Shri Moti Smriti Institute of Technology

College Information,

Rules,

Process

&

Procedures

Rules, Policies & Procedures, SMSIT, Amroha

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1. Institute Vision Mission:

        Shri Moti Smriti Institute of Technology, College of Diploma Engineering was established in July 20156, by Shri Moti Smriti Shiksha Evam Welfare Society. The College is affiliated to BTEUP Lucknow UP and approved by AICTE (All India Council for Technical Education) - New Delhi.

:: VISION::

To provide high quality of educational opportunities to rural students so that they are able to contribute effectively in technological growth and development of the region and the country

:: MISSION ::

To prepare students with skills and competencies to become innovative leaders and environmentally conscious citizens
To adopt holistic approach in curriculum delivery through innovative teaching practices to encourage student centric learning
To inculcatework ethics and professional attitudeamong students
To develop effective soft skills with practical approach to problem solving

:: QUALITY POLICY::

The knowledge oriented system & excellent teaching faculty of the institute, develop a learning environment for all and foster continues improvement in the quality of academic work. Also recognize and improve the skill of student through various curricular & co-curricular activities.
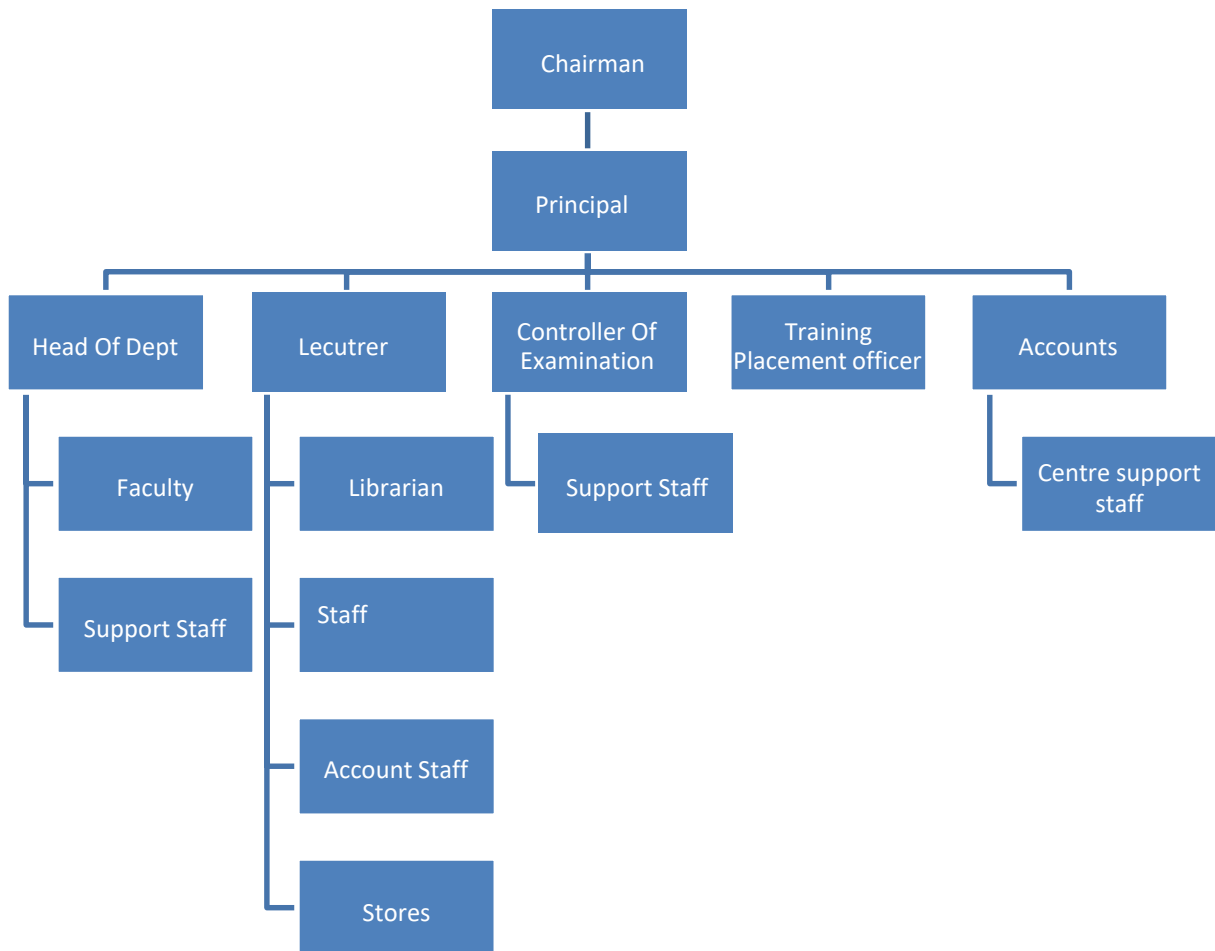
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2. Institute Summary

Name of Institute	**Shri Moti Smriti Institute of Technology**
Address	Adalurtaj ,Kailsa Road , Amroha , UP - 244221.
Village	**Adalpurtaj**
State	**Uttar Pradesh**
District	**Amroha**
Pin code	**244221**
Phone Nos. with STD code	**25922**
Fax No.	--
E-mail	smsit2015@gmail.com
Web-site	www.smsit.net
Nearest Railway station & Distance.	**Amroha Station**
Nearest Airport & Distance	**Delhi**
Longitude & Latitude	**Longitude 78° 547466" E** **Latitude 28° 887115" N**
Office/Academic Hours at the Institution	**09:00 a.m. to 4:00 p.m.**
Type of Institution	**Private**
Category of the Institution	**General**

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- **Type of Course Run by Institute:** Diploma Engineering (Three years course)

- **Details of all the programs being offered by the Institute.**

Sr.No.	Programme Name	Year of Commencement	Intake Capacity	AICTE Approval
01	Diploma in Mechanical Automobile Engineering	2015-16	60	Yes
02	Diploma in Mechanical Production Engineering	2015-16	60	Yes
03	Diploma in Civil Engineering	2015-16	60	Yes
04	Diploma in Computer Science& Engineering	2015-16	60	Yes
05	Diploma in Electrical Engineering	2015-16	60	Yes

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3. Institutional Management

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                        ┌──────────────┐
                        │   Chairman   │
                        └──────┬───────┘
                        ┌──────┴───────┐
                        │  Principal   │
                        └──────┬───────┘
   ┌──────────┬──────────┬─────┴──────────┬──────────────┐
┌──┴────┐ ┌───┴────┐ ┌────┴─────┐ ┌────────┴───────┐ ┌────┴─────┐
│Head Of│ │Lecutrer│ │Controller│ │    Training    │ │ Accounts │
│ Dept  │ │        │ │    Of    │ │Placement officer│ │          │
└──┬────┘ └───┬────┘ │Examination│ └────────────────┘ └────┬─────┘
   │          │      └────┬─────┘                          │
┌──┴────┐ ┌───┴────┐ ┌────┴─────┐              ┌────────────┴───┐
│Faculty│ │Librarian│ │ Support  │              │ Centre support │
└───────┘ └────────┘ │  Staff   │              │     staff      │
          ┌───┴────┐ └──────────┘              └────────────────┘
┌─────────┴─┐ │ Staff  │
│  Support  │ └────────┘
│   Staff   │ ┌───┴──────────┐
└───────────┘ │Account Staff │
              └──────────────┘
              ┌───┴────┐
              │ Stores │
              └────────┘
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Chairman → Principal → (Head Of Dept, Lecutrer, Controller Of Examination, Training Placement officer, Accounts)

- Head Of Dept → Faculty, Support Staff
- Lecutrer → Librarian, Staff, Account Staff, Stores
- Controller Of Examination → Support Staff
- Accounts → Centre support staff

4. Governing Board

Composition of Board of Governors For

Sr. No.	Name	Designation	Position
1	Mr. Rajkumar Arun	Educationtist	Chairman
2	Mrs. Poonam Arun	Social Worker	Manager
3	Mr. Saurabh Arun	Educationtist	Member
4	Miss. Surbhi Arun	Educationtist	Member
5	Mrs. Saroj Devi	Social Worker	Member
6	Mrs. Kajal Arun (SMSIT)	Educationtist	Member
7	Joint Secretory of Board of Technical Education, Utter Pradesh or Nominee	BTEUP Reprensentative	Member
8	Regional Officer Director, All India Council for Technical Education (Northern Region) or Nominee	AICTE Reprensentative	Member
9	Dr. Vivek Sachaan Prof., SVSU University Gajrola	Expert From Education	Member
10	Hon. Mr. Soveer Singh (Managing Director, Tecnovat Industries)	Expert from Industry	Member
11	Hon. Mr. Jaiswal from Taxtron Company	Expert from Industry	Member
12	Mr. Mohammad Umar (HOD Electrical Engg. Dept. SMSIT)	Teacher Nominated by Principal	Member
13	Dr. Amit Kumar	Principal	Member& Secretary

Power & function of Governing Body
Governing body shall have the powers

Functions
- Adopt the fees and other charges payable by the students of the college as fixed by the Government/ University from time to time.
- Accept endowments, institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendation of the academic council.
- Approve the institution of new programmes of study in the College with the concurrence of the University leading to degrees/ or diplomas.
- Lay down service conditions, emoluments as per the council norms, traveling allowances for teaching and non-teaching staff in the college, consistent with the University statutes/ ordinances/ regulations/ rules and State Government provisions.
- Lay down procedure for selection/ recruitment of teaching, non-teaching staff and to appoint the same in the college, consistent with University/ Council

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statutes/ ordinances/ regulations/ rules and State Government provisions.

- Regulate and enforce discipline among members of teaching and non-teaching staff in accordance with the rules/ procedure laid down in this regard.
- Invest in (any money belonging to College) approved securities, as it shall from time to time, think fit or in the purchase of immovable property.
- Transfer or accept transfer of any movable or immovable property of the College.
- Entertain, adjudicate upon and if thought fit, constitute a committee to advise and/ or to recommend Redressal of the grievances of the members of the staff of the College.
- Delegate administrative and financial powers to the Director and other functionaries in the College for smooth functioning.
- Approve the Annual Report of the College, and perform such other functions and constitute committees as may be necessary and deemed fit for the proper development and fulfill objectives for which the College was established.
- BOG shall plan of actions to be taken to achieve the Mission and Goals of the Institution.
- BOG shall have all supervisory powers over all of the activities of the Institution.
- BOG shall sanction all sorts of budgets of the Institutions.
- BOG shall appoint an Auditor, who is registered Chartered Account and who is included in the approved list of such registered Chartered Accountants.
- BOG shall constitute various committees and cells for smooth functioning and development of the Institution.
- BOG shall strive hard to attract and maintain the highly qualified faculty.
- BOG shall ensure the availability of the resources for the development of infrastructure and other facilities of the Institution initially to meet and subsequently to exceed the AICTE Norms and Standards for the Engineering and Technology Institutes.
- BOG shall frame a strategy for the overall development of the staff such as Quality Improvement Programmes, deputation of the staff for workshops and seminars, motivating the staff by the way of awards, incentives, take disciplinary actions on the employees etc.

Frequency of meeting: Governing body meets once in a year & as and when required.

Finance Committee of Institute :

Function:

- o Principal of the institute should consult the General manager about requirement /need of the expenses related to institute.
- o To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made.
- o To examine the annual statement of the accounts and financial estimates of the Institute prepared by the Account Office and submit it to Governing Board for further action.
- o To recommend to Governing Board the limits for the total recurring and non-recurring expenditure for the year based on income and resources of the Institute.
- o To take necessary steps to have the Institute accounts audited by Auditors appointed by the Governing Board.
- o To inform the Governing Board about the financial position of the Institute.
- o To report to the Governing Board any lapses or irregularity in the financial matters which comes to its notice.
- o To prepare detailed plan of the activities to be undertaken for academic year as advised by Governing Board.
- o To ensure smooth functioning of the Institution by coordinating all the activities of different Departments and Committees.
- o To take a follow up of activities and to assign tasks to different committees from time to time and advise for any discrepancies.
- o General manager should justify and then forward it to Governing Board with his clear remarks.

Procedure:

- o The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- o It shall be circulated to all Members of the Committee two days before meeting.
- o All the decisions should be taken on the basis of majority.
- o After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Constitution:

Sr.No.	Representatives	Status
01	Governing Board Chairman or his Nominee	Chairman

02	At least one member of Governing Board	Member
03	General Manager of Trust	Manager
04	Principal	Member Secretary

☐ **Frequency of Meeting:** The committee shall meet once in year and such other times, as may be required.

Equipment Committee:

o Principal of the institute should consult the General manager about requirement /need of the expenses related to institute.

o To identify areas other than buildings where consistent maintenance activity is needed. (e.g. computers, Xerox machines etc) and finalize the annual maintenance contracts with prior intimation to finance committee

o To prepare guideline and devise general system for procurements of materials, equipments and items for the Institution.

o To prepare approved vendors list for items, which are of general use and ensure the procurement of such items from approved vendors.

o To coordinate all the purchases of various Departments and ensure the procurement of required items as per schedule.

o To scrutinize requisitions for equipment of various Departments and decide upon the necessity of purchasing the equipment, keeping in view the possibility of its in-house manufacture in the Institute and the requirements specified by the Government, Board. AICTE etc.

o To arrange to call and scrutinize tenders/ quotations for items of purchase and contracts costing beyond the value specified by Governing Board.

o To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.

o To review the proposals passed and get the feedback of the proposals kept pending by the respective Departments and forward the same to Finance

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Committee.

o To invite quotations for items well within time and arrange their procurement after negotiations.

o To arrange for order, inspection and acceptance/ rejection of the equipment received.
o To consider and scrutinize the reports and inspect the items/ equipment for writing off.
o General manager should justify and then forward it to Governing Board with his clear remarks.

Constitution:

Sr.No.	Representatives	Status
01	Governing Board Chairman or his Nominee	Chairman
02	At least one member of Governing Board	Member
03	General Manager of Trust	Manager
04	Principal	Member Secretary

Procedure:

o The Member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.

o Collect the requirements from all departments.

o Verify that the requirements are within the sanctioned budget and get the sanction for the proposals from Chairman, Equipment Committee.

o Communicate the decision of the Committee to concerned department.

o Call and scrutinize tenders/ quotations for items of purchase, with the help of department.

o Carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.

o Arrange for sending the purchase order, inspection and acceptance/ rejection of the equipment received, with the help of department.

☐ **Frequency of Meeting:** The committee shall meet once in year.

Building Committee:

Function:

o Principal of the institute should consult the General manager about requirement /need of the building related issues (Repair, Alternation, New construction, Maintenance & all legal formalities) .

o To prepare phase-wise, comprehensive, time-bound plans to construct new buildings (As per AICTE norms), as and when required and get it approved by Governing Board.

o Completing all the necessary formalities regarding the sanction from the concerned authorities

o To complete the legal formalities regarding land, building and municipal taxes.

o To supervise and monitor all the work under construction and get the work completed strictly as per schedule.

o To prepare a plan for furniture required for various Departments / cells of the Institution.

o To monitor the status of all buildings, to forward the proposals of renovation and maintenance, carry out routine maintenance of the buildings.

o The committee shall review the work in progress and prepare a report.

o To take up a special drive for providing better common facilities like drinking water, electrification, dustbins and urinals and campus vigilance.

o To offer better canteen facilities.
o To monitor the house keeping activity keenly.
o To establish 'Security Service Cell '.
o To install the elaborate campus map at the entrance and numbering of buildings, departments, rooms and labs.
o To display inspiring quotes at prominent places.
o To prepare long term and short plans of campus development, prepare the expenditure proposals and forward them to FC for approval.

Constitution:

Sr.No.	Representatives	Status
01	Governing Board Chairman	Chairman
02	At least one member of Governing Board	Member
03	General Manager of Trust	Manager
04	Principal	Member Secretary
05	HOD, Civil Department	Member

Procedure:

o Prepare the Action Plan for the current activities.
o Get approval of Finance Committee to carry out these activities and if required get approval of Governing Board.

o Monitor progress through visits, Identify bottlenecks and take remedial actions.

☐ **Frequency of Meeting:** The committee shall meet once in year and such other times, as may be required.

Staff Selection Committee:

Functions:

o To prepare policy regarding recruitment, appointment rules regulations etc.

Staff Selection Committee structure

Sr.No.	Representatives	Status
01	Governing Board Chairman	Chairman
02	Governing Body Member of Society	Member
03	V .C. Nominee	Appointed by Board
04	Subject Expert	Appointed by Board

Procedure:

- o Principal of the institutes should follow the AICTE/DTE norms for the recruitment of faculty & staff.
- o Requirement of the faculty should carefully calculate by considering current norms.
- o Should submit the report to the management & after obtaining the sanction from the G.B.
- o Start the recruiting procedure.

☐ **Frequency of Meeting:** The committee shall meet once in year or as per requirement.

Library Committee:

Functions:

- o To prepare a budget for books needed by each department and forward it to finance committee.
- o To procure text books in adequate number well in advance before the start of semester.
- o To give correct Accession Number to the books procured and enters in record books.
- o To add more titles every year in consultation with respective departments.
- o To enrich the library by procuring leading National /International journals.
- o To maintain the records of issues and return of books accurately.
- o To get the books bound as when their covers are torn or worn out.
- o To prepare bound volumes of journals every year.
- o To display new arrivals of books and journals for information to staff and students.
- o To keep record of students and staff visiting the library and books referred by them.
- o To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow-up.
- o To provide Xerox facilities in library at subsidized rate.

o To provide and maintain the facility of the reading room.

o To provide and maintain Internet facility in Library.

o To maintain library books records as per the norms and update the same from time to time.

o To provide book-bank facility to students.

o To display the number of textbooks, titles and journals available in the library at the entrance of the library.

Constitution:

Sr. No.	Representatives	Status
01	Principal	Chairman
02	Head of all Departments	Member
03	Students Representative (2)	Member
04	Librarian	Member Secretary

Procedure:

o The Member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.

o Collect the requirements from all departments.

o Verify that the requirements are within the sanctioned budget and get the sanction for the proposals from Finance Committee.

o Communicate the decision of the Committee to concerned department.

o Call and scrutinize tenders/ quotations for books to be purchased

o Carry out discussions and negotiations with suppliers and procure the books with competitive price.

o Arrange for sending the purchase order and doing the final payments.

⌐ **Frequency of Meeting:** The committee shall meet at least four times in a year.

Training Placement and Entrepreneur Cell (TPEC):
Functions:

o Training Placement and Entrepreneur Cell (TPEC) monitors the employment opportunities and arrange campus interviews for the students.

o Nurtures Industry Institute interaction, by organizing and coordinating frequent industrial visits, implant training and projects of industrial relevance for the students.

o Conduct online Technical and Aptitude Test.

o Receives and forwards the feedback.

o Helps every student define his/her career interest through individual expert counseling.

- Makes available updated database and job profile of the companies and thus helps each student analyze and choose company of his interest.
- Organizes and coordinates Campus Placement Program, to fulfill its commitment of a job to every aspirant.
- Organizes Workshops on Soft Skill Training.
- Develop skills in students like integrity, reliability and teamwork, problem solving, entrepreneurship, communication in English and use of modern tools and technologies.
- Organize programs for Effective Entrepreneurship Education.
- Arrange Alumni meet in regular interval.

Constitution:

Sr.No.	Representatives	Status
01	Training and Placement Officer	Co-coordinator
02	T & P Team constituted by Principal	Member
03	Student Volunteer (1 from each Department)	Member

Admission Committee :

Functions:

- Keep Liasoning with state level admission committee & send the data time to time asked by JEECUP.
- To prepare clear and well defined policies for admissions.
- Prepare attractive brochures, prospectus and handouts for wider publicity.
- To get acquainted with all the rules and regulations of admissions as prescribed by Government and guide the students seeking admission accordingly.
- To prepare plan for addressing 10th standard, ITI, and 12th standard students as a career counseling activity.
- To provide best counseling to students and parents who come to seek admissions.
- To advise the Principal on improving facilities from the feedback received from parents and students during admission counseling.
- To maintain the record of admitted students and forward it to concerned department.
- To guide admitted students to complete the admission procedure like paying fees, procedure for obtaining Enrollment no., I-card, time tables etc.

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Constitution:

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Three Senior Faculty Members Nominated by Principal	Member
03	In-charge Admission Activity	Member Secretary

☐ **Frequency of Meeting:** The committee shall meet once in Semester and such other times, as may be required.

Student Grievance Redressal Committee:

Functions:

o Examine and enquire the student(s) involved in malpractice.

o Decide the punishment depending upon the gravity of the offence. Appeal to the Principal.

o It shall take care of the inputs received from students, observers and staff regarding indiscipline, ragging and sexual harassment activities of the student.

Procedure:

o All complaints regarding malpractices should be referred to the Chairman of the committee.

o The involvement of the Student shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

o The Principal shall take necessary action as per the recommendations of the committee.

o Student shall forward the written complaints to member secretary.

o All complaints shall be investigated and all enquiries relating to misconduct of the students shall be presented to the committee.

o If nature of complaint is severe, to check the severity of the complaint, Grievance Redressal Committee may form a subcommittee.

o Enquiry shall be done by sub-committee and enquiry report shall be forwarded to Grievance Redressal Committee.

o Committee shall give appropriate punishment on the basis of severity of the misconduct.

Constitution:

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Senior Faculty Member	Member Secretary
03	Representative from Institute teaching staff Member	2 (To be nominated by the Principal)
04	Representative from Institute Woman teaching staff Member	1 (To be nominated by the Principal)

└ **Frequency of Meeting:** The Committee shall meet as and when required or twice in a year.

Faculty, Staff Grievance (internal complaint) & Redressal Committee:

Functions:

There shall be grievance committee to deal with the grievances of the teachers and other employees of the Institute to hear and settle grievances.

Constitution:

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Senior Faculty Member	Member Secretary
03	Representative from Institute teaching staff Member	2 (To be nominated by the Principal)
04	Representative from Institute Woman teaching staff Member	1 (To be nominated by the Principal)
05	Representative from Institute Non-teaching staff Member	2 (To be nominated by the Principal)

Procedure:

o Any employee of the Institute could address his grievance in writing to the member secretary of the Committee.

o The grievance could be arising out of policy matters or personal reasons.

o Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong, which he/she deemed having been done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

o The committee shall call for meeting within a week of receiving any grievance and submit its recommendations to the Principal within a fortnight of having received a grievance. The process could be expedited at the discretion of the Principal if the grievance be of such a nature which may need immediate attention.

o If the complaint is against any member of the committee, he /she shall not form the quorum of that committee in which his / her case is being heard of and decided. In such a case, the senior most person on the committee will co-opt another suitable member with the permission of Principal to have the quorum of members on the committee.

o The decision of the Principal will be final.

⌊ **Frequency of Meeting:** The Committee shall meet as and when required or twice in a year.

Anti Ragging Committee:

Anti-Ragging Committee is constituted as per AICTE letter dated 01/07/2009
"Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes-

1) Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or

2) Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

3) Ragging within or outside of any educational institution is prohibited.

4) Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5) Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of powers conferred under Section 23 read with Section 10 (b), (2006 dated 16- 05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, in exercise of the g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009. These regulations are accepted by TDSC Surat.

Functions:

o Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.

o Creation of cordial and free atmosphere.

o Involving seniors and fresher's jointly in value based cultural and other activities.

o Entrusting the responsibilities jointly.

o Inter-action and casual warning.

o Ensuring the spot solutions by adapting soft measures.

o In case of need, reporting to the nearest police station.

Procedure:

o The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.

o It shall be circulated to all Members of the Committee two days before meeting.
o All the decisions should be taken on the basis of majority.
o After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

☐ **Frequency of Meeting:** The committee shall meet once in year and such other times, as may be required.

Anti Ragging Squad:

Sr. No.	Name of Member	Designation
1.	Mr. Rajkumar Arun	Chairman
1	Mr. Amit Kumar	Principal
2	Mr. Uraib Ahmed	Member (Lecturer)
3	Mr. Mohd. Umar	Member (Lecturer)
4	Mr. Kavinder Singh	Member (Lecturer)
5	Pooja	Student

Women Grievance Redressal Cell (Monitoring Cell):

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 from the date of Gazette Notification i.e., w.e.f. 23.04.2013 and same has been published in the Gazette of India, Extraordinary, Part-II, Section-1,

dated the 23rd April 2013 as Act No. 14 of 2013. The Act provides for protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. It is highly required that women are protected against sexual harassment at all the work places, be it in public or private. This essentially will contribute to the understanding of their right to gender equality, liberty and moreover, equality in their working conditions. The sense of security at the workplace/study place will improve women's participation in overall progress, resulting in their economic empowerment and inclusive growth as whole.

SMSIT Diploma Engineering College, has adopted the guidelines in Compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

As per section 4 of Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013, Women Grievance Redressal Cell is formed in order to keep the healthy working atmosphere among the faculty of Polytechnic. This Cell helps women faculty and girl students to record their complaints and solve their problems related to resources and personal grievances. Woman Harassment complaints will be handled as per government guidelines.

Functions:

o To build self-esteem & dignity among girl students & ladies faculty member.
o To offer services such as counseling, legal aid in case of atrocities against women.
o To creates awareness regarding women rights.
o To arrange programs regarding health, personality development etc.
o To avoid and prohibit Sexual Harassment at workplace.

Constitution:

Sr.No.	Representatives	Status
01	Senior Faculty Member	Member Secretary
02	Representative from Institute Woman teaching staff Member	2 (To be nominated by the Principal)
03	Representative from Institute Woman Non teaching staff Member	1 (To be nominated by the Principal)
04	Representative from Institute girl student	2 (To be nominated by the Principal)

Procedure:

o The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.

o It shall be circulated to all Members of the Committee two days before meeting.

o All the decisions should be taken on the basis of majority.

o After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

☐ **Frequency of Meeting:** The committee shall meet once in year and such other times, as may be required.

5. Admission Rules and Regulations

Eligibility Criterion:

Passed 10th Std. / SSC examination. Obtained at least 35% marks at the qualifying examination.

Admission Procedure

The students are admitted in the institute as per the provisions of **JEECUP Admission Process done by Admission Committee for Professional Diploma Courses (ACPDC).**

Website: www.jeecup.gov.in

100 % of the admission will be done by Government Centralized Admission Process conducted by Admission Committee for Professional Diploma Courses (ACPDC).

Scholarships:

Sr. No.	Name of Schemes	Eligibility Criteria
1	(Post Metric Scholarship for SC students Scheme for Education of ST Students Post-Matric Scholarship	Student must be from SC/ST Category. Website: https://www.scholershipup.gov.in
2	Post Matric Scholarship of Government of India for the OBC students	Website: https://www.scholershipup.gov.in
3	MOMAS(Ministry of Minority Affairs and Schemes)	Student must be from religious minority group. Website: https://scholarships.gov.in/
4	Directorate of Technical Education- Gujarat State, tablets are issued by Government of Gujarat.	All students who have taken admission in First Year after passing 10th from recognized board.

6. Recruitment of Teachers and other Academic Staff

The polytechnic abides by the norms and rules laid from by All India Conical of Technical Education (AICTE) and Gujarat Technological University.

Pay Scales and Service Conditions and Qualifications for the Teachers and other academic staff

As per All India Council for Technical Education Pay Scales and Service Conditions and Qualifications for the Teachers and other academic staff in Technical Institutions (Diploma) Regulation 2010.

The rules and policies regarding recruitment and promotion are as per AICTE and SMSIT.

Eligibility Criterion:

As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff (January 22, 2010)]. Faculty Members are recruited based on the qualifications prescribed by AICTE and DTE, Gandhinagar for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated January 22, 2010.

Manpower Planning:

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Management during the semester. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement:

Recruitment Procedure:

1. **Advertisement:** In leading News Papers requesting the eligible candidates as per AICTE norms to apply within a given time
2. **Applications:** The applications along with the Resume and

supporting documents will be collected at the SMSIT Diploma Engineering College.

3. **Listing:** After the applications are received, a list will be prepared highlighting the eligibility, qualification and experience.

4. **Merit List:** List will be prepared as per the requirements of the individual department.

5. **Call Letters:** Eligible Candidates will be called for interview.

6. **Interview:** Discussions with the candidates to know their potentials, strengths, teaching skills etc. will be conducted.

7. **Appointment Letter:** Issue offer of appointment letter to the selected candidate.

7. Code of Conduct

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

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

Policy for Physically Handicapped People:

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

Drug and Alcohol Free Workplace Policy:

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment: Abide by the institute's policy on prohibited

substances; and inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

Equal Employment Opportunity:

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

Sexual Harassment:

Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken.

All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

Attendance:

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

Conflicts of Interest:

An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

Safety:

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department immediately. A doctor is

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available on call for emergencies. First Aid Box is made available to all the employees and students.

Confidential Information:

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

Disciplinary Proceedings:

- o No order imposing any punishment on a Member shall be imposed except after. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.

- o No employee of the Institute shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

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8. Student Discipline and Conduct

1. Every student will maintain discipline and decorous behavior both inside and outside the campus with faculty and their friends and will not involve in any activity, which shall tend to bring down the prestige of the Institute.

2. Any act of indiscipline of a student reported to the Authorities, shall be discussed in meeting. The Committee shall enquire into the charges and recommend necessary action if the charges are substantiated.

3. During the conduct of lectures / practical / term work student should not loiter in and around the Institute premises.

4. Every student must attend all lectures, practical, term work and examinations conducted by the Polytechnic.

5. Students should not organize on their own picnic, excursion etc. without prior written permission of the Principal.

6. If a student while studying in the institute is found indulging in anti-national activities contrary to provisions of acts and laws enforced by Government s/he is liable to expulsion from the institute without notice.

7. If a student is involved in any kind of ragging, the student shall be liable for strict action as per the provision of AICTE/BTEUP rules.

8. The students should not involve in any activity such as "common off". If they are found to be involved in "common off", are liable to disciplinary action as decided from time to time.

9. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at Institute. The valid ID card must be presented for identification purpose as and when demanded by authorities. Refusal shall be subjected to disciplinary action

10. Mobile phones are strictly banned during academic hours. Mobile phones must be switched off before entering classrooms or laboratories. If any student is found using mobile phones during academic hours, s/he will be liable to necessary action.

11. All students must handle Laboratory Equipment, Machines and Computers in the institute with proper safety and care.

12. All students must use all internet facilities ethically.

13. The library facilities shall be properly used. All students must adhere to the

    rules and regulations of Library.

14. Every student should take utmost care of the Institute property and try to keep the Institute and its premises neat, clean and tidy. Any Intentional damage done to the Institute building, furniture, equipments by the students shall be treated as breach of discipline and the students will be severely punished.

9. Working Hours and Workload

Muster:

A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

The Standard Work week:

Since the requirements of the various operations of the Institute are Diverse, different work schedules are adopted to meet different needs. However, the standard workweek of the employees is Monday to Saturday. Every 2nd Saturday is off (Not working). The timing is 9:50 am to 5:30 pm for Administrative Staff and Faculty. All days have a thirty minutes break for lunch and 10 minutes of tea break.

Weekly work load is given to all teaching faculty as per DTE latest circular & AICTE Handbook.

Leave Rules:

Casual Leave

1. All the employees are entitled for 12 days of casual leaves in a year in an academic year

2. Faculty and staff who have not completed one year of service can avail CLs only on Pro-rata basis.

3. Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.

4. Casual Leave can either be prefixed or suffixed with vacation.

5. Casual leave not availed in an academic year will lapse.

6. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.

7. Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.

8. Casual leave can be availed by individuals only on prior sanction. It is the responsibility of the faculty to make alternative arrangements for the

academic load the faculty misses because of the casual leave. The Head of Department will monitor and take suitable steps to see that no class is unattended.

9. The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

Vacation

1. Faculties who are in regular service are eligible for a vacation as per the norms of SMSIT.

Maternity Leave

1. All the lady employees are entitled for 135 days Maternity Leave (twice in the entire career) as per the prevailing norms prescribed by the authorities from time to time.

Permissions/Movements

Depending on urgency of the mater faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority. Such permission can be given two times per month only.

Competent Authority:

- For all teaching faculty- Principal
- For all other staff - Respective Head of Department
- For principal - GB Member/General Manager

Other Policies

Security and Vigilance on campus

Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. Institute has also installed cameras at important locations as outdoor security monitoring.

Biometric Attendance facility

Every staff member of this Institute is required to register the finger print in biometric system and must record attendance through this system. Three late marks will be treated as half day leave. Registration is available with office staff.

Examination Duties

All teaching staff is allotted Examination duties for Board and departmental examination.

Private Coaching / Outside Employment Policy

No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken such staff members.

Internet Facility policy

Staff must use the internet facility provided by Institute only for office and academic purpose. Staff must not be involved in sending unsolicited mails through internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.

Non smoking, non alcohol and no-tobacco chewing policy

At Institute no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.

Keys deposition Policy

Institute main office keys are deposited in the security office. Department classroom, labs, staff room, Library and workshop keys are deposited in the Institute office keyboard. Proper staff members are authorized to close and lock the rooms. Department peons, subordinate & Head of Department are solely responsible for missing of any keys, misuse of electricity & water.

Vehicle parking policy

All the staff members are required to park preferably at the designated parking lots for proper management. Students are required to park vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus. Faculty/Staff shall not park the vehicle continually for days without prior permission; else action will be taken against it

Faculty Development and Welfare Measures :

Faculty Development

Deputations for Post Graduate Studies

Staff members having Graduate qualification are encouraged to pursue Post Graduate (PG) qualification. Staff members who have put in at least three years of continuous service and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions. The grant of such request is considered depending upon merit of the case as judged by Head of the Department, Principal. In case the Management decides, the staff member is required to sign a legal bond, before starting of PG course. Head of the Department extends necessary support

To such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the PG course and it is expected that staff member completes the PG in this tenure only.

Deputation for Ph.D. / M.Tech Work

Staff members having Postgraduate qualification are encouraged to pursue PhD /M.Tech Study as per policy of the trust time to time. Staff members who have put in at least Five years of continuous service and whose performance is satisfactory, can request management to depute them for completing Ph.D/M.Tech Study from recognized institutions. Such request is granted considering merit of the case as judged by Head of the Department, Principal. Such member is required to sign a legal bond before the start of PhD/M.Tech Study. They also have to submit the progress report to Institute (through Head of the Department) at every interval of six months. For self sponsored staff members doing PhD/M.Tech Study at Various Institution, the entire expenses towards completion of PhD/M.Tech Study are borne by staff member.

Seminars / Workshops / Conferences

Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the

first time and also treating the period of absence as "ON DUTY". The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

Promotion of Research Activities

The Institute aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels. The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations. Travel grants can be sanctioned to faculty to present research papers at or to attend National Conferences.

Staff Development and Training

1. All Staff members are encouraged to take up various All India Council for Technical Education (AICTE) approved short-term training programs or attend reputed conferences/seminars/workshops etc. during vacation period. Staff members who have put in more than one year of continuous service are eligible for such deputations. Head of the Department shall decide the usefulness of

   such programs and recommend the name of staff members for attending the programs to Principal for approval. After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the department. In addition, the staff is required to make a presentation on the conference or training program attended to the department.

Welfare scheme for Faculty and Staff:

1. Free medical checkup facility is provided for the faculty and staff.
2. Staff is given the benefited under **Staff welfare Policy** in which Rs. 100000/- will be paid By National Insurance Company, who met with an accident. Similarly same policy is purchased for all students of College. Welfare Fund - Financial Assistance is provided to the faculty and staff.
3. EPF and Gratuity for Faculty and Staff

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10. Job Responsibilities

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability, The Institute follows a well decentralized pattern of working with each staff member being held accountable for the assigned responsibilities.

Functions of Key Administrative Positions: Principal:

Academic and Administration of the Institution.

1. Provide effective leadership to the Polytechnic
2. Liaison with Management, AICTE, NBA, DTE, Industries, Parents, Students, Alumni and other stakeholders
3. Implement and monitor policies of management, decisions taken in Governing Body. Guide various committees and cells for effective functioning.
4. Approve Academic calendar, hold Head of Department and faculty meetings, monitor admission, academic and exam related activities. Monitor faculty performance, resolve issues (if any) to create conducive atmosphere.
5. Ensure safety and security measures of Institutional infrastructure and the resources.
6. Evolve future plan and prepare for progress, development and sustainability.

Head of the Departments: Academic and Administration of the department

1. Planning, Implementation, Supervision and General Departmental control over academic activities, class time-tables, etc.
2. Evaluate performance of Faculties and staff, their academic duties such as lectures, demonstrations, assessments, guidance to research, tutorials, workshops, etc
3. Arrange discussions with Class representatives, mentors and seek suggestions for development of department, meetings with parents / guardians regarding attendance, performance of their wards, academic progress and keep records of the same and report to Principal.
4. Entrust Lab In charge to maintain the Departmental Dead Stock, Consumable Stock Registers and prepare annual requirement of the consumables and seek approval of Principal.
5. Prepare annual budget required for department and forward the same to Principal for consent.
6. Maintain constant vigil on engagement of classes regularly, punctuality in imparting lesson as per syllabus and time table.
7. Conduct weekly meeting with staff and check whether the syllabus has been completed as decided and maintained in the academic diary.
8. The Head of the Department is responsible for the smooth functioning of the department as per the academic calendar.
9. Conduct academic co-curricular, extracurricular activities of the students of the departments.
10. Monitoring the Industry Interaction for Guest faculty, In-plant Training and Projects.

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11. Assign various responsibilities such as Guardian Faculty Member, Mentors, Co-curricular coordinators, Academic coordinators, Lab In-charges etc. to Faculties and Laboratory Staff.

Lecturer

A. Academic:
1. Teaching Diploma courses including lecturers, laboratories and tutorials.
2. Students Assessment & evaluation including examination work of the Gujarat Technological University examinations.
3. Planning and implementation of instruction in laboratory.
4. Developing Resource Material & curricula.
5. Design & Developing of laboratory instruction.
6. Participation in the co-curricular and extra- curricular activities.
7. Student's guidance & counseling & helping their character development.
8. Innovation in technical education & evaluation.
9. Self development through up-gradation of knowledge and skills.
10. Installation of equipment and maintenance of facilities.

- To follow all rules and regulations as laid down by the Institute which includes working time in the Institute, signing of the muster, leaves updating, submission of tax documents etc.

B. Research & Consultancy:
1. R & D work on industrial projects.
2. Publication of technical papers.
3. Promotion of industry institution collaboration & industry oriented R &D.
4. Organizing & coordination consultancy services.
5. Providing testing/repair services.

C. Administration:
1. Assisting in institution/department administration, planning and its implementation.
2. Assisting in resource mobilization for the institution.
3. Admission and registration of students.
4. Attendance & progress report of students.
5. Assisting in extension services to the industry.
6. Contributing to community activities.
7. Public relation & interaction with community.
8. Dissemination of knowledge.

Workshop Superintendent
1. Smooth running of Institute workshop.
2. Preparing Material Requirement.
3. Oversee the workshop routine work.
4. Proposing annual budget for workshop.
5. Plan for resource generation.

Office Superintendent

1. Liasoning with AICTE, DTE AND BTEU
2. Maintain Service Books of Faculty and Staff.
3. Faculty personal files
4. Maintain minutes of meeting (all)
5. New proposals
6. Co – ordinate day to day activities of office and college premises.
7. Purchase process
8. Annual Institute budget
9. Fee Regulatory Committee report preparation.
10. Purchase and updating of all type software's required for office work.
11. Look after lift maintenance, renewal of license, update the fire fitting system, AMC renewal, and Liasoning with housekeeping contractor.

Accountant

1. Carry out day to day financial activities.
2. Maintain the clear record of day to day expense.
3. Maintain all vouchers till the final account is settle.
4. Preparation of Budget for financial year.
5. Preparation of salary and related work.
6. Half early & final audit preparation, consult our auditor.
7. Maintain all financial record.
8. Consult office superintendent, Principal in the crucial issues.

Training and Placement Officer

1. Liaison with Industry.
2. Facilitate career guidance to students.
3. Student Training and Placement.
4. Arrange campus interviews.
5. Proposing annual T & P budget.
6. To maintain complete information regarding student appearing for placement activities.
7. To conduct placement activities smoothly
8. To update and maintain the contact details of companies interested in recruitment activities.
9. To send invitation to industry and company for campus recruitment and notify the students about the events and take necessary action.
10. To take necessary actions for pre-placements.
11. To arrange Training and Soft skills as per requirements of Companies / Industries.
12. Ensure alumni registration.
13. Arrange meet.

Librarian

1. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and

renewal of books / magazines .

2. To display all technical articles, literature and new arrivals.
3. Co – ordinate day to day activities of Library
4. Plan and propose for expansion and development(If any).
5. Maintain library discipline and culture.
6. Prepare annual budget for library.

In-charge of Examination Section (Co Ordinator)

1. Smooth conduct of all Internal and External Exams.
2. Examination related guidelines are forwarded to concerned staff and students from time to time with the consent of the principal.
3. Record Keeping and Safety of Exam stationary and other related Inventory.
4. Exam form filling of Regular and Ex-students.
5. Bteup Exam Result Analysis and Result Records.
6. Conduct Examination as per BTE Norm in free and fair environment.

Sports In Charge

1. Ensure smooth conduct of sports.
2. Ensure proper use of gymkhana.
3. Purchasing of sport items.
4. Arrange Zonal and Inter zonal Tournaments organized by BTE.
5. Encourage students to participate in Inter Departmental Sports as well as Zonal and Inter Zonal Events.

In-charge of Student Professional Activities

1. Organize events through students' professional societies / chapters.
2. Organize Technical Paper, Project, Quiz etc. contests.
3. Encourage student participation/Counseling.
4. Publication of Technical magazine and News letters.
5. Record of student participation and achievements in Co-curricular and extra – curricular activities.
6. Conduction of C.R/C.O Meeting in every semester or as and when required.
7. Maintain record of all such events.

Network Operator :

For System and Technical Support

1. To update and maintain institute website with institute data.
2. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
3. To initiate purchasing of equipments with consultation of HOD and principal.
4. To provide support for various software servers.
5. To ensure continuous internet during assigned hours.
6. To give support to On-line exam, Seminar, Workshop, technical training program.

Laboratory/ Technical Assistant:

1. To prepare the laboratories for smooth conduction of laboratory session.

2. To assist faculty and students during laboratory sessions.
3. To maintain Dead stock register, Instrument Issue register and maintenance register.
4. To conduct installation of new equipments and maintenance of existing equipments.
5. To maintain and update the approved supplier list for equipments.

Performance Appraisal

Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. They are also expected to provide services to the industry and community for understanding and contributing to the solution of real life problems in industry. Another role relates to the shouldering of administrative responsibilities and co- operation with other Faculty, Head of Department and Principal.

Confidential report, faculty appraisal form to be collected from HOD at the end of year for each faculty and SWOT analysis, Performance based appraisal system (PBAS) filled by faculty.

Key points for faculty appraisal are:

(A)

- Teaching, learning and evaluation related activities.
- Seminar, Conference, Symposia Workshops etc. attended during the year
- Innovation/Contribution in Teaching
- Improvement of Professional Competence
- Co-curricular and professional development related activities.
- Research, publications and academic contributions.

(B) Student Feed Back:

Confidential student feedback shall be collected once in semester and reviewed by the Principal. This will be maintained by Head of the Department.

(C) Result analysis:

Result Analysis of subject taught by the faculty is collected and reviewed by the Principal.

From the various reports and on the basis of above key points appraisal of the faculty is done and final performance sheet is prepared by the principal and recommend to the management for the following actions to be taken.

- Sponsorship for higher studies
- Faculty members who have upgraded their qualification to be benefited by the rise in the scale.
- letter for improvements.
- For certain achievements appreciation letters to be given.
- Cash prize for the outstanding performance.

The performance evaluations is also discussed with the concern faculty by the HODs and the Principal, advised for better performance is given as per requirement.

Transparency and availability of correct/ unambiguous information in public domain

Academic and Administrative Transparency:

The institute website www.smsit.net includes exhaustive information about college as well various notices are regularly posted including the Academic Calendar.

The Academic plan is prepared by all the departments before proceeding on summer and winter vacations for Odd and Even Semesters. Administrative procedures are explained to new recruits in the meeting with head of institute at the time of joining. Every staff member as well as student is informed about academic activities and their responsibilities on regular basis through meetings. As well as at the commencement of first semester of newly admitted students orientation programme is arranged by institute, which includes information about academic calendar, about BTEUP ,detention policy, discipline rules, details of fees, college timing, vacation duration, staff & laboratory introduction. In this programme parents are also invited.

Budget Preparation

The Tentative Annual Budget is prepared by the Office in the month of February for the forthcoming Financial and Academic year. The Subcommittee inputs are considered for the expenses to be included under various heads. Non-recurring Budgets are allotted to purchase equipment's for new experiments or to phase out old instruments which are beyond repair. The Department Heads submit the list of equipment's and services to the Principal. The tentative budget is placed before the Governing Body Meeting held in the month of March every year for approval.

Delegation of Financial Powers

The Institute prepares and approves Budget of the next financial year during Governing Body meeting. Head of the Institute implements the decisions taken in the Governing Body with approval from Management.

The department budgets for Recurring/Non-Recurring/Maintenance activities are sanctioned by the head of the institute. Each department recommends the laboratory equipments and accessories for the year with justification. The department plans the budget as per curriculum and laboratory demands. The list of equipment's to be procured/experiments to set up as per curriculum are finalized by the head of the department, head of the institute in coordination with General manager and management with proper procedures like inquiries from various vendors, comparative statement & negotiation meeting at trust office. At the time finalization of purchase order key points like quality, economical price, reputation & past experience of vendor is considered.

Availability of the audited statements on the Institute's website

The Annual Balance Sheet is prepared every year audited by the Chartered Accountant. The Balance Sheet is placed in the Institute website. The hard copy of the Balance Sheets of last three years will be presented to the Peer Committee at the time of visit.

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