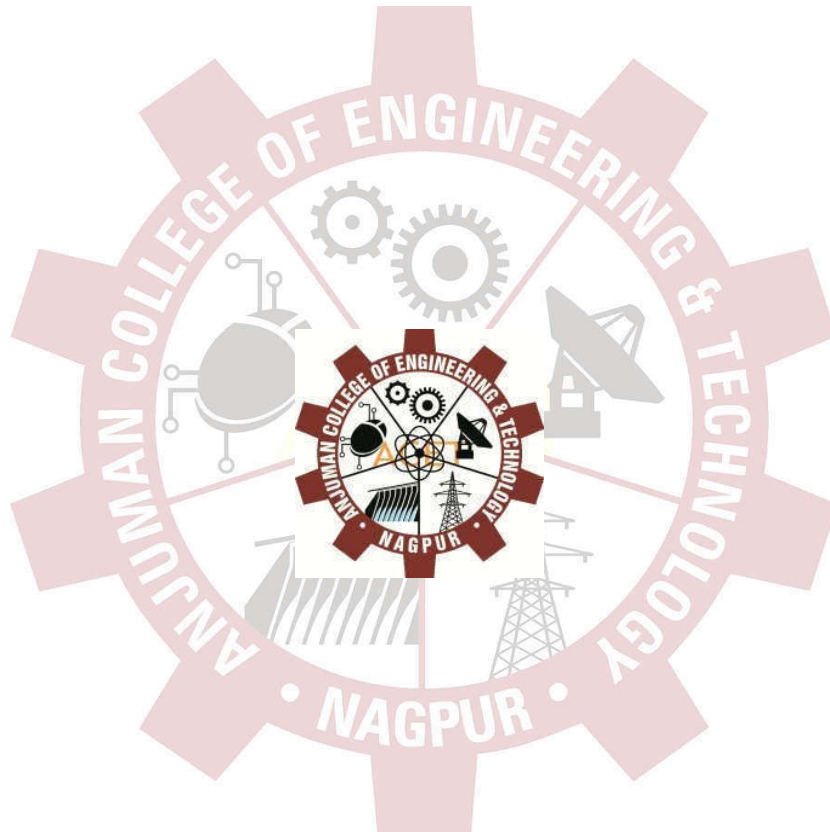
Remarks by Principal, ACET.

PRINCIPAL

Date : _____

Anjuman College of Engineering & Technology

Hand Book for Duties & Responsibilities



**ANJUMAN COLLEGE OF ENGINEERING AND TECHNOLOGY,
SADAR, NAGPUR - 440001
(Edition-2023)**

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DUTIES AND RESPONSIBILITIES

1. Duties and Responsibilities of Chairman

Chairman will guide, motivate and ensure that the institute's Vision, Mission and goals are being achieved through well define measure and strategies. As a Chairman, he shall be advising to the Principal about all educational, financial, administrative and overall matters of the institute. In addition he shall be:

- Chairman of all committees of the institute as per the guidelines of the officials.
- Manage manpower planning & recruitment process for teaching and non-teaching staff for long and short term requirements.
- Advisory to the Principal in the annual budget preparation.
- Lay down norms for fixing the salaries, DA, promotions, increments, etc.
- Inspect the departments and their functioning from time to time.
- Maintain liaison through the Principal and coordinate with RTMNU, AICTE, DTE and other professional bodies, Engineering and allied departments/industries etc.
- Approve all financial matters related to the day to day functioning of the institute.
- To monitor the overall development & progress of the institution.
- Participate in Governing Body & College Development Committee (CDC) meetings as the Chairman and advisory in various policy decisions.
- Advisory to the Principal, Deans, HODs and Staff in various academic and administrative matters
- Represent as the management representative in various State and Regional level bodies, societies, councils as required.

2. Duties and Responsibilities of Principal

Principal is overall responsible for establishing an ideal institute by promoting the various academic, curricular, co-curricular & extra-curricular activities, administrative and financial matters. As a Principal, he shall advice and seeks opinion from the Management in all educational, financial and administrative matters of the institute. In addition he shall:

- Report to the Chairman to discuss various aspects of institution.
- Be responsible for human resource planning for teaching and non-teaching staff for long

and short term requirements.

- Assist the Chairman in the annual budget preparation
- Inspect the departments and their functioning on day to day basis.
- Liaison and coordinate with RTMNU, AICTE, DTE and other professional bodies, engineering and allied departments/industries etc.
- Work to develop the institute in all areas for an all-round growth of the institute
- Arrange and organize various staff and student development programs
- Participate in Board of Governing meetings as a member secretary, advise in various policies, decisions and ensure implementation of decisions
- Advisory to the various Deans, HODs and faculty in different academic and administrative matters
- Represent the institution in various States, regional, national and international bodies, societies, councils as required.
- Optimize the resources available in academic, administration and finance etc.
- Implement integrated and uniform systems in academic, administration, and finance etc. wherever & whenever it is possible.
- Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities
- Arrange and participate in Board of Studies, Academic Council and several Meetings held by RTMNU, DTE or AICTE etc for developing the outcome based curriculum of the institution.
- Conduct College Development Committee (CDC) meetings to ensure Internal Quality Management of the Institution.
- Discuss the Annual Quality Assurances Report(AQAR) prepared by IQAC and monitor the actions taken to improve the quality and its management for the institution.
- Discuss and implement the annual report prepared by the CDC and the various aspect suggested by the CDC.
- Any other work assigned by the higher authorities.

3. Duties and Responsibilities of Dean of Administration

All matters concerned with the employees of the institution broadly fall under the responsibility of Dean Administration such as, management of employee's manpower, continuous planning and networking of administrative workflow, automation of administrative procedure, etc. Duties and Responsibilities of Dean of Administration are as follows:

- To be a link between the Principal, All Deans, HODs, Various committees I/c, Administrative office staff, Teaching & Supporting Staff & Students.
- To look after discipline, integrity, transparency, commitment and work ethics of all employees.
- Expansion of Office Automation for administrative procedure.
- Establishment activities of all staff, student related matters and supervise file maintenance.
- RTI and other legal matters in consultation with Principal.
- To work on service rules and policy related work like recruitment procedure, confirmation and regularization, service record of all employees, personal files, leave matters, promotion matters, retirement matters and deputation in consultation with Principal.
- To supervise Transportation, Store, Purchases, Budget & Financial Matters.
- To ensure through respective In-Charges proper functioning of amenities such as
 - Cafeteria
 - Transport
 - Cooperative store
 - Recreational Facilities
- Preparation of annual report and its analysis and identify the area of priorities.
- Any other work assigned by the higher authorities.

4. Duties and Responsibilities of Dean of Academic

The Dean Academic will act in consultation with the Principal, for the all round academic development of the institution. The academic office is the repository of all records connected with the academic performance of the students. He shall preside over the Undergraduate, Postgraduate and Doctoral Program Evaluation Committee of the institution in association with Dean R & D. Such committees will meet as and when

needed, at least four times in a year to discuss about the important academic and research activities. Duties and Responsibilities of Dean of Academic are as follows:

- Preparation & Dissemination of Institute Academic Calendar with reference to RTMNU mentioning odd and even semester Academic activities , student assessment rules and policies of ACET.
- Generation of student data required for Academic Monitoring System (AMS) through college automation software and updation & maintenance of college automation system.
- Maintain academic audit records, awards, medals and degrees as per the requirement and under the rules of the institution.
- Plan and expansion of academic programs and activities for making the institution as center of excellence.
- Monitor Syllabus Coverage reports of all the subject teachers of all the Department
- Supervise the pre-examination and post examination process
- Preparation and Circulation of Continuous Assessment Test examinations timetables before the start of the academic session.
- Follow up the following activities of the Departments:
 - Continuous assessment marks (internal marks) of both theory and practical.
 - Taking Student Feedback for each Subject (Two times in a Semester-First Feedback one month after Commencement of Class work and the Second at the end of the Semester). Appropriate action to be taken by the HOD's in Consultation with the Dean and the Principal. Taking Suitable action on the feedback received from the students, parents, and institute staff.
- Ensure the timely publication of result analysis of RTMNU and action taken for improvement
- Supervise the central library of the institution & its up-gradation as per norms.
- Supervise the inter University / Institute collaborative UG/ PG/ Doctoral Programs, in consultation with the various Deans, like Alumni and R & D etc
- To ensure proper conduct of co-curricular activities through respective Heads like. Guest Lectures, Workshops, Seminars, Technical and non-technical Training (e. g. GATE/ GRE/ TOFEL etc) Technical Competition, Edutech, Techsaga, Techfest etc
- To provide certificate/ Award/ Medal to participant of co-curricular activity to students and appreciation letters to staff In-Charge.
- Any other work assigned by the higher authorities.

5. Duties and Responsibilities of Dean of Student Activity

Expelling academic matters (Dealt by the Dean Academic), all student issues are the responsibility of Dean Student Activity, who is also responsible for all extra-curricular activities of the student. He also chairs the disciplinary action committee (DAC) who looks into infringement of disciplinary rules applicable to the student.

Duties and Responsibilities of Dean of Student Activity are as follows:

- Maintain a ragging free campus.
- To ensure discipline in and outside of the institution
- To provide inputs for the academic calendar for various extracurricular activities. Also prepare schedule for industrial Tour at college level.
- Expansion and Organization of extra-curricular activities also student counseling and other related activities in consultation with Dean Academics.
- To ensure proper conduct of extracurricular activities through respective physical education department
 - Sports & Games
 - NSS
 - Blood donation camp etc.
- To plan and ensure proper conduction of annual social gathering –“Celestial”
- To provide certificate/ Award/ Medal to participant of extra-curricular activity to students and appreciation letters to staff.
- To redress any suggestion / complaint from the students through respective In-Charges.
- To ensure proper planning/coordination/execution of industrial / information visits through respective HODs
- Any other work assigned by the higher authorities.

6. Duties and Responsibilities of Dean of Research and Development

The Dean of Research and Development (DRD) is overall responsible to develop, sustain and advance a research mission in the College, among the faculty and students, and through collaborative partnerships with industry and other institutions.

Duties and Responsibilities of Dean of Research and Development are as follows:

- As per norms, develop and promote the integration of research policies, research programs and research initiatives in collaboration with the Dean Academic.
- To motivate the research development among faculty and students by conducting various

Training and development programs/ Projects for student & staff.

- To ensure sponsoring and promoting the facilities for attending conference / STTPs/ FDPs/ Seminars / Workshops as per institution norms.
- Conduct Workshops / FDP/ STTP for faculty development at the Institute and encourage the Faculty to attend workshops /FDP /STTP at the National /International level for the academic development of the Faculty.
- To setup and establish the incubation cell and monitor its activity.
- Conduct a program of research to maintain scientific & engineering expertise in accountability.
- To promote and prepare the proposal for research scheme provided and funded by AICTE, UGC and other governing bodies
- Lead, facilitate and support grant-writing activities for research investigations within the college and throughout its collaborative partnerships in academics and industry.
- Advise to build research infrastructure within the college and collaboratively to facilitate and advance research productivity to meet industry requirement.
- Build relationships with local, national and international foundations and facilitate communication and interaction with federal funding agencies.
- Advise and assist faculty on research proposals, patenting, research contracts, consultancy projects and intellectual property issues.
- Develop sponsoring mechanisms and support system by the institute for research & project.
- Maintain and update records of research publications.
- Any other work assigned by the higher authorities.

7. Duties and Responsibilities of Dean Alumni Affairs

The Dean Alumni Affairs will act in consultation with the Principal, for creating and implementing comprehensive institutional advancement programs toward the goal of sustaining and increasing stakeholder engagement (Alumni)

- Compilation and maintenance of Alumni Data.
- Contact the Alumni and arrange the Alumni Meet at college level and departmental level on regular basis.
- Design, maintenance and updating of the Alumni data in the college website on regular basis.
- Prepare the list with personal details of distinguished Alumni of each department.

- Involvement of Alumni in various college activities.
- Registration of Alumni Association.
- Coordination between the Alumni Committee and Training & Placement Cell.
- To coordinate with the Publicity Committee for online Publicity through social networking sites.
- To accomplish the data required in NBA/NAAC by implementing the Alumni Activities in the department and college.
- Any other activity required for Alumni with the consent of the undersigned.

8. Duties and Responsibilities of Head of Department.

Head of Department is overall responsible for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives to and in turn, the objectives of ACET.

Duties and Responsibilities of Head Of the Department are as follows:

- Responsible for all the daily academic affairs of the department and academic schedule/ calendar.
- Maintain the proper code of conduct among the students and staff members (Teaching, Non-Teaching and supporting staff) according to service norms of ACET.
- Implement & supervise the policies recommended by the Deans
- Should assist in the preparation of time tables (class room & Labs) and monitor it through class coordinators.
- To supervise proper conduction of theory, tutorial, practical and project labs on daily basis and its accountability.
- To represent his/ her department and report to Principal / Deans about the requirement/ shortcoming for development and smooth functioning of the department
- Distribute teaching, administrative, research & consultancy and extension services load uniformly as per the norms.
- Should ensure and Monitor progress of the department by
 - Blue Diaries / Subject diaries / ERP Software
 - Daily student attendance
 - Student Practical/ Project Records
 - Continuous Assessment Test/ Pre-University examinations
 - Analysis of results.

1. Maintain the files / registers such as
 - Subject/ Course File
 - Blue Diaries /Subject diaries
 - Student Record
 - Mentoring records
 - IQAC records of the department
 - Lab equipment records/ Stock Registers/ Departmental Stock Register
 - Faculty Details
 - Departmental Library
 - Continuous Assessment Test/ Pre-University examinations/ Internal Marks
 - University Question papers etc.
- Maintain Notices, Minutes of Meeting of department/ Principal/ AICTE/ DTE/ RTMNU.
- Encourage faculty to develop new teaching aids, tutorials, and Lab exercises extension to syllabus specified, beyond the syllabus content and ICT tools.
- Encourage the faculties to organize parent teacher meet twice in each semester, seminar/ workshop, industrial visit etc as per institute academic calendar and in consultation with respective Deans.
- Encourage in-house students for live/ industrial projects.
- Conduct the meetings as per the academic calendars and keeps its records.
 - Departmental staff meetings
 - Class Coordinator meetings
 - Mentors meetings
- Any other work assigned by the higher authorities.

9. Duties and Responsibilities Administrative officer

The Administrative Officer will work, under the direction and guidance of the Principal, in close unison with Dean Administration.

Along with other Assignment, his duties and responsibilities are as follows:

- To facilitate the complete office administration.
- To follow Code of Conduct among office staff, non-teaching staff, security staff and overall duties of other supporting staff members.
- Co-ordinate merit-cum-mean Scholarships, state, central and other scholarships provided by the governing bodies and authorities.
- Take care of all admission approval procedures of various governing bodies like RTMNU,

DTE, AICTE , ARA, FRA etc

- Provide necessary details and documents as required for AICTE, DTE, RTMNU, NIRF, ARA & FRA etc for approval and processing.
- Thorough knowledge of statutes and regulations of different Activities and objectives, functions and specialized activities of the administrative department.
- Efficient supervision and administration of personnel, budgeting and accounting, and to assign, co-ordinate and review the work of the subordinates.
- Establish and maintain satisfactory relationships with the staff, student, public, officials of government and industry and subordinate employees
- Maintain files and records of various sections of administrative departments, Staff & student records, etc.
- Any other work assigned by the higher authorities.

10. Duties and Responsibilities of Training and Placement Officer

The responsibility of the Training & Placement cell is to maintain good and strong relationship with Industries across the country and thereby build-up an impressive placement record both in terms of percentage of registered students placed, as well as the number of companies visiting the campus.

Providing facilitate the Training and Placement Officer in carrying out the following activities.

- Collection and updation of data in the prescribed Performa during Second and third year from Student Information System (SIS).
- Preparation of latest resume and categorizing of SIS branch wise for selecting the students during placement process.
- To provide & facilitate the guidance and skilled based training (Mock Test, GD, Mock Interview, personality development program, internship & Technical training etc) to the students for successful placement.
- Additional skills apart from technical training; aptitude, reasoning and soft skills programs should be provided to the students for upliftment of the employability and to develop entrepreneurship skills.
- To correspond to prospective companies for interview date and schedule of events.
- To arrange for interview facilities at the campus and written test halls.
- To receive the personnel and provide necessary inputs about the college and to co-ordinate

placement co-coordinator for smooth functioning at various locations (interview halls, written test halls, cafeteria etc).

- Keeping an up-to-date branch-wise data of students selected/joined in different companies/going abroad or pursuing for higher studies.
- Industry- institution collaboration with various companies for carrying out final year project work on current areas either at company premises or at ACET.
- Ensure maintenance of Entrepreneurship Information.
- Liaison with ACET Alumni Association for Alumni Data, also upkeep of SIS and other year wise activity detail held by Training and placement cell.
- Any other work assigned by the higher authorities.

11. Duties and Responsibilities of Account Officer

Duties and Responsibilities of Account Officer are as follows:

- Keeps account of financial transactions such as admission fees, semester fees, miscellaneous etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburse salaries for the employees of the college.
- Prepare the annual account, get it audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual income tax forms and returns.
- Any other work assigned by the higher authorities.

12. Duties and Responsibilities of Workshop Superintendent

Duties and Responsibilities of Workshop Superintendent are as follows:

- Arrange all the machines/equipment required in the workshops.
- Responsible for repair and maintenance of all the machines and equipments in the workshops.
- Make schedule for different groups of students for practice in their respective sections of workshops.
- Responsible for maintenance of laboratories.
- Report to Principal/HOD regarding damage/breakdown of machines/equipments
- Responsible for safety measures and teaching / non-teaching staff.
- Any other work assigned by the higher authorities.

13. Duties and Responsibilities of Discipline In charge

Discipline In charge is responsible for promoting the overall discipline of the Institution environment and outside the campus involving students and staff.

Duties and Responsibilities of Discipline In charge are as follows:

- To ensure that all matters (during any event) pertaining to discipline are referred & should be dealt with appropriately through the discipline committee and suitable recommendations should be given to the Principal for further necessary action.
- To suggest any timely measures for improving the quality of discipline
- To deal with ragging menace/ harassment/ discrimination or any other anti-disciplinary act against code of conduct shall go through a systematic and timely approach.
 - Awareness: Make the seniors aware of ills of ragging and consequences if indulged, by way of posters, notices, counselling lectures by faculty, class in charges, HODs, Principal/ Director/ Management Representatives, undertakings by students, parents etc
 - Avoidance: Enforce measure to avoid contact between first years and senior student by staggering timings of first year activities, formation of anti ragging squads and continuous surveillance with them at possible areas of ragging such as canteen, toilets, terraces etc
 - Act: In case ragging is reported, take appropriate disciplinary action.
- Any other work assigned by the higher authorities.

14. Duties and Responsibilities of Examinations In charges

Examinations In charges are overall responsible for the evaluation system

Duties and Responsibilities of Examinations In charge are as follows:

- To ensure proper conduct of the examination
- To liaise with Dean Academic for preparation of Continuous Assessment Test, Pre-University Examinations, University Exam and Lab exam schedules
- To ensure that Continuous Assessment Test, Pre-University Examinations papers as per the norms in sufficient copies as per the strength of the class along with attendance sheets should reach the departments before exam due date.
- To preserve the Question papers and Marksheet of Continuous Assessment Test, Pre-University Examinations for future review.
- To preserve the evaluated Continuous Assessment Test, Pre-University Examinations and Lab answer sheets branch-wise, year-wise for a period of one academic year and have them destroyed after the due date as per norms.

- Internal assessment marks should reach to university as per defined university academic calendar and define norms by the university.
- Any change in schedule due to valid but unavoidable reason must be duly approved by the Principal and should accordingly be made and communicated to students through departments.
- Any other work assigned by the higher authorities.

15. Duties and Responsibilities of Librarian

To formulate and administer mode of conduct, library rules and regulation for the purpose of securing and smooth conduct of college library.

Duties and Responsibilities of Librarian are as follows:

- The librarian has the responsibility to prepare and execute the annual budget of the library resource to overcome the shortcoming facilities, services and various other requirements.
- To supervise the responsibility of receiving and accessioning all library materials and arrange library hours which will permit maximum library use by both students and staff.
- The Librarian is responsible for maintaining resources (book journals, various e-resources, online e- journals, National /International Technical Journals, other references, safety, upkeep of all the equipment, etc) in college library for student and faculty.
- To initiate participate and co-operate in programmes designed to stimulate and encourage the use of the library by students and staff.
- College librarian supervises, staff in library regarding disciplines and punctuality.
- The Librarian is responsible for the entire professional job related to selection, acquisition, classification, cataloguing and maintenance of the library records & documents.
- To be responsible for annual physical verification of books/ periodicals/ stocks and stores of the library.
- Maintenance to upkeep of library automation, fire safety measures and CCTV surveillance for emergency.
- Any other work assigned by the higher authorities.

16. Duties and Responsibilities of Sport-In charge

The responsibility of the physical education department is enable individuals Physically, Mentally, and spiritually development and to provide value based physical education and mould the character of the younger generation.

Duties and Responsibilities of Sport in-charge are as follows:

- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- Arrange physical fitness camps for students and staff.
- Coordinate and conduct Intra College and Inter College, Inter University , Inter State, National and international competition for different sports
- To guide and coach students how to play sports, administering national/ international physical education tests, monitoring students' progress, meeting etc.
- Coordinate and conduct National Service and scheme programs for social and holistic development among the students like Tree Plantation, Blood Donation Camp, Swachh Bharat Abhiyan, Anti-Tobacco Rally, Traffic Regulation Rally, education on Yoga etc.
- Upkeep and maintain the records of activities and events conducted by Physical Education Department under Sport and NSS.
- Any other work assigned by the higher authorities.

17. Duties and Responsibilities of Class Coordinator

The Class Coordinator is responsible for following duties under the Head of Department:

- The class coordinator has to ensure about maintenance of student list and their databases in Student Information System (SIS).
- Problems regarding the class room (or) with the teaching aids should be addressed by the students to the Class Coordinator.
- Conduct periodic meetings with the students to verify about any difficulties of subject (or) faculty (or)both , and the same should be assisted and solved.
- Is responsible for collecting & maintaining the student feedback of teachers, twice a semester as follows :
 - One month after course starts.
 - 10 days ahead of end of the Teaching Schedule.
- Maintain the attendance record (on monthly basis, detention list etc) , syllabus coverage report of all subjects and Result Analysis (CAT-I , CAT-II, PUT, university result etc).
- Is Responsible for coordinating effectively among the students, mentors, subject teacher and HOD.
- Has to assist and counsel students, observe & monitor their performance.

- Ensure through class counselors/ student teacher guardian about students and collect / update the student data.
- Monitoring and endorsing the blue diaries/ subject diaries on daily basis.
- Report the student record to their parents during Parent – Teacher Meet and also to Dean – Academics.
- Collect and consolidate Internal Assessment marks and submit to university through exam in-charge.
- Any other work assigned by the higher authorities.

18. Duties and Responsibilities of Mentor

The Mentor is responsible for the batch of 20 students assigned for the entire academic year and is answerable to the respective HOD while carrying the following duties:

- Should maintain the record of the students in Student data cards. The information includes contact details, admission details, academic record including semester-wise result, co/extra-curricular activity details, awards / funds received, achievements and any disciplinary action taken (if any) etc.
- Meet them at least twice a month for the counseling sessions and record it.
- Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary.
- Long absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behavior should definitely be brought to the notice of the parents and college authorities.
- Emphasis should be made on attitudes, value systems, hard work, and career planning in all the counseling sessions.
- In short, Mentor should act as a buddy, a guide as well as a mentor.
- Any other work assigned by the higher authorities.

19. Duties and Responsibilities of Subject Teacher

The subject teacher is solely responsible for the allotted subject.

Duties and Responsibilities of Subject Teacher are as follows:

- Adhere to follow, manage the dignity of the profession and seeks to make professional growth continuous through study and research.
- Express opinion by participation at professional meetings, seminars, conferences etc.

towards the contribution of knowledge;

- Maintain active membership of professional organizations and strive to improve education and profession through it.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation
- Participate in extension, co -curricular and extra -curricular activities including community service.
- The Cadre wise policy is to be adhering by Professor, Associate professor and Asst. Professor are:
 - **Professor: 14 hours / week**
 1. To contribute in Teaching Learning Process in their areas of interest
 2. Must published at least 2 paper like SCI,GCI,SCOPUS,UGC etc approved reputed journal having good impact factor annually
 3. Published work should be of reproduce in nature and must future scope.
 4. Must Guide PhD scholar/award
 5. To Setup research centre in relevant department
 6. Must create and add working model, charts, monogram in their areas of interest
 7. Must acquire consultancy from industry in their areas of interest minimum upto 2 lacs to maximum no limit
 8. Individual profile of each faculty and their contribution should be made available on website
 - **Associate professor: 14 hours / week**
 1. To contribute in Teaching Learning Process in their areas of interest
 2. Must published at least 2 paper like SCI,GCI,SCOPUS,UGC etc approved reputed journal having good impact factor annually
 3. Published work should be of reproduce in nature and must future scope.
 4. Must complete PhD (if not) or its equivalent.

5. Should guide the scholar/project/award
6. Must create and add working model, charts, monogram in their areas of interest
7. Must acquire consultancy from industry in their areas of interest minimum upto 2 lacs to maximum no limit
8. Individual profile of each faculty and their contribution should be made available on website

○ **Asst. Professor : 16 hours / week**

1. To contribute in Teaching Learning Process in their areas of interest
 2. Must published at least 1 paper like SCI,GCI,SCOPUS,UGC etc approved reputed journal having good impact factor annually
 3. Published work should be of reproduce in nature and must future scope.
 4. Must complete PhD (if not).
 5. Should guide the scholar/project/award.
 6. Must create and add working model, charts, monogram in their areas of interest
 7. Must acquire consultancy from industry in their areas of interest minimum upto 2 lacs to maximum no limit
- Individual profile of each faculty and their contribution should be made available on website.
 - Any other work assigned by the higher authorities.

20. Duties and Responsibilities of Subject Teacher for Laboratory

The subject teacher for Laboratory is solely responsible for the allotted Practicals.

Duties and Responsibilities of Subject Teacher for Laboratory are as follows:

2. The Subject Teacher for Laboratory, in consultation with Subject Teacher (for all sections), is responsible for preparing the list of experiments and manual, as prescribed by RTMNU.
3. In addition, supplementary problems need to be developed for skill development and concept understanding.
4. The teacher should be thorough with the experiments designed such that it should meet the requirement of weak and brighter student.
5. The problems should be made known to the students well in advance for their preparation.
6. Ensure attendance is taken as per the procedure and seating is done as per the order.

7. Teacher should make sure that observation book is maintained by every student neatly and endorse it during laboratory hours.
8. The experiments/programs listed in the syllabus should mandatorily be described in the record books.
9. The subject teacher for Laboratory should assist students in case of queries.
10. Prepare continuous, Internal assessment of practical exams as per the guidance by Dean Academics & ACET academic policies.
11. Marks of practical are handed over to the respective departments class coordinator duly endorsed by respective HOD before due date.
12. As an Internal Examiner, assist the External Examiner for the conduct of university practical exam.
13. Any other work assigned by the higher authorities.

21. Duties and Responsibilities of Faculty In-charge for Laboratory / Lab In-Charge

Duties and Responsibilities of Faculty in-Charge for Laboratory are as follows:

1. The Faculty in-Charge for Laboratory should check the attendance records of students from entry register and endorse it.
2. Responsible for Monitoring the proper utilization and upkeep of Lab Equipment and lab Record details (Stock Register) as per norms for smooth conduction of laboratory practical and committee inspection.
3. Conduct Final Lab Internal Exam
4. Creating and Implementing New Exercises/ modern tools over University Syllabus requirements.
5. Responsible for up-keeping/ updating the Lab Manual.
6. Any other work assigned by the higher authorities.

22. Duties and Responsibilities of Laboratory Assistant

The Laboratory Assistant should assist the Laboratory In-Charge in all aspect.

1. The Laboratory Assistant is responsible for the safety, upkeep and maintenance of all the equipment in the Laboratory as listed in the inventory for the room.
2. The Laboratory Assistant should maintain the following documents
 - The inventory of the laboratory (Stock Register and Bill File)

- Layout / Plan.
 - Lab Time Table.
 - Working model/ Organization Chart etc
 - Log Book for daily usage
 - Complaint Register
 - Lab Manuals
 - List of Experiments
3. Assist the subject teacher for laboratory proceedings.
 4. Laboratory Assistant should be conversant with all the lab experiments and exercises.
 5. Laboratory Assistant should be conversant with the key, location, locking procedure of the lab, emergency procedures in case of fire, accident etc.
 6. Any other work assigned by the higher authorities.

23. Duties and Responsibilities of Laboratory Attendant cum peon

The Lab Attendant should assist the Lab in-charge and lab assistant in their work and ensure proper discipline at laboratories by ensuring the following:

1. No bags or eatables items to be allowed in the lab for students.
2. Excess talking/unnecessary movement of the students to be avoided.
3. Takes care of consumables items, maintenance of safety and assists Lab Assistant in conduction of the lab. Chairs(if any) are in proper position at the time of leaving of Lab
4. Equipment is switched off or made inactive as per procedure, before leaving the lab
5. Should be conversant with the key, location, locking procedure of the lab, fans/ lights switches conditions (ON/ OFF), emergency procedures in case of fire, accident etc.
6. Lab and equipment are maintained neat and clean at all times.
7. Any other work assigned by the higher authorities.

24. Duties and Responsibilities of Maintenance In-charge

The Maintenance In-charge must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the Principal. Supervises and executes the works in all civil, electrical, gardening, transportation and cleaning according to the norms and standards.

The Maintenance in-charge is responsible to the Principal/Dean Administration in ensuring the following:

1. Has to liaise with local authorities for uninterrupted supply of municipal and bore water

as per the requirement of the college, steady as well as peak loads.

2. Has to supervise the maintenance team for general cleanliness of rooms, corridors, toilets, stair and surroundings.
3. Has to direct with maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes, or any such maintenance works.
4. Has to liaise with horticulture advisor for the upkeep of college lawns, pathways, surroundings and gardens.
5. Has to liaise with electrical authority and to ensure uninterrupted power supply.

HYGIENE

6. Responsible for the quality management of hygiene of college.
7. Should periodically inspect the condition of water bore, coolers and ensure that quality of drinking water is safe.
8. Should periodically inspect the toilet cleaning for proper upkeep.
9. Should periodically inspect the cafeteria premises, wash areas for safe upkeep.

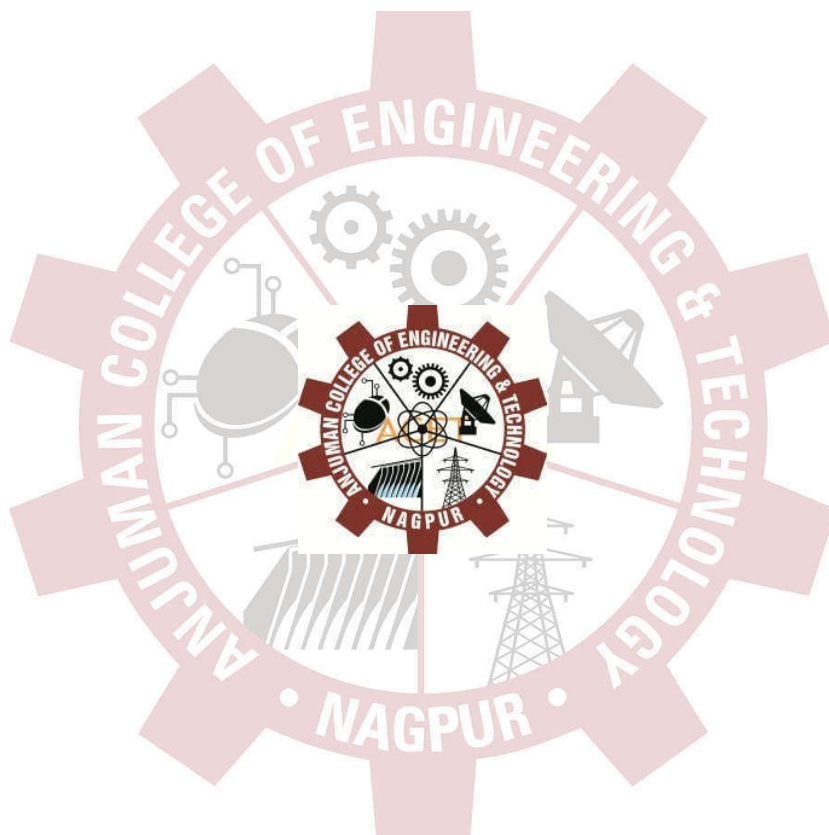
SECURITY

10. Should liaise with the security in charge for the overall safety of the college.
11. Should carry out surprise visits to ensure the movement of personnel and material is as per the procedures.
12. Should periodically inspect to ensure that premises are locked with power switches made safe and windows closed. For the above activities, he should maintain records.
13. Any other work assigned by the higher authorities.

25. Duties and Responsibilities of Store In-Charge

1. Supervises and checks the functioning of stores and maintenance of proper accounts-both, in quantity and value. Prepares estimates for various civil, electrical, mechanical and sanitary works undertaken/ proposed by the institute.
2. Invites and opens quotations related to the Administrative Officer through committees duly constituted for the proposal; examines/recommends the tenders for acceptance/rejection with proper justification and notes.
3. Any other work assigned by the higher authorities.

Hand Book for Student Code of Conduct



**ANJUMAN COLLEGE OF ENGINEERING AND TECHNOLOGY,
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STUDENT CODE OF CONDUCT

ACET firmly believes that respect, moral values, discipline and integrity is crucial for the development of the institution as well as its students. As students are vital element for the smooth functioning of an institution, we are instilling this responsibility in the students within the campus and outside. ACET caters to the need of the students, expects from them to reciprocate in the form of good conduct and behavior.

1. Preamble:

The student code of conduct intends and guides to them for awareness of their safe, secure learning environment, social and moral responsibilities within the campus as individuals and as budding engineers of this institution. The enrolled student should see that the rules envisaged in this code are strictly followed so that their conduct will be in conformity with and supportive of and conducive to the institute's vision. The code shall be applicable to all the students admitted to this Institution including any academic program, activity or event conducted by the Institute.

1. Responsibilities of the Students

The responsibilities of the students shall be:

- To familiarize and adhere the Code of conduct of the institution and any amendment in it.
- Behave and conduct themselves in the institute campus, hostels and premises in a dignified and courteous manner and pay due respect to the authorities, employees, staff and also to each other.
- Follow decent dressing manners, without any obscenity.
- Foster and maintain vibrant academic, intellectual, cultural and social atmosphere which is consistent with the vision of the institute.
- Access all educational opportunities and benefits available in the institute and make good use of them to prosper academically and develop scientific temper.
- Follow Institutional rules and directions from college/hostel authorities for ensuring the safety, health and well-being of students in the college/campus/hostels
- Refrain from all activities deemed under the purview of 'ragging' which is a criminal offence.

- Abstain from the use/possession of tobacco, narcotic substances or any other intoxicants in the campus and hostels
- Respect the laws of the country, human rights, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
- Report any violation of this Code to the proper authority in campus.

2. Behavior and conduct of the students:

a. Dress Code

Students should come to the college campus in decent and presentable attire and wear uniform as prescribed by the college authorities.

- **BOYS** : Shirt-Pant-Tie-Blazer-Black Leather Shoes
- **GIRLS** : Full Sleeves Kurta- Salwar- Dupatta- Blazer- Black Leather Shoes

b. Academic conduct:

- All students are required to attend all classes on time and with the appropriate materials.
- Students who come late will not be awarded attendance and may be denied entry to the class.
- Silence shall be maintained in the academic premises of the college.
- No students shall enter or leave the classrooms when the session is on without the permission of the teacher.
- Students will demonstrate respect for all staff and fellow students. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, suspension or expulsion.
- Students should keep the class room tidy. They should switch off lights and fans when they are not required.
- Students should avoid usage of mobile phones in the class room, Library, Computer Centre, etc. They may use such gadgets judiciously if permitted
- All types of Mobile phones are strictly prohibited in exam hall and if any student is possession of such phones, the phones will be confiscated.
- Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- Use of internet for the purpose other than academic related activities is banned.

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- Interfering or tampering any of the office records or property of college is a serious offences and result in suspension/rustication.
 - Calling students out of their classrooms while lecture is in progress is prohibited.
 - Students need to obtain prior permission from the college authorities to exhibit any type of banners, flags, boards etc. inside the campus, hostels, gates, buildings or on the compound walls
 - Students need to obtain written permission from college authorities to collect money from other students or faculty or any staff within the campus or hostels.
 - Students shall leave the classroom only when the session is over with the permission of the teacher.
 - Students may use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
 - Students should abide to all the rules and regulations as directed by the University while appearing for any examination.

c. In campus:

- Students are expected to spend their free time in the Library/Reading room.
- They shall not loiter along the verandahs' or in front of the classrooms offices or the campus roads. Students are not allowed to sit on places such as parapets, stairs, footpaths, etc.
- All students should carry identity card at all time during their presence on campus and should present it if asked by security person.
- Refusal to identify or falsely identifying one's self when requested by an institution official will be liable to punishment.
- Possession or consumption of tobacco and other intoxicating substances are strictly prohibited in the campus and hostels.
- No students shall collect money either by request or by coercion from others within the campus or hostels.
- All Students of the College who are coming by 'two wheelers' or 'four wheelers' should have valid Driving License with them and compulsorily wear Helmet (in case of two wheeler) and should obey the instructions of security persons while parking the vehicles.
- Rash or negligent driving of vehicles, riding in noisy two wheelers lead in seizure of their vehicle by the security.

- Any inappropriate deed/ action are not permissible in the college campus.
- Act of violence, threatening, harassing or assaultive conduct which has caused injury to other residents of the campus, is liable to punishment.
- Theft, property damage will lead to severe punishment.
- Engaging or inciting other students, to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students/faculty of the institution is not permitted.
- Shouting, blowing whistle, making noise in any form, use of abusive/filthy Language and gestures is strictly prohibited.
- Taking out rally and bringing Sandal band in the college premise is prohibited.
- During industrial tour strictly follow the guidelines given by the college, HOD and tour in charge.
- Birthday or Holi (Dhulivandan) celebrations by the students in the college premises strictly prohibited.
- Writing of slogans, comments etc on desks, on the clothes of students or on walls of the campus is not permitted.
- Burning of fire-crackers in the college premises/ hostels is a serious offence.
- Violation of this rule may invite rustication/expulsion of the students who are directly or indirectly involved in this act.
- Arranging parties outside the college which may deteriorate/spoil the college name and fame is not allowed.
- Presenting false testimony – knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process will not be tolerated.
- College authorities have strict view regarding safety of girl students and hence committed to the policy of zero tolerance with regard to harassment, intimidation, discrimination of any kind of girl students on campus.
- The discipline committees, Dean Student activity, Anti-ragging Cell, Women Cell and Grievance Redressal is formed to monitor and report to the authorities regarding any anti-disciplinary incidences.
- Any act of harassment/ intimidation/ discrimination of any kind towards girl, other students & staff is found, severe penalty will be imposed on the perpetrators of such crimes.
- Ragging of the student is offence under Indian penal code (IPC). Any student found involved in this act will be punished as per the law AND such is

mentioned on college website.

Any student exhibiting prohibited behavior mentioned in this code, depending upon the gravity of the misconduct on depending or its recurrence shall be subjected to any of the following disciplinary sanctions.

d. Penalties & Punishment:

- **Warning or Reprimand:** The student engaged in any prohibited behavior will be issued a warning letter. The bad conduct of such students shall be informed to the Parent/Guardian.
- **Tendering Apology:** The student engaged in any prohibited behavior may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.
- **Fines:** The student engaged in any prohibited behavior/conduct may be asked to pay a fine and will be liable appropriate action if any.
- **Forfeiture:** The tool used by the student in violating the code of conduct shall be forfeited.
- **Non evaluation of course:** Students who indulge in any form of malpractice during the process of his evaluation, or try to influence the evaluator from any source; he/she shall not be evaluated in that course.
- **Debarring from attending campus recruitment:** A student/group of students may be prevented from registering for college placement cell and debarred from attending any campus placement related activities.
- **Suspension from College :**
 - If any student violates the code of conduct which leads to lowering of the esteem of the college or involves in any activity which endangers the dignity and safety of other students or staff of the college and if the college authorities finds prima facie evidence against the student, he/she shall be suspended from the college for a maximum period of 15 days, pending further enquiry by the college authorities.
 - A student may be suspended from the college for violation of any of the provisions of this code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period. The period of suspension shall be decided based on the findings

and recommendations of the enquiry committee.

- Restitution : Restitution implies reimbursement in terms of money and/or services to Compensate for personal injury or loss, damage/disfiguration to property of the college or any property kept in the premises of the college in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the college or any property kept in the premises of the college due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.
- **Debarring from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic program for which he/she/they has/have joined.
- **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the college. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous even after warning and punishments, in the opinion of the competent authority, is likely to have an unwholesome influence on his/her fellow students, will be removed from the rolls. Such a student will not be eligible for readmission to any of the courses of this college.
- **Other appropriate action** may be imposed by the competent authority of the institution singularly or in combination with any of the above listed actions.

Declaration by the Student

I have read and understood all the points of the code of conduct. I will abide by this code of conduct. If I fail to observe the same, I will liable to the punishment decided by the college administration.

Date

Name :

Signature of the Student

Declaration by the Parents/ Guardian

I have read and understood all the points of the code of conduct. I assure that my son/daughter/ward will abide by it. If he/she fails to observe the code of conduct, he/she will be liable to the punishment decided by the college administration.

Date :

Name :

Signature of the Parent / Guardian