6.2.1

A- Institutional Policies

<div align="center">**ADMISSION POLICY**</div>

Navsahyadri Education Society's Group of Institutions, Faculty of Engineering, MBA, and MCA is approved by AICTE and affiliated to SPPU. The institute strictly follows the rules laid down by the Admission authorities. Admissions will be done through Central Admission Process (CAP).

1. Admission notification:

The Government Admission authority every year publishes the information regarding admission process on its website (**https://DTE/CET.maharashtra.gov.in/** **and** **https://cetcell.mahacet.org/**) and in admission brochure.

2. Seat Distribution:

A. First Year :

- 80% of total seats are filled through centralized admission process controlled by the Admission authority, Maharashtra state.
- 20% seats are filled at institute level, as per the guidelines given by the Admission authority, Maharashtra state.
- Reservations applicable for different caste categories belonging to Maharashtra State are considered while allotting the seats through online system of CAP.
- One seat in each course over and above the sanctioned intake is made available in the Non-Autonomous institutes for Jammu and Kashmir migrant candidates.
- Provision for specified number of seats is made for the nominees from State and Union Territories which lack facilities in Technical Education.
- Seats as per admission authorities of the sanctioned intake per course shall be available under tuition fee waiver scheme (TFWS) and Economically Weaker Section (EWS). Only Maharashtra State candidature candidates are eligible for these seats.

B. Direct Second Year Engineering:

- All seats are filled through CAP controlled by the admission authorities, Maharashtra state.
- Reservations applicable for different caste categories belonging to Maharashtra State are considered while allotting the seats through online system of CAP.
- Lateral Entry Seats: 20% of Sanctioned Intake, which will be over and above, Supernumerary to the approved Intake.

- Vacant Seats: The seats, within the sanctioned intake, which remain vacant during previous year.

3. Seat Allotment:

- The merit list in all categories is prepared by the DTE/CET on the basis of applications received and score secured by the candidate in the qualifying examination (CET/JEE) and HSC Examination. Allotment of seats is based on state and category merit number generated by the DTE/CET and Institute choice preferences given by candidate.

- For admission to the Direct Second Year Engineering through CAP, the merit list in all categories is prepared by the DTE/CET on the basis of applications received and score secured by the candidate in the qualifying Diploma examination. Allotment of seats is based on state and category merit number generated by the DTE/CET and preferences given by candidate.

- The final fee approved and published by the Fees Regulating Authority for that year shall be the fee payable by the candidate for that course for that academic year.

4. Stepwise Procedure for admission through Centralized Admission Process (CAP) for UG and PG Courses:

1. Notification of admission by the DTE/CET.
2. Filling Online Application Form by candidate for participation in CAP.
3. Confirmation of Online Application Form and Document Verification at Facilitation Centre (approved by DTE/CET Maharashtra) by the candidate.
4. Display of Provisional Merit List. Submission of Grievances at Facilitation Centre, if any.
5. Display of Final Merit List.
6. Display of available Category Wise Seats for CAP Rounds I.
7. Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions before CAP Round I.
8. Display of Provisional Allotment of CAP Round I indicating allotted institute and Course.
9. Reporting and accepting the offered seat as per the allotment of the CAP Round I by The candidate at Admission Reporting Centre (SC).
10. Display of available Category Wise Seats for CAP Rounds II
11. Repeat step 8to11for CAP Round II and III.

12. Reporting and confirmation of admission by candidate at institute in respective Branch after Round I, II and III (if allotted seat is freezed).

13. Commencement of courses as per DTE/CET schedule.

5. **Step wise Procedure for Institute Level Admissions for UG and PG Courses:**

- Information brochure or prospectus of the institute is published well before the commencement of the process of admission.

- Notification of admission process by Institute in Local newspaper/Website inviting applications from aspiring candidates.

- Filling of institute application forms by eligible candidates.

- Verifying all required documents.

- Preparingmeritlistsofthecandidatestobefilledinattheinstitutionlevel.

- Display of branch wise merit list of eligible candidates.

- Reporting and confirmation of admission by eligible candidates in respective branch.

- If any CAP seat remains or becomes vacant after the CAP round, then the same is filled on the basis of inter-merit of candidates.

- Commencement of Courses as per DTE/CET schedule.

6. **Cancellation of Admission:**

- The candidate should have taken admission by paying necessary tuition fees and should have submitted original certificates before he/ she applies for cancellation. In case the candidate fails to submit any of the original documents, within the specified time limit, the admission shall be treated as cancelled.

- The candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the institution. Once the candidate submits the online request for cancellation of admission, his /her admission shall be treated as cancelled.

- Candidates admitted through institute level quota can cancel their admission by applying in prescribed format to the Principal of the institute.

- The candidate shall not be entitled for any refund of fees except the security deposit and caution money deposit if the online cancellation is effected by the candidate after 5:00 pm of the cut-off date prescribed by the competent authority.

7. **Uploading of list of admitted candidates on DTE/CET Website:**

- The Candidate shall report to the institution finally allotted to him and confirm his admission in institution as per the schedule. The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission to the candidate.

- The Principal of the institute is required to update the list of all admitted candidates of CAP and against CAP vacancy seats immediately as per the schedule of admission on the DTE/CET website through their institute login.

STUDENT DISCIPLINE POLICY
REGULATIONS FOR MAINTAINING DISCIPLINE OF STUDENTS

Definitions Particularly for the purpose of these regulations:

1. Student: Means the student admitted in Navsahyadri Institute of Engineering and MBA , at any level

2. Institute: Means the Navsahyadri Institute of Engineering and MBA, run by Navsahyadri Education Society, Naigaon (Nasrapur), Tal. Bhor, Dist. Pune - 412213.

3. Society: Means Navsahyadri Education Society, Naigaon (Nasrapur), Tal. Bhor, Dist. Pune - 412213.

4. Head of the Institute (HoI): Means the Principal or any other person who is holding the charge of Principal of the Institute.

5. Hostel: Means the hostel managed by the Society/Institute.

6. Term: A portion of an academic year, normally coinciding with a semester for UG and Yearly for Diploma course. The words "Term and semester" are generally used synonymously.

7. Ragging: Any disorderly conduct whether by words spoken or written or by any act which has the effect of teasing, or handling with rudeness any other student, in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof to a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the Physique or psyche of a fresher or a junior Student.

Regulation 1: Rules of discipline to be observed by the admitted students:

A. Discipline and declaration

1. All the students admitted in the Institute will have to observe and abide by the discipline rules prescribed by the Institute / Society and he / she will submit to the disciplinary jurisdiction of the HoI and other competent authorities of the Institute as the case may be and in this respect he / she has to submit the declaration in the Performa attached herewith as *Enclosure-1*.

2. The student are required to submit an undertaking, in the Proforma attached herewith as *Enclosure-2* to be filled up and signed by his parent/ guardian, to the effect that he/

she is aware of the Institute's approach towards ragging and the punishment to which he/ she shall be liable, if found guilty of ragging.

B. **Inside or outside the Institute:**

1. Every student must wear the Institute uniform and carry his / her identity Card. The identity card should be produced as and when demanded.

2. It is mandatory for the students to attend the theory, practical sessions, presentations, seminars, workshops, co- curricular activities etc. on all working days from the start to the end of the term / semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and / or leave application form from the parent is submitted to the HoI.

3. Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the theory / practical is in progress.

4. Students are expected to be polite individually or in groups and show respect to the faculty/ staff of the Institute.

5. Any indiscipline or misbehavior in class or in the campus or in the bus or even outside the campus would warrant disciplinary action against the students.

6. Any action of any individual, group, which accounts to interference in the regular administration of Institute, is prohibited. Disciplinary actions will be initiated against such students.

7. Causing disfiguration or damage to the property of the Institute or belongings of staff members or students is prohibited.

8. Student shall not indulge in any activity that might be illegal or may lead to disorderliness.

9. No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things.

10. Smoking cigarettes/ chewing pan or tobacco or gutkha in the premises is strictly prohibited.

11. Indecent behavior in any form will not be tolerated.

12. Use of mobile phone is strictly prohibited in the classrooms, corridors, inside the Toilet blocks or Institute campus.

13. Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited in the Campus except with the permission of the HoI.

14. The students are expected to be in the class rooms / Laboratory or any place of study

on time prior to the commencement of the study.

15. Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus. Use of seat belt is compulsory for everyone who brings a four- wheeler in the Institute campus;

16. Any kind of ragging in the class, laboratory, campus or in the bus or even outside the campus is strictly prohibited.

17. Any kind of misuse of Internet, intranet or computer software, mobile etc. is strictly prohibited.

18. Disobeying any instructions of any kind issued by the Head of the Department or HoI will be considered as in disciplinary action on the part of the student.

19. The items which are not covered above and which the Head of Institution considers as in disciplinary action will be dealt with, under these rules.

C. **The hostels of the Institute:**

1. As the hostel is located in the campus, the students are expected to conduct themselves in a manner, which will not cause offence, inconvenience to other members at the campus.

2. The students must observe complete discipline inside the hostel premises and see that no wasteful improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be required to pay the damages as decided by the management.

3. Each student will see that his / her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.

4. The student shall observe decent behavior in such a way that it will not cause disturbance of any kind to his / her hostel students.

5. Students shall be in the Campus / Hostel premises by the designated time as decided by the competent authority.

6. No waste paper or rubbish should be thrown around / in the hostel. When the student(s) goes out of the room, he / she should see that the lights / fans are switched off.

7. A student shall only occupy the room where seat is allotted to him/ her in the hostel and shall not change the same.

8. Hostel student shall not stay overnight out of the hostel without the permission of official designated by the HoI. Permission for such requirement should be sought in

writing, indicating the address with the telephone number at which the student will be spending night.

9. Boys and Girls can interact with each other in the designated areas as decided by the Competent Authority. Under no circumstances, the boys and girls will enter the rooms of each other.

10. Ragging in the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the Institute.

11. Gambling, possession and usage of alcoholic drink and narcotics anywhere within the hostel premises is strictly prohibited. This is in accordance with the legal requirements of the state, and breach of this clause under state laws will be dealt with according to law.

12. No celebrations or social gatherings shall be held in the hostel premises without the prior permission of the HoI.

13. All complaints about the staff working in the hostel shall be made to the Principal and under no circumstances the students will abuse or assault the staff.

D. **Hostel Rules for the Girls**

1. No visitor will be invited to take part in meeting or a function without prior permission of HoI.

2. In case student desires to stay out of the hostel for the night or leave the station, she should apply to the officials designated by the HoI in writing along with recommendation of local guardian or parents and obtain necessary permission.

3. No other person(s) will be allowed to enter the premises of the hostel without the permission of the warden except the local guardian and the parents during the prescribed time.

4. No student will be permitted to enter after the prescribed time unless she produces a written permission obtained from the HoI, which will not be on the basis of the request made either by the local guardian or parent.

5. Even during prescribed time for visit, the concerned visitors will have to make entry in the register kept for the same.

E. **General Rules for the Hostel**

1. Hostel accommodation will be made available to a student only for the stipulated actual duration of the course which he/ she is in. Students must vacate their rooms at the end of each academic year and hand over the rooms to the hostel in charge.

2. The student will be required to sign the receipt of the items of furniture and fixtures to be used by them. They will be responsible for any damage to any furniture and fixtures or the property of the rooms. While leaving the room at the end of the semester, every student shall handover the charge of the furniture and other material available in the room to the rector.

3. Students desiring to reserve their seats for the next semester must submit their applications for re-admission in prescribed form to the warden before they leave for the vacation.

4. If the student locks the room with private lock and leave for vacation, the warden shall have right to open the lock and take possession of the room.

5. The final year students should vacate the hostel within 7 days from the date of completion of the final examination failing which he / she has to pay an amount per day per room as decided by the Institute from time to time.

6. Security of students' belongings is their own responsibility. The students have to make sure that they lock the rooms properly before they leave for the day's schedule. Any theft should immediately be reported to the rector and Head of Institution.

7. The officials of University / Institutes have right to inspect any hostel room at any time.

8. No guest will be allowed to stay overnight in the hostel rooms.

9. All types of payments like light bill, or other charges (if any), will be paid at the hostel office.

10. All the visitors including non-resident students should record their details of visits in the register kept on the reception counter.

11. Food will not be served in the hostel unless a student is sick and unable to move out of the canteen.

12. The student at the time of admission will get name of the local guardian approved by her parents in the prescribed Performa.

13. All cases of sickness must be reported immediately to the rector/ Institute authority. This is a joint responsibility of the sick student and his/ her roommate and those in the adjoining rooms. Emergencies or accidents should also be immediately reported to rector and Head of Institution.

14. The Institute has right to change the allocation of rooms or get the rooms vacated anytime if exigency demands.

15. The visiting hours of the guardian of the student will be determined and during that

period only the local guardian can meet the student in the designated areas only.

16. The Institute reserves right to change any or all the rules without prior notice.

Regulation 2: Procedure to be followed for imposing penalties: For disobeying any disciplinary rules, the competent authority as defined under relevant regulation will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor or major penalty. The following acts by the student shall be subjected to the major penalties:

1. Damaging the moveable or immoveable property of the Institute.
2. Involving in violence on and outside the campus including instigating the violence.
3. Involving himself / herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
4. Ragging in and outside the campus.
5. Any act which deteriorate the overall atmosphere in the campus or the Institute.
6. The left of Institute property or the property of the other students, staff or any other person on the campus.
7. Any other act which the HoI feels as gross misconduct, which are not covered under the above category.

Regulation 3: Procedure for imposing major penalties: The following procedure will be followed for imposing the major penalty as defined above.

1. As soon as the information about such in disciplinary action is brought to the notice of the concerned HoI, the HoI will suspend the concerned student from attending the classes / practical or any other academic activities.
2. He will at his discretion constitute the fact finding committee from / within the people working in the Institute and the fact finding committee will submit the report at the earliest but within a week's time after inquiring the details by inviting student(s), parent(s) and will record the statements. They will also examine the other witnesses and record their statement. The committee will also examine the circumstantial evidences.
3. On the basis of the report of the fact finding committee, if the HoI concern feels that the charges leveled against the student fall under the major penalty and these are prima-facie proved then the report of the committee will be submitted to the Management and after further investigation by the Management, a show cause notice shall be issued to the

concerned student and after the reply received from the concerned student, the final decision about imposing the penalty will be taken by the Management.

Regulation 4: The major penalty includes following:

1. In case of criminal act or moral turpitude, the initiation of police action against the student(s).
2. Prohibiting the student concerned from appearing in the course or courses in Semester End Examinations.
3. Detention of the student(s) for a semester or more.
4. Rustication from the Institute for a period of one year or more.
5. Permanent rustication from the Institute.
6. Any other major penalty, which the Management feels appropriate to impose.
7. If the individuals committing or abetting 'ragging' are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure Collective pressure on potential 'raggers'.
8. In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.

Regulation 5: The minor penalty includes following: For any other in disciplinary action other than the in disciplinary act covered above, the HoI will be competent to take action against the student concerned and impose minor penalty after hearing the student concerned and also the other persons, which the HoI (or the person designated by the HoI) feels appropriate.

Regulation 6: The nature of minor penalties which can be imposed:

1. Warning
2. Giving special assignments of the nature for which the HoIs will be competent to decide.
3. Imposing fine.
4. Putting the student on conduct probation for the period, which the HoI feels appropriate.
5. Prohibiting to the student to appear in limited to two subjects in Mid Semester
6. Examinations / Mid Term examinations including Block Semester Examinations.
7. Suspending student for attending classes for a period not more than one week.
8. Any other minor penalty the HoI feels appropriate.

Notwithstanding anything contained in these rules, the above provisions will not be made applicable to the students who have used unfair means in the Examinations or for the purpose for which the separate provisions are provided in different academic regulations.

ANNEXURE I

I Mr./Mrs./Ms._____

(Student Name)

S/o/ D/o Mr. /Mrs. /Ms._____

(Father's Name)

having been admitted to Navsahyadri Institute of Engineering and MBA, have received a copy of UGC / AICTE/ SPPU Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

1. I have in particular, perused clause 3 of the Regulations and am aware as to what constitute Ragging.

2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3. I hereby solemnly aver and undertake that

   A. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

   B. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

5. I hereby declare that I have not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be Canceled.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Place:

Date: _____ 18

Signature of the deponent

(Student)

Name:

Address:

Telephone/ Mobile No:

Solemnly affirmed and signed in, my presence on this the _____ (day) of _____ (month) _____ (year) after reading the contents of this affidavit.

OATH COMMISIONER

<center>**ANNEXURE II**</center>

I, Mr /Mrs/Ms _____

<center>Parent's name (Last Name   First Name   Middle Name)</center>

Father /Mother/Guardian of _____

<center>Students name (Last Name First Name   Middle Name)</center>

having been admitted to Engineering/ MBA First / Second Year I / II / III / IV year for the current academic year, have received a copy of the UGC / PCI Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009 (hereafter called the 'Regulations'), carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitute Ragging.

2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3. I hereby solemnly aver and undertake that

    A. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

    B. My ward will not participate in or abet or propagate through any act of commission or omission that m a y be constituted as ragging under clause 3 of the Regulations.

4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

5. I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be Cancelled.

<div align="center">**VERIFICATION**</div>

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Place:

 Date:

<div align="right">**Signature of the deponent**

(Parent)</div>

Name:

Address:

Telephone/ Mobile No:

<div align="center">* For Office use only*</div>

Solemnly affirmed and signed in, my presence on this the _____ (day) of _____ (month) _____ (year) after reading the contents of this affidavit.

<div align="right">**OATH COMMISIONER**</div>

<h1 style="text-align:center">MENTORING POLICY</h1>

Preamble:

For many students, the experience of the hostel life away from family and home for higher education is may be the first instance to stay away from family restrictions and living independent life. During this period students are financially dependent on the family, but they learn to manage their expenses while away from home. During their educational tenure they undergo various trainings and introduced to various courses. Living away from home and educational burden all together may leads to the stress and anxiety in the students. This contributes to tremendous changes in the behavioral aspects of the students. Hence to overcome the stress, anxiety and behavioral issues of these teenager students and to make them efficient professionals and good human being they need to be appraised and mentored properly.

Objectives:

- The combat stress, anxiety and behavioral issues.
- To share personal, academic, and non-academic issues.
- To monitor the academic progress of the students.
- To identify the slow and fast learners and to provide suitable academic environment for their academic equal growth and prosperity.
- To provide an invention and assistance to the students to grab the opportunity for their growth and development.
- To cultivate higher degree of professional responsibilities and imbibe the values amongst the young students.
- To provide an opportunity for overall development to all the students.

<u>Procedure for Mentoring:</u>

Step I: Orientation of the Mentors

- The faculty members are to be oriented and sensitized regarding the importance and objectives of the mentoring process.
- The faculty members need to make realize that mentoring of the students is part of their professional duty.
- The faculty members need to be oriented with the dos and don'ts of the mentoring process.

- The HODs/Senior faculty members of the institute/ department may coordinate can orient the faculty members.

Step-II: Allocation of students to the Mentors

- The Head of the Institution (HoI) or the HOD will allocate the mentor faculty members to a group of 20-25 students.

- It will be observed that the mentors should remain same for a group during their academic tenure at the Institute.

Step-III: Filing the Mentoring Form and Preliminary Round of Mentoring

- The allocated mentor shall plan of for a preliminary round of mentoring orientation session in the first week of the semester. The mentee shall be informed about the details such as day/date/time/venue/ etc. of mentoring session through proper channel.

- The mentoring forms will get filled by each mentor to maintain proper record of the same.

- The mentor will make mentee comfortable and try to develop a good repo with them during the orientation session, to get a feel to them that mentors are approachable as and when required.

- In the orientation session after preliminary discussion and form filling, personal interaction can be done by mentors with each mentee to understand each one. Then mentor will make necessary notes and remarks in form.

- The mentoring forms should be filled by considering the issues related to attendance behavioral aspects and academic progress. Mentor should also consider the progress in co-curricular and extracurricular activities for all-round development of mentee.

- Then the mentor will scrutinize the forms and the mentees will be identified for their academic progress as slow learner, advanced learner or weak in studies and for their overall development.

- Then mentors should be guided these mentees for their growth and development.

- Especially, for the advanced /fast learners, the necessary environment, encouragement should be provided to the excellence.

Step-IV: Next Round of Mentoring

- The mentoring should be arranged regularly and frequently preferably monthly, after the each sessional and Semester exam (preferably after declaration of results).

- Thus, in a semester, minimum three mentoring sessions should be arranged. However, for the special cases, where continuous monitoring and follow-ups sessions can be

conducted.

- The mentors will maintain a separate file for all the mentees assigned to him/her. He/she will keep all the update details of the mentees under him/her, provide them monitoring time to time and report the outcome to HOD/Section Head, regularly.

- The mentors should always concentrate on the main purpose of mentoring sessions that is to monitor and improve the attendance; academic performance; the progress etc. of the mentees.

- The mentor should look after the improvements in the mentees after each mentoring session.

Step-V: Analysis

- The summery of all the mentoring reports shall be submitted to the concerned HoI/HoD. The HoI/HoD will take necessary actions.

- For all the cases where improvement is not seen/ difficult to mentor, should be immediately reported to the parents/ Management as per the situation.

The above policy is of general nature and it can be modified according to needs and requirements of concerned authority.

STUDENT MENTORING FORM

A.	BASIC INFORMATION	
1.	Name (Surname-Student's Name-Father's Name)	
2.	Gender (Male/Female)	
3.	Date of Birth	
4.	Roll Number	
5.	Current Course of Study	
6.	Current Year and Semester of Study	
7.	E-mail	
8.	Phone No. (Personal) Phone Number (Parents/Guardian)	
9.	Present Address	
10.	Permanent (Parent) Address	
11.	Student's first language	
12.	Medium of instruction till 10+2	
13.	Last School/Institute attended	
14.	CET/NEET Rank	
15.	% obtained in HSC	
16.	Hobbies /Interest	
17.	Awards/ Achievements	

B.	ACADEMIC RECORD							
1.	Semester wise Grade							
	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Sem VII	Sem VIII
2.	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Sem VII	Sem VIII

C.	TYPE OF DIFFICULTY FACED (Tick the most relevant)	
1.	Poor performance in the exams	

2.	Attendance related	
3.	Course registration	
4.	Subject difficulties	
5.	Study (Assignments/Tutorials/ Lab/ Special Assignments)	
6.	Communication (Language Problem)	
7.	Misbehavior	
8.	Exam UFM	
9.	Career Choice / Placement/ Competitive exams	
10.	Personal (Stress/ Depression/ Health/ Financial/ Friendship/ Peer Pressure/ Competition/ Social-emotional, Home Sickness, etc.)	
11.	Any other	
	MENTOR's REMARK(S)	
1.	Name of the Mentor	
2.	Date of Monitoring	
3.	Monitoring/ Meeting No.	
4.	Academic category of a Student (A. Slow learner, B. Fast Learner, C. Weak)	
5.	General Findings (Attendance Record /appearance/ attitude)	

6.	According to you, what is the exact problem of a student? (Describe the findings here)	
7.	Problem Category (Psychological / Academic/ Career Choice /Any other)	
8.	Suggestions to the Student	
9.	Date of Next Meeting	
10.	Sign of Mentor	

<div align="center">IBRARY POLICY</div>

Preamble: Books are vital for academic and are the key sources of information, knowledge, wisdom and pleasure. For the emerging knowledge institute needs a strong, sustainable and financially viable library. It required ensuring adequate availability of quality books to ensure that books would be accessible and affordable to readers in the institute. The Navsahyadri Institute of Engineering and MBA Library Policy provides an inclusive framework of principles that guide the systematic procurement, maintenance, promotion and circulation of library resources and services. The Library Policy also provides guidelines for the efficient and effective utilization of print, electronic and multimedia resources within and outside the institute by bonafide users and approved readers.

1. **Library**

   Library is privileged to support and strengthen the institute's vision.   The Institute has a rich collection of books and e-books as per norms. Library also subscribes to 16 National and International journals and e-journals. Total area allotted for the library is 150 Sq. M. Under e-Library facility DELNET and NDL membership is available.

2. **Library Objectives:**

   - To meet the reading and information needs of students, teachers and visiting readers as per the Institute program.
   - To provide the services and reading material to enable students to use the library for referring textbooks, reference books, Journals, on-line resources for independent study.
   - To provide services and reading material to the teaching faculty of the Institute to enable them to use the library for referring textbooks, reference books, Journals, on-line resources for upgrading knowledge, preparing lectures, continuing education and research.
   - To provide orientation, user education and reference service to the teachers and students in order to maximize the use of the library.
   - To support the extra-curricular activities conducted by the Institute.

3. **Policies of Various Activities of Library**

   Procurement of learning resources is the main and primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and circulation to the users. Any learning resource that gets added goes through a rigorous selection process. Since this collection building requires huge amount of money and has long-lasting effect, it is very much

essential that libraries have a well thought out collection development policy.

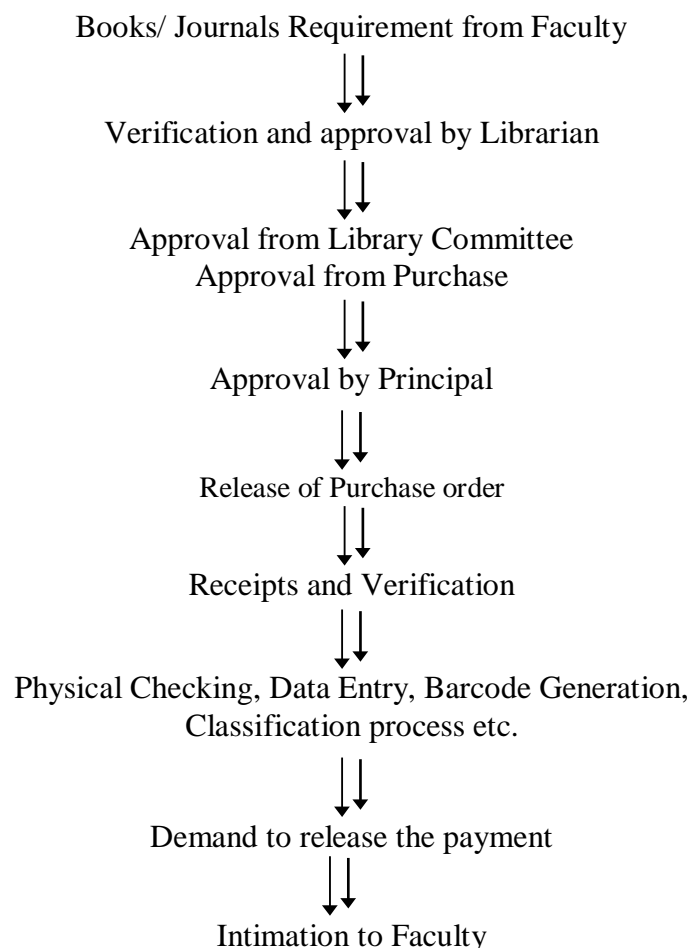**A. Procurement of Books: Process and Approvals**

1. Recommendation: Recommendations for the procurement of books to be bought for their courses and research can be taken from Faculty, Learners / Research Scholars. Learners / Research Scholars recommendation will be considered after the approval from concern faculty.

2. Indent Approval: The library coordination committee can review the procurement details and forward indents of procurements for the approval of the Principal.

3. Ordering: The ordering can be done by any medium such as print, online, e-mail, etc., as per the convenience of the library with standard terms and conditions. Purchase Orders will be issued by the Principal after verification by purchase section.

4. Supplier Panel: Appointment of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. Vendors will be reviewed every five years based on the supplier performance.

5. Discount: While empanelling a supplier panel, principal and management will negotiate and fix a flat discount structure to be followed. The discounted rate will be followed for the next Five years.

6. Other Suppliers / Low Discount: There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – which are not on the panel. Such cases will be processed after taking due approval.

7. Supply Deadline: Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, additional two weeks' time may be given. Books which arrive after this will be accepted only after taking approval from the authorities.

B. Terms and conditions for Vendors

1. Supplier should supply books within 4 weeks from the date of order for Indian Books and within 6 to 8 weeks in case of foreign books.

2. Rate prevailing on the date when books are finally selected /order placed. Supplier should give feedback report within 2 months from date of order in case of non-availability of books. Supplier should specify whether the book is not available or the book is out of print.

3. Supplier should supply books of the latest edition.

4. Billing should be made branch wise with rates as per the quotation after discount. Prices shall be inclusive of all taxes as applicable.

5. Price Proof should be given in case of foreign books.

6. Books Delivery should be at Institute site.

C. Book/Journals Procurement Process Workflow:

Books/ Journals Requirement from Faculty

⇓

Verification and approval by Librarian

⇓

Approval from Library Committee
Approval from Purchase

⇓

Approval by Principal

⇓

Release of Purchase order

⇓

Receipts and Verification

⇓

Physical Checking, Data Entry, Barcode Generation,
Classification process etc.

⇓

Demand to release the payment

⇓

Intimation to Faculty

5. Circulation Section:

The Circulation Section, which is the first contact point for faculty and users of the library, should handle the Front Desk operations of the library. Circulation Desk leaves a lasting impression on the user and hence its efficient functioning is a very important. Major Activities of the Circulation Section are:

a) Issue and returns of library resources (mainly books and journals)

b) Attending the Users' query for effective interpretation of library rules and regulations.

c) Registration of new members.

d) Maintenance and updating "Circulation Module" and all data related to library users in Library Management Software.

e) Sending Reminders to overdue documents users.

f) Correspondence and No Due issuing

g) Library Orientations/Information and Digital Literacy

h) Assisting the users for accessing OPAC and Reference

i) Managing Counter Operations during Weekends.

1. **Issue/Return procedure:** Issue/Return of library recourses is the routine operation of library. Proper sequence of activities to be followed to issue and receive the library books and journals is defined as followed:

   A. **While Issuing Book:**
   - Quickly glance the book for any damage.
   - Ensure that the User writes and return date on the Library/ Book card.
   - Enter details into Issue Database.
   - Handover the books to the user.

   B. **While receiving the books:**
   - Quickly glance the book for any damage
   - Check Due dates for necessary action
   - Cancel the entries from user Account in library Software
   - Cancel the entry in Book Card
   - Send them to Stack for Shelving

   C. **Borrowing entitlements for faculty/Students/Admin:** All the students, faculty members and staff of the institute are entitled for the membership of the library. Their entitlement, in terms of numbers of books they can borrow and the permissible loan period are given below:

Sr. No	Description	No of Books	Duration Period
1.	Head of Department	10 Books	One Semester
2.	Teaching Staff	10 Books	One Semester
3.	Non-Teaching	10 Books	One Semester
4.	Students	5 Books	7 Days

   D. **Books that can be borrowed:**
   1. Books from the shelf.
   2. Reference books can be borrowed only for reading room.
   3. Book CDs can be borrowed from the library.

   E. **Documents that cannot be borrowed:**
   1. Journals Bound Volumes, Loose issues of journals and the latest News Paper are to be referred within library premises and are not available for issuing out.

2. Practice School and Project work Reports can only be read in the library.

6. **Library other facilities**

   A. **Photocopying Services:** The Library provides a photocopy facility to the faculty and students of the Institute.

   B. **Collection of general reading books:** Library has a good collection of general reading books on Marathi or English Languages.

   C. **Institute News Items displays:** Library also displays faculty publications and Institute News on display board.

7. **Stock verification and procedure to write off books**

   - Physical verification of the library stocks has to be carried out at least once in a year to identify the losses and misplaced and/or mutilated library recourses that need to repair, or to weed out from the library collection.

   - The verification has to be carried out by a team of members appointed by Navsahyadri Education Society and the library staff will assist the verification team.

8. **Procedure for write-off**

   - Preparation of list the library resources not found during stock verification.

   - Library staff to make all possible efforts to locate the library resources not found during stock verification (the process can go up to two months but not as an exclusive task)

   - Prepare pre-final list of the library resources not found and publicize.

   - Compile a final list of library resources not found.

   - Compare with the list of earlier stock verification to identify common entries.

   - Compare losses with borrowing/ consulting / photocopying statistics.

   - The list of losses with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.) will be put before the Write-off Committee for verification

   - Obtain approval from the committee, Principal, management/ Competent Authority

   - Make necessary entries in the accession register and write-off register, remove records from databases and Close file.

   - Improve the system with additional precautionary measures.

9. **General Rules and Regulations**

   - While availing library facilities students should scan the ID card for in and out machine entry record.

   - Students have to submit a library card while borrowing a book.

- The number of books issued at a time is restricted as mentioned above.
- The books issued on library card, should be returned within 7 days. After the stipulated period fine will be charged Rs. Ten per day.
- Students are advised to check the book issued to them before leaving the counter.
- Reference Books should not be taken out of the library. It should be referred to in the reading room only.
- Print Journals, Reference Book and Rare Books will not be loaned.
- Silence should be maintained in the library; otherwise strict action will be taken.
- Library materials should be handled with care.
- Library Books damaged by the user shall be replaced or its cost shall be paid by the users.
- If the students loses his / her ID card, he/ she will be charged Rs. Hundred for new ID card
- If the date of return is a holiday the book should be returned on the next working day.
- Xerox /photocopying facility is available on demand.
- All library books shall be returned before the start of vacation.
- Eatables are not allowed in the library.
- Group discussion is not allowed in the library.
- Use of digital library facility only for study purpose

9. User Services

- **Monday to Saturday:** 9.00 a.m. to 5.00 p.m.
- **Sunday and Holidays:** Remain closed for the day.
- **Issue / Return Days:**
  - For all students - All Working Days.
  - H.O.D, Professor, Associate Professor, Assistant Professor, Lab Assistant and Other Staff - All Institute working days.

CARRIER DEVELOPMENT CELL
(CDC)

Preamble: Navsahyadri Institute of Engineering and MBA is one of the best Institutes established in Pune, Maharashtra in the year 2010.

Institute has established CDC in order to meet the global challenges of trained and skilled manpower. The aim of this cell is to make the students aware about various career options available after becoming a Pharmacist. The CDC regularly organizes the training programs. This policy of CDC is framed with the following objectives:

- For the smooth functioning of the CDC.
- For becoming an effective link between the job seekers and job providers by building up networking with Industries and Alumni.
- To ensure the transparency and clarity in the Training and Placement Activities
- To provide equal opportunities to students for placement, irrespective of their Religion/ Caste/ Gender/ Economic Back Ground.
- For enhancing the employability skills of students.
- To ensure sustainable employment for all students.

1. **Roles and Responsibilities CDC**

- An effective link between: Industries-Institute-Academic Departments- Students for sharing information and data.
- Inviting the Companies for conducting the campus selection process
- Organizing the Placement Drive in coordination with academic departments
- Conducting the Training Programs to students in coordination with academic departments
- Maintaining the good relations with industrial association and industries
- Maintaining the student data and placement statistics and forwarding the same to industries and higher authorities as and when required
- Preparation of Placement Brochure and newspaper information and forwarding the same thing to newspaper regularly

2. **Student Coordinator:**

- Should act as an effective link between CDC and Students
- Should coordinate/volunteer the Placement and Training activities
- Should ensure that the information reaches the concerned students in timely manner.

3. **Activities of the CDC**

- **Placement Activities:** Placement activities are being conducted by the career development center throughout the calendar year. Standard Operating Procedure is prepared for the smooth conduct of the placement activities.

- **Students Mentoring:** CDC regularly takes the feedback through Google sheet and Google form, from the students who have appeared for the campus interview. The objective of this feedback is to know: Technical Questions/HR Questions/Coding Questions/Aptitude questions. These collected inputs are shared with the junior students for the preparation of the campus interview.

IT POLICY

1. Preamble

Navsahyadri Education Society's Group of Institutions, Faculty of Engineering, MBA, MCA is constantly trying to train high-quality scientific and technical man-power and provide solutions to a variety of challenging technological problems that may arise in different fields, through its well qualified faculty, highly skilled supporting staff and well equipped IT infrastructure, with the goal of becoming one of the leading centers of teaching, research and extension in Pharmacy and totally committed to excel in every sphere of its activity. Institute encourages use of ICT for teaching learning process. The institute has provided internet facility with lease line and also Security and privacy is ensured through Quick Heal Antivirus. Every faculty member is provided with computing facility for preparation of teaching material. Wi-Fi facility from TP Link Router is also available in the Institute for all the students and staff.

The computers are purchased with latest configuration as per the requirement and Up gradation of software and hardware is done time to time.

2. Objective

In order to have proper use of Information technology resources, generation of data and its monitoring, appropriate registration of domain names, properly defining the procurement process and IT management responsibilities, there is a need to have institute wide IT policy. Hence this policy document has been prepared to ensure proper use of IT resources including the disaster recovery plan. The Information Technology Cell of the institute is responsible for the proper implementation of this policy.

Definitions:

Entities: It means and includes employees (permanent/Adhoc) and students from all departments and sections of the Institute that use Information Technology (IT) resources of the Institute.

IT Resources: It means and includes Software, Hardware, Networking and other assets owned by the Institute intended to be used for IT based applications and services.

3. Policy Statement

- **Responsible Use of Information Technology Resources:** Information technology

(IT) resources are Software, Hardware, Networking and other assets for IT based applications and services. NGI needs to ensure that working employees and students should use IT resources in a responsible manner, abiding by all applicable laws, policies, and regulations.

- **Data Access:** NGI needs to control the access to data in a controlled manner.
- **Recording and Registration of Domain Names:** NGI needs recording of all domain names purchased for institute with registration details.
- **IT Purchase:** NGI must use standard hardware configurations for all IT related equipment in our institute.
- **Server Systems and Security:** Servers Systems inside NIP should be kept in secure environment.
- **I.T. Management responsibilities:** NGI would ensure a consistent and integrated approach in the management of IT functions within its purview.
- **Disaster Recovery Plan:** In case of disaster NGI should be able to recover and resume their IT operations from another location inside the campus.
- **Open Source Software's:** NGI needs employees (permanent/Adhoc) and students to use open Source Software.

4. **Policy Information**
- Employees / students of NGI are provided computing, networking, and information resources for use as main service to support their efforts to meet their employment-related or curriculum objectives.
- In keeping the view of freedom with responsibility, employees assume responsibility for their appropriate usage and are responsible for exercising good judgment regarding the reasonableness of personal use of computing resources.
- Individuals are expected to be careful, honest, responsible, and civil in the use of computers and networks. Employees/students must respect the rights of others, respect the integrity of the systems and related resources, and use these resources in strict compliance with the law, Institute policies, and contractual obligations.
- Use of IT resources in the work environment in a manner that results in inappropriate conduct will be addressed as an employee/student performance issue, even if such conduct does not rise to the level of a Institute policy violation.
- Any use of Institute IT resources and networks by employees/students that is

inappropriate to the workplace, or otherwise contributing towards creating harassing or uncomfortable workplace, or creating a legal risk may lead to formal disciplinary action.

- The Institute reserves the right to restrict the use of its information technology resources and to discontinue or limit access to information technology resources as required by employees or students.

- Data need to be classified as Confidential and Public. It would be made available on need to know basis. Privacy of data needs to be maintained. Owner of the data for each data set should be identified and the owner would decide who will have access to the data. Any publication of the data on website would be decided by owner of the data.

- Institute shall maintain a record of its domain name assets and use those names within the institute domain or host them on Institute servers.

- Purchase of all IT related equipment will be carried out as per Institute purchase policy.

- Server systems and networking equipment must be provided with suitable and secure operating environment including power supplies, temperature and cleanliness.

- The data on various servers owned by NGI should be backed up on daily basis on Network Attached Storage (NAS). Such backup devices must be located in a location other than engineering building in the campus and also at some other location outside the campus.

5. **Navsahyadri Institute of Pharmacy, Pune, would ensure the following;**

- Track IT related activities and ensure that they are completed within budget allocated and meet deadline.

- Coordinate IT human resources within NGI for effective utilization to achieve curriculum and academic objectives of each department.

- Carryout analysis of functionalities for any support related to IT (support for Examinations, Accounts and finance etc)

- Encourage department to set up core team for IT development and implementation

- To be aware of the capabilities of existing IT systems in NGI and be able to recognize opportunities and risk

- Provide training to all departments of the institute.

- Use of pirated software is strictly prohibited

- As far as possible, Open source software to be used by employees and students
- In case of a specific need of License software, concern department and sections must purchase adequate number of software Licenses

6. **Requirements for Server systems are as follows:**
   - 24/7 Service
   - Closed Circuit TV
   - Uninterrupted Power Supply (UPS) and Diesel Generators
   - Cooling System (Air Conditioned support)

ENERGY POLICY

i. Our Mission:

- Minimize Energy consumption by use of Energy efficient Equipment's and maximum use of day light, natural ventilation and Energy substitution.

- Maximize use of renewable Energy.

- Create Awareness about Energy conservation.

ii. Our plan to achieve Mission:

- To manage efficient utilization of Energy resources by use of cleaner and more efficient technologies.

- To train faculties, students, professionals of the institute for the Energy conservation.

- To promote awareness among various sections of society for Energy conservation.

- Interact with other organizations to augment our experience of Energy conservation by exchange of ideas.

- Carry out regular internal energy audit to identify energy conservation opportunities

iii. Energy management Action Plan:

i. Improvement in Energy efficiency:

- Use of star labeled Equipment's such as Refrigerator, Air conditioners.

- Replacement of Conventional T836/40-watt florescent lamps by LED tube and LED Bulbs.

- Replacement of 150HP SY street light fixtures by 36 W LED Street Light Fixtures.

- Use of LED computer monitors.

ii. Elimination of Energy wastages:

- Maximum use of natural day light for indoor illumination.

- Use of natural ventilation.

- Good Housekeeping practices.

- Fine tuning of temperature setting of Air conditioners and Water coolers

iii. Energy Substitution:

- Use of solar water Heaters in place of Electric Geysers.

- Maximum Use of Renewable Energy: Grid inter active Solar PY systems at Roof tops

iv. Energy Cost Optimization:

- Maximum demand optimization by adequate reactive power management.

- PF incentive by maintenance of Power factor above 0.995.

- Use of detuned RTPFC to eliminate risk of resonance.
- To Tariff benefits by operating flexible load during off Peak Period.
- Use of dual trigger RTPFC panel to optimize DG fuel consumption

v. **Training and awareness programmes:** Conducting awareness program for staff and student.

MAINTENANCE POLICY

Preamble:

The institute is continuously involved in procuring and upgrading ICT tools, machines, equipments, furniture, glasswares, books and other academic and infrastructural facilities. Maintaining these facilities in proper condition is very essential. The institute has entrusted the responsibility of maintaining the academic and infrastructural facilities to the concerned sections.

Objectives:

- To maintain the well equipped laboratories of the institute.
- To maintain the Central Library.
- To maintain ICT enabled classrooms, seminar halls and faculty rooms.
- To carry out the maintenance work of buildings with minimum disturbance to the stakeholders.
- To create additional facilities for fulfilling the requirements from time to time.
- To maintain IT Network and CCTV cameras in building premises.

Maintenance of Civil Infrastructure:

Building and Maintenance committee of the Navsahyadri Education Society takes care of maintenance of all buildings in the campus. This includes civil work modifications, building repairing, repairing and maintenance of internal roads, plumbing, colouring etc. This unit prepares estimate of the proposed work and obtains approval from management. Small repairing and maintenance works are carried in house whereas contractors are appointed for the execution of major works. Building and Maintenance unit also monitors housekeeping and cleaning of water tanks and sanitary blocks. Institute cleaning personnel and sweepers look after the cleaning of all water tanks.

Maintenance of equipment, electrical items, fire system and water supply:

- The maintenance and repairing of the equipment is done by the respective departments with the help of technical assistants and services of external agencies are also hired for major and critical troubleshooting. Each department of the institute carries out the maintenance and calibration of the equipment and measuring instruments periodically.
- Maintenance of computer systems is carried out by technical assistants of the respective

department. If the department is not able to resolve the issue, the problem is referred to the outside vendor. The payment of the vendor is made after the vendor resolves the issue and provides the "Customer Service Report" duly signed by the concerned department.

- The maintenance of all the electrical works in the campus is taken care by maintenance department. Silent diesel generator set of 82 KVA capacities has been provided for power backup. UPS with sufficient capacity is installed in centrally to ensure uninterrupted power supply for all computers and electronic equipment.

- The fire safety system has been installed in the institute by the use of fire extinguishers having ISI standard IS 13849, CM/L-7498397 specifications. To store and supply water, elevated water tanks at institute and hostels are in use in the campus. Water coolers and water purifiers are installed in the institute for safe drinking water. Maintenance of the water coolers and purifiers is carried out from time to time.

- **Garden Section:** Gardening section has been established to maintain the campus green and nature friendly. Necessary equipment, fertilizers and plants are purchased from time to time. Cleaning of campus is done from time to time.

- **Furniture and maintenance:** A separate team has been appointed to prepare furniture and related maintenance for the institutes run by Navsahyadri Education Society. This unit works under the control and supervision of Workshop Superintendent of the Engineering Institute.

- **IT Network:** All computers in the institute have been connected by LAN. The IT cell maintains LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute. Guest login can be provided to the departments / sections on request. This cell also looks after the installation and maintenance of CCTV cameras in the institute premises.

BUDGET POLICY

I) **Brief about Budget**

- Budget represents the Annual Financial Statement showing the estimates of receipts and expenditure in respect of a financial year. Financial year commences on 1st day of April of each year and ends on 31st day of March of the following year.

- The Budget specifies the objects for and the limits up to which expenditure may be legally incurred during the course of a financial year. Its object is to exercise financial control over approved items of income and expenditure. In other words, it is an instrument of financial control.

- The budget shall contain the following:

  a) Estimates of all Revenue/Income expected to be raised during the financial year to which the budget relates.

  b) Estimates of all Expenditure for each head-wise expenditure.

II) **Budget Estimate**

A budget is a financial plan for a defined period of time, usually a year. It is an instrument of financial control. Budget is defined as "A comprehensive plan, expressed in financial terms by which an operating programme is effective for a period of time". An institute considered estimates for expenditure under these broad categories:

1. **Non- Recurring expenditure:** Non-Recurring Budget estimates is forecast under each head of account

   - Equipment Dead stock
   - Furniture Dead stock
   - Computer Dead stock
   - Software Dead stock
   - Books Dead stock

2. **Non- Recurring expenditure:**

   - Laboratory consumables
   - Maintenance and spares
   - Internet and Telephone
   - Travel (staff and students)
   - Electrical expenses
   - Misc. Exp. for academic activities

3. **Research and Development, Project Expenditure**

The requirements of the emerging research projects within the department.

4. Training and Placement Expenses

III) Budget calendar: Budget calendar indicating the dates by which the various steps leading to the finalization of the budget estimates of the institutes are to be completed. Budget is prepared in the January / February month of the year

IV) The stages to be followed before the budget estimates are approved by the Principal:

    i. Budget circular is sent to Head of Departments and Section/Portfolio Head requesting them to forward their budget proposals of the subsequent year by a set date.

    ii. Receiving of budget proposals from department.

    iii. If considered necessary by the Principal, budget proposals can be reviewed with the concerned department before framing recommendations for consideration of Society Office and Governing Body

    iv. Formulation of the budget estimates of the institute under the overall guidance and directions of the Principal.

    v. Submission of budget proposals and revised estimates to Society Office and Governing Body for Sanction.

    vi. Sanctioned Budget is received from the Society Office and Governing Body and communicated to all HOD's and Section/Portfolio Head.

V) Estimates for Receipts and Payments: Receipts and Payments are accounted as under:

- **For the current year**
  1) Actual receipts and payments up to month of December.
  2) Receipts and Payments for January, February and March (3 months) are accounted on the basis of actual receipts and payments of Nine months (*i.e.* up to December) and total receipts and expenses are accounted for 12 months.

- **For Next year**
  a) Receipts:
     - Fees : No. of Students for next year x Fees per student
     - Other Receipts :- 10% increase in the current year fees
  b) Payments:-

- Salary: - 15% Increase in current year total Salary Expenses.

- Non Salary Expenses: 15% increase in current year expenses

- Dead stock: Lists provided by the respective departments and sanction given by Principal.

- Depreciation: Last year depreciation and dead stock purchases

- Surplus / Deficit :- Difference between Receipts and Payments

VI) Inevitable payments:

No expenditure outside or in excess of the sanctioned budget allocation for the year shall be incurred without the prior sanction of the authority competent to give such sanction. Similarly, absence of budget provision or inadequacy of funds should not be given a justification for postponement of payment for the services already rendered. The adequacy of the budget provision should be taken into consideration before incurring any liability.

RESEARCH POLICY

Preamble:-

Navsahyadri Group of Institutions, Pune striving to develop into an institution of excellence in education and research in consonance with the contemporary and future local and national needs through meaningful education, original research of the highest standard and leadership in technological innovation for the industrial growth of the country. With the path-breaking innovations in both of its teaching learning methodology and research, the Institute is rapidly gaining a legendary reputation in the country.

In addition to offering formal undergraduate and post-graduate programs, the Institute actively encourages its faculty and other academic staff to undertake sponsored research and consultancy projects in order to strengthen the research profile of the Institute. Research and development is carried in interdisciplinary areas to serve humankind.

These projects are very important for maintaining external linkages and are also as a source of revenue for the Institute.

The Research Promotion Scheme of Institute aims to nurture research culture in the Institute by promoting research in newly emerging and challenging areas of engineering and management. It encourages the Undergraduate to undertake the research in newly emerging frontier areas of science and Pharmacy including multidisciplinary fields. This will enhance the general research capability of budding technocrats and presenting it by the way of participating in conferences, seminars, workshops, project competition, etc.

Objectives:-

1. To formulate a research development program to equip the faculty with the knowledge, skills, and competence to do research and publish their research outputs.
2. To encourage students to engage in various types research activities for social problems.
3. To improve research productivity of students and the quality of students researches.
4. To encourage the faculty to engage in various types of research activities.
5. To produce through the research team refereed articles for publication in different research journals.
6. To encourage faculty to apply and obtain funding from various agencies.

Procedure for Research Work:

1. **Research Idea:** Generate a list of best ideas from your research area in which you are interested. As a Principal Investigator (PI), you should take into account your professional interest in identifying new and important research questions. Organization of brainstorming with a group helps in terms of idea mapping. Moreover, identifying ideas that are innovative in which you will be comfortable requires refinement of your research idea in terms of its implementation within the availability of resources. One could establish an internal review panel as a team to discuss the efficiency of the proposed study. The team will concentrate on the improvement of scientific content of the proposal.

2. **Funding Agency**: Person needs to learn about the funding agency in terms of its mission, research priorities, available financial resources, recent awards and current announcements. Faculty should initiate interaction with the research coordinator and seek required information on matching of the research Idea and objectives of the agency. Faculty should visit the funding agency, if necessary and volunteer to serve on the review panel. Faculty needs to read and analyze the solicitation of the agency's grant application.

3. **Ethics/ IPRs:** Funding agencies are concerned with ethical issues of the scientific experimentation on humans, animals, etc. PIs are responsible for upholding academic integrity.

4. **Viable research budget and term:** It consists of direct and indirect costs of the proposed study. Moreover, provide rationale for each budget item within the lines of the objectives of the study. It is advisable to seek assistance from the concerned staff of the Institute. It is necessary to check your calculations before you submit it to the funding agency.

Research Proposal Contents and Proposal Description:

1. **Title:** It is the summary of the proposed study. It shall be a good match to the proposed themes of the funding agency. Moreover, it should be easily remembered by the reader cum reviewer.

2. **Summary of the Proposal:** One needs to highlight the aims and overview of the research plan. It should demonstrate the importance of the study and generate interest to the reviewer.

3. **Research Statement:** Faculty should incorporate the relevance of the proposed study, the focus of the study and a rational plan to achieve the study goal(s).

4. **Objectives:** The proposal should establish the overall direction of the proposed study. In the case of several objectives faculty should state the action, the behavior and the

standard against which it will be measured.

5. **Literature Review:** Faculty needs to incorporate important work in a concise manner in the proposed study. In addition, faculty should try to advance the knowledge.

6. **Study Design:** It shall be simple and clear. Moreover, the design should be based on the study objectives. You may need to discuss with the expert in research methods, if necessary, to obtain suggestions on sample design, data measurement, collection and analysis.

7. **Benefits to the academia and the society:** The proposed study should contribute to the knowledge base and find solutions to the society's problems. The relevant design and finding of the study should be disseminated to the targeted groups of the society. The information sharing strategy could be worked out in consultation with stakeholders. The funding agencies provide incentives to the PIs to share the findings of the study. Thus, the investigator could incorporate the cost of the dissemination in proposed budget of the study.

Implementation of Research Promotion Scheme: Looking in to the diversified interests of the faculty members and their experience and expertise in respective fields it has become essential to set up rules and regulations for research promotion schemes at the Institute level. Following strategies are made for the benefit of an individual faculty member, department and the Institute as a whole.

- All departments are encouraged to prepare strong proposals of research work to be carried out in the department involving the faculty members, Post graduate and Doctoral students of the department.

- It is recommended that all faculty members should be involved in the research projects of the department.

- Every department is expected to have information of various research project funding agencies / institutions/ industries etc. (like AICTE, DST, UGC, CSIR laboratories, University various national and international schools with collaborative projects, etc.)

- There should be strong research understanding between department and the above mentioned institutions. The effectiveness and performance of the department shall be responsibility of concerned HOD.

- It is expected that every Head of Department should submit one proposal to government funding agencies with Navsahyadri Institute of Pharmacy, Pune as place of research

where in equipment/facilities will be installed.

- Institute includes the budget for "Research and Development Activities", in yearly Institute budget policy.

Sponsored Research Projects: -

- The Institute provides information regarding various funding agencies and schemes, announced by central and state government to faculty and supports them to prepare and submit research proposals.

- Sponsored project refers to one in which the Principal Investigator (PI) does not charge honoraria/consultation fee. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the PI as approved in the respective budget head by the funding agency.

Individual projects: -

- The Institute encourages investigation of basic and applied areas of science and technology individually. Research grants for such projects are given by government agencies and industries (both national and international). These projects are usually of 2-5 years duration with periodic appraisals, while research objectives and goals may be refined along the way.

Collaborative projects:-

- Faculty may also participate in collaborative projects with other domestic or foreign partners. In such projects, there must be a separate budget and scope of work statement to be done by the faculty of the Institute. The summary statement provided to the Institute should be based primarily on the portion to be done by the Institute. The Institute will treat this like any other sponsored project.

- The additional fund for the purchasing small equipment, stationary, consumable materials in laboratory etc. which is not considering in budget of project that additional fund provided by Institute to promote research activity/work/project.

Utilization of Funds (How it is utilized): -

- After receiving the research grant, the Institute releases the funds as per the demand of the PI. Additional amount, if required is given by the Institute. The Institute has well

equipped laboratories, adequate internet facility and library resources to carry out investigations dealing with research projects. The teaching load of PI may be adjusted during research work. The Institute has appointed Research Coordinator (RC) for the University. The accounts section helps to carry out timely audit and preparation of utilization certificate.

- The Institute, soon after receiving the sanction letter from the Sponsoring Agency, allows the PI to initiate the project work by duly hiring the personnel (if necessary) spends on consumables, using the infrastructure and resources of the Institute, in anticipation of the release of the Funds.

Accounts:

- The money received through research grants is parked in the current account held by the Institute and the Institute does not earn any interest on the grants received, neither the Institute/individual charges any interest from the funding agencies in case of delay in reimbursement of expenditure or transfer of the Funds pledged by the agency towards the execution of the projects by the principal investigators of Institute.

- A consultancy project/task/work is one, where faculty and research staff provides knowledge and intellectual guidance to industry (within India/outside India), primarily for their purposes. This is effectively a contract work in which all outputs belong to the sponsor.

- A MoU/agreement that satisfies all the conditions, particularly of the overheads, service tax will be approved by the Institute. Any deviation from the norms (e.g. reduction of overhead) will have to be discussed and explicitly approved.

- When MoU is verified for legal issues by the law section of Navsahyadri Education Society, Pune and acceptable to both the parties, it is sent to the Principal, Navsahyadri Institute of Pharmacy for approval along with the Note File

- After approval, Principal Investigator/HOD as the case may be along with witness sign the MoU.

- After completion of the project, final report should be submitted to the funding agency.

- A completion certificate should be obtained from the funding agency for successful completion of the project based on which project account will be closed.

Equipments:

Major equipment in the areas of research where a long-felt need exists or for new thrust areas of research is the main focus of the committee for acquisition of research equipment scheme. Proposals for purchase of major research equipment are invited from or a group of faculty members drawn from across the Institute.

Publications:

The rich outcome of the research endeavors can be seen in the large publications and number of books. The strong academic environment prevailing in the campus encourages faculty members to write research papers and books in the area of their expertise. Following the practices across the world, books authored by faculty or research staff are not treated as projects or consultancies. Royalties received for books authored by faculty/staff members will not be shared by the Institute. Such authors of the books are expected to donate copies to the central library.

Interaction with Eminent Researchers:

The Institute regularly invites renowned personalities for motivation where it researches among faculty and student. Number of researchers and scientists visit our Institute regularly. Expert lectures and keynote session of all these personalities motivate the faculty and student for research in frontier areas of technology and interdisciplinary research etc. Faculty and student obtain an advanced knowledge from such session that eventually will result in new or improve products, processes, systems etc. which is one of the major objectives of such visits. Institute provides accommodation facility for all visiting scientist's / research scholars in the guest house which is equipped with Wi-Fi and computing facilities available on 24x7 basis.

INTELLECTUAL PROPERTY RIGHTS POLICY

Preamble: -

Navsahyadri Education Society, Pune has been constantly endeavoring to train high-quality scientific and technical manpower and provide solutions to a variety of challenging technological problems that may arise in Pharmacy field, through its well qualified faculty and highly skilled supporting staff, with the goal of becoming one of the leading centers or teaching and research in Pharmacy and totally committed to excel in every sphere of its activity. lt has been constantly encouraging scholarship, research, and academic excellence.

Navsahyadri Education Society, Pune recognizes that intangible assets like inventions, copyright, know-how, designs and other creative and innovative products generated during the scientific and intellectual pursuits of its faculty and its students provide a competitive edge to the Institute. It, therefore, has formulated its intellectual property policy to provide guidance to its faculty, staff, students, research scholars and outside agencies on the practices and rules or the Institute regarding intellectual property rights (IPR) and obligations which include its ownership, commercial exploitation, and end confidentiality requirements. The policy is expected to promote a conductive environment for both curiosity-driven and market-driven research and development activities at the Institute and creation of original works of authorship.

It is to be stressed that this IPR policy is to be treated more as a guideline than a strict rule in the legal sense in view of the evolutionary scenario in the nations IPR policy and is therefore subject to changes if a need arises.

Purpose:

I.   Felicitate, encourage, promote and safeguard scientific inquiry, research pursuits and the academic freedom of its faculty and students.

II. Create an innovative culture which fosters the creation and development of IP at the Institute.

III. Provide a clear understanding of the rights and responsibilities of the faculty, staff, and students and protect the interests of the Institute and its members;

IV. Establish an IPR management policy and procedural guidelines for converting the knowledge generated in the Institute to wealth;

V.   Enable the Institute to make beneficial use of intellectual property (IP) so as to confer

maximum benefit to the inventors, the Institute and the society at large end.

Objectives:

I. Facilitate protection and valorization of intellectual properties generated by its faculty, staff and students as a result of their intellectual and scientific pursuits at the Institute during the tenure of their employment/engagement at the Institute and thereby offer scope for wealth generation, alleviation of human sufferings and betterment of human life.

II. To promote IPR awareness and culture among its faculty, staff and students.

III. Provide a comprehensive single window reference system for all IPR related issues.

IV. Proactively create an environment for generating new knowledge through research and innovations compatible with the educational mission of the Institute.

Scope: This policy covets all rights arising from the intellectual property devised, created or generated by the faculty members, staff, students, research scholars (both internal and external categories), persons employed in sponsored research and consultancy projects and consultancy projects and visiting scientist/ professors/ research guides/ professionals who participate in teaching and research work being carried out at the Institute either on full-time basis or part-time basis, irrespective of the eligibility of these rights for registration. The IP arising from academic research includes patents, designs, copyright, know-how and undisclosed information.

Application:

This policy as amended from time to time shall be deemed a part of the conditions of employment for every employee of the Institute and a part of the conditions of enrollment and attendance at the Institute for students, and shall be made available to staff prior to appointment, students on enrollment and to all existing staff and students. It is also the policy of the Institute that all potential creators who participate in a sponsored research project and/or make use of Institute-supported resources shall be informed of this policy and shall accept the principles of ownership of intellectual property apended in this policy unless an exception is approved in writing by the Institute.

Policy Statement: The Institute is committed to promoting, protecting, managing and commercializing Intellectual Property consistent with the recognition that among its primary objects and functions are teaching, research and meeting the needs of the community and society. It supports the commercialization and exploitation of IP, which can provide an additional source of revenue to the Institute and also accrue benefits to staff and students. At the same time; the Institute recognizes traditional academic values and expectations.

Types of IP:

The intellectual properties can be broadly listed as:

a) Patents

b) Copyrights

c) Trade/Service marks

d) Industrial designs

e) IC layout designs

f) Traditional knowledge and Geographical Indications

Ownership of Intellectual property

I. In all the applications filed by the Institute for the ownership of intellectual property rights, the persons who have directly contributed intellectual inputs shall be mentioned as inventors or creators.

II. Copyright

a) The Institute shall be the owner of the copyright on all teaching and instructional materials developed by the employees of the Institute as a part of any of the academic programs of activities at the Institute. However, the author shall have the right to use the material in his/her professional work.

b) Books, articles, monographs, speeches and other communications produced by the staff members in the course or research and teaching using Institute resources will be outside the purview of this clause. The Institute recognizes faculty ownership of copyright in such traditional works or authorship.

c) In case of thesis/dissertation/project report written by a student, the ownership of copyright shall rest jointly with the student and his/her guide. However, in such cases, the Institute may demand assignment of the ownership of the copyright in full. Where the Institute does not demand such assignment or where the copyright has not been assigned to the Institute , the Institute will be entitled to a non-exclusive, non- transferable license to use the work within the Institute for non-commercial educational and research purposes, and to possess a number of copies for such purposes.

IIC IPR Coordinator: IIC IPR Coordinator is appointed by head of institute as member of IIC. The current role of IPR Committee includes the following, which may be revised from time to time.

a. Organization of IP awareness programs at NGI;

b. Organizing IPR meetings of department coordinators and train them for various IPR activities;

c. Regularly review IP cases (filed/granted applications) for maintenance / discontinuation.

d. To assist faculty/students/project staff/ supporting staff/visitors in all IPR application activities.

e. Liaison with Alumni and past employees who have obtained patents/copyright in various fields.

f. Guidance for patent agent examination and other such certification exams/ courses.

g. Initial review of IPR application shall be done at department level by department coordinator in consultation with respective head of department and final review will be done by Institute IPR coordinator. .

h. Digital signature and corresponding computer facility with appropriate installed components shall be provided by Institute IPR coordinator.

i. The actual e-filling procedure shall be carried out by respective department coordinator.

j. Follow-up shall be done by the department coordinator as well as institute coordinator.

k. Staff member shall be permitted to work with patent agents/ experts in case of challenging/ revoking patents already granted to other agencies.

Role of Institute:

a. The inventor(s) shall conduct IP searches, study the present state of art while drafting of the IP application.

b. The inventor shall bear all costs of drafting and filing an Indian IP application

c. The institute shall bear the early publication charges (Form 2 fees: Rs. 2500/-) and Examination charges of an Indian IP application.

d. In case of domestic and international patents, institute shall bear 50% of filing and prosecution charges.

e. Institute shall publicize the success and felicitate the concerned student/ staff member who obtained any form of IPR.

GENERAL POLICY
&
WELFARE POLICY

Sr. No.	Details
1.	About The Trust
2.	General Information
3.	Guiding Principles
4.	Classification of Employees
5.	Human Resource Policy
6.	Policy Statement and Code of Conduct
7.	Probation Period Policy
8.	Salary Policy
9.	Financial Support Policy
10.	Performance Evaluation Policy
11.	Promotion and Transfer Policy
12.	Leaves and Vacation Policy
13.	General aspects of Resignation and Suspension
14.	Grievance and Appeals Procedure
15.	Disciplinary Action Policy
16.	Benefits and Incentives
17.	Travelling Allowance/Dearness Allowance Policy
18.	Deputation for Higher education Policy
19.	Research and Development Policy
20.	Purchase Policy

1 - ABOUT THE TRUST

1. **Name of the Trust**   : Navsahyadri Education Society, Pune

   Registered Address   : 725/1, Punyayi Nagar, Dhankawadi, Pune - 411043

2. **Board of Trustees:** Navsahyadri Education society's Group of Institutions, Pune is working under the aegis of Navsahyadri Education Society, Pune. The rules and regulations for governance of the college are framed by the governing body. The Board of Trustees is the apex body.

Sr. No.	Name	Designation
1.	Popat Narayan Suke	President
2.	Sayali sagar Suke	Vice President
3.	Gorakh Baburao Suke	Secretary
4.	Dinkar Pandurang Sarpale	Treasurer
5.	Sagar Popat Suke	Member
6.	Suraj Popat Suke	Member
7.	Sunanda Popat Suke	Member

3. **Management Committee:** The Board of Trustees assists for effective management of the trust activities such as employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises and all financial and legal requirements.

4. **Office Bearers:** The office administration task and activities are executed by President/Group Director / Principal, Registrar, Deputy Registrar and Office superintendent.

2 - GENERAL INFORMATION

1. **About the Institute:**

    a. **Name of the Institute**   : Navsahyadri Education Society's Group of
        Institutions

    b. **Address of the Institute**   : S. NO. 69-71, Naigaon (Nasrapur), Tal Bhor,
        Dist.Pune – 412213

    c. **Contact Details**   : 9822095787; 9011727007; 8805280007

    d. **Website**   : www.navsahyadri.edu.in

    e. **Email**   : director@navsahyadri.edu.in

    f. **AISHE ID**   : C - 47553

    g. **DTE Institute Code**   : 6632

    h. **Affiliated to Savitribai Phule Pune University, Pune**

    i. **VISION**

        "The institute vision is to establish the center for excellence in professional
        development and entrepreneurship development resulting in to the enhancement
        of rural area. The institute also vision for developing professionals and
        citizens/citizenship to foster professional and rural development."

    j. **MISSION**

        NESGI offers skill based programs, graduate and post-graduate
        programmers in engineering and management to build competent
        manpower to suit the ever-changing requirements in industry and
        business by supporting students for continual development through
        excellence, technology based instructions and overall development of
        personality in all domains. The institute provides industry based
        education and practical training to the rural base.

k. **QUALITY POLICY**

- Provision of the good state-of-art infrastructure to stakeholders
- Inculcation of innovative attitude in the future pharmacists
- Developing a strong bond between the Institute, Students and Industry
- To provide knowledge through experienced academicians and an ideal environment for research and innovation
- To create a scientific, transparent and impartial examination and evaluation system to guarantee a superlative certification
- Delighting the internal and external stakeholders through enhanced productivity and effectiveness
- Imparting the quality education to budding pharmacy professionals
- To strives towards excellence, by adopting a system of qualitative policies and processes with continued improvements to enhance student's skill and talent for their exemplary contribution to the society, the nation and the world

l. **Short term goals:**

1. To maintain excellent academic performance duly reflected in the annual assessment.

2. To develop and enrich research aptitude among staff and students.

3. To inculcate entrepreneurial abilities in the students.

4. To introduce vocational, skill development as well as add-on courses for improving the employability of students

5. To promote students for higher education.

6. To encourage and help faculty members for Empowerment

7. To create state of the art infrastructure and facilities commensurate with regulatory norms and conducive to holistic teaching and learning.

m. **Long Term goals:**

1. To establish as one of the top leading Institute in management and Engineering

2. To Secure and upgrade for Accreditation / reaccreditation from various bodies

3. To seek funding from premium government and non-government agencies

4. Collaboration with national/international organizations/universities for research, continuing education and consultancy facilities.

5. To establish Incubation and training centre at institute.

2. Details of the Institute

Navsahyadri Education Society's Group of Institutions, is established in Academic Year 2010. It is one amongst the many successful ventures of Navsahyadri Education Society, Pune which has a reputation for pioneering in pursuit of academic excellence.

Navsahyadri Education society's Group of Institutions, faculty of engineering and Faculty of Management is affiliated to Savitribai Phule Pune University and is amongst the most developing colleges in Maharashtra.

The NESNGI is approved by the All India Council for Technical Education (AICTE) and Savitribai Phule Pune University, and the Government of Maharashtra and Director of Technical Education, Mumbai (DTE).

The Engineering and MBA courses are affiliated to Savitribai Phule Pune University (SPPU). Our course is affiliated to Maharashtra State Board of Technical Education, Mumbai (MSBTE).

The Institute has a clean, green and eco-friendly Campus with state-of-the-art infrastructure and instructional facilities of the College which includes well- equipped laboratories, voluminous library, spacious lecture halls, playground, etc., dedicated and motivated faculty and staff, individual attention and mentoring, and focus on student-centric academic processes have resulted in consistently good results over the years.

Students are encouraged to various add-on and value added courses like skill and personality development. Swayam and NPTEL, competitive exams such as GPAT, MPSC, UPSC and to participate in competitions like Hackathon, Avishkar etc. All this makes the institute a conductive place for excellent learning that provides students with quality education with overall development in clean and comfortable environment.

Various student's clubs are established in the institute to plan and execute student centric curricular, co- curricular and extracurricular activities. These clubs provide them opportunities to showcase their talent at various platforms of repute. In order to enhance the employability quotient of the students as demanded by industry, the institute has well established Training and Placement cell that provides the much needed training to the students to improve their employability skills.

It is heartening to state that reputed industries across the country visit this college regularly for campus recruitment programs however, the T and P cell maintains good rapport with all industries for effective recruitment. Institute strives to motivate students for higher education. Every year NESNGI alumni are admitted for higher education in the premier institutes of national and international repute.

Working Hours

The working hours for Institute are as follows

Sr. No	Cadre	In Time	Out Time
1	Teaching Staff	9.00 am	5.00 pm
2	Non-teaching Staff	8.45 am	5.15 pm
3	Class IV / Housekeeping Staff	8.45 am	5.15 pm
Recess			
1	All Departments	30 min depending upon Time Table	
2	Administrative Office	1.00 pm to 1.30 pm	

Discipline:

1. **Reporting on duty upon arrival:** Everyday staff members are required to register their attendance in the attendance muster as well as in biometric system.

2. **Late arrival:** Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 10 Minutes delay is permissible. Only two times late arrival of 30 Minutes is permissible per month with prior intimation to the HoD (or his/her deputy). For 3 late arrivals one-day leave is considered. Repeated incidences of late arrival are recorded in personal file and attracts negative points in performance evaluation and also lead to deduction of salary in proportionate.

3. **Leaving the campus before time:** Generally, staff members are not allowed to leave the campus, before stipulated official working hours. The only exception to this rule is special concessioner on- duty leave. Authorized person performs a random check and the regularities are reported to the disciplinary committee for further necessary action.

4. **Duty leave:** All staff members should apply online for duty leave for any official work and take HoD / appropriate authority's authentication and submit the same to Principal for approval. The Duty leave application must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as casual leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

3 - Guiding Principles

1. **Leadership:** The Institute's leadership at all sites and in all capacities, communicates the Institute's goals and values. It believes in facilitating teamwork, collaboration, and partnership; rewards achievement of desired outcomes and supports continuous learning and improvement. It encourages innovation and the capacity to respond to change. In doing so, the Institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

2. **Quality of Employment:** The Institute is committed to create a sustainable workforce of highly qualified and skilled faculty and staff, to provide a positive environment of work for all and one that encourages balancing work and personal commitments.

3. **Compensation, Rewards and Recognition:** The Institute's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

4. **Continuous Learning and Development:** The Institute values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

5. **Response to Change:** The Institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute. During times when reduction or change in the nature of the workforce is required, the Institute will rely on attrition, to the extent possible. In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, rewards and recognitions across all units and amongst all employee classifications.

4 - Classification of Employees

1. **Hierarchy of Reporting:** Reporting by different employees to higher authorities shall be according to the table below:

Staff	Reporting authority
Principal	Group Director/ President
HoD	Principal
Registrar/Deputy Registrar	Principal
Training and Placement officer	Principal
Librarian	Principal
Teaching Staff	HoD
Laboratory Staff	HoD
Office Staff	Registrar / Principal
Library Staff	Librarian
Stores Staff	Registrar / Principal
Peons/ Non-teaching Staff	HoD / Registrar

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

2. **Classification of employees:**

At NESGI employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as: Teaching Faculty Staff.

The detail classification is as shown in the diagram:
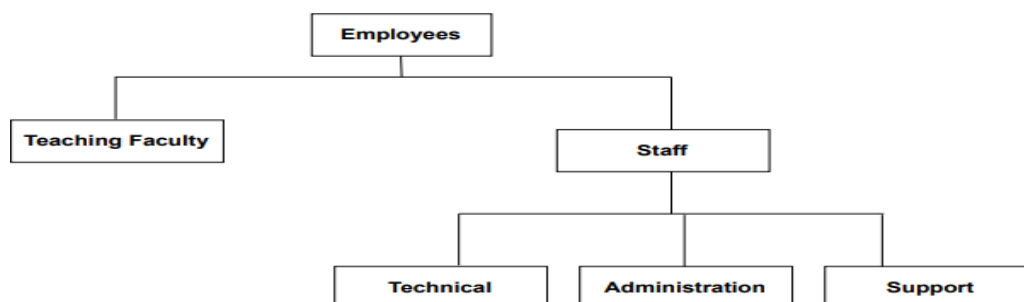
A. **Teaching Faculty:** It comprises of people who are involved in teaching /Research at the Institute on a full-time basis i.e. all whose salaries are paid on a monthly basis.

Full Time Teaching Faculty:

i. Faculties enrolled on institutional Payroll.

ii. Salary is granted as per the Pay scale declared by competent authority time-to-time.

iii. Applicable for yearly Appraisal, increments, and government rules and regulations.

a. Teaching faculty is categorized under:

b. Professor:

c. Associate Professor:

d. Assistant Professor:

iv. Above cadres should possess the eligibility, qualifications and experience as per the norms prescribed by AICTE/UGC/SPPU as applicable from time to time.

v. A full-time faculty may be:

a. **Regular**: The faculty member approved by SPPU and has completed two years' probation.

b. **Ad-Hoc:** The faculty member not approved or in the process of approval or approved with one-year ad-hoc approval by SPPU and yet not completed two years' probation.

c. **Adjunct Faculty:** A retired expert employee (Educational/ Industrial) as a faculty in the honor of his expertise as per UGC/AICTE/SPPU guidelines.

B. **Staff:**

i. **Administrative Staff:** It comprises of Office Superintendent, Registrar, Deputy Registrar, Human resource Executive, Head of Students' Section, Central Store and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Clerks, and Front Office Executives and receptionist.

ii. **Technical Staff:** It comprises of Lab technician, technical assistants, Lab assistants, Computer lab technician, Librarian and Library Assistants.

iii. **Supporting Staff:** It comprises of Lab Attendants, Peons, Electricians, Drivers, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors.

3. **Organization Chart:** Organization chart is a chart showing the lines of responsibility between departments and hierarchy of institutional delegation of authority and responsibility.
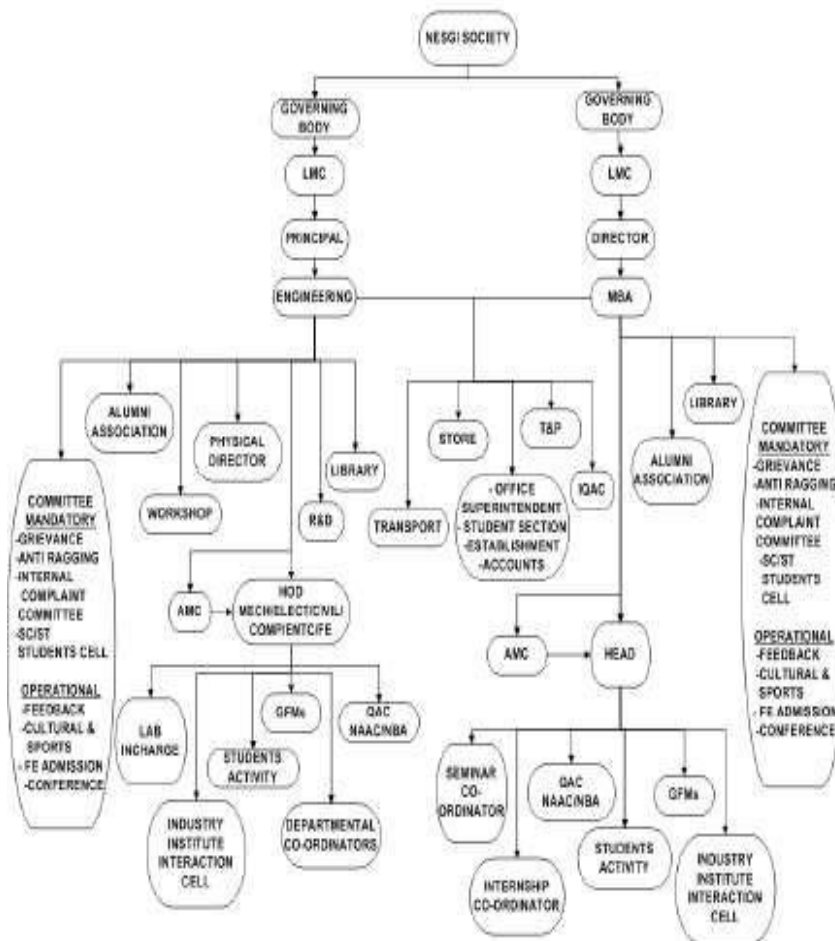
4. **Staff Pattern / Position wise Number of positions:**

 A. **Teaching (Subject wise and Cadre wise full time faculty):**

• **Teaching Load:** The teaching load in hours (minimum) is assigned cadre wise to each faculty as per his/her post and position as follow:

   a. Principal   : 4 hours per week

   b. Professors   : 12 hours per week

   c. Associate Professors/ HOD   : 16 hours per week

   d. Assistant Professors   : 18 hours per week

   e. Sr. Lecturer / Lecturer   : 18 hours per week

- **Cadre Ratio:**

    As per UGC/AICTE/SPPU/ norm the cadre ratio is decided

- **Teacher Student Ratio:** As per UGC/AICTE/SPPU norm the faculty student ratio is

    a. For Engineering - 1:20

    b. For MBA - 1:20

    c. For MCA – 1:20

ii. **Non-Teaching Technical and** non-technical supporting staff**:**

The desirable non-teaching (Lab/ Technical Assistant) staff should be as per

UGC/AICTE/SPPU norm, academic load and the requirement.

- As per requirement with the recommendation of Principal and College Development

    Committee number of post can be created.

- Each department, library and store may have one clerk for departmental office.

- Other than above essential posts other category of the posts can be created with the

    recommendations of Principal and College Development Committee.

The recruitment of this category staff is as follows:

Sr. No.	Designation	Required (Minimum)	Required Qualification
1.	Librarian	01	M. Lib.
2.	Laboratory Technician	1 for each Department	BCA/MSc/MCA/BE
3.	Laboratory Assistants or Laboratory Attendants	1 for each Lab (minimum)	SSLC
4.	Office Superintendent	1	Degree
5.	Accountant	1	Degree
6.	Store keeper	1	Bachelor degree recognized by a University or institution.
7.	Computer Data Operator	1	BCA or Graduate with Computer Course
8.	Office Staff I	1	Degree
9.	Office Staff II	2	Degree
10.	Peon	2	SSLC
11.	Cleaning personnel	Adequate	---
12.	Gardener	Adequate	---

Duties and Responsibilities of employees:

Each and every employee in the Institute has some responsibilities and the employee should carry all the tasks assigned to him/her with the full of his/her ability.

A. Principal

i. Roles and Responsibilities

- To administrate day to day smooth working of college.
- To ensure better academics and research attainment in campus.
- To correspond with AICTE, University/Board, FRA, etc. (Henceforth referred as the statutory body/ies)
- To submit various reports to these statutory bodies.
- To arrange meetings of all college level statutory and non-statutory committees and maintain minutes of meetings.
- To implement all decisions and policies of BoG and Management.
- To maintain overall discipline in the campus.
- To supervise effective execution of prescribed curriculum.
- To oversee/monitor the work of Deans, HoD's, Registrar, TPO and all other heads.
- To prepare long and short-term growth plans for infrastructure, facilities and equipment.
- To oversee/monitor research, consultancy and IPRs.
- To coordinate faculty appraisal, faculty/staff development, and incentive/rewards schemes.
- To accord financial sanctions within his/her limits.
- To coordinate with management/Campus Director in following areas
- Faculty/staff recruitment and promotions
- Budget and purchases
- Financial decisions above their limits
- NAAC/NBA/Approvals/Affiliation/Academic Audits
- FRA proposals
- Starting new or closing existing courses

- Monthly presentations

- To supervise daily cash flows, bank accounts, tally and fee collections.

- To get the accounts audited on a quarterly basis (statutory and internal).

- To coordinate/supervise scholarship and free ship proposals to Govt. and receipt of money.

- To supervise/monitor timely student admissions to higher classes.

- To sanction all types of leaves of employees.

- To approve final academic time table and supervise its execution.

- To oversee co-curricular and extracurricular activities.

- To chair HoD's meetings.

- To promote continuing education activities.

- To coordinate submitting research proposals to funding agencies.

- To supervise training and placement activity and industry tie-ups.

- To oversee/monitor the work of, HoD's, Registrar and other functional heads.

- To plan smooth visit and conduct of all Govt. committees.

- To conduct periodic faculty, staff and student meetings.

- To look in to the grievances of faculty, staff and students.

- To coordinate all new admissions at first year/direct 2nd year/PG level with admission cell.

- As the figure head of the Institute, principal should have the vision and leadership ability to keep the college developing

ii. Administration

- To conduct the periodical meetings of the faculties for effective administration of the college.

- To make the employee and students aware of the rules, policies and procedures lay down by the college and see to it that they are enforced.

- To initiate recruitment of teaching staff and non-teaching staff as per rules lay down by SPPU.

- To approve vendors for resources as required in the Institute.

- To sanction the leave of the staff as per the norms.

- To monitorandupdatetheInstitutewebsitewithcompleteinformationabouttheInstitute.

- To communicate with statutory bodies for compliance and Fees Regulatory Authority.

- To monitor, manage and evaluate administration of the Institution, organize meetings of Governing Body and maintain minutes of the meeting.

- To execute any other work assigned by the management.

iii. Finance

- To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.

- To authorize for cash advances for urgent purchases required in the Institute.

- To ensure that all financial transactions are conducted as per the norms.

iv. Promotion of co-curricular and extra-curricular activities

- To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Students Welfare officer.

B. Head of Department:

i. Academics:

- To monitor and conduct academic activities of the department under the guidance of the Principal/ Vice Principal.
- To take department and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of department results and academic performance.
- To coordinate term work assessment and conduction of practical / oral examinations as lay down by SPPU.
- To prepare departmental academic calendar.
- To prepare and execute time table at departmental level.
- To check lecture plan, lecture notes, course files and academic diaries on regular intervals.
- To do load distribution of faculty and staff.

- To observe lectures of faculty on regular basis.
- To ensure strict conduct academics in the department.
- To monitor and conduct academic activities of the department under the guidance of the Principal and Vice Principal.
- To conduct course monitoring committee meetings regularly and take actions wherever required.
- To maintain discipline and enforce rules as laid down by the Institute, in the department.
- To coordinate term work assessment and conduction of practical /oral examinations as lay down by University/ Board.
- To take departmentandfacultyfeedbackandaccordinglytaketheremedialactionsthereon.
- To plan and take the necessary actions for improvement of department results and academic performance.
- To initiate recruitment of non-teaching staff and teaching staff as per rules laid down by SPPU.
- To execute any other work assigned by the management / Director/Principal/ Vice Principal.

ii. **Finance:**

- To prepare the department requirements and budget as per need.
- To oversee the purchase and deployment of any resources allotted for the department.
- To oversee the purchase and deployment of any resource allotted for the department.
- To help central office in timely recovery of student fees.
- To purchase consumables as per requirements.

iii. **Administration:**

- To monitor the day-to-day activities of the department.
- To maintain discipline and enforce rules as laid down by the Institute, in the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- To conduct regular meetings with teaching and non-teaching staff as well as the Class Representatives along with Class Teacher to sort out any issue and queries related to academics.
- To execute any other work assigned by the Principal/ Director/ Management.
- To approve leaves of faculty and staff within 2 days in VMedulife.
- To constitute various departmental committees for smooth working and supervise their workings.

C. Teacher: Teacher includes all cadre categories as Professor, Associate Professor, and Assistant Professor. The Duties and responsibilities are as follow:

- **Academics Curriculum planning and Execution.**

  - Follow all rules and regulations as laid down by the Institute which include working time in the Institute, signing of the muster, college uniform, leaves updating, submission of tax documents etc.
  - Preparation of course handout, lecture plan, course notes and course file.
  - Timely update of academic diary and regular checking from HoD.
  - Attendance marking on daily basis.
  - Updating profile in BOD university portal.
  - Development of Learning Resources and Laboratory.
  - Student Assessment and Evaluation including examination work of University/Board.
  - Participation in Co-curricular and Extra Curricular Activities.
  - Students "mentoring" and helping their ethical and moral development.
  - Keeping a beast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books, publication, seminars, etc.
  - Self-development through upgrading qualification, experience and professional activities.
  - Planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
  - Participation in seminars, workshops and conferences.
  - To counsel students and conduct extra lectures/revision lectures for students requiring help.
  - To use innovative teaching aids and adopt innovative teaching–learning methodologies.
  - To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
  - To participate proactively in any research and development activities conducted in the department.
  - To perform other academic/ administrative duties assigned by HoD / Principal.

- **Research and Consultancy:**

  - Research and Development Activities and Research Guidance.
  - Industry sponsored Projects.
  - Provide Consultancy and Testing Service.
  - Promotion of industry institution interaction and R and D.
  - Research publications/IPRs.

- Laboratory Development, Modernizations, Expansion, etc.
- Submission of funding proposals.
- Writing books and chapters.

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- **Administration:**
  - Academic and Administrative management of the Department/ Institution.
  - Policy planning, monitoring and Evaluation and Promotional activities.
  - Preparing project proposals for funding in areas of R and D work.
  - Monitoring and Evaluation of Academic and research activities.
  - Participation in policy planning at the Regional/National level for development of technical education.
  - Helping mobilization of resources for the institution.
  - Develop, update and maintain MIS.
  - Plan and implement Staff Development activities.
  - Conduct Self Performance Appraisal.
  - Maintain accountability.

- **Extension Services:**
  - Interaction with Industry and Society.
  - Participation in Community Services.
  - Providing R and D Support and consultancy services to industry and other user agencies.
  - Providing non-formal modes of education for the benefit of the Community.
  - Promotion of entrepreneurship and job creation.
  - Dissemination of knowledge.
  - Providing technical support in areas of social relevance.
  - Any other relevant work assigned by the Head of the Institution, Vice-Principal or Principal.

D. Non-teaching technical staff:

i. Librarian /Assistant Librarian
- To implement all library rules as defined by the management.
- Librarian should ensure that library remains open for allotted hours.
- To ensure the documented Vision and Mission followed at various stages of library processes.
- Librarian should ensure that circulation section (Issue/Receipt) is working from given time.
- Responsible for overall functioning of the library.
- Responsible for procurement of recommended books, daily newspapers, journals,

magazines, videos, ebooks, online resources etc. and renewal of books/ magazines.

- Librarian should ensure that books/journals are available at proper places.
- Librarian should ensure that timely subscription is made for renewal of magazines/ journals.
- To display all technical articles, literature and new arrivals.
- To circulate and distribute magazines, literature etc. to faculties and management and maintain records of the same.
- Librarian should ensure that display of new arrivals in respect of books and journals at a separate Librarian should ensure that systems and reprographics facility are in good working condition.
- To ensure100% use of Koha in library.
- To ensure stock verification every three years.
- To ensure proper discipline in library.
- Plan for digitization of library in near future.
- To ensure that the students with complete uniform and ID card be only entertained in the library.
- To ensure proper behavior of the library staff with the students and faculty members.
- CompiletherequirementssubmittedbytheteacherandstudentsandputbeforeLibraryCommitte e meeting to decide about recommendation to higher authority.
- Toensurethatentryregistersbemaintainedinlibraryincludingreadingroomsandmore effective use of the same is made by the students and staff.
- Toensurethatsyllabusandsufficientnumberofquestionspapersofearlieruniversityexaminatio ns in respect of all the subjects are available in the library in subject-wise files.
- To execute any other work given by management and Principal.

ii. Laboratory Technician/ Assistants

- To prepare the laboratories for smooth conduct of laboratory sessions.
- To assist faculty and students during laboratory sessions.
- To maintain various registers such as attendance, dead stock, issue, daily consumption, log book, maintenance etc.
- To conduct installation of new equipment's and maintenance of existing equipment's.
- To maintain and update the supplier list for equipment's.

iii. Store keeper

- To keep records of the goods and consumables purchase or utilized in the institute.
- To keep the records of utilization of the transport facilities
- To inspect and conduct any maintenance works as demanded time to time
- To maintain and update each DSR time to time
- To keep track of the goods coming in and going out of the institute

iv. Computer lab technician

- To update and maintain Institute website with Institute data.
- To administer and maintain servers, firewalls, routers, manageable switches UPS and Batteries.
- To initiate purchasing of equipment's required for computer lab, peripherals and accessories as required.
- To provide support for various software servers.
- To ensure continuous internet during assigned hours.
- To give support to On-line exam, Seminar, Workshop, technical training programs.

v. Laboratory Attendants

- To arrange the necessary requirement for lab, for the purpose of practical conduction
- To assist in experiment conduction and performance in the lab
- To keep record of the lab utilization

vi. Office Superintendent/ Registrar/ Deputy Registrar/ Assistant Registrar

- To communicate with statutory bodies.
- To prepare college roster for faculty and staff.
- To supervise and update service Books of employees.
- To supervise and update personal files of employees.
- To administrate conduct of Recruitment process.
- To Maintain minutes of all statutory committee meetings.
- To prepare all affiliation reports, new proposals and submit.
- To coordinate day to day activities of office.
- To supervise stores and purchase process.
- To look in to smooth conduct of, AICTE, SPPU University/, FRA, Samaj Kalyan and other apex bodies visits.
- To coordinate the preparation of annual college budget.
- To supervise timely submission of FRA proposal.
- To maintain general discipline, safety etc.
- To provide secretarial support to the trust and the Director.
- To handle the student section, Establishment Section, Stores and Accounts section, maintenance related activities and Control of Centralized activities of Navsahyadri Education Society, Pune.
- To ensure the Vision and Mission followed at various stages of administrative processes.
- To execute the admission process and University Examination process for students.
- To handle student grievance and taking remedial actions.
- To execute attendance monitoring, salary payments to faculty and staff.

- To handle the complaints and ensuring corrective actions.
- To ensure corrective actions and preventive actions as initiated are implemented w.r.t. all non- conformities.
- To execute any other work given by management and Principal.

vii. Accountant

- To prepare details of total receivable from students, Samaj Kalyan, EBC from final roll call and clearly specify applicable fee to each student as per FRA directives.
- Toensurethatthevariouspaymentsarewiththesanctionofcompetentauthorities.
- To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned.
- To attend to audit queries and to reply to audit report.
- To submit necessary statement of accounts.
- To prepare asset, liability, and capital account entries by compiling and analyzing account information.
- To summarize current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- To submit daily monitoring to CFO/ Principal and daily sign off from Principal.
- To prepare payments by verifying documentation and requesting disbursements.
- To Prepare FRA Report and other reports whenever required by statutory bodies.
- To maintain customer confidence and protects operations by keeping financial information confidential.
- To make all statutory payments and taxation within time.
- To issue fee receipt to students on the same day.
- To transfer amount of scholarship/ freeship/ EBC received from Govt. To students' account within 15 days and print receipt of the same.
- To maintain fee, register as per the format given.
- To prepare salary list, get signatures of higher authorities and deposit salary in bank within time.
- Toprepareincometaxcalculationanddeductionsrecordsofallemployeesincludingform16.
- To issue advances to employees and maintain record and audit of same.

E. Sections/ Departments

A. Training and Placement Section

- To maintain complete information regarding students appearing for placement activities.
- To ensure that proper coordination is maintained in respect of Training and Placement among all the departments.
- To conduct placement activities smoothly.
- To decide and arrange for personal development programs for students.
- To ensure that in house training sessions be arranged for the students during vacation for improvement in soft skills.
- To ensure that students are motivated for training in various industries and record be maintained accordingly.
- To plan and act as a marketing/ representative person of Institute to industries.
- To maintain up-to-date data in respect of academic performance of all the students of college in format(s) required by the industries
- To update and maintain the contact details of companies interested in recruitment activities.
- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- To ensure that students get internships in good companies.
- To arrange for industrial training of faculty.
- To take feedback from industry about the students recruited.
- To ensure that industrial visits are made for promoting Training and Placement activities.
- To prepare placement brochure of the college
- To arrange Entrepreneur Development Program with the help of experts/ Govt. bodies, at least once in a year.

B. Student Section:

- To carry out admissions of all existing students after receiving list of activated students from exam section.
- To carry out admissions of new first year and direct second year students as per AICTE directives.
- To ensure uploading of profile
- To prepare, upload and get merit list verified from FRA within time.
- To fill AISHE data on portal within time.
- To get eligibility of students done from university.
- To issue Roll nos. to students.
- To issue I-cards to students.
- To get anti-ragging affidavit filled from students.

- To issue all certifications to students such as-Expenditure letter, Bonafide, TC/LC, Bus pass/ railway concession etc.
- To prepare final class wise roll call list of students clearly indicating-Year of admission, Type of admission, Gender, Cast/category.
- To carry out process of branch/college change as per DTE directives.
- To prepare student General Register.

Students Activity Coordinator (Roles and Responsibilities):

- To maintain students' discipline with in college premises.
- To supervise timely reporting of students.
- To prevent any type of common offs by the students.
- To see that students shall wear college uniform/I-cards.
- To maintain smoke and alcohol free environment with the help of Head of Departments.
- To supervise-Physical director and sports activity, NSS, Annual gathering and other student events.
- To assist students for effective organization of extracurricular and co-curricular activities in and outside the campus.
- To keep watch on hostel and campus for ragging free environment.
- To counsel students for any issue that may arise.
- To assist the principal in all students related issues.
- To formulate policy and facilitate the research and consultancy work in the institution.
- To encourage Industry Institute Linkages, Collaborative Research programs and formation of new incubation centre.
- To monitor Research projects on periodical basis and effective utilization of grants of research projects and timely completion of these projects.
- To apply for intellectual properties generated from research at college and to market these patents in industry.
- To encourage and promote publishing of research work in reputed, high impact factor research journal / Publications.
- Motivate faculty for exploring new avenues for research work, consultancy and projects.
- To assist faculty for applying to different agencies of Government of India and other agencies for research and other funding projects.
- To form policies with consultation of the management for sponsoring faculty for attending conferences/ seminars/ workshops.
- To sign MoUs with industry and academia and see that all MoUs are active as per areas of their interest.
- To prepare and continuously update central data base regarding publications/ consultancy/ funding's / IPRs.

Establishment Section:

- To maintain daily attendance record of employees.
- To maintain leave records of all employees.
- To maintain service books and personal files of all employees including all memos/show cause notices.
- To submit daily late report, leave without permission report to Principal.
- To maintain record of all legal matters, if any.
- To maintain and review daily gate pass records.
- To fill data of all employees on statutory bodies portal, college websites.
- To maintain record of all employees for increments, promotions, resignations and retirements.
- To help in recruitment process of employees.
- To collect feedback of all employees from HoDs and principal and keep its record in personal file.
- To collect record of all publications and achievements of employees and keep record.
- To keep record of all awards/ rewards/ incentives given to employees.
- To keep record of personal information of all employees.

Examination Section

- To coordinate with CEO for all University examination related activity
- To get University exam form filled from students within time.
- To bring all exam related circulars/ notifications in knowledge of faculty/ staff/ Students.
- To get revaluation/ Xerox copy forms filled from students.
- To assist in smooth conduct of university projects, theory and practical examinations.
- To prepare exam schedule and exam duties well in advance and inform all concerned about the same.
- To do result analysis of university exams within 3 days of the declaration of result.
- To activate existing students to higher class after result in association of student section and send this list to be concerned HoD and account section.
- To carry out all communication with university related to exams.
- To distribute mark sheets to students within 15 days of receipt.
- To maintain record of all stationary related to exam and submit bills to university, well within time.

Scholarship Section

- To prepare detailed summary of all student's category/ cast wise.
- To get all scholarship/ freeship/ EBC/ minority forms filled from students well within time.
- To bring all circulars/ notices related to scholarship to the notice of all concerned.

- To prepare and submit date wise data of forms filled to higher authorities.
- To verify all data for its accuracy filled by students through his/her login on DBT portal (particularly year of admission) and then forward these applications to Principal login.
- To ensure that Principal/ Registrar forward the filled applications on DBT portal within time.
- To immediately give list of students whose money has been received to account section for reconciliation.
- To continuously visit DBT portal for updates.
- To have proper liaison with Samaj Kalyan Dept. / DTE

Inward/ outward section:

- To receive daily post and put it to Principal.
- To put proper in ward number to all incoming letters.
- To see that no letter should go out of the office without proper outward number.
- To see that all circulars/ notices from office be uploaded on college website before circulation.
- To maintain minutes and records of all statutory committee meetings.
- To maintain log of all important letters/ notices circulated in the Institute.
- To see that replies of all important letters to the controlling authorities be submitted in time without any delay.

5 - Human Resource Policy

1. **Preamble:** The Management and Principal understand that department heads need guidelines in order to effectively recruit, hire, and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are made up to date and department heads are kept abreast of them.

    The process followed for the recruitment, hiring, and promoting employees shall be as per the norms and guidelines of the statutory bodies. This manual does not supersede the requirements of the statutory / non-statutory bodies. It is aimed at ensuring that Navsahyadri Group of Institutes, Pune adheres to those, so as to become an employer of choice while spearheading its goal of value based quality education meeting global aspirations. All employees are expected to read the Human Resource Policy Manual during each term in order to know the policy updates made from time to time. Updates will also be informed to employees by circulars. Any update is made as and when required with the permission of the management of the Institute and as per the statutory requirements. A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users. Suggestions and contributions to make the manual more comprehensive are welcome from all the employees. Any ambiguity/ clarifications / doubts that arise out of the interpretation of the text of this manual shall be ignored out through the rules and regulations lay down by the statutory bodies. In case of conflict of rules laid down by statutory bodies, a proper decision on a specific matter is left to the sole discretion of the President/ Director/ Principal. This Manual shall not remain a scared book and may be subject to periodic amendments depending on the needs that arise from time to time.

2. **Recruitment Procedure and Manpower planning for teachers:** Manpower planning is to be carried out at the start/ end of each academic term, i.e., six months that constitute a semester, of the Institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the HoD. HoD will put up the requirement for his / her respective department to the management. The Management/ President/Director then determine if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all

existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. HoD calculate the Human resource requirement: Consolidation of subject wise teaching load Calculation. Student –Teacher Ratio as per statutory body's guidelines.

3. **Requirement Procedure and Manpower planning for non-teaching staff:** All HoD presents their requirement to Principal/ Human Resource Manager / Registrar in the HoD meeting.

4. **Approval of Faculty by the University:** The Institute will ensure that, within the best of its capacity and within the rules the University approves all the faculty members. Even in case a faculty fails to obtain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

5. **Filling in of temporary vacancy:** Where vacancy of a teacher is to be filled in temporarily for a period not exceeding one term the Registrar, on the recommendation of the principal, initiates the process of temporary appointment.

6. **Creating a New Position:** Description of a new position must be completed by the HoD and submitted to the principal, who review sand assigns the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. As far as possible, post titles should match with statutory body's nomenclatures.

7. **Succession Plan:** A process, involve s identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process promotions or carrier advancement scheme shall be followed as per the norms and guidelines of statutory bodies. Employees may be promoted as Associate Professor to professor, assistant professor to associate professor, Peon to Clerk, Laboratory Assistant to laboratory Technician; Clerk to senior clerk or office superintendent etc. The succession can be absolute succession if the identified candidate fulfills all conditions required for appointment; and hence no special conditions are involved in the appointment.

8. **Job Announcement:** All positions are advertised externally for a minimum period of ten working days. Exceptions are only in the rarest of circumstances if approved by the Management. The list of new openings shall be made available from time to time on the Institute's website.

9. **Closing Date:** All classified positions are open for a period of ten working days. At times, a hiring official can choose to keep the job open until filled. In such instances the hiring official reviews all applications received up to the date and notify the Management when decision has to make.

10. **Advertising:** Advertisement for recruitment shall be as per the norms and guidelines of the statutory bodies. Once the job advertisement is ready, the advertisement is be posted on the website and in two of the National or local English newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Registrar and all correspondence refers to the appropriate job position.

    a) **Verification:** Verification of Roster and finalization of approval for backward class reservation for the posts to be advertised.

    b) **Publishing the Advertisement:** The advertisement should be published in 1. Newspapers, 2. Website, etc.

11. **Employee Selection:** If an applicant contacts any department, he/she is referred immediately to the registrar. The Registrar may also approach leading institutions and outsourcing firms so as to fulfill the organization's manpower and research requirements.

12. **Scrutiny:** The applications received after the closure date shall be collected and database is prepared. The received applications and documents shall be scrutinized and eligible candidates shall be short listed as per the statutory body's norms.

13. **Selection Committee:**

a. **University Level Committee:** There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/ permanent teaching posts in the College/ Institution as per the Maharashtra University Act 2016. The statutory bodies will being selection committee appointing authority as per the norms.

b. **Institute Level Committee:** The Institute level committee is constituted for 1. Local Selection of faculty 2. Walk-In Interviews, 3.Emergency recruitment.
Selection committee panel will interview the candidates as per norms already laid down. A personal interview shall always be conducted.

The committee consists of :-

a. Management Nominee

b. Principal of the Institute

c. HoD

d. Two Subject Experts

e. Few senior staff members

Schedule and Venue:

c) **University Level Committee:** The schedule and meeting for the University level committee meeting will be communicated by the chairman of the committee as per the Maharashtra University Act 2016.

d) **Institute Level Committee:** the schedule of Institute level committee meeting will be decided by management/ Principal.

Invitation: Invitation letter to the Committee members comprises Schedule, Venue, etc to assure the availability of committee members as per the schedule. If the minimum number of members is not available on schedule, it can be rearranged.

Call letter: Interview Call Letter is processed to call the short listed candidates through the post/email. The call letter comprises: 1. Candidate Name, 2. Post for which he/she has been short listed, 3. Day, date and Time for interview 4. Venue. A candidate must present the call letter at the time of Interview.

Evaluation Criteria: The interview panel develops an applicant evaluation form, which lists the advertised and preferred qualifications and experience. Evaluators indicate whether the applicant possesses the credential to qualify for further consideration for the applied position.

Interview Guidelines: Eligible candidates should attend interview with all necessary documents and educational testimonials and must produce when demanded by Interviewer. For every candidate a technical as well as personal interview is conducted by a selection committee panel already defined in previous section. Internal applicants are treated at par with external applicants in all respects, as far as selection process is concerned. The selection of candidates called for interview for regular posts advertised is through the Panel of Experts appointed and approved by the statutory bodies for all disciplines at the NES.

Interview Report: The committee should submit interview reports in prescribed formats with recommendations for appointment. Office should prepare a consolidated Statement in detail in respect of recommended candidates. All selections are reviewed and approved by the

Management prior to extending a job offer/ appointment order and submit the report to university within 72 Hrs. for further process.

Offer letter/ Appointment Order: The selected candidates are finalized and job offer/ appointment order sought to prepare after review and approval of the Management for issuing to the candidates. The special appointment on compassionate ground (Appointment to one of family member in the event of death while in service) may be done at discretion of management.

Acceptance Letter and Joining Report: Candidate should submit acceptance letter for an appointment. At the time of joining, faculty should submit joining report to the office, with the signature of Principal.

Induction/ Orientation Program:

a. Induction is introduction to newly appointed employees to their jobs, colleagues/ peers and the organizational.

b. After the candidate has joined, s/he is told of his/her duties and responsibilities by HoD / Principal.

c. The Principal /HoD take initiative to induct new employee.

6 – Policy Statement and Code of Conduct

GENERAL POLICY:

a. **Equal Employment Opportunity:** The NESNGI is committed to give equal opportunity to all the employees and applicants for employment without regard to religion, race creed, caste, color, sex, disability and age. The policy is applicable to all posts, initial employment, promotion, compensation and termination. Employees / students are not denied benefits or subjected to discrimination under any program or activity of the Institute.

b. **Policy for Physically Handicapped People:** The NESNGI prohibit any act of discrimination against any applicant or employee in review, selection, hiring, promotion, demotion, discharge or any other aspects of employment on the basis of that person's disability. If any person is qualified and able to perform the "essential functions" of the job with reasonable accommodation, he/she is treated equally with other employees.

c. **Drugs, Alcohol and Tobacco Free Workplace:** The unlawful Manufacturing, distribution, possession or use of illegal drugs, alcohol or Tobacco by employees/ students of the Institute is prohibited as per the institute policy. Smoking in campus is strictly prohibited. Disciplinary action shall be initiated against the employee who violates the policy. All employees/ students as a condition of employment:

   i. Abide by the Institute's policy on prohibited substances; and

   ii. Inform the Institute if he/she is convicted for possessing/ using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment or may be required to participate in a rehabilitation program at the discretion of the Institute.

   iii. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test.

d. **Sexual Harassment:** Internal complaints committee is constituted in the Institute to deal with Sexual Harassment cases. Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed, or other disciplinary action is taken. The sexual harassment constitutes:

- Unwelcome sexual advancements

- Physical contact and advances. or

- Demand or request for sexual favors. or

- Sexually colored remarks. or

- Showing Pornography. or

- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

e. **Soliciting / Canvassing:** Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the Institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

f. **Employment of Relatives:** No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/ her relative who is employed in the Institute through any line of authority." Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, andanyin-lawofanyofthe foregoing.

g. **Attendance:** Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. Anemployee, who knows he/she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

h. **Conflicts of Interest:** An employee of the Institute avoids actual or apparent conflicts of interest between his/ her Institute's obligations/ responsibilities and outside activities.

i. **Code of Conduct:** All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquette as expected by the Institute. Following are examples of actions, which are unacceptable to the Institute and often result in disciplinary action or termination of employment:

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behaviour
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

j. Safety: Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the HoD and the Human Resources Office immediately. A qualified doctor is available on the campus along with an equipped clinic during the work timings and is also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.

k. Confidential Information: Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

l. Gratuities: Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any

commercial commodity, process or undertaking.

m. **Political Activities:** As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employeeoftheInstituteisallowedtobeacandidateforapoliticalpartyseeking votes whilebeingemployedwiththeInstituteortakepartinapoliticalemploymentcampaign while on duty.

n. **Disruptive Behavior:** While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interest so orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The Institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, oranyotheractivityauthorizedtobedischargedorheldonthecampusoftheInstitute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

o. **Outside Employment:** Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the Institute. The employee must discuss with the HoD before indulging in any outside employment to be sure there is no conflict of interest. Use of Institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

p. **Malpractices:** No employee indulges nor encourages any form of malpractice connected with examinations or other activities of the Institute

q. **Revelations:** Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters. Employees and superiors should contact the Registrar immediately if assistance is needed related to these policies.

7 – Probation Period Policy

1. **Probation:** Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. With the exception of certain employees, all regular employees serve the first two years of employment on probation.

2. **Temporary or Adhoc appointment:** It means appointment made purely on temporary basis either for a permanent post or in tenure post or against a temporary post. With the exception of certain employees, all regular employees serve the first eleven months of employment on a temporary basis.

3. **Evaluation in Probation Period**: Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether the job is satisfying. Fifteen days prior to the completion of probation period, the HoD, based on his /her evaluation, will intimate an employee about his performance / non-performance. Should the Principal agree with the evaluation, the employee shall be continued in, service else, he / she may be terminated from service. In case of termination of services, the employee losses the right to appeal.

4. **Continuance of Probation:** If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the HoD to the Management. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probationary period for maximum one year.

5. **Voluntary Resignations:** It may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

8 – Salary Policy

1. **Type and fixation of Initial salary:** In general, the type and fixation of initial cadre wise salary is as per latest pay commission / pay Scale and subject to norms and guidelines of statutory bodies and is fixed at the discretion of management. Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and university approval and management's discretion.

- **Consolidated salary**: Usually Temporary or Adhoc teaching staff and non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employee's service at NESNGI. It is fixed as per management discretion.

2. **Salary Increments (Rationalization):**

- **Time scale of pay:** Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of latest pay commission / pay Scale rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the HoD as per the requirements of statutory bodies. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Director. Annual increments, in general, will be paid in the month of July of every academic/ calendar year as per management discretion.

3. **Debt Repayment and Monetary Responsibility:** The Institute is authorized to with hold pay checks or deduct from pay check amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

4. **Payroll Schedules:** Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts department.

5. **Payroll Deductions:**

- Income–tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for Institute-sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / Co-operative society, etc without explicit written permission by the Management / Principal.

- **Income-tax:** It is mandatory that all staff must present their deduction scheme to the administration by the end of February, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

- **Contributory Provident Fund Scheme:** Contributory provident fund facility is available to eligible employees from the starting date of their employment at the discretion of management.

6. **Working Schedule:**

- **Working hours:** The working hours/ timing for Monday to Saturday all days shall be 9.00 am to 5.00 pm with a thirty-minute break for lunch.

- **Muster:** A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to apply duty leave or else they will be marked absent for the day. If staff has to go out of college/ campus during working hours, it is mandatory to enter the details in movement register and that entry shall get approved by the principal. If staff found left the college / campus for any reason without entry in movement register or entry is not approved by the principal staff will be marked absent for the day.

- **The Standard Work week:** Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard Workweek of the employees is Monday to Saturday.

- **Change of Work week or time:** Any change of workweek / breaks / work timings etc. should be with the prior approval of the Management. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the Management. The Management may intervene when a deviation that is

not suitable to the HR policies of the Institute is noticed. All employees will be informed from time to time of any changes made by the Management in this matter. It is the responsibility of each employee, however, to ensure that the Management is made aware of the change in workweek or timings etc. that he/ she have been assigned.

- **Overtime:** No overtime charges are provided to any employee. Only the administration and supporting staff however are entitled to a Compensatory Off if they work on public holidays and Weekend days. The workweek maybe made different for the staff by the various HoD in-order to facilitate the students' access to additional lectures, trainings, library, Internet center, and projects or admission procedures.

9 – Financial Support Policy

1. **Financial Support for Staff**

i.   **Tuition fee concession to employees studying in NES** - Employees studying in NESNGI can avail concession in Tuition fee.

ii. **Loan facility -** Any employee who has completed one year of continuous service can avail interest free loan facility of 50% of employee's annual salary.

iii. **Insurance** – each employee will be provided financial support for workers welfare (Accident) Policy.

iv. **Policies for participation in National and International Conferences:** Institute will provide financial support for faculty to participate in National and International conferences as per rules of Institute. Following are some important conditions for this.

- Financial support will be provided every year for maximum two faculties as per seniority and research credentials. The number of faculties may increase depending on the total funding required in that year with discretion of management.

- Each faculty will get the financial support once in two years in rotation, the period can be relaxed depending on the number of applications with discretion of management.

- Conference should be hosted by reputed Institute.

- Conference proceedings must have valid ISBN, or it must be published in a journal with ISSN number.

v.   Registration fees maximum up-to Rs. 5000/- will be sanctioned for national and international conferences in India.

vi. For international conferences outside India half registration fees will be sanctioned.

vii. The department wise selective UG students may also be avail financial support for attending conferences. The criteria for selection of students and amount of financial support for attending conferences will be decided by the IIC.

viii. Institute will provide financial support to the department wise PG students for attending conferences. The criteria for selection of students and amount of financial support for attending conferences will be decided by the IIC.

i.   **Patents:** Receiving patent for one's research work is one of the most important factors

denoting the quality of research.

- Full financial and legal assistance shall be provided to those who are interested in registering the patent.

- The patent shall irrevocably be registered in the name of NESNIP with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the Institute and the researcher.

- If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the Institute. If patent is filed by Institute, then 100% expenses are borne by Institute.

10- Performance Evaluation Policy

Performance evaluation policy is a systematic process of jointly assisting work related achievements, strength and weaknesses of the individual employees. This activity also helps to provide performance feedback to individuals and team to which the staff belongs. It represents link between goal setting and reward setting. This is an effort in establishing a fit between individual targets and Institute goals.

1. **Job Evaluation:** It is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work. The staff must complete the 'Self-appraisal form' after the completion of an academic year.

2. **Performance Appraisals:** Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the Institute.

3. **Appraisal Factors:** Factors used to appraise an individual's performance in a job are the following:

- **Education -** Depth of knowledge normally acquired through education or specialized formal training

- **Experience –** Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training

- **Job scope -** Decision-making requirements including job complexity, independence of action, analytical and creative job requirements

- **In campus relationships –** Responsibility for contacting and dealing with administrative staff, faculty, students and others within the Institute. Relationship with seniors, subordinates, juniors, etc.

- **Out campus relationships –** Responsibility for representing the Institute

- **Managerial responsibility –** Influence the importance of decisions in cluding responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development

- **Position conditions -** Degree to which the position has certain undesirable working conditions present

- **Integrity –** Integrity with Institute, initiative, ability to shoulder responsibility, etc.

4. **Parameters of Evaluation:** Each employee of the Institute is evaluated in a systematic manner on an annual basis. The HoD leads the performance appraisals which are further reviewed by Principal and the Management. Parameters to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

- **Student Feed Back:** Confidential student feedback shall be collected twice in semester and reviewed by the Director. This will be maintained in HoD / Principal's office.

- **Lecture monitoring:** Once in a year, the lecture of each faculty is monitored. Principal, HoD, one senior faculty of different department monitors and evaluate the lecture of the concerned faculty and fills in the Lecture Monitoring form. It is then submitted to the principal. This will be maintained in HoD /Principal's office.

- **Result analysis:** Result Analysis of subject taught by the faculty.

- **Time Management**: The following formulae may be used as a guidelines for the Time Management for working at NESNGI:

  - Teachers: 40% teaching + 30% institutional/ departmental work + 30% Self-developmental work.

  - Others: 50% Official + 30% institutional/ departmental work + 20% Self-developmental work

  - Students: 75% study + 15% curricular/ extracurricular activities + 10% other administrative work.

5. **Process of Performance Appraisal:** A self-appraisal is the first step in the appraisal process. Employees are asked to sign appraisal forms. The employee's signature does not imply that the Management / employee agree with the appraisal, but that the employee has seen it. The employer can discuss the differences with the Management who will then do an independent analysis of the issue. Productivity and activity is the key word while evaluating any employee. It is the responsibility of the employee to ensure that he / she has had at least one performance appraisal during twelve months of service. It is to be noted that all performance appraisals are used to provide a positive and developmental assessment of individuals and are not used as tools of personal vendetta under any circumstances.

6. **Training and Development Programs for Teaching/ Technical/ Supporting staff:**

   From time to time the Management deputes staff for training both outside and within the organization on the recommendations of the Head of Department. Basic trainings, like ISO awareness, medical issues awareness etc, is often organized in-house. Employees are also encouraged to go for trainings sponsored by statutory bodies etc.

- The Institute encourages its entire staff to undergo Quality Improvement Programs (QIP) and attend other trainings and relevant seminars as part of its faculty development programs. Depending on the merit of the case and the budget allocated to the department / section, complete / partial expenses of the candidate towards registration, boarding, lodging etc. are borne by the Institute.

- At the beginning of the academic year each department is briefed about the budget allocated to them to meet the expenses.

- For all paper presentations, on duty leave is given and expenses for the same are borne by the Institute as per the norms decided.

- A record of training is to be kept by all employees in their personal files. The Institute encourages and supports the training and development of all its staff members and is dedicated to promoting a vibrant team of employees.

11- Promotion and Transfer Policy

- A **promotion** is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. Appraise is eminent in case of promotions, but the Management reserves the right to do so.

- A **transfer** is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range. Transfers are based on mutual agreements between departments and consent of employees.

- A **lateral transfer** is when an employee moves from one position to another position that is on the same pay scale regardless of the title of the new position.

- Transfers and promotions during probation period are subject to an administrative approval for the same by the Principal.

- Employees are encouraged to apply for any position for which they are qualified and should contact the Registrar for specific information.

- When an employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

- A faculty desiring for promotion to a higher post shall have to face the Selection Committee appointed by the SPPU for university level promotions and President/ Director for institute level promotions, as the case may be. Only on the recommendations of the committee he/she is granted promotion.

12 - Leaves and Vacations Policy

1. **General principle for granting leaves is to follow the guideline issued by statutory bodies.**

2. **Continuous Service** means a service rendered by an employee without any break under the same competent authority. Leave of any kind mentioned (as under Section 11.2) does not constitute to a break in service. The Management maintains a permanent record of leaves granted and used by each employee.

3. **Types of Leaves:** Leaves can be broadly classified as: i) Casual Leave [CL]; ii) Medical Leave [ML]; iii) Duty Leave [OD/DL]; iv) ML [MA]/ Paternity Leave [PAL]; v) Compensatory Leave [CO]; vi) Earned Leave [EL]; vii) Sabbatical Leave [SA]; viii) Special Leave [SP]; ix) Leave Without Pay [LWP]. The sanctioning of all types of leaves and regularizations will be the discretion of management/ Principal.

i. **Casual Leaves [CL]:**

- All employees are entitled to 12 days of CL, or part thereof, in a academic/ calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the HoD. Unused CLs do not get carry forwarded to the subsequent academic/ calendar under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same academic/ calendar year.

- Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.

- CL must not be pre-fixed or suffixed to vacation or any other type of Leave, except OD.

- It is necessary to get prior sanction of CL by reporting to the authority.

- In case of emergency, telephonic intimation is acceptable for only 2 CLs to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned. Heads of the Department and further submitted to Administration Office Department. CL of HoD is sanctioned by the Principal / Director. (The application of CL if not submitted before, it is to be submitted within three days from the date of availing the CL)

- CL cannot be equated with ML or vice-versa.

- In the event of transfer of an employee the unused CLs are carry forwarded.
- CL Leave application is reviewed and recommend by HOD and further submitted to an administrative Office for leave record verification. Final Approval for CL is given by the Principal.

ii. **Medical Leaves [ML]**

- All employees are entitled to 10 days of full pay ML, or part thereof, in an academic/ calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- Request for extension of ML will be considered by the HoD/ Principal/ Management. An employee returning from ML will be required to submit a physician's certificate and a fitness certificate. The services of the Institute's medical officer may be utilized for this purpose
- For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by minimum MBBS doctors.
- Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Principal and Management.
- Unscheduled Absences: Unplanned absences can be very detrimental to workplace efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the HoD as soon as possible to explain the situation and indicate the expected date and time of return.
- Unused MLs will be carried forwarded into the subsequent year[s].

iii. **On Duty Leave [OD]:** OD is granted to an employee when the University /Exe-Director/ Principal/HoD/ or any other competent authority assigns a duty that has to be carried out for the Institute, University or State.

- On Duty Leave for SPPU Examination Work: 24 / Year/ Person.
- On Duty Leave for outside SPPU work: 10/ Year/ Person.
- On Duty Leave for any Administrative Work.

iv. **ML [MA] and Paternity Leave [PAL]:** ML may now be granted to a female teacher for

180 days and only twice in one's career. Likewise, a PAL of 15 days may be granted to a male teacher who would be parent.

- A lady employee with minimum 3 years of continuous service is entitled to a ML on full pay and allowances for a maximum period of 180 days subject to the submission of a medical certificate.

- A lady employee with minimum 1 year but less than 3 years of continuous service is entitled to ML without pay and allowances for a maximum period of 90 days, subject to the submission of a medical certificate.

- Breast feeding employees are allowed maximum 2 hrs break time during working hours to breast feed their child.

- A male employee with minimum 3 years of continuous service is entitled to a PAL on full pay and allowances for a maximum period of 30 days subject to the submission of valid proof.

- A male employee with minimum 1 year but less than 3 years of continuous service is entitled to PAL without pay and allowances for a maximum period of 15 days, subject to the submission of valid proof.

- In all other cases the principal fixes a period of leave to be granted as ML or PAL without pay.

- An employee, availing MA or PAL, who does not join services within the prescribed period, will have to defend the case to the Principal/ Management. The Principal/ Management reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.

- Not more than 2 MAs or PALs can be availed by an employee while in service at the Institute.

v. Compensatory off [CO]

- All Faculties, Administrative and supporting staff, who works on holidays, will be entitled to CO for an equal number of days that they have worked.

- COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.

- If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and not as COs.

- COs cannot be carried over to the next academic/ calendar year.

- In lieu of indoor or outdoor examination duty/ work on weekly offs or holidays extra payment or compensatory off/ leave will not be provided. Examiner's duty will be considered as on duty for record.

vi. **Sabbatical Leave (SA):** Any faculty who has completed ten years of continuous service can avail one year of SA with full pay for study/ executing research projects/ Book writing etc. A proof of having effectively used the SA is required to be submitted to the institute on resuming duties.

vii. **Special Leave [SP]**

- An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.

- Any employee who has completed one year of continuous service can avail one week of SP for own marriage,

- Any employee who has completed one year of continuous service can avail one day SP for Birthday and for Anniversary.

viii. **Leave without Pay**

- If proper documents duly signed are not submitted in stipulated time to the Registrar Department, leave may be treated as LWP.

- A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave, or for any exceptional personal or institutional reason.

  - Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.

  - A leave of absence may be granted only if the employee has a bonafide intention to return to the Institute following the leave. Only in exceptional situations a leave of absence should be granted to an employee having less than one years' service.

  - Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of the similar position.

  - If a position will be not available upon the expiry of the leave of absence or return to

the former position or to one of similar requirements for which the employee is qualified, until such time principal or management will take a decision to accommodate the employee in the society for other equivalent position.

4. **Sanction of Leaves:** HoD must recommend the leave application form of an employee before forwarding the same to the Principal/ Management. All leaves except CL and ML must be notified to the Principal/ Management within 3 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves of the Faculty, Technical Staff, and Administrative Staff shall be the principal while the Registrar shall sanction the Leaves for supporting staff. The principal shall get his leave sanctioned by the Campus Director / Higher Authority.

5. **Vacation and Holidays as per SPPU Academic Calender**

i. **Category of Employees:** Employees in the organization are of two types; (i) vocational employees that constitute the Faculty and Technical staff who are eligible for summer and winter vacations and (ii) non vocational employees that constitute the administrative and supporting staff who are not eligible for summer and winter vacations.

ii. **Using Vacation / holidays:** All regular and probationary employees completed one year of services and have prior recommendation/ approval from the HoD/ Principal are eligible for availing vacations. However, employees who need to take days off during the one year of their probation period or service may take LWP in the regular vacation slot. This, however, is applicable only in exceptional circumstances. Vocational employees can take CL or LWP, who have exhausted their vacation in exceptional circumstances with the approval of the HoD. As far as possible employees may take vacation / holidays in the slots allocated for the same. Only the Principal on the recommendations of the HoD allow any exceptions. Any balance of unused accumulated vacation / holiday time is transferred along with an employee being transferred from one department or campus to another. Vacations/ holidays however cannot be carried forward, under any circumstances.

iii. **Period of Vacation/ holidays:** A permanent record of vacation /holidays and its use is maintained for each employee annually. The details of vacations/ holidays that the employees are entitled are as follows:

- All regular employees who are attempted by university or trust are given vacation as per the rules of statutory bodies.

- Prefixed/ sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.

- Vacation / holidays may be taken in pre-defined slots. Only on the recommendations of the principal exceptions shall be allowed.

- Faculties shall have to perform all supervisory duties/ examination duties/ central assessment duties fall within the vacation/ holidays. All these duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the HoD must take utmost care while recommending the vacation/ holiday period.

13 – General Aspects of Resignation and Suspension

1. **Resignation and Retention Policy:**
- Employee wishing to resign should inform his /her HoD and tender his /her resignation in writing to the principal. He/ she should state clearly the date from which He/ she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.
- Employee shall give a minimum of One month written notice of resignation, unless a shorter period of time is acceptable to the principal.
- The notice of resignation will not be considered if given through emails or other digital media.
- Employee leaving without a notice of one month does not receive their pay for one month or have to deposit one-month salary. Employees interested in resigning cannot utilize any leaves except OD during the notice period.
- Employee who resigns during academic's semester is released after academic's sessions keeping in mind the interest of the students or they may be released only in exceptional cases.
- Employees who resign may be retained by NESNGI at the prerogative of the management.
- Employees doubtful of the effective date of resignation, contractual notice period, contact the Registrar for advice.
- Campus Director/ Principal/ Head of the Department/ conducts the Exit Interview.

2. **Handing Over:** Before being relieved all employees should hand over charge to the appropriate person on consulting the HoD and inform the same to the principal. HoD is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a' No Dues Certificate' is obtained from the principal on or before the last day of work**.**

3. **Suspension:** Advance notice is not required when termination is the result of incidents which themselves are so serious as to justify immediate discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of

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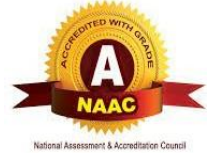
privilege, violation of Institute policy. Terminated employees are entitled to all salaries and wages earned till the date of termination.

- The employee's immediate superior may affect dismissal or suspension when the principal determines that the employee's performance of duty or personal conduct is unsatisfactory. The employee shall be informed in writing the reasons for the action taken and granted an opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of action. However, under emergency circumstances when immediate action is necessary as decided by the Management, the employee may be immediately dismissed or suspended, with or without pay.

- An employee who has been dismissed or suspended or terminated without pay and is later reinstated, shall be entitled to recover pay at his / her regular rate, at the discretion of the Management.

14 – Grievance and Appeals Procedure

1. **General Grievance Cell and Its objectives:** A Grievance is any complaint by an employee concerning any aspect of the employment.

- Every employee shall represent his/ her grievance for redressal only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, colour, religion, sex, sexual orientation, national origin, age, disability, and status.

- Employees who are adversely affected by re -organization, program modification or financial exigency, as approved or determined by the principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

The cell entertains wide variety of the grievances of the registered students. Further in consonance with the UGC directions, the cell also entertains the grievances related to examination and other academic activities arising due to the pandemic.

i. The main objective of the Grievance Redressal cell is to develop a responsible and receptive attitude among all the stakeholders so that a harmonious educational atmosphere is maintained in the University.

ii. The Grievance Redressal Cell is constituted for the fair redressal of the problems reported by students with the aim and objective of ensuring strife free atmosphere in the University by encouraging cordial student –teacher-administration relationship and student-student relationship etc.

iii. To encourage the students to express their problems / grievances frankly and freely and without any fear of being victimized.

The grievances can be addressed to the Chairperson by the registered students at grievances[at]mnlumumbai.edu.in

Objectives:

- To advise student leaders to refrain from inciting students against other students, teachers, college administration or Government.

- To encourage the students to express their grievances/ problems freely and frankly, without any fear of being victimized.

- To adviseteacherstobeaffectionatetothestudentsandnotbehaveinavindictivemanner towards any of them for any reason.

- To advise teachers to consider the feedback received by the Grievance Redressed Cell about their punctuality, behavior, classroom teaching and other teaching methods used by them.

- Toadvisestudentsatthecollegetorespecttherightanddignityofoneanotherandshowutmost restraint and patience whenever any occasion of rift arises.

2. **Procedure of Working:** Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute after the completion of two years of employment.

- First Level–Theemployeeattemptstoremedytheproblemthroughconsultationwith his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.

- Second Level–The second level includes the Head of the Department.If,however,the problem pertains with the Head of the Department he/she may proceed directly to the third level.

- Third Level–Ifthegrievancecannotberesolvedsatisfactorilyattheearlierstages,the employee presents his / her grievance to the principal.

- Fourth Level -If the grievance cannot be resolved at the third level, the employee presents his / her grievance to the Campus Director.

3. **Grievances Redressal Cell –** is formed in order to keep the healthy working atmosphere among the staff, students and parents. This cell helps staff, students and parents to record their complaints and solve their problems related to academics, resources and personal grievances. Grievances Redressal Cell Assisted by other committees such as Internal

Complaint Committee, Anti ragging Committee etc.

4. **Facility:** Sggestioncumcomplaintboxeshavebeeninstalledatdifferentplacesinthecollege campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged; however, one may choose to remain anonymous.

5. **Composition General Grievance Cell Composition is as follows:**

Sr. No.	Constitution Category	Category
1	Principal of the College	Chairperson
2	Three senior members of the teaching faculty to be nominated by the principal (out of three, one member shall be female and other from SC/ST/OBC category)	Members
3	A representative from among students at the college to be nominated by the principal based on academic merit / Excellence in sports/ performance in co-curricular activities	Special Invitee

6. **Recommendation** of the members of the grievance redressal committee is forwarded to the principal for final decision. If the matter is not resolved to the satisfaction of the employee, he /she may file an application for review, in writing, to the Campus Director through the Registrar within twenty days following the written decision of the principal. This appeal states the decision regarding complain of and the redress desired. The decision of the Campus Director on the appeal shall be final and binding on the employee.

7. **Co-operation in internal investigation:** All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

15 – Disciplinary Action Policy

It is obligatory for an Institute/ Management to set and maintain satisfactory standards of conduct and performance work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

ii. Purpose and requirements:

- The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the Institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.

- Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any short comings in standards or in behavior, and these shortcomings have been discussed between the employee and the HoD.

- It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.

- The HoD will outline the cause of concern and the employee will be given an opportunity to state his/ her case. HoD is required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.

- If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the HoD and the Principal. If the explanation is unsatisfactory, an appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning. The appeal will normally be heard within fourteen days.

iii. Other Policies:

i. **Security and Vigilance on campus:** Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. College has also

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installed cameras on important locations

ii. **Counseling Facility:** College has appointed visiting counselor for students and staff members. Students and mentors are requested to take the benefit of this facility. Counselor is available in campus twice a week.

iii. **Biometric Attendance facility:** Every staff member is required to register the fingerprint in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave.

iv. **Uniform:** The teaching faculty, non-teaching staff and student community must wear uniform on every Monday, Wednesday and Friday and whenever announced for special days. If any particular student or staff member is found not wearing uniform, disciplinary action is taken against him/ her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.

v. **I-Card Policy**: The teaching faculty, non-teaching staff and student community must wear I-Card every day. If anyone is found without I-card, disciplinary action is taken against him/ her. Initially verbal warning will be given and if repeated incidences occur written letter is issued to him/ her. I – Card registration is available in office.

vi. **Examination Duties:** All teaching staff will be allotted Supervision duties for university and departmental examination.

- Senior Supervisor: Teaching faculties who have five or more years of teaching experience are usually appointed. Every senior supervisor must monitor at least five examination sessions.

- Junior Supervisor: All graduate employees are eligible to act as junior supervisors. He/she must supervise minimum of three sessions and maximum seven sessions.

- Examiner ship for University Exams: No extra payment or compensatory leave [in lieu of duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.

16 – Benefits and Incentives

1. **Honorarium** means payment granted to the teachers as remuneration for special work or work of an occasional nature.

2. **Employees Incentive:** Employee receives incentives in the form of additional increments every year depending upon the students' feedback and performance appraisal results.

3. **Faculty Promotion:** faculty is promoted to higher cadre depending upon their capability and initiative.

4. **Medical benefits and Allowances:** All employees avail the facilities provided by a doctor on campus who is present during the working hours and is also available on call during emergencies. The medical officer keeps personal medical records of all employees and offers medical check-up and medical assistance.

5. **Consultancy Assignments:** Faculty of the colleges is encouraged to accept consultancies, direct projects, register patents, R and D Products and technology transfers as a part of their academic duties. This would help the society at large to benefit from the professional inputs by the academic community and contribute directly to societal development.UniversityGrantsCommissionshouldalsolaydowndetailedguidelines for carrying out consultancy work since this would help transparency and uniformity in such work. Amount received is shared in the ratio of 70:30 between the teacher and the institution respectively.

6. **Contributory Provident Fund:** Contributory Provident Fund Scheme is made available to all eligible employees from 1st day of joining.

17 – Travelling Allowance/ Dearness Allowance Policy

1. **Conveyance:**

i. **Local Conveyance -** Staff members traveling within the city for official work are eligible for compensation according to following table-

Type	Rs. Per Km	Eligibility
Two-Wheeler	05.00	All Staff
Four-Wheeler Petrol	12.00	Head of Dept. with at least two other members or Group of at least three staff members. All Staff, if carrying heavy Material
Four-Wheeler Diesel	09.00	
Four-Wheeler CNG	07.00	
Four-Wheeler Electrical	05.00	
Auto	At Actual	Head of Dept. with at least two other members or Group of at least three staff members. All Staff, if carrying heavy Material.

ii. **Out station conveyance –** At actual for all staff. If Head of the Department with at least two other staff members or minimum three staff members are traveling, they can hire a taxi for such travel.

iii. **Journey:**

• Technical Staff and Non-teaching staff - Ordinary Sleeper class/ Bus, subject to production of tickets.

• Teaching staff – Associate Professor, Assistant professors, Head of the Department – III tire AC train or Luxury bus subject to production of tickets for proof.

• Principal / Professor - For short-distance-AC car/ AC chair car. For long distance II tire AC train or flight.

• Staff members must clear all Travel Allowance claims within 48 hours after completion of the tour. They must submit the visit report to HoD / Principal.

iv. **Accommodation -** Staff members can avail outstation accommodation facility as per requirement and approved by Institute.

18 – Deputation for Higher Education Policy

1. **Deputations for Post Graduate Studies:**

- Staff members having Post Graduate qualification are encouraged to pursue PhD qualification.

- Staff members who have put in at least three years of continuous service at NESNGI and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions.

- The grant of such request is considered depending upon merit of the case as judged by HoD, Principal and the Campus Director. HoD extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc.

- Such support however is available to staff member for the specified minimum tenure of the PG course, and it is expected that staff member completes the PG in this tenure only.

- The staff member is required to sign a legal bond, before starting of PG course. The staff member has to serve NESNGI for a period of 3 (Three) years after completion of PG course.

2. **Deputation for Ph.D. Work:**

- Staff members having PG qualification are encouraged to pursue PhD qualification. Faculty members who have put in at least three years of continuous service at NESNGI and whose performance is satisfactory, can request management to depute them for completing PhD from recognized institutions. Such request is granted considering merit of the case as judged by HoD, Principal and the Director.

- For self- sponsored staff members doing PhD at IITs, the entire expenses towards completion of PhD are borne by staff member.

- The staff member is required to sign a legal bond, before starting of PhD course. The staff member has to serve NESNGI for a period of 3 (Three) years after completion of PhD.

19 – Research and Development Policy

The objective of research and development initiatives undertaken by NESNGI is to motivate student and faculty members to undertake and to promote research and innovation with a strong impact of engineering education on society and industries. To accomplish high quality research activities following policies has been undertaken. A research development cell has been established. This cell will prepare and implement the documents for growth of research and development activities within the Institute.

2. **Establishment of Research and Development (R and D) cell:** The IIC comprises of the following members

   - Principal - Chairman R and D - Coordinator
   - Members – Senior Faculty members, nominated by the Principal.
   - Nominee from the Industry
   - Nominee from the University
   - Nominee from Network Institution.

3. **Responsibilities:** Following are the main responsibilities of IIC

   - To identify Research focus/ Thrust areas for innovation and research for various departments.
   - To motivate faculty members and students to conduct high quality research in their area of expertise.
   - To conduct Institute's research and development training activities.
   - To review and monitor achievements under the Research and Development.
   - To write and publish papers in reputed national and international journal indexed in Web of Science, Scopus etc.
   - To motivate faculty members to participate in various national and international conferences at reputed Institutes.
   - To motivate faculty members to submit research proposals at the University, AICTE, ICMR, DST, BIRAC and other funding agencies.
   - Try to collaborate NESNGI with leading research Institutes at national and international levels. Initiatives like joint international conference, workshops and research papers can also be undertaken to improve overall research culture at

university.

- To help students to complete research projects and participate in various research activities at National and International level.

- To improve consultancy and R and D activities at Institute.

- To create awareness about ethics of research and publications in faculty members and students.

4. **Meeting Schedule:** The meetings of IIC are scheduled at least three times each semester as at the start of semester, in middle of semester and at the end of semester. All members will be informed the dates of scheduled meeting and also dates of additional meetings if required.

5. **Policies for Research and Developments**

i. **Paper Publication Policies:**

- Faculty should publish papers in only in reputed refereed journals which are indexed in UGC, WoS, SCI, SCOPUS and other good databases (List may be available at Department).

- Professors and Associate Professors should publish at-least two papers in a year in reputed refereed journals. Assistant Professors should publish at-least one paper in a year in reputed refereed journals.

- UG Students shall also be encouraged to publish papers in reputed refereed journals.

ii. **Policies for participation in National and International Conferences:** Institute will provide financial support for faculty to participate in National and International conferences as per rules of Institute. Following are some important conditions for this.

- Financial support will be provided every year for maximum two faculties as per seniority and research credentials. The number of faculties may increase depending on the total funding required in that year.

- Each faculty will get the financial support once in three years in rotation.

- Conference should be hosted by reputed Institute.

- Conference proceedings must have valid ISBN, or it must be published in a journal with ISSN number.

ix. Registration fees maximum up-to Rs. 10,000/- will be sanctioned for national and international conferences in India.

x.   For international conferences outside India half registration fees will be sanctioned.

xi.   The department wise selective UG students may also be avail financial support for attending conferences. The criteria for selection of students and amount of financial support for attending conferences will be decided by the IIC.

xii. Institute will provide financial support to the department wise PG students for attending conferences. The criteria for selection of students and amount of financial support for attending conferences will be decided by the IIC.

iv. Presidential Research Project Grant scheme (PRPGS):

- Institute provides funds to faculty for research projects under PRPGS. IIC will evaluate faculty projects. Faculty will get funds maximum up-to Rs. 50,000/-. The limit may exceed depending on quality of projects.

- Institute provides funds to final year UG and PG research projects under PRPGS. IIC will form a committee to evaluate students' projects at various departments. Student groups will get funds maximum up-to Rs. 20,000/-. The limit may exceed depending on quality of projects.

v.   Patents: Receiving patent for one's research work is one of the most important factors denoting the quality of research.

- Full financial and legal assistance shall be provided to those who are interested in registering the patent.

- The patent shall irrevocably be registered in the name of NESNIP with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the Institute and the researcher.

- If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the Institute. If patent is filed by Institute, then 100% expenses are borne by Institute. If filed jointly then 100% expenses are borne by Institute and Individual.

20 – Purchase Policy

The staff members have to follow the defined purchase procedure as below:

i. Requisition (indent) for the required item/ consumables/ material should be raised by the staff/lab

inchargeandsubmittedtotheHeadofDepartmentforscrutinyandapprovalfromtheprincipal.

ii. Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by the Management.

iii. The approved indent will be sent to Stores through HoD and Principal for calling quotations from various vendors.

iv. The indenter will select best three quotations with the help of stores Department and will prepare comparative statement and forward the same to the HoD. and Principal. The purchase order will then be prepared. The purchase order, indent, 3 quotations, comparison statement, budget sanction document will be forwarded to the principal for signature. The same bunch will be sent for approval of Campus Director. After the approval only the Purchase order will be sent to the supplier.

v. Once the material is received at Stores, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Dead Stock Register.

vi. Stores will receive the material, duly checking with the help of the indenter and issue the material to the concerned person. The invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment. Without passing remarks by Stores Department, Account Department will not process for payment and the payment to supplier will be delayed.

vii. In case of urgent requirement of consumables/ small items, the same may be procured verballyinconsultationwithPrincipal,HeadoftheDepartmentandStoresandthenfollowall the above procedures.

viii. While passing Invoice, following documents in original are compulsory

- Purchase Order
- Invoice
- Delivery Challan

a) Comparative Report

b) Budget Report

- Quotation
- GRN Report