



CSMSS
CHH SHAHU COLLEGE OF ENGINEERING
Chhatrapati Sambhajnagar (Aurangabad) - 431011.

Code of Conduct

	Vision Mission Core Values	
1	CONDUCT AND DISCIPLINE 1.1 Code of Conduct for Employee 1.2 Code of Professional Ethics 1.3 Code of Conduct for Students	
2	DUTIES AND RESPONSIBILITIES 2.1 Duties and Responsibilities <ul style="list-style-type: none">➤ Duties➤ Working Hours➤ Holidays➤ Punctuality	

	<p>2.2 Roles and Responsibilities of Employees</p> <ul style="list-style-type: none"> ➤ Roles and Responsibilities of Employees in the Administration Office ➤ Establishment section ➤ Accounts section ➤ Student Section ➤ Examination section ➤ Scholarship section ➤ Inward/Outward Section ➤ Purchase and Store Section <p>2.3 Roles and Responsibilities of Staff in the Administration Office</p> <ul style="list-style-type: none"> A) Principal B) Registrar/ Office Superintendent (Head of all non-teaching staff) C) Senior Clerk D) Accountant E) Junior Clerk and Equivalent Cadres F) Inward-Outward Clerk G) Librarian/Assistant Librarian H) Physical Director <p>2.4 Roles and Responsibilities of Staff in Department</p> <ul style="list-style-type: none"> A) Head of Department B) Guardian Faculty Scheme (Mentor-Mentee) C) Teacher D) Laboratory In-charge E) Laboratory Assistant F) Laboratory Attendant / Peon G) Role and Responsibilities of Workshop Staff 	
--	--	--



CSMSS
Chhatrapati Shahu Maharaj Shikshan Sanstha's
CHH. SHAHU COLLEGE OF ENGINEERING

Kanchanwadi, Paithan Road, Aurangabad, 431 011
Ph. No. : (0240) 2646373, 9922668199, 2646350 Fax: (0240) 2646222
Website: www.csmssengg.org



Approved by AICTE New Delhi, DTE (Govt. of Maharashtra) and affiliated to Dr. BATU, Lonere (Raigad). **DTE Code: 2533**

VISION:

To be an institution of repute through a multidisciplinary educational approach to develop the next generation of competent technocrats for industry and society.

MISSIONS:

M1	Developing student-centric educational practices for curriculum delivery and assessment.
M2	Imparting entrepreneurial and employability skills among students through value-based and skill-based training in collaboration with industry and academia.
M3	Inculcating social and professional values among students through awareness and outreach activities.
M4	Providing an environment for innovation and research through various interdisciplinary activities.

CORE VALUES

- **Leadership and cultural heritage**
- **Honesty and Integrity**
- **Freedom of thought and Expression**
- **Excellence**
- **Accountability and Transparency**
- **Encouragement**
- **Social Responsibility**

- **LEADERSHIP AND CULTURAL HERITAGE**

Chhatrapati Shahu Maharaj Shikshan Santha (CSMSS), was established in 1986, for the noble cause of education in the name of Chhatrapati Shahu Maharaj. He was the first Maharaja of the princely state of Kolhapur and a great social reformer. He was an invaluable gem in the history of Maharashtra. He worked tirelessly for the cause of the lower caste subjects. Primary education to all regardless of caste and creed was one of his most significant priorities. In our Institute we follow the noble practices established by the great leader. We are blessed to have a leadership and a rich cultural heritage which is focused on the noble cause of Quality Education.

- **HONESTY & INTEGRITY**

The foreword of our society is “**Excellence comes to humans through education only**”. Keeping this in mind we are primarily focused on promoting the highest standards of trustworthiness and honesty to guarantee that all members of the community recognize the intrinsic advantages of living these beliefs and to ensure that academic execution is assessed dependably and compensated reasonably. We are committed to practices that are fair, honest and objective in dealing with students, faculty members, staff and stakeholders at all levels of the Institution.

- **FREEDOM OF THOUGHT AND EXPRESSION**

Fundamental freedom is a very important aspect of our democracy and is carefully guarded by citizens and the court. We in our institute believe that access to free expression is vital both to support the development process and as a development goal in its own right. We believe that freedom of thought and expression is necessary, as without this overall development of the individual cannot be completed. Everybody is valued and judged given their commitments and execution instead of their gender, race, religion, physical capacities, or financial condition. Commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility and trust.

- **EXCELLENCE**

At our Institute we endeavour to create and seek higher benchmarks by exhibiting quality in staffing, facilities, activities, and services by promoting continuous improvement. Encourage

interdepartmental collaboration, creativity, innovation, and risk-taking among students as well as faculty members. If we are to both remain relevant and attract the highest calibre of students, faculty, and staff, we must ensure that our community is inclusive and open to all viewpoints. A culture of excellence must pervade the institution in both academic and non-academic areas.

- **ACCOUNTABILITY AND TRANSPARENCY**

We are engaged towards developing an atmosphere where every member takes responsibility for personal and professional growth and development. We continuously assess and enhance our policies, establish and impart characterized and explained objectives and targets, and ensure that our work increases the value of the college and society. We believe in having complete transparency at all levels of the hierarchy to promote a healthier working atmosphere for all.

- **ENCOURAGEMENT**

Encouragement is provided for critical and qualitative thinking, effective communication, ethical decision making and social obligation in our students. Motivating your employees is vital to any business and we believe in the value of positive motivation and encouragement. A motivated workforce means a highly productive staff, all of which will help you achieve your organizational goals and vision, and for that we as an institute work in the direction of a motivated environment for staff and students.

- **SOCIAL RESPONSIBILITY**

We are focused on promoting a sense of social responsibility in students by involving them in various social activities. This helps in creating awareness about the latest and important social issues in individuals and gives them a broader perspective of understanding the causes and possible solutions related to various social issues.

1. CONDUCT and DISCIPLINE

1.1 Code of Conduct for Employee

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing unbecoming of an employee of an educational institution. Every employee shall abide by and comply with the rules and regulations of the institute and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in the course of his/her duties.
4. Every employee shall endeavour to promote the interest of the institute and shall not act in any manner prejudicial thereto.
5. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character social clause the employee shall obtain prior permission of the authority.
6. An employee of the institute shall strictly prohibit intoxicating drinks or drugs during his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
7. Obligation to maintain secrecy: Every employee shall maintain strict secrecy regarding the institute's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the institute's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
8. No employee of the institute shall enter into any partnership, or accept any fees, (endowment) or commission whatsoever from any party other than the institute, except with the prior permission of the authority.

Faculty Rights and Obligations

1. Expression

Employees have the right to express themselves within their work areas as long as the expression does not disrupt the vision, mission, values and objectives of the institute.

2. Professional development

Employees have the right to seek training and additional work-related skills. The institute will pursue training and staff development strategies within its resources.

3. Problem Resolution

Employees have access to problem resolution in the procedure. Such disputes are contained in various appropriate policy documents available.

4. Safety

Employees have the right to a safe and healthy workplace and to be informed of any hazardous working conditions.

5. Civility

Employees have the right to be treated with civility by all authorities, colleagues and subordinates. The institute will pursue available strategies within its resources for reducing tensions that may cause incivility.

6. Freedom from violence

Employees have the right to be protected from violent behaviour. Violent behaviour toward faculty, staff, students, or visitors to the institute is neither excused nor acceptable. Such behaviour may provide immediate grounds for dismissal for cause and legal action.

7. Freedom from sexual harassment

The employee has the right to work without sexual harassment. The Institute frequently educate its staff about the procedures used to protect accused and accusers.

8. Freedom from discrimination

The employee has the right to be treated without bias. The institute has the responsibility to treat with equal concern and fairness all persons without regard to their race, colour, religion, creed, gender, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by central, state or local laws.

1.2 Code of Professional Ethics

Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself following the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideal of education which has already been set for which he/she should seek to inculcate among the students must be his/her ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament.

A) Teachers should

1. Adhere to a responsible pattern of conduct and conduct expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinions by participating in professional meetings, seminars, conferences etc. towards the contribution of knowledge.

5. Maintain active membership in professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar research and allied work thoroughly and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the institute and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and institute examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community service.

B) Teachers and the Students

1. Respect the rights and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students' scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a hurtful manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Help students to develop an understanding of our national heritage and national goals and ethics, human values and a sense of social responsibility among students.
10. Refrain from inciting students against other students, colleagues or administration.

C) Teachers and Institute

1. Teachers should treat other members of the profession in the same manner as they wish to be treated.
2. Teachers should speak respectfully of other teachers and render assistance for professional betterment.
3. Teachers should refrain from lodging unsubstantiated allegations against colleagues to higher authorities
4. Teacher should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

D) Teachers and Non-Teaching Staff

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within the educational institution.
2. Teachers should help in the function of joint staff councils covering both teachers and non-teaching staff.

E) Teachers and Guardians

Teachers should try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians and their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

F) Teachers and Society

1. Teachers should recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Teachers should work to improve education in the community and strengthen the community's moral and intellectual life.
3. Teachers should be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Teachers should perform the duties of citizenship, participate in community activities and shoulder the responsibilities of public offices.
5. Teachers should refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

G) Teachers and Authorities

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating their steps through their own institutional bodies and/or professional organizations for change of any such rule harmful to the professional interest.
2. Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand.
3. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
4. Co-operate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
5. Should adhere to the conditions of service.

6. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.

1.3 Code of Conduct for Students

➤ DISCIPLINE

- The student must follow the disciplinary rules and regulations of the institute given time to time.
- Any act of misbehaviour or indiscipline by any student will attract strict action.
- Damage to institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing of waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in the parking zone only. Any student found breaking the rule will be punished.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- Disciplinary action will be initiated against students indulging in eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All educational tours or industrial visits shall be accompanied by the faculty members after obtaining the necessary undertaking from the Parents of the students and with the written consent of the authority.
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college or hostels.
- Any case of criminal activity or violation of law and order on the college campus will be reported to the police.

➤ I-CARD

- Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations.
- The student should take his /her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- The student should carry an identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the institute.

- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I-Card the reader may be refused the use of the Home Lending facility.
- If a student has lost a library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

➤ **HUMAN VALUES**

- Be carefully honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring at all times.

➤ **DRESS CODE**

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students are expected to wear college uniform regularly.

➤ **MOBILE PHONE**

- The student should switch off their mobile phones while in the classroom, laboratory, library etc.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communication, valuables and other belongings are at students' risk.

➤ **RAGGING**

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN RAGGING AS PER THE DIRECTIONS OF THE HON'BLE SUPREME COURT OF INDIA.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

If any student is found in the case of ragging, the following action(s) will be against the student.

- Cancellation of admission and also debarred from taking admission to any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.

- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/expulsion from the institution.
- Collective punishment if a larger number of students are involved in the act of ragging.
- An FIR filed without any exception with the local police station.

➤ **ATTENDANCE**

- Students should be regular in attendance for all sessions during the day.
- Students should have at least 75% attendance in the lectures and laboratory hours of every subject.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report the sickness to the class teacher/ head of the department.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be harmful to the overall performance and results of the student.
- Leave travel concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations only.
- The student should complete all the practical and Term work such as Journals, Assignments and Projects within the specified time.

➤ **EXAMINATION**

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by the flying squad of Dr. Babasaheb Ambedkar Technological University, the action against the student will be raised.
- Candidates should not communicate, transfer and pass on any cheating/copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.

➤ **GENERAL**

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.

2. DUTIES & RESPONSIBILITIES

2.1 Duties and Responsibilities

➤ Duties

1. Faculty members are expected to conduct *classes* properly as required by the course assigned.
2. They should *inform* students of program outcomes course objectives, requirements, and schedules and deal with student papers and examinations in a timely manner.
3. Faculty members are expected to hold office hours for consultation on coursework and advising students.
4. A faculty member who needs to be absent from a *class* due *to illness* or other due cause should try to make arrangements for alternative instruction or inform the head of the department to arrange for timely notification of students.
5. Faculty members are expected to take up other *responsibilities* as required.
6. Faculty members are expected *to participate* in the decision-making, *curriculum* development, and assessment processes of the department and the Institute.
7. Although faculty members have a primary *responsibility* to their department, they are also members of a larger collegian community and should make every effort to work cooperatively with members of other departments and with the administrators of the institute respecting appropriate deadlines established by various committees in charge.

In order to assist faculty members in the performance of their duties, the institute provides the facilities and services listed below.

1. Office space, Teaching aids (ICT)
2. Computer services
3. Identification cards
4. Official stationery
5. Postage for official correspondence
6. Library

➤ Working Hours

1. Total number of working hours per week at the institute to be observed by the employees as per *instructions/* decisions as may be regulated by the institute to suit the duties entrusted to an employee.
2. Direct teaching hours for the faculty members shall be as decided by the institute from time to time.

3. Employees of the institute shall not, at any time, absent themselves, without the permission of the competent authority of the institutes.
4. Each employee of the Institute is expected to maintain punctuality in attendance. Habitual late attendance will render him/ her liable to disciplinary action.
5. Every employee should be available at CSMSS CSCOE during the working hours of the institutes, also outside the office working hours if the needs of urgent work.

Sr No	Activities	Time (Monday to Saturday)
1	Academics	10.00 am to 5.30 pm
2	Academics lunch break	12.15 pm to 1.00 pm
3	Academics small break	3.00 pm to 3.15 pm
4	Administrative/ student section/ store	9.30 am to 5.30 pm
Change in time may adopted for the benefit of students and staff or considering the institute events.		

➤ **Holidays**

Holidays given in the university academic calendar by the affiliating university and holidays declared by the local authorities are followed as it is. The national holidays and festivals are observed at the institute as decided by the Government authorities for every calendar year. Employees working on holiday are entitled to compensatory off.

➤ **Punctuality**

1. Faculty and administrative staff under all circumstances, absolutely without any exception report to the office either before time or, at the very latest, on time
2. Faculty without exception must be ready for class exactly as per the schedule in their classroom
3. Faculty shall not leave premises for any reason whatsoever without previous permission of the Principal.
4. No one shall leave the premises before the closure of the office on any working day.
5. All students without exception shall enter the classroom and be seated at the time scheduled for the start of the class.
6. Attendance shall be taken before the commencement of the class
7. Absentees should be marked absent. Attendance sheets should be collected by the administration within ten minutes of the commencement of the class.
8. The attendance record of each day shall be seen by the Principal /Admin Officer. The attendance is displayed at the end of each month on the notice board.

2.2 Roles and Responsibilities of Employees

This chapter sets out the roles, rights and obligations of everyone serving as employees of CSMSS CSCOE and establishes the standards of behaviours required to operate in their concerned position. The roles and responsibilities have been classified under two broad categories namely:

1. Roles and responsibilities of staff in the administration office
2. Roles and responsibilities of staff in departments

➤ Roles and Responsibilities of various sections in the Administration Office

➤ Establishment section

1. To prepare and regularly update teaching & staff lists in prescribed formats.
2. Follow up and maintenance of records of new recruitments/appointments.
3. Maintenance & record keeping of the communication of human resource-related issues with the competent authority.
4. Processing of leave applications and maintenance of leave records.
5. Preparation, maintenance and verification of staff attendance registers before release of monthly salary.
6. Processing of regular increments, internal promotions, and transfers if any.
7. Maintenance and updating of service books.
8. Maintenance and updating personal files of each employee.
9. Maintenance of biometric attendance record.
10. Providing relevant information/data for the preparation of various mandatory reports to be submitted to competent authorities.
11. Processing of termination of services of employees appointed on an ad-hoc/temporary basis by the end of the term.
12. Processing for re-appointments, and new appointments.
13. Preparation of rosters, and their approval from the university and state govt.
14. Handling staff selection process as per norms, issue of appointment orders, record of joining reports etc.
15. Handling relevant queries of employees and providing necessary classification and support.
16. Preparation of various mandatory reports for submission to the University, AICTE, AISHE, and any other related authority.
17. Preparing various mandatory committee reports like University/Board
18. Sanction of Leave/issue of orders and related Correspondence.
19. Maintain a record of all kinds of leave.

➤ ACCOUNTS SECTION

1. Collection of fees from students, maintaining records of fees collected from admitted students.
2. Refund of fees to year-down students after declaration of result or cancellation of admission. Any other refund of fees as applicable after necessary verification.

3. Follow-up through notifications for receipt of fees from defaulters if any.
4. To process routine daily, and weekly expenditures for sanction, approvals, and payments.
5. To prepare periodic Receipts and Payment statements (Preferably monthly), outstanding payment
To be made as well as amount receivable statements.
6. Preparation and release of monthly salary and other mandatory payments (TDS, Provident funds, Professional Tax etc.)
7. Payments to other parties.
8. Preparation of balance sheets, income & expenditure statements, other reports and their audits from competent authorities.
9. Preparation of annual budgets, periodic follow-up and control.
10. Preparation & submission of fee proposal to Fees Regulating Authority.
- 11 Providing necessary information, and data in required formats and assisting in the preparation of various mandatory reports for submission to the University, DTE, AICTE, Fees Regulating Authority, Admission Regulating Authority and any other related authority.
12. Liaison with offices such as Provident Fund Income Tax Chartered accountants, etc.
13. Liaison with Departments, Hostels, Library, T&P cells & other sections.
14. Verification and timely clearances of advances received from the University and other agencies if any.
15. All other related matters deemed fit as per provisions, norms, rules and regulations related to the effective financial working of the Institute.

Procedures

Entries of Students-

1. The student section provides an admitted students list or roll call list to the account section for booking students' fees to their system.
2. Enroll Students as per roll call of new year admitted students in a database for fee collection
3. The student should pay their fees to the account section cashier via UPI, Account transfer, etc. at the time of submitting the admission form.

Expenditure Certificate

1. The student should apply for an expenditure certificate in the prescribed form and submit the form to the account section
2. After submitting the form account section will make an entry into the expenditure certificate register.
3. The account Section will provide the expenditure certificate within 3 working days from the date of application submitted.

➤ STUDENT SECTION

1. Processing of admissions to respective years for Degree (FY to B.Tech).
2. Preparation of provisional admission roll call list.
3. Preparation of updated roll call lists after the declaration of University exam results (Examination section shall provide relevant information after University exam result analysis such as year down students and eligibility of earlier fail students).
4. Preparation and issue of relevant certificates.
5. Processing of forms and maintenance of records.
6. To prepare and distribute identity cards to the newly admitted students and staff.
7. Display of notifications for information to the students, and its follows up.
8. Providing information in prescribed formats to the University, DTE, AICTE, Fees Regulating Authority, Admission Regulating Authority or any other competent authorities as per requirement.
9. Handling queries of students & parents and providing necessary clarifications, help & support.
10. Issue No Objection Certificate.
11. Issue of bonafide certificate, travelling concession.
12. Liaison with the Principal, HODs, TPO, Librarian, and Rectors providing timely information, data, records, etc.
13. Coordinate postal correspondence with parents/students regarding attendance reports, Performance reports, Detention etc. in association with respective departments.
14. Maintenance of fee receipt records and necessary follow-up, notification for defaulters. Maintenance and updating of admission registers.

➤ Procedure - Enrollment of Student

All the procedures regarding admission will be done through the guidelines of apex bodies.

1. The student's section follows all the processes given by the Apex bodies regarding admission like- DTE, ARA, and CET.
2. After the completion of the admission process student, section will clear the document verification process from DTE.
3. The student section will prepare the notice and schedule the admission form filling of all newly admitted students and collect their admission forms
4. The student section will prepare the provisional roll call list for the newly admitted students based on the admission form
5. All the provisional roll call lists will be provided to the department which will prepare the schedule of enrollment of the newly admitted students as per the guidelines of affiliating Universities and approve their enrollment through the institute login
6. The student section will prepare the schedule of enrollment of the newly admitted students as per the guidelines of affiliating Universities and approve their enrollment through the Institute login.

7. Based on University enrollment, the final roll call of newly admitted students will be prepared and distributed to the respective departments.
8. The student section will provide identity cards to all admitted students.

Certificate-Student Section

1. The certificates like bonafide certificates, and leaving certificates. Transfer certificates, bus travelling concession forms MSRTC, and any other certificates are provided to the students from this section.

Procedure

1. The student will apply through the application with all respective documents for the required certificate.
2. The student will pay the fees according to the certificate in the account section, if any.
3. The student will submit the application form to the respective person in the student section
4. The Student section will provide the required certificate within a working day after the request is submitted.
5. The student section concerned person makes all entries into the register and keeps records.
6. The student section will provide the mark sheets, and final degree/diploma certificates to the students after completing their No Dues Form along with the required document.

➤ EXAMINATION SECTION

1. Preparing examination notices and displaying exam-related information on the notice boards and the institute's website.
2. Issue & receipts related to examination forms, verification and submission to the University.
3. Receipts of revaluation forms and communication of moderated results to the department.
4. Correspondence and maintenance of records related to university examinations (theory, practical, Oral etc.) including stationary, Answer books, and question papers. Etc.
5. Administrative assistance for the conduction of university examination, preparation, maintenance and submission of all related records to the university.
6. Adjustment of examination duties.
7. To receive/upload all related notifications from the university, necessary follow-up, processing, records and control of all matters related to the examination. Strict adherence to the rules, regulations, and norms.
8. Monitoring of internal examination and submission of theory & term-work, practical, examination marks to university. Liaison with respective departments.
9. Record of expenditure and clearance of accounts related to examination.
10. Maintenance of all information data, and records, related to the examination.
11. Display timely notifications to the students related to internal and external university examinations.
12. Preparation & issue of Hall tickets.
13. Proper maintenance of online records.

➤ **SCHOLARSHIP SECTION**

1. To inform students belonging to reserved categories through notices about the government's free- ships and scholarship schemes.
2. To display the list of documents required by financial support agencies and sources of procuring such documents.
3. To assist students seeking financial support by providing requisite documents.
4. A calendar for applications for financial support shall be prepared well in advance and displayed.
5. Approval of scholarship form and forwarding to concern govt. Authority for further processing.

➤ **Procedure**

The CSMSS Chh Shahu College of Engineering provides all types of Governmental and Non-Governmental Scholarships per the schedule and guidelines of the apex bodies.

Students benefit from this scholarship as per the following procedure-

1. The respective section will notify the students about the schedule of various schemes by notifications on notice boards.
2. Students will fill out the application form through the instructions given in the notifications
3. The student will apply online to the prescribed scholarship portal.
4. The scholarship section verifies all the documents through their institute's login and forwards the application to the DBT.
5. After the approval of the DBT office scholarship amount will be deposited directly to the student's bank account.
6. After completing all the processes scholarship section will prepare all the records of scholarship-benefitted students authenticated by the Principal

➤ **Inward/Outward Section**

1. Maintain inward/outward registers daily.
2. Accepting Letters received from various offices.
3. Distribution of inward letters to various departments.
4. Telephone/Mobile bills correspondence.
5. Day to day Dispatch work.
6. Maintenance of stamp account register.

➤ **Purchase and Store Section**

The guidelines here intend to regulate the purchase and hiring processes (AMC) of store consumables and services and bring uniformity to the institute. The finance and account officer, Principal, and administrative authority can purchase the items directly following all norms:

The objectives are:

1. To ensure the timely purchase of materials in the right quantity and desired quality.
2. To secure the materials at the least possible cost.
3. To ensure optimum utilization of all items of purchases.
4. To adhere to budget allocations under respective heads of purchase.
5. To maintain and regularly update central dead stock registers.
6. Periodically verify & check departmental dead stock registers.
7. Receiving department requirements for equipment, tools, spares & consumables, stationery, etc. obtain administrative approval for necessary purchases based on budget provisions.

General Procedures

1. The Head of the institute plans out the requirements well in advance in budgetary requirement indents indicating details of specifications, quantities, approximate value as well as the expected time for receipt of the items. The department can also indicate the leading suppliers/brands of the material to be purchased if it is considered necessary.
2. Purchase of goods may be made the calling quotations for specific requirements. The comparison of the quotation will be done by the central purchase department and finalize the purchase order.
3. It would be mandatory to check the lowest cost of the store/ service, arrived at by the purchase officer, before it is put for approval/ finalization of the purchase order to the competent authority, under delegation of financial powers.
4. The Purchase officer will keep track of the materials ordered and take appropriate follow-up action to ensure that the materials are obtained in the prescribed time.
5. While receiving the materials, records should be kept in gate passes and the concerned department /Staff should certify that the material has been received in good condition and as per the specification.
6. Forward the copy of the bill certified to the purchase officer who in turn will forward the same to the accounts section who will take necessary steps for the release of payment once the store process is completed.
7. The materials so received should be entered in the stock register by the designated store officer and a certificate to this effect should be kept securely with the bill & certificate in store.
- 5 The material received at the college central store will be recorded with the goods receipt number and then issued as per requirements.
6. In case of rejection of supplies received, the supplier should be informed promptly about the rejection.
7. Supplies of perishable nature, such as photo films, photo paper, poster colours etc. with dated - usage, should be purchased in limited quantities which can be utilized before the expiry date in order to ensure that such supplies are not allowed to result in "waste".
8. All purchases are subject to approved budget provisions.

Purchase of items related to Academics:

1. The Principal office shall collect the purchase requirements by informing the purchase coordinator.
2. The purchasing coordinator shall circulate the circular to all the departments.
3. The department head shall call a meeting of the subordinates for purchase activities in the department and shall ask them to submit the requirements.
4. The subordinates shall submit details of requirements with necessary specifications.
5. The department head shall discuss those needs with subordinate/s for purchase and shall finalize the purchase after proper justification and satisfaction.
6. The department head shall forward category-wise requirements, to the purchase coordinator.
7. The purchase coordinator shall compile the information and shall submit it to the Principal.
8. The Principal shall refer the sanctioned budget to each of the department.
9. The agenda may be discussed in the CDC/LMC meeting.
10. The Principal shall submit details to management and take formal approval for initiating a purchase.
11. The purchasing coordinator shall call vendors for the quotation details and negotiations.
12. The principal shall inform the purchase coordinator to finalise the part of the purchase.
13. After receiving the purchased item at the central store, it will be handed over to the respective department/unit and relevant documentation will be done.
14. The purchasing coordinator shall forward the invoices/bills to the accounting department.
15. The accounting department shall verify the bills.
16. When bills are verified, the accounting department shall submit them to the Principal for sanctioning and payment process.

College Store Procedure

1. The applicant first fills out the submitted form of the store for the required material. The applicant will take all the permissions of respective authorities.
2. The applicant will take all the permissions of respective authorities.
3. After the approval of the form, it will be submitted to the storekeeper and then the required material from the store.
4. The storekeeper makes entries of issuing material in the register.
5. For any institute-level program concern departments faculty/staff will submit a written request with the approval of the Principal for required material and submit it to the storekeeper. The storekeeper will issue the material, and after the end of the program, all material will return to the storekeeper.

Sale and disposal of Assets/ Stores

1. The items to be declared obsolete, or unserviceable shall be examined by a committee at appropriated level to be appointed by the competent authority. The committee should examine the

conditions of Assets/Stores and record suitable reasons for declaring an Asset/Store item obsolete, or unserviceable.

2. An item may be declared obsolete if it is no longer required by the user department and a certificate to this effect shall be obtained from the user department.
3. The committee report shall be put forward by a competent authority for final approval.
4. The store will process for disposal/sale of obsolete items.
5. The release of articles sold or disposed of shall be supervised by a designated official of the college.
6. A copy of the sale accounts mentioned above, may also be endorsed to the accounts section.
7. The disposed obsolete items will be removed from the stock register with the remark.

2.3. Roles and Responsibilities of Staff in the Administration Office

A) Principal

1. Conduct all institute activities according to the affiliating University / DTE Maharashtra guidelines and AICTE.
2. Planning long-term, and short-term goals, and objectives of the institute in consultation and guidance of the management (LMC/CDC and GB).
3. Preparation of the development plan of the institute in accordance with the vision, mission, goals & objectives.
4. Identifying and planning for the sources of finance, financial provisions, and allocation of funds for budgeted expenditure among different heads. (Deciding fund allocation for departmental, academic activities, Research & Development, Infrastructural development, and various recurring & non-recurring expenditures.)
5. Planning, assigning and monitoring of duties, authorities and responsibilities to heads of the departments, faculties, administrative office staff and supporting staff.
6. Compliance with rules, regulations & norms of the University, DTE, State Government, AICTE and other statutory bodies.
7. Interaction and participation with the University and other statutory bodies in all related matters, requirements, procedures, correspondence & records.
8. Planning, developing, and guiding all activities to get all the courses accredited.
9. Planning and monitoring student welfare and discipline.
10. Transparency in implementing policies of the institute.
11. Creating an organizational climate that provides rewards and incentives for accomplishment.
12. Sharing responsibility to maximize ownership and accountability for the Institute's outcome.
13. Awareness about professional issues and sharing this information with appropriate groups.
14. Use of data-driven theories of management to benchmark the institute's performance indicators against exemplary practices outside the institute to support continuous improvement

15. Modeling the qualities of fairness, equity, integrity, and honesty in professional dealings with colleagues and supporting staff and students.
16. Understanding the resources available to the Institute and using them wisely for effective outcomes.
17. Understanding how to select, induct, develop, evaluate, and retain personnel who assist the institute in accomplishing its vision and mission
18. Providing appropriate and timely feedback to all concerned.
19. Developing and monitoring a safe institute plan, anticipating potential trouble spots and dealing with them in advance.
20. Guiding, monitoring & controlling the student curricular, co-curricular and extracurricular activities.
21. Planning to achieve excellent academic results & student performance.
22. Motivating, participating and contributing to achieve maximum placement of students
23. Motivating, participating and contributing in training students for higher studies and entrepreneur activities.
24. Networking with other institutes, professional bodies, research organizations, industries etc., for developmental work/activities.
25. Interacting with parents and alumni to influence the institute's growth.
26. Interacting with society, and social organizations for developmental and collaborative projects/activities etc.
27. Guiding and motivating teaching staff for preparation and submission of proposals to AICTE/DST/UGC and others for financial assistance schemes.
28. Conducting meetings with heads and staff for the day-to-day working of the institute for expected outcomes.
29. Coordinating with teachers, supporting staff and students.
30. Handling grievances of teachers, supporting staff and students.
31. Promoting innovations, R&D, testing & consultancy activities.
32. Ensuring that established laws, policies and procedures are in place and enforced equitably for all teachers, supporting staff and students.
33. To take measures to enhance the academic standard of the institute.
34. Recruitment, training, supervising, guiding, motivating and controlling the teaching and supporting staff.
35. Supervise, monitor & control routine administration of the institute
36. To act as a facilitator between staff and management.
37. Find pathways and opportunities for teachers and others to make the best contributions they are capable of making for themselves and to the institute.
38. Involving stakeholders in decisions affecting the institute.
39. Handling student discipline problems with a level of responsiveness appropriate to the severity of the problem.
40. To establish various committees for the efficient implementation of the policies.

B) Registrar/ Office Superintendent (Head of all non-teaching staff)

1. General supervision and control over the number of teaching staff as per the predefined processes.
2. To regulate the work and conduct of the staff following the Act, Statute, Ordinance, Rules and Regulations.
3. To assess and evaluate the performance of non-teaching staff and sections and take such measures as he/she deems fit to regulate and improve the working of the Institute.
4. The Registrar/ Office Superintendent shall be the custodian of the records, the common seal and other such property of the Institute as his charge Principal may commit to
5. To keep the minutes of all the meetings and records.
6. To deal with all statutory bodies like AICTE, DTE, University etc.
7. To watch over the work of institute affiliation, approval work, staff recognition and follow the procedure of appointment.
8. To issue warnings/ reprimands/ memos to the non-teaching employees subject to the approval of the Principal.
9. To bring the notice to the Principal any of the acts of the staff or the student, if prejudicial to the institute and/or is not in the interest of the institute.
10. To maintain the inquiry service for students, staff also for visitors to the institute regarding courses being conducted, examination and admission rules and other allied matters of an important nature.
11. To deal with matters of an important nature, with all other service matters of staff including leave and maintaining service records of all staff such as services book personal file etc.
12. **To issue all routine certificates to all stakeholders than experience certificates.**
13. To issue all routine certificates to students other than leaving certificate
14. To watch accounts, audit, assessment work of maintenance and other grants keep a check on accounts of the institute.
15. The Registrar/Office Superintendent shall exercise such other powers and perform such other duties as are prescribed by the Principal and Management.
16. He will have to do such other work as may be assigned by the Principal from time to time.

C) Senior Clerk

1. To handle all kinds of correspondence with the University such as,
 - (a) Payment of university fees as per norms well in time.
 - (b) Submission of information/data as & when required in prescribed formats.
 - (c) Approval of the appointments of faculty.
 - (d) Clearance of university examination accounts.

- (e) Verification and submission of examination forms, revaluation forms, eligibility forms, enrolment forms etc.
 - (f) Supervise University examinations at the Institute centre and correspondence.
 - (g) Any other work assigned by the superiors.
2. Preparation, verification and submissions of various reports to AICTE, D.T.E., University, ARA, FRA etc.
 - (a) Local Inquiry Committee visit reports.
 - (b) Staff Selection Committee reports (as per university procedure).
 - (c) Proposals for sanction of increase/variation in intake, additional courses to AICTE / DTE, Dr. Babasaheb Ambedkar Technological University, Lonere, etc.
 - (d) Mandatory disclosures.
 - (e) Shikshan Shulka Samiti Reports
 3. Approval of admissions of F.Y. Engg, and Direct admission of diploma holders to S.Y from Pravesh Niyantran Samitti and D.T.E
 4. Liaison with the departments regarding their queries, requirements, and data/information needed for the preparation of various reports.
 5. Handling student inquiries, complaints, grievances etc.
 6. To assist the Registrar/Office Superintendent in arranging local managing committee, governing body meetings, preparation of agenda, related documents/files, invitation to members, assistance in conduct of meetings, minutes of the meetings, action taken report preparation.
 7. To assist Registrar/Office Superintendent in supervising correspondence with the trust office, and submission of necessary information/data as & when required.

D) Accountant

1. To exercise general control over all financial transactions strictly following the Financial Rules and other administrative matters.
2. To inform periodically the financial position of the Institute to the management and the Principal, examine and ensure that code and financial norms are followed by the section or department.
3. To prepare and present budget estimates with the help of all heads of department.
4. To prepare the income and expenditure statements, maintain all accounts and get them audited.
5. To implement all financial transactions as per rules, Accounts code, statute Ordinance and rules and regulations made on that behalf and monitor the finances of the Institute as per directions of the Management and Principal and place before the committee the financial position of the Institute such as receipts, payments Government grants and balance from time to time.
6. To scrutinize all bills of expenditure before recommendations for payment. To watch the progress of the expenditure of fees grants etc.
7. To prepare bank reconciliation statements, budget and final accounts of funds.
8. Liaison with other offices such as Income Tax, Professional Tax, Provident Fund, etc.

9. To ensure various payments made from the Institute funds are within budget provision and with the sanction of competent authorities.
10. To ensure that non-revenue accounts appearing in the particular account of funds are reconciled.
11. To attend to audit queries and to reply to audit reports, to submit necessary statements of accounts.
12. To recover grants due to the University from outside bodies including the State and Central Govt.
13. To attend such other work assigned to him/her with the approval of the Principal.
14. To prepare periodic accounts of funds.
15. To prepare payment statements of all employees and accordingly proceed for the further transaction after getting verified by Registrar/Office Superintendent/ Principal.
16. To maintain books of accounts, payment registers, advances etc.
17. To attend to queries and all matters regarding Income Tax, Professional Tax, P.F., insurance.
18. To attend routine correspondence with the bank and other Department
19. To supervise the work of the accounts clerk and to pass the bill for payment as per relevant rules.
20. Any other work assigned by the superiors.

E) Junior Clerk and Equivalent Cadres

1. To prepare and maintain service book/new files-note-book, do copying work, rubber stamping and to attend to all types of administrative work.
2. To maintain different registers/records & forms etc.
3. To perform all duties concerning the smooth conduction of the University Exam.
4. To compile all work related to the student's scholarship.
5. To prepare routine letters/replies for approval where noting is not required and issue reminders.
6. To attend to the other work as may be assigned by the office superintendent /Registrar/Principal.
7. To maintain recodes of all types of leaves.
8. To issue Transcripts to students.
9. Any other work assigned by the superiors

F) Librarian/Assistant Librarian

1. Supervise budgeting, planning, and personnel activities of the library.
2. Every year at the end of the session he should collect the requirement of books of different authors as per the list of references from subject teachers.
3. Review and evaluate resource material, such as book reviews and catalogues, in order to select and order print, audio-visual, and electronic resources.

4. Code, classify, and catalogue books, publications, films, audio-visual aids, and other library materials based on subject matter or standard library classification systems.
5. Search standard reference materials, including online sources and the Internet, to answer patrons' reference questions.
6. Teach library patrons to search for information using databases.
7. Explain the use of library facilities, resources, equipment, and services, and provide information about library policies.
8. Keep records of circulation and materials.
9. Analyze patron requests to determine needed information, and assist in furnishing or locating that information.
10. Locate unusual or unique information in response to specific requests.
11. Direct and train library staff in duties such as receiving, shelving, researching, cataloguing, and equipment use.
12. Respond to customer complaints, taking action as necessary.
13. Organize collections of books, publications, documents, audio-visual aids, and other reference materials for convenient access.
14. Develop library policies and procedures.
15. Evaluate materials to determine outdated or unused items to be discarded.
16. Develop information access aids such as indexes.
17. Compile lists of books, and periodicals in a particular department.
18. Assemble and arrange display materials.
19. Compile lists of overdue materials, and notify borrowers that their materials are overdue.
20. Negotiate contracts for library services, materials, and equipment.
21. Provide input into the architectural planning of library facilities.
22. Collect and organize books, and other materials in specific fields, such as rare books, book bank books, reference books, PG books, etc.

H) Physical Director

1. Identifying sport, recreation and health initiatives and overseeing strategic planning and implementation.
2. Coordinating, delivering and promoting relevant activities to sports.
3. Raising student awareness of health and fitness issues and promoting participation in sports.
4. Maintaining records and producing written reports related to all sports activities.
5. Attending local, regional and national meetings, seminars and conferences.
6. Checking venues and managing facilities required for practice sessions and conducting matches.
7. Liaison with sports clubs to develop best practices in coaching.
8. Working with national governing bodies (NGBs) for specific sports concerning clubs and events.
9. Managing resources and a budget and identifying potential opportunities for external funding.

10. Maintaining links with county, regional and national sporting representatives and organizations.
11. Working within specific guidelines, e.g. equal opportunities, health and safety, and student protection.
12. Offering coaching and supervision when appropriate.

3.4. Roles and Responsibilities of Staff in Department

Teaching Staff

A) Head of Department

1. Preparation of the development plan of the department in accordance with the vision, mission & objectives.
2. Motivating and providing opportunities for continuous professional development of every teacher.
3. Motivating and focusing on staff and student performance for high levels of achievement.
4. Conduction of weekly meetings with teachers to review the progress of teaching activities and monitor allotted work.
5. Preparation of budget and purchase plan.
6. Knowledge of modernizing teaching techniques for continuous improvement in teaching.
7. Fair teaching work distribution and assigning duties to teachers and supporting staff.
8. Coordinating and monitoring the day-to-day functioning of departments.
9. Evaluate the Performance appraisal of staff.
10. Exercising quality checks on submission work and assignments of students.
11. Exercising quality checks on internal and external examinations.
12. Handling grievances of students and staff in the department.
13. Knowledge in preparation of reports required by the University, AICTE, and other statutory bodies.
14. Coordinating NAAC and NBA accreditation of department.
15. Keeping all department data updated and ready to submit.
16. Modelling the qualities of fairness, equity, integrity, and honesty in dealings with colleagues, supporting staff and students, and professional
17. Communication of policy decisions made at the institute level to the department teaching and non-teaching staff.
18. Accepting responsibility for department outcomes.
19. Handling student discipline problems with a level of responsiveness appropriate to the severity of the problem.
20. Participating and contributing in training & placement activities.
21. Monitoring teaching teaching-learning process in the department for high levels of student achievement.
22. Maintaining discipline in staff and students.

23. Carrying out activities reflecting social belongingness.
24. Providing specific guidance for teachers trying to solve instructional problems.
25. Helping new teachers gain expertise and confidence in their teaching
26. Working with experienced teachers to help them continue to grow and develop as accomplished professionals.
27. Using performance as a means to help others improve continuously.
28. Coordination with teachers to set clear, measurable student performances in academic, co-curricular and extracurricular activities.
29. Analyzing university and internal results to target interventions that will ensure the academic success of all students.
30. Frequent communication with parents along with Guardian Faculty Members around student academic performance.
31. Knowledge of enrichment of laboratories and modernization of laboratory equipment.
32. Interaction with other institutes, research organizations, industries etc., for developmental work activities.
33. Encouraging research and consultancy work.
34. To take effective measures after the results, student, parent and employee feedback analysis.
35. Arranging parent meetings and alumni meetings.
36. Conducting theory classes & labs.
37. Understanding the resources available to the department and using them wisely for effective outcomes.

B) Guardian Faculty Scheme (Mentor-Mentee)

CSMSS CSCOE has introduced the Guardian Faculty Scheme to provide constant guidance to students & provide feedback to parents through one-to-one interaction with students. Guardian faculty works as a mentor for students and offers them academic support along with motivation. A guardian faculty tries to solve the difficulties students encounter during the semester through personal counselling. Guardian faculty encourages the students to participate in co-curricular & extracurricular activities, Guardian faculty scheme plays an important role in ensuring effective implementation of the teaching-learning process.

Objectives of this scheme are

To enhance the overall academic performance of students through

- Monitoring the behaviour through their attendance.
- Keeping the track of academic progress of the students.
- Resolving their stress-related issues through academic counselling.
- Strengthen the acquaintance bond between faculty and students for a better learning atmosphere.

- Involvement of parents in mentoring and monitoring performance in all activities of the student at the Institute.

Procedure:

1. HOD appoints guardian faculties for each batch of students and a guardian faculty coordinator before the commencement of the academic year.
2. Guardian faculty maintains the related information of students of respective batches in guardian files.
3. Guardian faculty monitors the attendance of students in their respective batches.
4. Guardian faculty conducts regular counselling meetings with students of their respective batches.
5. Guardian faculty communicates the performance of students to their parents through, phone calls and SMS regularly.
6. Guardian faculty takes the feedback of parents and communicates to HOD through the guardian faculty coordinator.
7. Guardian faculty keeps all academic records of the students to track their progress.

C) Teacher

1. Teaching

- (a) To decide core objectives & outcomes.
- (b) To prepare a teaching plan.
- (c) To prepare for innovation in teaching, laboratory work and instructional material.
- (d) To identify reference books, textbooks, articles, data books, IS codes etc.
- (e) To collect, maintain and enrich teaching aids like ICT tools, PPTs, videos, etc.
- (f) To design home and classroom assignments.
- (g) To deliver lectures effectively, using most modern teaching aids.
- (h) To monitor student's attendance and punctuality.
- (i) To arrange remedial classes, mock orals and practicals for slow learners.
- (j) To organize industrial visits/study tours.
- (k) To arrange lectures of experts from the industry.
- (l) To discuss on university question paper and expectations.
- (m) To prepare theory, oral question bank.
- (n) To assist the head of the department in departmental activities & pro- voiding student services.
- (o) To keep abreast of the newer knowledge, skills and technology through self-upgradation and dissemination of knowledge through articles, books, journals, seminars etc.
- (p) To prepare for the assessment and transparently keep records.
- (q) Solve all grievances of students from internal assessments, if any.
- (r) To maintain the course file in the given format and submit it at the end of the semester to the department office.

2. Instructions in laboratory

- (a) To plan and schedule practicals uniformly spread over academic sessions.
- (b) To prepare laboratory manuals.
- (c) To prepare study material for study-type exercise.
- (d) To Plan for progressive assessment of term/practical work and keep the record. All the assessment records are to be kept transparent to students.
- (e) To prepare question banks for the oral examination.
- (f) To conduct practice oral sessions.
- (g) To monitor practical equipment status.
- (h) To monitor the adequacy of consumables.
- (i) To conduct trial practical and maintain sample results.
- (j) To train laboratory supporting staff
- (k) To conduct actual practical and validate results.
- (l) To maintain transparency in attendance and assessment records with students all the time.
- (m) To maintain the lab course file in the given format and submit it at the end of the semester to the department office.

3. Students assessment and evaluation

- (a) To conduct class tests.
- (b) To evaluate answer books and display of results. Take the sign of students on the answer book.
- (c) To evaluate assignments and tutorials.
- (d) To display progressive assessment results. Take the student's sign on the final assessment.
- (e) To suggest corrective measures for improvement in test performance.
- (f) To assist the department in managing examinations.
- (g) To maintain all the assessment records.

4. Research Activities and Research Guidance

- (a) Project guidance to students.
- (b) To lead consultancy projects and extension services, curriculum development and developing resource material.
- (c) To visit industries to identify problems and explore academic solutions.
- (d) To motivate students to accept challenges in Industrial/Practical life problems.
- (e) To secure patents.
- (f) To develop laboratory equipment.
- (g) To modernize, retrofit, and develop attachments for existing laboratory equipment.
- (h) Software development.
- (i) Web designing.

- (j) To automate existing systems.
- (k) To arrange short-term training programs for outside students.
- (l) Undertaking calibration work for industries.
- (m) To participate in reverse/forward engineering industrial activities.

5. Co-curricular and extra-curricular activities

- (a) To arrange technical events like paper/poster presentations, project exhibitions, etc.
- (b) To organize cultural programs, sports, social activities with students, etc.
- (c) To participate in different committees of the institute.

6. Assisting in departmental administration

- (a) To plan and develop academic and administrative work at the department level and to assist at the institutional level.
- (b) To supervise activities concerned with supporting staff.
- (c) Grievance handling.
- (d) Purchase and departmental store administration.
- (e) Procurement of equipment.
- (f) To assist in inspection visits.
- (g) Admission committee work.
- (h) To assist in conducting the University Examination.
- (i) To monitor Campus cleaning, security and housekeeping.

8. Student counselling and interaction

- (a) Result analysis and study guidance to students.
- (b) To motivate students in the matter of punctuality and hard work.
- (c) To address and resolve minor depression problems.
- (d) To communicate with parents.
- (e) To guide for independent study techniques.
- (f) To guide for facing interviews, personality development.
- (g) To guide for choosing supporting professional courses.
- (h) To guide about career planning and higher education.

9. Self-development

- (a) To improve qualification.
- (b) To attend short-term training programs, conferences, workshops, FDP,
- (c) To organize workshops and conferences.
- (d) Research activities and paper presentations.

10. Responding to University assigned responsibilities

- (a) To accept all kinds of duties from the university, like administrative, assessment, paper setting, etc.
- (b) To attend oral/practical examination assignments.
- (c) To attend meetings arranged by the University
- (d) To work as a committee member of any committee appointed by the university
- (e) To develop curriculum.

D) Laboratory In-charge

1. To maintain the Dead Stock Register and consumable registers.
2. To find out the requirements for consumables for the laboratory and process to procure the same, before the start of every term.
3. Maintain the available software in all the computer systems all the time.
4. To ensure to display of the lab timetable, list of assignments, and details of hardware and software in the lab on the noticeboard.
5. To plan for the procurement of equipment for the coming term well in advance.
6. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
7. To notify the student of the free slot for their extra work.
8. To organize the laboratory for oral and practical examinations.
9. To hold those responsible for any breakage/loss etc. and recover costs.
10. To ensure the cleanliness and pleasant environment of the laboratory for both students as well as faculty.
11. To give proper instruction, wherever necessary, to students to use the facilities available in the lab (e.g. Lab manuals, extra accessories they need to conduct the practical).
12. In case of any discrepancies with hardware or software proper maintenance should be done by the expertise during fixed slots regularly (by Outsourcing/ internally).
13. To requisite of consumables shall be submitted to the HOD, who in turn shall verify the same and forward it to the Principal for necessary action.
14. Any other duty as may be assigned by the HOD/Principal from time to time.
15. To prevent theft/damage, the Lab In-charge shall be careful.
16. To report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out about the missing/damaged item/article and suggest further action to compensate the loss as well as prevent recurrence of the same.
17. To discuss the issues if any with HOD regarding the lab.

18. If the students are responsible for the loss/missing item, then the cost of the item as a fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

Non-Teaching

A) Laboratory Assistant

1. To attend to such other duties as may be specially brought to his notice with the approval of the Head of the dept.
2. To assist students and teachers in conducting practical experiments.
3. To maintain a dead stock register and register to consumable material and to undertake physical stock verification of laboratory material.
4. To assist the in charge of the laboratory in the purchase and procurement of laboratory materials.
5. To supervise the work of laboratory attendance working under them.
6. To assist the in charge of the laboratory in routine administrative matters and to ensure that laboratory facilities are not misused by any person.
7. To report breakage/losses in the laboratory to his supervisors.
8. To report to the in charge of the laboratory about misbehaviour inside the lab.
9. To ensure that all cupboards, doors, windows, and gets are properly closed by the Lab attendant.
10. To maintain a log book in the lab.
11. To update the Lab board periodically.
12. To maintain equipment kits, wires and probes.
13. To issue equipment, components, and lab manuals to the students, to other labs and other departments and to maintain records in the issue book.
14. To update the display of the laboratory with respect to the Lab timetable, list of experiments, and list of major equipment, along with cost, lab area lab in-charge, and charts.
15. To keep a record of consumables required for the lab.
16. To monitor the cleanliness of the lab along with the lab in charge.
17. Any other duty assigned by the superiors.

B) Laboratory Attendant / Peon

- I. To clean the laboratory and to keep laboratory Materials including apparatus and equipment in the proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in the movement of laboratory equipment, instruments, chemicals and other materials within and outside the laboratory.
3. To assist the Lab. Assistant & another lab. Staff in physical stock verification of laboratory equipment, instruments, chemicals & other materials.
4. To render physical assistance to students & teachers in conducting practicals and experiments.
5. To report about the loss of laboratory equipment and other material to his superiors.

6. To open and lock cupboards, doors, windows and gates of the laboratory.
7. To attend to the delivery of letters connected with the laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Lab Staff with the approval of in charge of the laboratory.
9. To open windows etc. in the morning and switch on fans and lights and switch off the same when not required.
10. Dusting of office furniture machine, files, tables, and equipment, switching them off when not required, and removing and replacing covers of the machine.
11. Do the work of opening, pasting sorting and arranging paper and circulars following instructions of the H.O.D. etc. and also do the work of stitching the agenda and minutes of the meeting according to instructions.
12. Do the work of affixing stamps sticking and sealing envelopes or wrappers, and packing of parcels.
13. To carry papers and frank machines etc. within the building and other such portable items from one place to another.
14. To serve drinking water to employees and visitors when required.
15. To dispatch letters including letters by hand delivery.
16. To prepare daily cleanliness report and submit to admin office once in a month.
17. Any other work may be assigned to him by the concerned officer from time to time.

C) Role and Responsibilities of Workshop Staff

1. Workshop Superintendent

1. To schedule, organize, coordinate and monitor workshop training.
2. To plan, deliver and evaluate theoretical and workshop instructions.
3. To design, and develop instructional material and tasks for skill training.
4. To identify and organise staff development programs for workshop staff.
5. To work as an officer in charge of stores.
6. To procure, erect/install and commission of plant and equipment in the workshop.
7. To procure and store raw materials, tools and instruments for workshop and for other departments on requisition.
8. To guide students in the performance of practical tasks and skill exercises in the workshop and to evaluate their performance.
9. To be available for the whole duration of the class assigned in the practical/theoretical class period.
10. To maintain equipment and tools in the shops including preventive and break-down maintenance, and layout safety procedures.
11. To participate in professional development activities.
12. To manage special assignments/tasks as entrusted by the Principal.

2. Foreman

1. To be responsible to the concerned lecturer in charge workshop Superintendent in all matters connecting with the workshop, and training and shall work according to guidance and instructions.
 2. To hold a physical charge and maintain records of all equipment, machines, tools, instruments fixtures, furniture, raw materials etc. of the shops.
 3. To be responsible under the overall supervision of the teacher in charge of the shop.
 4. To appoint one technician to more than one shop/laboratory.
 5. To be responsible for procurement/storage/accounting of raw materials, tools and instruments and keep necessary records for the same.
 6. To be responsible for the issue of material/tools and equipment for the shoplifter.
 7. To be responsible for installation, erection, upkeep, repairs and maintenance of maintenance, shops in charge including preventive and breakdown
 8. To present at the time of practical class including examinations and project works as per timetable or instructions issued to him by his superior and shall be responsible for the issue and receipt of all such instruments, tools, and raw materials issued to the students during the conduct of the above.
 9. To demonstrate the operation, function and working of any equipment/machine under the
 10. To assist the teacher in conducting the practical classes, the teacher-in-charge in maintaining shop jobs/records and assessment of work done in the shop.
 11. To demonstrate jobs/models as directed by the teacher-in-charge or the Department
 12. To undertake any job concerning his skill for general utility, interest or benefit to the institution functioning under the direction of the administration.
 13. To assist Students and faculty members in the fabrication of their project.
-