Jawahar Education Society's,
Institute of Technology, Management & Research,
Gangapur Road, Nashik, Maharashtra.

(Approved by AICTE, DTE & Affiliated to Savitribai Phule Pune University)

<u>Strategy Development and Deployment</u>

Survey No 48, Gowardhan, Gangapur Road,
Nashik- 422 222. Maharashtra, India
www.jitnashik.edu.in

INDEX

1. Governing Body

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic / perspective / development plan etc
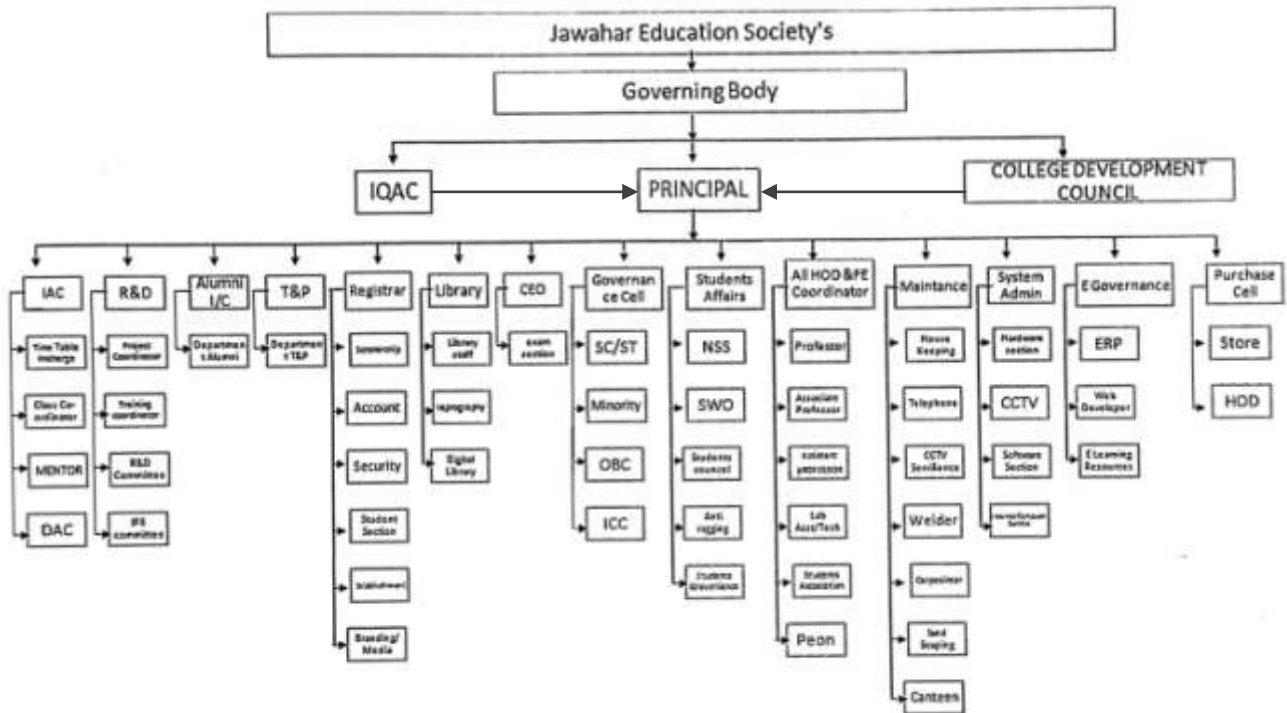
1. Governing Body:

Sr.No.	Name	Designation
1	Shri. Vinay Rohidas Patil	President
2	Shri. Kunal Rohidas Patil	Secretary
3	Mrs. Lata Rohidas Patil	Trustee
4	Dr. Smita Patil	Trustee
5	Dr. Chandrashekhar Vasantrao Patil	Trustee
6	Shri. Amit Anil Jagtap	Trustee
7	Shri. Minesh Ramakant Tendulkar	Trustee
8	A.I.C.T.E. Nominee	Nominee A.I.C.T.E. WRO (Ex.Officio)
9	University Nominee	University of Pune
10	D.T.E. Nominee	D.T.E. Ex-Officio, Mumbai
11	State Govt. Nominee	Member Nominated by State Govt. Industrial/Technologist
12	Dr. M.V.Bhatkar	(Principal) Members Secretary

1.1. Core functions of a Governing Body:

- The major role of governing body is to lead, Plan, organise and control.
- Setting and monitoring the organisation's mission, purpose, direction, priorities and strategies.
- Specifying key outcomes and ensuring there are adequate resources people and finances to achieve these
- Monitoring the organisation's programmes and services
- Maintaining positive relationships with them and developing policies that best serve their needs
- Setting standards for and evaluating its own governance performance
- Maintaining a governing body succession plan.

2. Organogram

2. Organogram

Jawahar Education Society's

Governing Body

IQAC → PRINCIPAL ← COLLEGE DEVELOPMENT COUNCIL

IAC	R&D	Alumni I/C	T&P	Registrar	Library	CEO	Governance Cell	Students Affairs	All HOD & PE Coordinator	Maintance	System Admin	E Governance	Purchase Cell
Time Table Incharge	Project Coordinator	Department s Alumni	Department s T&P	Seniority	Library staff	exam section	SC/ST	NSS	Professor	House Keeping	Hardware section	ERP	Store
Class Co-ordinator	Training coordinator			Account	reprography		Minority	SWO	Associate Professor	Telephone	CCTV	Web Developer	HOD
MENTOR	R&D Committee			Security	Digital Library		OBC	Students council	Assistant professor	CCTV Servillance	Software Section	E Learning Resources	
DAC	IPR committee			Student Section			ICC	Anti ragging	Lab Assi/Tech	Welder	Development Sevice		
				Istablishment				Students Grievance	Students Association	Gardener			
				Bonding/ Media					Peon	Land Scaping			
										Canteen			

3. List of Various Major Committees is in Place and their Roles

3. List of various major committees is in place and their roles:

Sr.No.	Name of Committee	Role
1	College Development Committee	• Prepare an overall comprehensive development plan of the college regarding academic, administrative, and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extracurricular activities
2	Academic Monitoring Committee	• Academic calendar, • Academic monitoring • Seminars and projects. • Course files, Result analysis etc.
3	Campus Maintenance Committee(s) (Civil, Electrical, Computer, and Housekeeping)	• Water cooler and RO system, • Vehicles arrangement • New construction, resolving problems related to civil work. • Electrical Maintenance, DG set • Landscape maintenance, • Cleanliness of facilities in premises
4	Anti-Ragging	• Regular vigilance in the Campus, • Redressal of grievances of the students, • Counselling of students
5	Branding & Media	• Print and e-media, • press reports, • image branding
6	Canteen committee	• To check hygiene and food quality • Cleanliness • Item Rates
7	Student/staff Grievance Redressal	• Considering grievance of student/staff • Redressal of grievances through standard

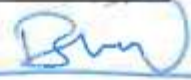|		
		procedures
8	College Students' Council	• To look after the welfare of the students and to promote and co-ordinate the extra-curricular activities
9	Purchase Committee	• For dealing with all matters pertaining to all purchases of the College, in respect of such items where individual cost of each item exceeds rupees TWO lac at a time.
10	Alumni Association	• Alumni Registration • Organizing Alumni Meet • To involve alumni in college development • Arrange Farewell function
11	NAAC/NBA	• Understanding and disseminating the process • Preparation for the same • Coordinating related activities • Conducting awareness sessions/workshops
12	**Vishakha** (Internal Complaint Committee)	• Redressal of grievance of staff and students related to sexual Harassment of woman at workplace as per (prevention, prohibition and Redressal)

Ref.: JES (ITMRN)/College Corr /2018-2019/ 4362   Date: 29/06 /2018.

CIRCULAR

All the HOD's and teaching faculty members are hereby informed that **"Grievance Redressel Cell"** is constituted for faculty, staff & students with following faculty and staff members for the academic year 2017-18.

The names of the appointed Faculty and Staff members are as follows:

1	Prof.P. G. Karpe	Ombudsman
2	Prof. C.R.Bagul	Convener
3	Prof.P.S.Badgujar	Member
4	Prof. Y.D.Borse	Member
5	Prof.S.B.Patil	Member
6	Prof.S.B.Ghorpade	Member
7	Prof.R.R.Sonwane	Member
8	Prof.P.M. Mishra	Member
9	Prof. Neha Sahu	Member
10	Prof. D.K. Thakkar	Member

(Dr.M.V.Bhatkar)
Principal

Copy to :

1 All of above Committee members
2 Head, Electronics & Telecom Engg.Dept.
3 Head, Electrical Engg.Dept.
4 Head, Computer Engg.
5 Head, Civil Engg.Dept.
6 Head, App. Science Dept.
7 Librarian
8 Office Copy.
9 Training & Placement
10 Exam Section
11 Store
12 Workshop
13 Security

10

Jawahar Education Society's
Institute of Technology, Management & Research, Nashik
Approved by AICTE and DTE, Government of Maharashtra, Affiliated to University of Pune

Ref.:JES/ITMRN/Office Order/2018-19/4367   Date:29/06/2018.

CIRCULAR

All the HOD's and teaching faculty members are hereby informed that **"Internal Complaint Committee"** is constituted for faculty, staff & students with following faculty and staff members for the academic year 2018-19.

The names of the appointed Faculty and Staff members are as follows:

1	Prof.G.P.Mohole	Presiding Officer
2	Prof.C.G. Patil	Member ICC
3	Prof.S.B. Ghorpade	Member ICC
4	Prof.Harshal Mahale	Member ICC
5	Mr.Gokul C.Suryawanshi	Member ICC
6	Ms.Samarpret Bagga	Student Member ICC
7	Mr.Nikhil Ghotekar	Student Member ICC from NGO

(Dr.M.V.Bhatkar)
Principal

Copy to :

1 Head, Electronics & Telecom Engg.Dept.

2 Head, Electrical Engg.Dept.

3 Head, Computer Engg.

4 Head, Civil Engg.Dept.

5 Head, Mechanical Engg.Dept.

6 Head, App. Science Dept.

7 Librarian

8 Office Copy

9 Exam Section

10 Store.

11. Vehicle Section.

12. Workshop Section.

13. Security Dept.

14. Canteen

JIT

Jawahar Education Society's
Institute of Technology, Management & Research, Nashik
Approved by AICTE and DTE, Government of Maharashtra, Affiliated to University of Pune

Ref.: JES (ITMRN)/College Corr./2019-20/4920   Date: 12/06/2019.

Circular

The Other Backward Class (OBC) Cell has been constituted for the academic year 2019-20. The following staff will be the members of said committee and they will look after all the related matters.

1   Prof.D.B.Sisode (Convener)

2   Prof.S.K.Patil

3   Prof.A.A.Patil

4   Prof. P.P. Mapari

(Dr.M.V.Bhatkar)
Principal

Copy to :

1 All of above Committee members

2 Head, Electronics & Telecom Engg.Dept.

3 Head, Electrical Engg.Dept.

4 Head, Computer Engg.

5 Head, Civil Engg.Dept.

6 Head, Mechanical Engg.Dept.

7 Head, App. Science Dept.

8   Office Copy.

9   Librarian

10   System Admin Dept.

11   Training & Placement

12   Exam Section

13   Store

14   Workshop

15   Security

Ref.: JES (ITMRN)/College Corr./2019-20/4919   Date: 12/06/2019.

SC/ST Committee

The Scheduled Cast & Scheduled Tribes (SC/ST) has been constituted for the academic year 2019-20. The following staff will be the members of said committee and they will look after all the related matters.

1   Prof.J.D. Tirpude (Convener)

2   Prof.B.B.Shelke

3   Prof.D.D.Survase

4   Mr.D. A. Gade

(Dr.M.V.Bhatkar)
Principal

Copy to :

1	All of above Committee members	8	Office Copy.
2	Head, Electronics & Telecom Engg.Dept.	9	Librarian
3	Head, Electrical Engg.Dept.	10	System Admin Dept.
4	Head, Computer Engg.	11	Training & Placement
5	Head, Civil Engg.Dept.	12	Exam Section
6	Head, Mechanical Engg.Dept.	13	Store
7	Head, App. Science Dept.	14	Workshop
		15	Security

Ref.: JES (ITMRN)/College Corr./2019-20/4916   Date: 12/06/2019.

Women's Grievance Cell

The Women's Grievance Cell has been constituted for the academic year 2019-20. The following staff will be the members of said committee and they will look after all the related matters.

1. Prof. M.S. Shelar (Convener)
2. Prof. S.R. Borade
3. Prof. Y.R.Girase
4. Mrs. S.N.Bedse

(Dr.M.V.Bhatkar)
Principal

Copy to :

1 All of above Committee members	8 Office Copy.
2 Head, Electronics & Telecom Engg.Dept.	9 Librarian
3 Head, Electrical Engg.Dept.	10 System Admin Dept.
4 Head, Computer Engg.	11 Training & Placement
5 Head, Civil Engg.Dept.	12 Exam Section
6 Head, Mechanical Engg.Dept.	13 Store
7 Head, App. Science Dept.	14 Workshop
	15 Security

4. Service Rules

4. Service Rules

4.1 Preamble:

These service Rules shall be called the "**Jawahar Education Society's, Institute of Technology, Management & Research** Rule", and shall be applicable to all the Employees of the **Jawahar Education Society's, Institute of Technology, Management & Research**, Nashik and which shall come into force with effect from 1st January 2018, as notified by Governing Body. This is the First Official version of the Service Rules. The Service rules will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

4.2 Definitions

4.2.1 **College:** College means Institute of Technology, Management & Research, Nashik established and managedby Jawahar Education Society.

4.2.2 **Management:** Management means the Jawahar Education Society represented by the President and secretary.

4.2.3 **Governing Body:** Governing Body means the Governing Body of college which has been constituted in accordance with the provisions laid down in this respect by AICTE.

4.2.4 **University:** University means Savitribai Phule Pune University.

4.2.5 **Principal:** Principal of the college is the head of the institution authorized by the Management to discharge the duties and responsibilities of the Principal.

4.2.6 **Employee:** Employee includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the College, whether such employment is probationary, temporary, permanent, or contractual.

4.2.7 **Teaching Staff**: The teaching staff comprise of the following categories.

   (a) Principal
   (b) Professor
   (c) Associate Professor
   (d) Assistant Professor
   (e) Any other category of post declared so by the management Body.

4.2.8 **Non-Teaching Staff:** Non-Teaching staff means those categories of staff that are not categorised under the teaching staff shall be deemed to be non-

teaching staff.

4.2.9   Competent Authority: President / Secretary of the Governing b o d y in case of Principal, Principal in case of other employees.

4.2.10   Duty: An employee is said to be on "duty" for the purpose of service benefits.

> (a) When the employee is discharging the duties of the post to which he/she is appointed or isundergoing training prescribed for the post.
>
> (b) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
>
> (c) When the employee is attending conferences / seminars / summer schools duly permitted bythe competent authority.
>
> (d) When the employee is attending to the work assigned to him/her by the competent authority,in the interest of the Institution.

4.2.11   Leave: Leave means leave, granted by the appropriate authority to an employee, to which he / she is eligible.

4.2.12   Pay: Pay means Basic Pay in the time scale or Basic Pay with Dearness Allowance and HRA.

4.2.13   Year: Year means Calendar Year / Financial Year / Academic Year as the case may be.

4.3 Appointment, Selection and Probation

4.3.1   Appointments: The President is the competent authority to appoint any employee based on the recommendations of the selection committee. The appointment orders shall be issued by the Management or Principal.

4.3.2   Qualifications: The qualifications, age, experience etc., shall be as per AICTE / UGC norms in respect of teaching and non-teaching staff.

4.3.3   General Procedure of Recruitment (Appointment Rules)

4.3.3.1 All posts at the Institute shall normally and, as far as possible, be filled by advertisement. The management, Principal and the Heads of the departments are responsible for the recruitment of faculty and administrative staff members.

Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.

4.3.3.2 The Selection Committee shall include: -

a) In the case of recruitment of the Head of the institute: -

   i)   The President
   ii) The Secretary,
   iii) A Nominee, nominated by the University,
   iv) Expert(s) nominated by the university.

b) In the case of recruitment of teaching faculty: -

   i)   The President
   ii) The Secretary,
   iii) A Nominee, nominated by the University,
   iv) Subject Expert(s), nominated by the university.
   v)   University Representative(s)

c) In the case of recruitment of clerical staff/lab assistants: -

   i)   The President/Secretary
   ii) The Principal
   iii) The Head of the Department of the college.

d) In case of recruitment of maintenance staff:-

   i)   The President/Secretary
   ii) The Principal

4.3.3.3 The following procedure is followed in the selection of faculty members in various departments.

- HODs forward the staff requirement details to the Principal, taking into consideration additionalwork load or staff leaving the institution.

- After consolidation of the requirements from various departments, the Principal with the concurrence of President/Secretary arranges for publishing advertisements in the newspapers, specifying the qualification, experience and other skills required for the post concerned.

- The applications received from the candidates are scrutinized by the Heads of Departments. Theapplicants who fulfil the requirements about qualification and experience are called forinterview.

- The selection process consists of four stages (i) a screening test (ii) test for competency in teaching (iii) personal interview on technical and

general aspects by a panel of experts drawn from related disciplines of engineering (iv) final interview by the Principal and President/Secretary

- Appointment Orders are issued to the selected candidates and joining letter is received from them.

4.3.4 Probation

i) Every employee shall on initial appointment be on probation for a period of two years from the date of his/her joining the duties. The period of probation may be extended by a further period not exceeding one year. Services of an employee during probation may be terminated without assigning any reason by giving three months' notice in writing or three month's salary including all allowances.

ii) If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give three months' notice in writing or three month's salary including all allowances unless and otherwise the management permits relaxation under special circumstances

4.3.5 Confirmation:

i) If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation or the extended period of probation, as the case may be, with effect from the date of expiry of the said period provided he/she fulfils other requisite conditions.

ii) The employee shall be informed of his/her confirmation after the completion of probationperiod.

4.3.6 Salary and Promotion

i) Salary is paid to all the staff according to the AICTE norms with DA and HRA announcedby State/Central governments from time to time.

ii) Promotion to the higher posts will be made as per the AICTE norms.

4.3.7 Termination of Service

i) If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or three months' salary including all

allowances.

ii)   The Trust shall have the power to relax the period of notice or payment of salary in specialcircumstances.

4.3.8   Retirement

Every employee of the College shall retire on attaining an age of superannuation as provided for by regulatory bodies like the AICTE and in force from time to time. Extension or re- employment may also be given according to such provisions, at the discretion of the Governing Body only, on such terms and conditions it deems fit.

4.4 Promotion Policy for Faculty Members

4.4.1 Experience

Experience means the teaching experience in AICTE approved engineering institutes/institutions. The experience gained by working in Companies/Industries may also be considered partially/fully by the Management/ Committee. In exceptional cases, depending upon the quality and relevance (to teaching) of the experience, nature of the job, designation/post held and the reputation of the company/industry at national / International level. Experience gained in sick/poor companies/industries shall not be considered forany kind of equivalence.

4.4.2 Promotion Policies

- Every person with eligibility for promotion is being considered for promotion based on therequirement in the department **as per the AICTE Norms**.
- The committee consisting of the President/Secretary, Principal, HOD of various departments and expert   members review their profile for the promotion.

4.5 Provident Fund

4.5.1 Provident Fund:

An employee becomes eligible for enrolment into the Provident Fund scheme after the completion of their probation period as per the Provident Fund Act. The Management has implemented scheme from the inception (2012).

4.6 Code of Conduct

1) Every employee shall always maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.

2) An employee should always be courteous in his / her dealings with other members of the staff, students and members of the public.

3) Unless otherwise stated specifically in terms of appointment, every employee is a full-time employee of the College, and may be called upon to perform such duties as may be assigned to him/her by the Principal or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays. These duties *interalia* shall include attendance at meetings of committees to which he/she may be appointed by the College.

4) An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the College are required to work effectively for at least 42 hours per week.

5) Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.

6) Whenever leaving the station, an employee shall get prior permission and inform the Principal and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.

7) All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should always be a model and inspiration to student community learners committed to their care.

8) All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed, or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.

9) Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride in their College and loyalty to the country. It is the sacred duty of all the employees to work for the

intellectual, moral, social and physical development of all students.

10) Any association, active or passive by any employee with any unlawful organization is strictlyforbidden.

11) Consumption or distribution of alcohol, drugs or any other intoxicants including smoking by whatsoever name called, by an employee within the College premises, is strictly prohibited.

12) All correspondence addressed to an employee or by him/her or by the College and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the College, circulars and all other papers and document of any nature whatsoever, relating to the affairs of the College which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the College and he/she shall, at any time, during service or termination thereof or upon his/her leaving the services of the College for any reason whatsoever deliver up the same to the College on demand and without claimingany lieu thereon.

13) An employee shall receive all correspondence sent to him/her by college, and not refuse to receive it. Any such correspondence shall be deemed to have been served to him/her in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Staff in charge by suitably informing the office.

14) Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office.

4.7 Leave Rules

4.7.1 General Rules

- Every employee shall be entitled to 08 days Casual Leave.

- Accumulation of leave is not allowed.

- Leave is a privilege and not a right: It may be refused or revoked by the

authority empowered to grant it. It would, however, generally be granted unless the urgent need of service demand otherwise.

- Leave Application**:** The Application shall be submitted on leave portal / prescribed form well inadvance and shall get sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.

- No leave can commence unless it has been sanctioned**.** Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable for disciplinary action besides penal deductions.

- Acceptance of alternate employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employees shall stop oneself from doing the same.

- No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.

- Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable for disciplinary action including termination of services besides penal deduction.

4.7.2 Kinds of Leave:

Provision exists for the following kinds of leave:

    a) Casual Leave (CL)
    b) Restricted Holidays (RH)
    c) Medical Leave (ML)
    d) Leave Without Pay (LWP)
    e) Duty Leave / On Duty (OD)
    f) Study Leave (SL)
    g) Maternity Leave ((ML)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the management in its sole discretion. The decision of the management in this regard shall be final and binding.

a) Casual Leave (CL)

1) Every employee held on the roster of the institute is entitled to (one) 01 day casual leave for each month of duty performed by him/her subject to a maximum of eleven (08) days of casualleave in one calendar year.

2) CL will not be carried forward to next academic year and will lapse at the end of the ensuing academic year.

3) Casual leaves cannot be clubbed with earned leaves or sick leaves

4) The unused casual leaves cannot be encashed like earned leaves or privileged leaves. They simply expire when the year ends.

5) For new employees or for someone who has just joined, the casual leaves are allotted proportionately. For instance, if an employee joins the company on July 1, i.e. the middle of a year, the number of casual leaves available will be half the actual amount and will be applicable till December 31, i.e., the last day of that year.

b) Restricted Holidays (RH)

The institute shall declare a list of restricted holidays. Out of total number of RH declared an employee may avail of any one day in a full academic year. Restricted holidays cannot beaccumulated and lapse at the expiry of the year.

c) Medical Leave (ML)

Medical leave may be granted in case of sickness of the employee and not his/her dependents. Medical certificate from a Doctor would be required in case of absence for three days or more.

d) Leave With-out Pay (LWP)

1) No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization, he/she may be granted, leave without pay at the discretion of the Director subject to urgent need of service.

2) Absence of an employee without sanctioned leave is a case of indiscipline and does notfall under this category.

3) Leave without pay shall also be got sanctioned in advance as any other leave.

e) Duty Leave /Outdoor Duty (OD) Leave

An activity of an employee which can bring recognition to the College, or which must be performed for work of the college may be considered for grant of this leave.

OD cannot be availed of unless previously sanctioned/approved by the Principal. There is noprovision for post facto approval of OD.

The Duty leave will normally be restricted to a maximum of four days during an academic year but may be extended subject to the approval of competent authority.

Leave is subject to the following conditions: -

    a) A written request from the competent authority.

    b) The paper has been accepted for presentation and communication to this effect receivedin writing.

Duty leave may be granted for one or more of the following purposes:

    a) To deliver academic lecture in highly reputed / ranked organizations

    b) To attend meetings of the BOS, examination committees etc. of the affiliating University.

    c) To present a research paper in a Conference /Symposium of National / International Level or to attend a Quality Improvement Programs (QIPs) when duly authorized by the Principal.

    d) To attend selection committee or other such committee meetings provided they are convened by a Statutory body / University recognized by the Government.

    e) To inspect academic institutions attached to a statutory body or a university recognizedby the government.

    f) Any other special case on merit as approved by Management on the basis of recommendation of the Principal.

f) Study Leave

The faculty members become eligible for study leave as per the following provisions:Ph.D. (part time):

The faculty member may be granted On Duty leave with full pay for 30 days maximum in a year (for four years maximum i.e. 120 days) subject to the

conditions that (1) the faculty member gives an undertaking to serve the College for three years after completion of Ph.D. and (2) the faculty member submits a certificate from the supervisor to the effect that he/she has utilized the period for research work to the satisfaction of the supervisor.

g) Maternity Leave

Eligibility:

- The permanent women employees having more than one year service at the College are eligible for avail maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application.

- Maternity leave can be granted for a period of 90 days (up to a maximum of one child).

- Salary for the leave period shall be paid after the employee joins the duty (on completion of leave period).

5. Perspective Plan

5. Perspective Plan (2018 – 2022)

IQAC has taken initiative to prepare the respective plan. Perspective Plan reflects long term planning for the growth and development of the institute. Institutional perspective plan for five years covers following areas for developments:

5.1 Teaching and learning plan:

- Organisation of National level project competition.
- Promote faculties for participation in Faculty development Programs
- Use of ICT in teaching learning
- Promote the faculties for PhD programme
- Purchase the NPTEL online video for students and staff
- Extensive use of online resources (NPTEL)
- purchase smart classroom, digital boards.
- Purchase of upgraded computers.

5.2 Research and Development plan:

- Educational linkages in terms of more MOUs with industry
- Promote interdisciplinary final year projects
- Motivate for publication of research papers in indexed journal
- Motivate faculty to apply for patents
- Organize seminars, workshops and symposium.

5.3 Community and engagement plan:

- More tie-ups with NGOs.
- Organize Blood donation camp
- Assist the local bodies in community projects
- Organize NSS camp

5.4 Human resource planning and development plan:

- Orientation programs for newly recruited faculty members
- Motivate faculty for research work
- Organize more faculty development Programs
- In-house training programs for the skill development of employees.

5.5 Industry interaction plan:

- Invite industry experts for motivating students and practical exposure
- Strengthen the placement and training facilities by making linkages with industry.
- Promote students to work on real projects for industry.

5.6 Other plans:

- Install wi-fi facility in campus
- Increase the bandwidth of wi-fi,
- To close the existing ExTC branch
- Playground development
- Plan for campaign for improvement in admissions.
- Improve landscaping