



# **HR POLICY MANUAL**

## **YEAR - 2015**

### **Vision**

To ensure overall development through sound knowledge and practical based technical education to make them globally competitive.

### **Mission**

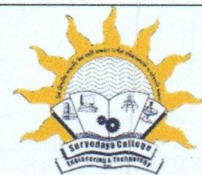
1. Impart technical knowledge effectively through comprehensive curriculum and application oriented learning.
2. To collaborate with reputed institutes and industries to impart and develop problem solving abilities among the students.
3. To develop a unique culture that instills responsibility and accountability.



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**1 INTRODUCTION:**

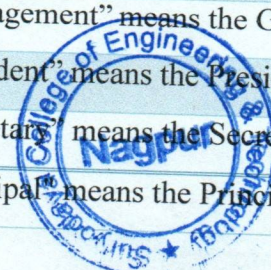
- 1.1** Suryodaya College of Engineering & Technology was established in year 2010, and diploma programs starts in year 2015 with the objective of creating center for excellence for the education in the field of Engineering. To promote Techno-Economic society in the backward area. The institute provides environment for the development of both faculty and students through systematic and effective planning.

**2 PREAMBLE:****2.1 Title, application and the authorities to interpret, clarify, modify and to amend.**

- 2.1.1** The regulations contained in this 'HR Policy Manual' shall be called "Suryodaya College of Engineering & Technology - Administrative Regulations".
- 2.1.2** These regulations shall be applicable to all the employees of the College, including those appointed prior to adoption of these regulations by the College.
- 2.1.3** In the event of any doubt requiring clarification about the interpretation of these regulations, the matter shall be referred to the management and its decision shall be final.
- 2.1.4** The management shall have the authority to modify, amend and repeal any of the provisions of these regulations.

**3 DEFINITIONS:****3.1 In these regulations, unless there is anything repugnant in the subject or context**

- 3.1.1** "Society" means "National Rural Development and Research Society".
- 3.1.2** "College" mean "Suryodaya College of Engineering & Technology".
- 3.1.3** "Employee means a person who is employed by the College other than those who are engaged on part-time basis or on daily wages.
- 3.1.4** "Government" means the "Government of Maharashtra".
- 3.1.5** "Governing Body" means the Governing Body constituted as per the Bye-laws of the Society.
- 3.1.6** "Head of the Department" means the Head of the Programs.
- 3.1.7** "Management" means the Governing Body.
- 3.1.8** "President" means the President/Chairman of the Society.
- 3.1.9** "Secretary" means the Secretary of the Society
- 3.2.0** "Principal" means the Principal of the College



*[Signature]*  
Principal  
Suryodaya College of  
Engineering & Technology  
Vihirgaon, Nagpur





**CHAPTER -1**

**GENERAL SERVICE RULES**

**1 RECRUITMENT OF FACULTY :**

The appointments for all cadres are done by direct recruitment based on merit, through selection by duly constituted committees through open advertisement as per roster approved by the university and at national level. However, temporary vacancies at the level of Assistant Professor are filled based on campus selection/ Walk-in- Interviews, and advertisement in local dailies by constituting a selection committee with the Principal, the Head of the Department concerned, and one or two external experts in the field of specialization concerned as members.

**2 QUALIFYING SERVICE**

The total period of service put in by an employee either in other Engineering Colleges or in SCET shall be considered in all Engineering disciplines, Science and Humanities.

**3 EXTENSION OF TEMPORARY SERVICE**

If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfied, that the notes/memos of warning issued to them had no avail, and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the temporary service.

**4 PROMOTION POLICY**

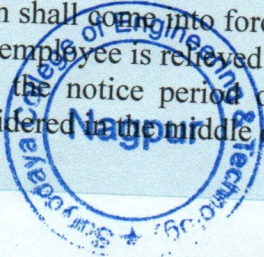
Promotion of regular teaching staff, personal to them, is only through the Career Advancement Scheme as per the AICTE/UGC Regulations as amended from time to time and as adopted by the management depending on the availability of funds.

**5 ANNUAL PERFORMANCE APPRAISAL REPORT**

The faculty member shall submit an open and transparent performance report every year, containing the teacher's academic, research, and administrative activities and achievements. The HOD shall offer his remarks and observation on the report. The performance Assessment committee headed by the Secretary and principal shall review the reports and finalize them. The assessment shall be used for the following purposes, Award of annual increments, Award of special increments and awards for superior performance, Award of career advancement and promotion.

**6 RESIGNATION**

A member of the regular service shall give minimum of three months' notice in case he/she desires to be relieved on resignation or he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts it and the employee is relieved. However, the appointing authority may reserve the right to waive the notice period or compensation thereof. Generally, the resignation will not be considered in the middle of the Course/Semester/Academic Year.







**7 RETRENCHMENT**

Where retrenchment of any employee is rendered necessary by the management consequent on any change relating to a course of instruction or any other matter, surplus staff if any, both teaching or non-teaching, can be retrenched with notice of three months or three months' salary in lieu thereof. However, they can be considered. Preferentially for an appointment at any later stage, if there is a need. Staff structure shall be generally on the norms of the AICTE, the University/MSBTE and approved by the Governing Body, subject to the availability of funds.

**8 TERMINATION OF SERVICES**

The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.

The management reserves the right to terminate the service of an employee whether probationer or regular on giving three months' notice or three months' Salary in lieu thereof.

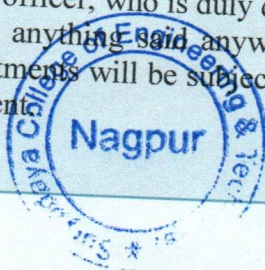
The Governing Body may terminate an employee whether temporary, probationer, or permanent if he/she is involved in political activity, or in a criminal case or in the event it is proved by a competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duties.

**9 RETIREMENT**

The age of superannuation for teaching staff will be 60 years, for Class-IV staff 60 years, and for all other categories of staff 58 years. Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however, be permitted to continue in service till the close of the academic year, if the management decides the continuation of service.

**10 MISCELLANEOUS**

- ❖ Annual increments will be sanctioned only on receipt of satisfactory performance report of the employee from the immediate superior in the format prescribed and on a review by a committee constituted by the Secretary.
- ❖ No application of the employee, seeking employment elsewhere, shall be forwarded during the probationary period.
- ❖ Every employee shall at all times maintain, absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the College, primarily in his relationship with the members of the Governing Body, Principal, staff, students and visitors to the College
- ❖ No employee shall interfere in the affairs of the administration / departments/library and other agencies, allied to the College directly or indirectly.
- ❖ A service book shall be maintained in respect of each employee of the College and his/her service particulars recorded under the signature of the Principal or any other competent officer, who is duly delegated of the powers by the Principal.
- ❖ Notwithstanding anything said anywhere, any of the regulations which involve financial commitments will be subject to the availability of funds and the decision of the management.



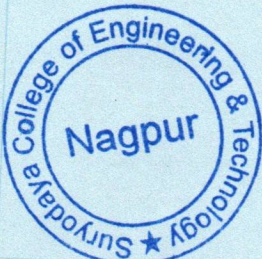
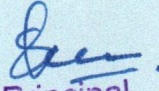
*[Signature]*  
Principal





**CHAPTER -2**

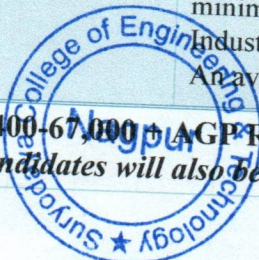
**QUALIFICATION NORMS & SCALE OF PAY AS PER - PAY COMMISSIONS FOR UG**

	CADRE	QUALIFICATIONS AND EXPERIENCE
1	ASSISTANT PROFESSOR	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B Tech or ME/M.Tech  <b>Pay Band : 15,600-39,100 + AGP Rs.6,000/- In addition to Basic Pay (Rs. 15,600/-) and AGP, candidates will also be eligible for DA, H R.A as admissible.</b>
2	ASSOCIATE PROFESSOR	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and Ph.D. or equivalent, in appropriate discipline. Post- Ph.D. publications and guiding Ph.D. students is highly desirable. Experience: Minimum of 5 years' experience in teaching and/or research and/or industry of which at least 2 years post- Ph.D. experience is desirable.  <b>Pay Band : 37,400-67,000 + AGP Rs. 9,000/- In addition to Basic Pay (Rs. 37,400/-) and AGP, candidates will also be eligible for DA, H.R.A as admissible.</b>
3	PROFESSOR	Qualifications as above that for the post of Associate Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable. Experience: minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. OR Minimum of 13 years' experience in teaching and/or Research and/or Industry. In case of research experience, good academic records and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection Committee. If the experience in the industry is considered, the same shall be at the managerial level equivalent to Associate Professor with an active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research/paper/publications/IPR/patents, etc. as deemed fit by the expert members of the Selection Committee.    <b>Principal</b> <b>Suryodaya College of Engineering &amp; Technology</b> <b>Vihirgaon, Nagpur</b>  <b>Pay Band : 37,400-67,000 + AGP Rs. 10,000/- In addition to Basic Pay (Rs. 40,890) and AGP, candidates will also be eligible for DA, H R.A as admissible.</b>



**QUALIFICATION NORMS & SCALE OF PAY AS PER - PAY COMMISSIONS FOR DIPLOMA PROGRAM**

	CADRE	QUALIFICATIONS AND EXPERIENCE
1	LECTURER	<p>a) <b>For Technical Disciplines</b> BE/B.Tech/B.S. in relevant discipline with First Class or equivalent either in BE/B Tech or ME/M.Tech at the time of selection</p> <p>b) <b>For Sciences and Humanities</b> A Master's degree with First Class or equivalent in a relevant subject and, must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.</p>
Pay Band : 15,600-39,100 + AGP Rs.6,000/- In addition to Basic Pay (Rs. 15,600/-) and AGP, candidates will also be eligible for DA, H R.A as admissible.		
2	HOD	<p>Ph. D. in relevant field and First Class at Bachelor's or Master's level in the relevant discipline; minimum of 12 years of experience in Teaching/ Research/ Industry, out of which at least 2 years shall be post Ph.D. experience minimum at the level of Sr. Lecturer</p> <p>OR</p> <p>Bachelor's and Master's Degree in relevant discipline with minimum of 15 years of experience in Teaching / Research / Industry, out of which at least 3 years shall be at the level of Sr. Lecturer</p>
Pay Band : 37,400-67,000 + AGP Rs. 9,000/- In addition to Basic Pay (Rs. 37,400/-) and AGP, candidates will also be eligible for DA. H.R.A as admissible.		
3	PRINCIPAL	<p>a) <b>Direct Recruitment:</b> Ph.D. and First Class at either Bachelor's or Master's level in the relevant discipline with minimum of 16 years of experience in Teaching / Research/ Industry, out of which at least 3 years shall be post Ph.D. experience and 5 years of experience not below the level of HOD.</p> <p>OR</p> <p>First Class at Bachelor's or Master's level in the relevant discipline and minimum of 20 years of experience in Teaching / Research/ Industry, out of which 5 years of experience not below the level of HOD</p> <p>b) <b>By Promotion:</b> Ph.D. and First class at Bachelor's or Master's level in the relevant discipline with minimum of 16 years of experience in Teaching / Research/ Industry out of which 5 years shall be at the level of HOD and 3 years shall be post Ph.D. Experience; An average 360o feedback score of 5 to &lt; 8 out of 10 for last 5 years.</p> <p>OR</p> <p>First class at Bachelor's or Master's level in the relevant discipline; minimum of 20 years of experience in Teaching / Research/ Industry, out of which 7 years shall be not below the level of HOD. An average 360o feedback score of 8 to 10 out of 10 for last 5 years.</p>
Pay Band : 37,400-67,000 + AGP Rs. 10,000/- In addition to Basic Pay (Rs. 40,890) and AGP, candidates will also be eligible for DA, H R.A as admissible.		







**CHAPTER -3**

**Sr. No.**

**CODE OF CONDUCT FOR FACULTY AND STAFF**

1

It is of Paramount Importance to maintain regularity, classes must begin and end on time, take care to reach the classroom a minute or two in advance, late coming students be severely discouraged.

2

Be sure to prepare your topic thoroughly before entering the classroom. You must be prepared to answer questions from students relating to your topics. Make regular use of the library and the Internet to update your knowledge.

3

Insure that students understand your teaching. Be inter-active. Encourage the student to speak out their problems and difficulties if you cannot answer a question on the spot, do not try to bluff your way out. Tell the students that you will find out the answer and supply it in the next class. Be sure that you do so.

4

Students should be made aware of the pattern of the University/MSBTE question paper, the syllabus of subject, the distribution of internal marks for theory as well as practical the weightage of each internal exam as well as assignments for calculation of internal marks, minimum passing Mark etc. This should preferably be done in the very first lecture by individual staff.

5

Maintain a discreet distance from student. They must not take a teacher for granted. Teacher must behave in a dignities and balanced manner Remember respect is commanded, not demanded.

6

It is advisable for the teacher to pay attention to their own personal appearance. Personal effects such as clothes, shoes etc., and should be sober but presentable. On Saturday only one can follow suitable casual dress code.

7

Teacher Guardians must ensure that the students are properly dressed. The uniforms, ties, shoes etc. must be presentable.

8

Look out for special talents in the students, whether academic or extra-curricular. If you spot such a talent, try to encourage it. Bring it to the notice of authorities.

9

Never, ever involve students in any matter concerning other teachers or college authorities. Please be extremely careful in this respect. Any lapse in this respect is viewed as a severe breach of discipline, and is treated accordingly.

10

You must have cordial relations with your colleagues and subordinates. Do not give humiliating treatment to our subordinates or students. Deal with them the way you would like your higher authorities to deal with you.

11

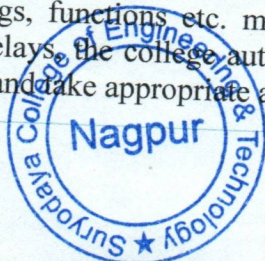
Teachers must avoid all kinds of gossip, baseless criticism, and loose talk among themselves, and especially in the presence of students and outsiders.

12

Besides teaching, there are many extracurricular activities in the college. Voluntary and enthusiastic participation in these activities by teachers will be vastly appreciated.

13

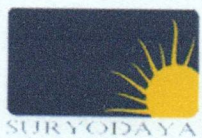
We must place great emphasis on punctuality in every respect, whether in academic or extracurricular activities. Meetings, functions etc. must start on time, except in case of genuine difficulties. In case of delays, the college authorities are requested to find reasons for the same, fix responsibilities, and take appropriate action.



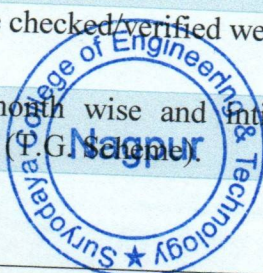
*[Signature]*  
Principal

Suryodaya College of  
Engineering & Technology  
Vihirgaon, Nagpur





14	Any written communication from the college to the students, their parents, other institutions, or the media. (Including notices on the notice boards), must be thoroughly checked for mistakes of spelling or syntax. Never send out a careless or shoddy communication, as it reflects poorly on the image of the college.
15	Ragging in or outside the campus is very strictly prohibited. Teachers must keep an eye open for any incident of ragging, however minor or insignificant.
16	Research, extra activities etc. will be encouraged in all possible ways, more so if students are involved.
17	All teaching and non-teaching staff in the college should work in coordination with each other. The progress of individual staff, and consequently that of the institution, lies understanding and coordination amongst everyone.
18	As a developing institution, there may be some unavoidable inconveniences. These will be taken care of in due course of time. If there is something that needs urgent attention, please bring it to the notice of authorities.
19	Salary will be disbursed as per the biometric data.
20	Reporting time is 09:30 am, and leaving time is 5.00 pm. for all staff members (Teaching & Non-Teaching), due to Saturday's half-day time 9.30 am to 1.30 pm with only 02 day per month late up to 15 minutes will be consider. Third late is treated as CL.
21	Half day/CL/CCL / Outgoing will be considered if it is approved by Principal/Vice-Principal.
22	10 CL will be allotted to all staffs (T & NT) and will be sanction as one in a month.
23	10 ML will be given to all UGC approved/MSBTE Regular staff after completion of probation. No ML will be given to adhoc/contractual staff.
24	CCL will be given for full working hrs i.e. 9.30 am to 04.00 pm; HOD's will maintain the record of working hrs and sent for approval as soon as total working hrs are fulfilled by considering 2 to 3 working day hrs.
25	No CCL will be sanction for Practicals (Ext/Int.) or Extra Classes.
26	All the HOD's of department prepare Alternative register for Lecturer adjustment and make alternative arrangement for the smooth condition of the classes dully signed by the concerned teacher and HOD; it is verified once in a month by authorities.
27	Any leave (Half day/CL/CCL/ML/OD/Outgoing) will be consider if it is sanction by Principal/ Vice-Principal
28	Maintain the record of leave for each staff members and forward the application only if it is as per Rule code of conduct.
29	Verify the Course file / Personal file / DSR / lab manuals/ Lab file / Students Journals / Unit Test, Progressive Test, Class Tests paper / Result / Feedback / Grievances of students & staffs for smooth conduction of Department.
30	Academic Calender will be strictly followed; any unavoidable changes will be intimated prior to the authority.
31	Students practical / journals will be checked/verified weekly.
32	Prepare students detention list month wise and intimate the parents and college authority through student Guardian (P.G. Scheme).



*[Signature]*  
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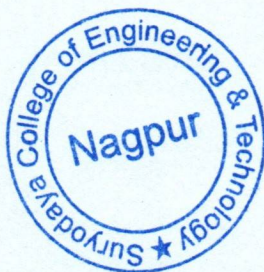
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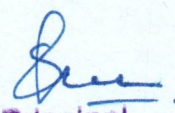
If any Teaching or Non-Teaching members will not abide to the rule & regulation, code of conduct HOD can issue memo to him / her after prior permission of the authority.

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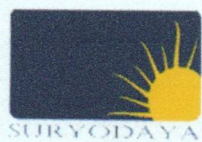
It is the responsibility of all Teaching / Non-Teaching staff to maintain discipline among students & staff for the elevation of Department & hence Institute.

**If, in spite of all possible care, you commit some mistake in the execution of a job entrusted to you, be open and honest about it. A genuine mistake is only an error of omission, not a crime. It should be taken as a learning experience. What is important is that you learn from your mistakes, and avoid them in future.**



  
Principal  
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**CHAPTER -4**

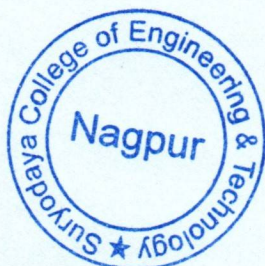
**LEAVE PROVISIONS & ON DUTY  
(OD)**

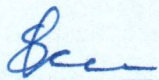
**Leave Provisions**

- 1 Leave regulations shall be applicable to all the employees of the College
- 2 Faculty/Staff is eligible for 10 days of Casual Leave (CL) per academic year.
- 3 Faculty/Staff should take leave with prior permission from HOD and the Principal after proper alternate arrangements.
- 4 Leave can also be informed over the phone only in case of emergency
- 5 Faculty/staff can avail 180 days of maternity leave.
- 6 Faculty/Staff can avail of one-hour permission twice a month. However, such a facility should be used only for essential needs.
- 7 Leaves cannot be accumulated and carried forward to the next academic year, in general.
- 8 Final sanction of the leave/vacation/OD is the discretion of the principal and should not be treated as a fundamental right
- 9 Providing 1-hour permission two times a month for faculty and staff.

**On Duty (OD)**

- 1 Duty leave will be granted to faculty for a maximum number of 15 days per Academic year for the following purposes
- 2 Prior permission from the HOD and Principal with proper alternate arrangement is essential.
- 3 On-Duty (OD Career Development Course work) permission can be availed for official work (assigned by the college), development Programs (FDP, Conferences, Workshops, Ph.D. & Research Work, examinations, STTP, and others), and Examination and Valuations of Nagpur University.



  
Principal  
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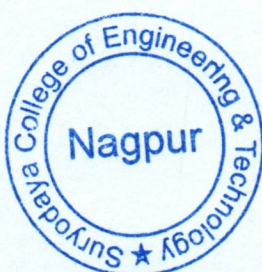


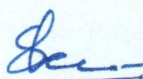


**CHAPTER -5**

**STAFF WELFARE MEASURES**

1	Free Transport facility provided to teaching and non- teaching staff.
2	Financial assistance will be provided for attending FDPs, Workshop, professional and administrative development programs, outside SCET, along with on-duty (OD) within India and financial assistance will be provided for book publishing.
3	Providing financial support towards membership fees of professional bodies.
4	On-duty will be provided for attending programs and PhD research work. Guidelines have to be followed to obtain OD.
5	Cash incentives will be given to faculty, who produce academic results of 100% in the college annual day.
6	Cash incentives are given to faculty who receive awards and Rs. 5000/- and Rs. 2500/ recognitions at the National and State level.
7	Rs. 5000/- is given marriage gift for faculty and staff.
8	Faculty can avail the eligible vacation for his/her marriage or medical treatment.
9	Employee Provident Fund (EPF)



  
Principal  
Suryodaya College of  
Engineering & Technology  
Vihirgaon, Nagpur





## CHAPTER -6

### ROLES AND RESPONSIBILITIES

#### 6.1. Governing Body

- The Governing Council is the highest administrative body of the institute and it meets once/twice a year or as per requirements & its functions are given below.

- 1 To monitor the academic and other related activities of the college.
- 2 To consider the recommendations of the State Selection Committee.
- 3 To review the important communications. Policy decisions received from the University, Government AICTE, DTE, etc.
- 4 To consider the introduction of new courses and changes in intake for the next academic year.
- 5 To review the MoUs signed and industry collaborations.
- 6 To review the state-of-the-art equipment procured.
- 7 To review the faculty position of the college.
- 8 To review the faculty development initiatives and programs.
- 9 To review the admissions of the institute.
- 10 To review the academic performance of the students.
- 11 To review the students development activities.
- 12 To review the placement activities.

#### 6.2 Chief Executive Officer

- The CEO is the representation of the management and works in consultation with the management and Principal in administering the academics and administrative activities.

#### 6.3 Principal

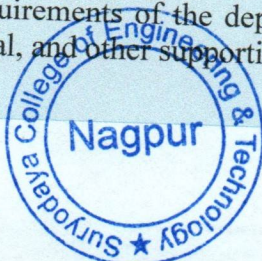
- The Principal is the Head of the Institution and is the central figure in the organization of the institution and therefore, his duties, responsibilities and activities, thereto are multi-divergent.
- He is responsible for policy planning while providing the much required academic and administrative leadership and direction besides the financial management, in line with the policies of the management, university and the government.

#### 6.4 Vice Principal

- To work in coordination with the Principal and the management in administering the academic and administrative activities.

#### 6.5 Head of the Department

- Each department will be under the overall control of a Head of the Department.
- The Head of the Department is responsible for co-ordination of all the activities of the Department while involving himself in all spheres of activity. He recommends the provision of the necessary academic and administrative space, equipment and machinery, stationery & furniture, and the financial requirements of the departments, besides the requirements of the faculty, non-teaching, ministerial, and other supporting staff.



*[Signature]*  
Principal

Suryodaya College of  
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Vihirgaon, Nagpur





### 6.5 Training and Placement Officer

Planning and execution of various training programs for the students, liaising with companies, arranging various industry institute interaction programs, industry linked labs/COEs, arranging ON/OFF campus placements for the students.

### 6.6 Examination Coordinator

Ensures smooth conduction of Internal Assessment Test (IAT), Model examinations, University theory, and practical examinations, and related activities.

### 6.7 Librarian

Purchase, maintenance and monitor the issue and return of books, journals, e-journals, CDs, and other services to the students and faculty.

### 6.8 Transport Manager

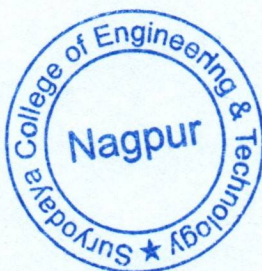
Overall in charge for operation and maintenance of college buses, cars, and related activities.

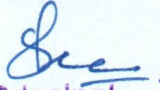
### 6.9 Hostel Residential Warden:

Overall in charge of hostel facilities, hostel mess, students discipline in the hostel and medical needs of hostel students during their stay in the hostel.

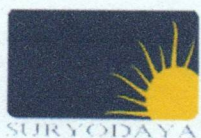
### 6.10 Director of Physical Education

Physical Director motivates and imparts intensive instructional and Physical Training, Organizes various Sports and Gym activities and helps the students to take Physical exercises including aerobics so as to enable them to maintain good physique, develop the most needed psychological resilience, besides, achieving the much desired Psycho-Muscular Balance, the competitive and combative skills, Sportsman spirit, the ability to aim at and work to well determined goals and objectives, strive hard for personal excellence as well as the cause of the team and institution, think beyond self (by way of developing healthy inter personal relations).



  
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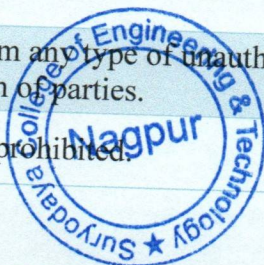


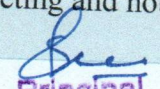


## CHAPTER-7

### CODE OF CONDUCT FOR STUDENTS

- 1 Students are subject to rules of conduct and behaviour framed by the authorities of the College.
- 2 Special emphasis is put on maintaining the discipline and good conduct in the institution and students should abide by it.
- 3 Students should reach the college on time.
- 4 Students should converse only in English inside the campus.
- 5 Students should wear their I.D. Cards in the campus and in the college bus compulsorily.
- 6 Students should maintain absolute discipline inside the class rooms as well as the college premises.
- 7 Boys should wear only uniform and tuck-in their shirts when they are inside the campus. Wearing jeans, T-shirts and shirts with tattoos and any other form of symbols are strictly prohibited inside the campus.
- 8 Girls should wear proper college uniform.
- 9 During laboratory classes, students should wear their lab uniforms as per instructions.
- 10 Students should be punctual to classes and attend their work with devotion.
- 11 Students should acquaint themselves in time with the notifications put up on the Notice Board.
- 12 Students should not be permitted roaming outside the class room or out of the college during class hours.
- 13 During class hours, students are not permitted to visit office, principal, HOD or Class Advisors.
- 14 Students should keep the classrooms and college premises absolutely neat and clean.
- 15 Disfiguring and scribbling on the walls, college buses, and doors or breaking the furniture is a violation of discipline and will severely punished.
- 16 Students should use dustbins for throwing garbage and unwanted material.
- 17 Students shall not enter the college premises in intoxicated state and should not possess such materials.
- 18 Usage of cell phones inside the classrooms is not permitted.
- 19 If a student's behaviour goes wrong, the parent of the student concerned should meet the Class Incharge and the Head of the Department.
- 20 Boys and girls interaction on personal grounds is strictly not permitted.
- 21 There should not be exchange of greetings, photos, gift articles or letters between boys and girls.
- 22 Students are not allowed to visit the residents of the students of opposite gender.
- 23 Day-Scholars are not allowed to enter the Hostel without prior permission from the Principal.
- 24 Students are not allowed to form any type of unauthorized union/meeting and not allowed to celebrate birthday and any form of parties.
- 25 Ragging of any kind is strictly prohibited.



  
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**CHAPTER-8**

**POLICY ON FEEDBACK BASED GOVERNANCE**

1	Feedback on curriculum gap and enrichment (from Students, Faculty, parents, Alumni and Employers).
2	Feedback on Teaching - Learning imparted by faculty for each subject at the middle of the semester and the end of the semester (from the students attending the class).
3	Feedback taken on syllabus coverage overall Teaching-Learning process, examination and evaluation and support systems at class committee Meetings.
4	Feedback from outgoing students, each year on Infrastructure, academics, and facilities.
5	The structure of the feedback form is 5 point scale (Very Good, Good, Fair, need to improve)
6	The feedback is consolidated and Presented in the HODs meeting with the principal. In the HODs meeting, feedback are analyzed and corrective actions are taken wherever needed



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## CHAPTER-9

### IT UPGRADATION POLICY

- 1 IT Infrastructure includes hardware, software, network resources and services.
- 2 In addition, the college has various software such as College wide common software like Account Tally, Language Lab, etc., Besides, all the departments have various domain specific software.
- 3 Hardware & Software procurement.
- 4 For any IT equipment procurement or up gradation, Head of the Department (HOD) ought to take prior approval from the Principal
- 5 Identify the vendor and make an order based on the comparative analysis. High quality items are to be purchased

### Hardware Repair & Maintenance

- 1 Technicians are expected to check all the lab equipment's on a daily basis and ensure that all the machines are working properly.
- 2 If any hardware problem is detected by faculty or student, an initial entry should be made to Technician concerned. Upon identifying the service requirement, Technician will respond and make an initial inspection of the hardware equipment and resolve the problem. Any further queries or checks, it will be directed to System Administrator

### Hardware Upgradation

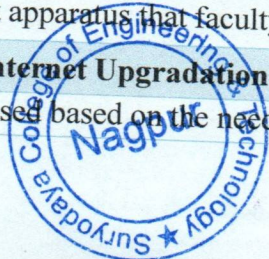
- 1 The department will track required PC configuration and components for new Laboratory programs or courses and will submit a request in the next available budget cycle for an IT budget.
- 2 Department must be cautious about warranty checks and must take appropriate action if the performance of the equipment deviates from the expected performance
- 3 The up gradation of the equipment can be made through some components, like memory, HDD, Graphic card, Projector etc. or by replacing the whole device/equipment through a buy back mechanism depending on the specifications and performance parameter of the equipment.
- 4 Lower configuration systems can be utilized for basic programming practices.
- 5 A prior approval of specifications and requirement by the principal is essential
- 6 Any disposal or scraping of is adopted. components, the college e-waste management policy has to be adopted

### Software Upgradation

- 1 Upgradation or new purchase of software will be made as per the curriculum requirements and industry standards.
- 2 Faculty members and Technicians must also keep themselves updated about any new technology such as OS, Software that has been incorporated in their work place and be ready to address and handle it.
- 3 Technicians will be responsible on managing system upgrades, renovate drives for the printer, scanner and any other equipment apparatus that faculty or student uses.

### Internet Upgradation

- 1 Internet bandwidth will be increased based on the need and AICTE guidelines.



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## CHAPTER-10

### E -GOVERNANCE POLICY

Surodaya College of Engineering & Technology is committed to implement E – Governance in its administration, academics and student support system by:

1. Integrating the activities of the various sections which are currently having computerized database management and documentation.
2. Adopting process optimization that will eliminate redundancy and eliminate loss of time and energy leading to increased productivity.
3. Gradually implementing completely automated administrative work flow processes for effective database management at all levels as per hierarchal permissions.
4. Comprehensive implementation of electronic mode of communication among all departments of the college viz., Academic, Administration, Finance & Accounts, Admissions, Examinations, Support etc. and gradually moving towards paperless working.
5. Strengthening the IQAC and creating a centralised data management system to support the Accreditation like NAAC, NBA.

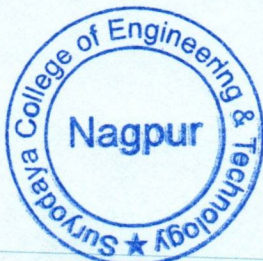
#### Key Objective

1. Better Implementation of E-govcnance in various functioning of the instiution.
2. Achieving paperless administration of the institution.
3. Facilitating online internal and external communication between various entities of the institution.
4. Providing easy and channeled access of information to all stakeholders.

#### E-governance will focus on following areas:

##### 1. Website:

- Website shall provide all contents as per mandatory requirements of statutory bodies.
- The website of the college would be revamped taking into account the new changes.
- The website always promotes college activities and makes information available to outsiders and students about all activities, important notices, etc.
- For this purpose, services of web designer have been obtained.
- Website In charge along with coordinators from all the departments is appointed who has undertaken the responsibility of website updating regularly at the college level and also coordinates with website designer.
- Web site shall be empowered to get E-resources to all students.
- All the contents including text, videos, images, notices, reports and other content are plagiarism free and verified.



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## 2. Academic and Student Support:

- Student Admission is carried out through the DTE and CET cell guidelines.
- The student is then registered for scholarship and his fees details are entered into the fees section of the CMS.
- The admission enquiry can also be done through the college website & contact details which is directed to the Admission counseling, which is then handled by the team.
- College is having team members from accounts department to work on the same.
- Whatsapp groups are created of all classes/portfolio to provide important information and share useful resources and for mentoring purpose.
- Student feedback is obtained through Google form. Due analysis and action taken report is shared with higher authorities.
- Online classroom platforms are used as and when required.
- YouTube channel of the college shall be enriched with useful teaching learning material.

## 3. Accounts:

- For maintaining accounts, the institution is already using Tally ERP.
- The ERP software is being used to maintain the fees record of the students, payroll details of the faculties, reports on income and expenditure, salary ledger, exam fees, Bank reconciliation is being generated and maintained.
- The Purchasing details are maintained under the purchase module. The stocks details are maintained under the stocks module.
- A Net banking service is adapted by college for various payments and accepts students' online payments in this mode.

## 4. Library:

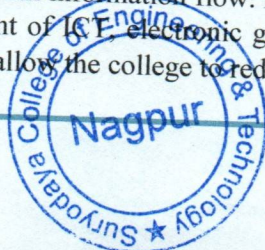
- Through the library module, book circulation, acquisition, catalogue and other online resources including e-learning resources for the benefit of the teachers and students are being maintained using OPAC software.
- Similarly more e-learning resources like Delnet NDL and new journals, etc are subscribed taking into account the recommendations of the library advisory committee.
- Appropriate training to the staff and the students for using the e-learning resources would be provided.

## 5. Training & Placement

- The Training and Placement department maintains the details of the placements and placed students in electronic mode.
- The reports of the placement record are maintained through Google Spreadsheets, MS- Office etc.

## Conclusion:

The E-governance needs security for smooth information flow. Best practice database and enhanced capacity for information analysis etc.. With the advent of ICT, electronic governance is an emerging trend to re-invent the way, the administration works. This will allow the college to reduce the gap for imparting better education.



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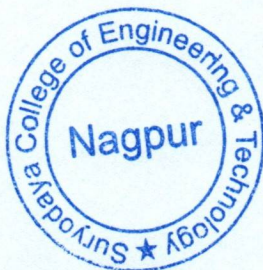


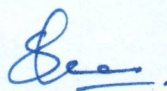


**CHAPTER-11**

**ALTERNATE ENERGY SOURCES AND ENERGY CONSERVATION POLICY**

1	Replacing conventional lighting system with energy efficient lighting at 20% per year.
2	Replacing the conventional electrical equipment (like fans, ACs) with energy efficient systems in a phased manner.
3	Installing solar PV power generation systems to meet the base demand in 5 years.
4	Encouraging faculty, staff and students to use common transport facilities to reduce the carbon footprint.
5	The institution has a green audit performed on a regular basis by an approved agency.
6	The institution has energy audit conducted by authorized auditors/auditing agency to find out the status of energy utilization of the college.
7	Along with green audit, the institute also conducts environment audit on a regular basis.



  
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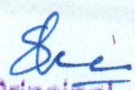
**CHAPTER-12**

**DEGRADABLE AND NON -DEGRADABLE POLICY DOCUMENT**

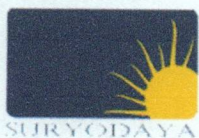
Effective waste management through efficient disposal or recycling is an important process for any organization as it impacts the health and environment of not only those who work and live on campus, but also those in the surrounding community. Therefore, providing a healthy and safe environment is our top priority

1	<b>Solid Waste Management</b>	Routine solid waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, after segregating into different types of bio and non-bio degradable waste and taken to the dumping yard
2	<b>Liquid Waste Management</b>	The non-reusable liquid waste is sent through proper drainage to the corporation drainage system.
3	<b>E -Waste Management</b>	E-waste from labs is properly collected and is given to the licensed recycler. Non-working computers monitors and printers are discarded and scrapped on a systematic basis. Students are also imparted awareness and education about E-Waste.
4	<b>Water Recycling System</b>	Rain water is collected from the main building, canteen and all other building in the college. The entire rain water is diverted to the rain water harvesting pit in the college campus.
5	<b>Hazardous Chemical and Radioactive Waste Management</b>	Hazardous chemicals are not used in the laboratories. Acids in diluted form are used in chemistry laboratories, which are discharged directly to the drainage. No radioactive elements of any form are used in the campus and thus its waste is not generated in the campus.



  
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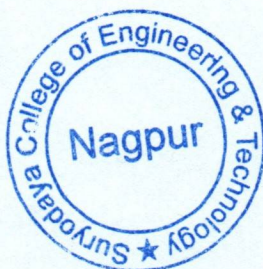
## CHAPTER-13

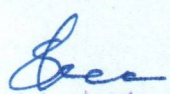
### GREEN CAMPUS INITIATIVE POLICY

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture.

Continuing to develop and implement an integrated green campus policy, our Institute implements the following practices towards establishment and maintenance of greencampus.

1	<b>Restricted entry of vehicles</b>	Entry of motor vehicles is strictly prohibited inside the campus. Separate parking facilities for those vehicles are provided in front of the main gate. Our college transport facilities are maintained with proper fume testing certificate.
2	<b>Use of Bicycle/ battery powered vehicles</b>	Our campus has student made Battery-powered vehicles for in-house transportation. Students are structured use bicycle in order to reduce pollution inside the campus.
3	<b>Pedestrian-friendly pathways</b>	SCET campus follows the Pedestrian-friendly pathways in all blocks. Pedestrian-friendly pathways are properly marked with suitable sign boards.
4	<b>Ban on use of Plastic</b>	In order to have the awareness on the hazardous effects of the plastic usage, our college is implementing some awareness boards like sign boards, digital displays to discourage the use of single use plastic items inside the campus.
5	<b>Landscaping with trees and plants</b>	As per the green practices in the campus, SCET is moving in the direction of a Green Institution by planting more trees in and around the campus. Many herbals plants and fruit trees have been planted to make optimal use of the land available. The garden consists of local species of trees which make the campus cool during hot summer months and improves the campus.



  
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## CHAPTER- 14

### DIVYANGJAN POLICY DOCUMENT

Our institution has constituted the following policy to ensure disabled friendly and barrier free environment for the disabled people to live with equal opportunities in the college premises.

- |   |   |
|---|---|
| 1 | College provides mechanized tools, like wheel chair.<br>College provides disabled friendly infrastructure like ramp and lift facilities                   |
| 2 | College provides disabled friendly restrooms that can be approached with wheel chairs.  |
| 3 | Signage boards are placed in all prominent places to ensure barrier free movement and to access to the needed facilities such as toilets, etc.            |
| 4 | College provides Braille blaster open software in helping the blind disabled people access study material and reference content.                          |
| 5 | College provides scribe for writing the Exam and, as per the regulation of RTMNU Nagpur / MSBTE it provides additional hours for writing the examination. |



  
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