



Nagar Yuwak Shikshan Santha, Airoli's

DATTA MEGHE COLLEGE OF ENGINEERING

(Recognized by AICTE, DTE, Govt of Maharashtra & Affiliated To University of Mumbai)

NAAC ACCREDITED

STAFF POLICY DOCUMENT

(Version II, w.e.f. July, 2018)



Dr. Sudhirkumar Sawarkar
PRINCIPAL

DATTA MEGHE COLLEGE OF ENGINEERING
SECTOR-3, AIROLI, NAVI MUMBAI-400708.

Nagar Yuwak Shikshan Sanstha Airoli's
Datta Meghe College of Engineering, Airoli

INDEX

| Chapter Number | Subject | Page Number |
|----------------|---|-------------|
| | About the Trust | 10 |
| 1 | General Information of Trust: | 10 |
| | a Name of the Trust | 10 |
| | b Registered address | 10 |
| | c Registration numbers | 10 |
| | d Board of Trustees | 10 |
| | e Vision of the Institute | 10 |
| | f. Mission of the Institute | 10 |
| | g Right to Information (RTI) Committee | 10 |
| | h Information of Office Bearers | 11 |
| | About the College / institute: | 12 |
| 2 | 2.01 Principal's Foreword | 12 |
| | 2.02 Name of the college / institute | 13 |
| | 2.03 Address of the college / institute | 13 |
| | 2.04 Contact details of the college (Web site, E-mail, Telephone nos.) | 13 |
| | 2.05 Location of the college / institute | 13 |
| | 2.06 AICTE's Permanent Approval Number | 13 |
| | 2.07 College ID Number by Directorate of Technical Education, Maharashtra State | 13 |
| | 2.08 Mumbai University's College ID Number | 13 |
| | 2.09 Long Term Goals | 13 |



Page 2 of 64

Dr. Sudhirkumar Sawarkar
PRINCIPAL
 DATTA MEGHE COLLEGE OF ENGINEERING
 SECTOR-3, AIROLI, NAVI MUMBAI-400708.

| | | | |
|------|------|---|----|
| | 2.10 | Short Term Goals | 14 |
| | 2.11 | Quality Policy | 14 |
| | 2.12 | Governing Body | 14 |
| | 2.13 | College Development Committee(CDC) | 15 |
| | 2.14 | Institute level Quality Management Cell (ILQMC) | 16 |
| | 2.15 | Research Development Committee(RDC) | 16 |
| 3 | | Human Resource Planning: | 17 |
| | 3.01 | Employee Classification: | 17 |
| | a | Teaching faculty: | 17 |
| | | i) Full Time (Regular) | 17 |
| | | ii) Full Time (Adhoc) | 18 |
| | | iii) Adjunct Faculty | 18 |
| | | iv) Emeritus Faculty | 18 |
| | b | <u>Non-teaching staff:</u> | |
| | | i) Technical | 18 |
| | | ii) Non-technical | 18 |
| | 3.02 | Organizational Chart | 19 |
| | 3.03 | Staff pattern / Post wise no. of positions: | 19 |
| | 1 | Teaching (Subject wise & cadre wise full time faculty) | 19 |
| | 2 | Non-teaching Technical (Department wise & cadre wise) | 20 |
| | 3 | Non-teaching non-technical (Department wise & cadre wise) | 20 |
| | 4 | Roaster for the posts of full time teaching faculty | 20 |
| 3.04 | | Workload and Responsibilities of employees: | 20 |



| | | | |
|------|---|--|----|
| | a | Standard Teaching load (cadre wise as per AICTE) | 20 |
| | b | Duties & Responsibilities of Management Representative | 21 |
| | c | Duties & Responsibilities of a Principal | 21 |
| | d | Duties & Responsibilities of a Dean (Academics) | 23 |
| | e | Duties & Responsibilities of a Head of Department | 24 |
| | f | Duties & Responsibilities of a Research Coordinator | 25 |
| | g | Duties & Responsibilities of Faculty | 25 |
| | h | Duties & Responsibilities of Non-teaching Technical staff | 26 |
| | i | Duties & Responsibilities of a Librarian | 27 |
| | j | Duties & Responsibilities of Training & Placement Officer | 27 |
| 3.05 | | Working days in a week: | 29 |
| | a | Working days & weekly off in a week | 29 |
| | b | College standard working time (other than office) | 29 |
| | c | College office time | 29 |
| | d | Working hours of employee | 29 |
| | e | Outgoing Time from Duties | 30 |
| 3.06 | | Recruitment of employees: | 30 |
| | a | <u>Recruitment procedure of Teachers & Principal:</u> | 30 |
| | | i) Consolidation of subject wise teaching load collected from all the departments including Core Science & other supplementary departments | 30 |
| | | ii) Finalization of subject wise vacant posts taking into account Roster. | 30 |
| | | iii) Verification of Roster & final approval for backward class reservation for the posts to be advertised. | 30 |
| | | iv) Publishing the advertisement (Newspapers, Institute website etc.) | 31 |



| | | |
|---|--|----|
| | v) Letters to various government agencies demanding list of registered candidates of reserved category | 31 |
| | vi) Performa of application to be kept on the institute's website | 31 |
| | vii) Collection of application & preparation of its database | 31 |
| | viii) Scrutiny of data and short listing of eligible candidates' | 31 |
| | ix) Formation of Selection Committee | 31 |
| | x) Decide interview schedule and venue | 31 |
| | xi) Interview call letters to finally shortlisted candidates | 31 |
| | xii) Invitation letter to the members of Selection Committee | 32 |
| | xiii) Conduction of interviews and report of Selection Committee recommending names of candidates | 32 |
| | xiv) Submission of Selection Committee reports to the competent authority within prescribed time | 32 |
| | xv) Preparation of a consolidated statement in detail in respect of recommended candidates | 32 |
| | xvi) Approval of the management for issuing appointment orders | 32 |
| | xvii) Issue of appointment orders | 32 |
| | xviii) Special appointments against leave vacancy or contractual for a particular assignment | 32 |
| | xix) Special appointment on compassionate ground (Appointment to one of the family members in the event of death while in NYSS Airoli's service) | 32 |
| b | <u>Recruitment of non-teaching staff:</u> | 32 |
| | i) Finalize vacancy considering staff pattern | 32 |
| | ii) Publish advertisement, if required | 33 |
| | iii) Scrutiny of applications & short listing of candidates for interview | 33 |
| | iv) Decide local interview panel | 33 |
| | v) Letters to finally shortlisted candidates | 33 |



| | | | |
|---|------|--|----|
| | | vi) Test & personal interview of candidates | 33 |
| | | vii) Approval of the Management for recommended candidates | 33 |
| | | vii) Issue of appointment orders | 33 |
| | c | Orientation and Training to newly recruited: | 33 |
| | | i) Brief introduction about the Department by the HOD | 33 |
| | | ii) Submission of joining report | 33 |
| | | iii) Submission of attested documents and its verification in Establishment Office | 34 |
| | | iv) Necessary training (if required) by the respective department /section | 34 |
| | | v) Allotment of job responsibilities by the HOD. | 34 |
| | | Salary and perquisites: | 35 |
| | 4.01 | Type & fixation of initial salary: | 35 |
| | a | Consolidated salary (Cadre wise) | 35 |
| | b | Salary as per Pay Commission / Pay Scale (Cadre wise). | 35 |
| 4 | 4.02 | Allowances granted for salary purpose | 35 |
| | 4.03 | Perquisites approved by the Management as a part of salary | 35 |
| | a | Car petrol allowance | 35 |
| | b | Entertainment Allowance | 35 |
| | 4.04 | Provident Fund scheme | 35 |
| | 4.05 | Welfare activities for employees: | 36 |
| | a | Free / Concessional medical treatment facility | 36 |
| | b | Admission to wards of employees studying in NYSS Airoli's institutions. | 36 |
| | c | Gratuity scheme for employees | 36 |
| | d | Group Insurance scheme for employees | 36 |
| | e | Remuneration for FDP/Conference/Certification courses | 36 |



Dr. Sudhirkumar Sawarkar
PRINCIPAL
 Page 6 of 64
 DATTAMEGHE COLLEGE OF ENGINEERING
 SECTOR-3, AIROLI, NAVI MUMBAI-400708.

| | | | |
|---|------|---|----|
| | 4.06 | Payment mode of salary | 36 |
| | 4.07 | Yearly increment | 36 |
| | 4.08 | Incentive and rewards in salary | 36 |
| | 4.09 | Granting of Higher Pay scale / post to non-teaching staff | 36 |
| | 4.10 | Promotion in cadre | 36 |
| | | Retirement & Extension in service: | 38 |
| 5 | 5.01 | Retirement age (cadre wise) | 38 |
| | 5.02 | Pre-retirement rules | 38 |
| | 5.03 | Extension in service | 38 |
| | 5.04 | Notice of retirement | 38 |
| | 5.05 | No dues certificate | 39 |
| | 5.06 | Relieving letter | 39 |
| | 5.07 | Experience certificate | 39 |
| | 5.08 | Handing over charge | 39 |
| | | Leave, Vacation and other holidays: | 40 |
| 6 | 6.01 | Casual Leave | 40 |
| | 6.02 | Earned Leave | 40 |
| | 6.03 | Medical Leave | 41 |
| | 6.04 | Maternity Leave | 41 |
| | 6.05 | Study Leave | 42 |
| | 6.06 | Compensatory Leave | 42 |
| | 6.07 | Leave without pay | 42 |
| | 6.08 | On duty assignment | 43 |
| | 6.09 | Vacation | 43 |



| | | | |
|---|------|--|----|
| | | Service and Assessment | 45 |
| 7 | 7.01 | Signing of Undertaking | 45 |
| | 7.02 | Personal data sheet & documents in personal file at office | 45 |
| | 7.03 | Probation period and its extension or curtailment | 45 |
| | 7.04 | Yearly Self-Appraisal system | 46 |
| | 8 | Discipline and Grievances: | 49 |
| 8 | 8.01 | Security & vigilance on campus | 49 |
| | 8.02 | Counseling Facility | 49 |
| | 8.03 | Code of conduct | 49 |
| | 8.04 | Bio-metric attendance facility | 50 |
| | 8.05 | Uniform for student community | 50 |
| | 8.06 | I-Card policy for teaching faculty, non-teaching staff and student community | 50 |
| | 8.07 | Supervision for university examinations | 50 |
| | 8.08 | Examiner ship for university exams | 51 |
| | 8.09 | Private Coaching / Outside Employment policy | 51 |
| | 8.10 | Proxy server & Internet facility policy | 51 |
| | 8.11 | Non smoking policy | 51 |
| | 8.12 | Keys deposition policy | 51 |
| | 8.13 | Vehicle parking policy | 52 |
| | 8.14 | SC/ST Committee | 52 |
| | 8.15 | Women's Grievance Cell/ Internal Complaint Committee | 52 |
| | 8.16 | Anti Ragging Committee | 53 |
| | 8.17 | College Women Development Cell | 53 |



| | | | |
|----------|------|---|----|
| | 8.18 | Grievance & Redressal Committee | 54 |
| | | Research & Consultancy: | 55 |
| 9 | 9.01 | Type of research & consultancy activities | 55 |
| | 9.02 | Facilities available on campus | 56 |
| | 9.03 | Encouragement or special benefits to employees | 56 |
| | 9.04 | Permission for accepting research or consultancy project | 57 |
| | 9.05 | Distribution of honorarium in case of paid consultancy | 58 |
| | 9.06 | Progress report submission | 58 |
| 10 | | Deputation for Higher Studies / Ph.D. and Permission for Seminar, Conference, Workshop, Guest Lectures | 59 |
| 11 | | E Governance | 61 |
| 12 | | Alternate Energy Sources and Energy Conservation Policy | 63 |
| 13 | | Degradable and Non Degradable Policy | 63 |
| 14 | | Green campus Initiative Policy | 65 |



Chapter 1: About the Trust

1.01 General Information:

- a. **Name of the Trust:** Nagar Yuwak Shikshan Sanstha Airoli
- b. **Registered Address:** 2nd Floor , Datta Meghe College of Engineering, Plot 98, Sector 3, Airoli, Navi Mumbai
- c. **Registration Number:**
 - 1. Public Trust:F-3745 (Thane) Dated 16/04/1994
 - 2. Society Registration: Maha/54/94/Thane Dated 20/01/1994

d. **Board of Trustees:**

The Board of Trustees governs all the rules and regulations of the Institute, as the Datta Meghe College of Engineering (DMCE), Airoli is run under the Nagar Yuwak Shikshan Sanstha Airoli, Airoli.

e. **Vision of the College/ Institute:**

To create values-based technocrats to fit in the world of work and research

f. **Mission of the College/ Institute:**

To adopt the best practices for creating competent human beings to work in the world of technology and research

g. **Right to Information Committee:**

In terms of Right to Information Act, 2005 sub-section (1) of Section 6, a person, who desires to obtain information admissible under the Act, should make a written request to the Public Information Officer, DMCE, Airoli – 400 708 accompanied by a Bank Draft/IPO of Rs.10/- (Rupees ten only) in the name of the Principal, DMCE, Airoli payable at Mumbai or enclose the copy of receipt for Rs.10/- (Rupees Ten only), by depositing the same in Accounts Section of the institute towards the application fee, specifying the particulars of the information sought by him or her.

As per the decision by RTI Commissioner in case of Shreeram Polytechnic the institute does not come under its provision.



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PRINCIPAL
DATTa MEGHE COLLEGE OF ENGINEERING
SECTOR-3, AIROLI, NAVI MUMBAI-400708.

h. Information of Office Bearers:

An office bearer is the team which carries the office administration task and activities. The team comprises of Chairman (Principal / Management Representatives), Assistant Registrar (Establishment section), Assistant Registrar (Student Section), and Assistant Registrar (Stores & Maintenance), Chief Accounts Officer.



Dr. Sudhirkumar Sawarkar
PRINCIPAL
Datta Meghe College of Engineering
Sector-3, Airoli, Navi Mumbai-400708.
Page 11 of 64

Chapter 2: About the College / Institute

2.01 Principal's Foreword:

DMCE is located centrally in the heart of Navi Mumbai at Airoli, and at close proximity to the Industrial and IT hub of Thane-Navi Mumbai belt. It is spread across 2.5 acres offering easy accessibility to all stakeholders by way of road or railways. NYSS Airoli's Datta Meghe College of Engineering (DMCE) has earned a commendable reputation amongst the students, faculties, and stake-holders. It has imparted education service to students from different strata of society for more than thirty years. It is headed by its Founder President and Trustee, Dr. Subirkumar Banerjee, who is the renowned entrepreneur in the field of infrastructure. It follows the tradition of educating students in Engineering and Management that will best serve the nation. Dr. Subirkumar Banerjee's futuristic vision is to provide quality education at an affordable cost, so as to enable the deserving youth from even the backward financial strata of society to elevate their potential and to make them qualified enough to contribute to national development. Under the mentorship of Dr. Subirkumar Banerjee, the institute has been progressing continuously. The success is the result of dedication, creativity and entrepreneurship of our faculty, students, and management.

Education is the most-powerful weapon that can change the face of a nation. Here at Datta Meghe College of Engineering, we unearth the potential of students by involving them in academic, career-building & creative activities equipping them to become globally competent to face the challenges. Education is not only an act of acquiring knowledge but learning skills to lead the life and forming one's personality. This enabling process of growth is facilitated here at DMCE. With our experienced and learned faculties encouraging and coaching the students, no dream is far-off.

Faculties of DMCE cultivate social, moral, scientific, engineering and spiritual values in the students along with the appropriate knowledge, skills, and attitudes that lasts a lifetime.

Prof. Dr. Sudhir D Sawarkar
Principal,
DMCE,
Airoli, Navi Mumbai



2.02 Name of the College: Datta Meghe College of Engineering

2.03 Address of the College/ Institute: Plot No. 98, Sector-03, CIDCO, Airoli, Navi Mumbai – 400 708.

2.04 Contact Details of the College / Institute: Tel: 022 2779 1662/ 2779 2854/ 2779 7130/ 2760 3299 Website: www.dmce.ac.in

2.05 Location of the College/Institute: Plot No. 98, Sector 3, Airoli, Navi Mumbai

2.06 AICTE Permanent Approval Number:

DMCE, Airoli is approved from AICTE under the registration number 1-11862950

2.07 College ID Number by Directorate of Technical Education, Maharashtra:

DMCE, Airoli registered under DTE (Directorate of Technical Education), Maharashtra and the College ID number is: **EN 3187**

2.08 University of Mumbai's College ID number:

DMCE Airoli – 400 708 is affiliated to University of Mumbai and the College ID number is: **ETH 28539**

2.09 Long Term Goals:

- i. To build & promote teams of experts in the upcoming specializations.
- ii. Strengthen the Research and Development, and to promote quality research, allowing faculty to do PhD from reputed universities and undertake research projects keeping in view their relevance to needs and requirements of technology in local industry.
- iii. To enhance testing & consultancy facilities to various government, semi government, and private organizations with a view to enhance additional resources and to remain in touch with latest demands of the profession.
- iv. To start on-line transfer of knowledge in appropriate technology by means of establishing multipurpose resource centers.
- v. Accreditation by Global Quality Agency.



Page 13 of 64

Dr. Sudhirkumar Sawarkar
PRINCIPAL
DATTAMEGHE COLLEGE OF ENGINEERING
SECTOR-3, AIROLI, NAVI MUMBAI-400708.

2.10 Short Term Goals

- To keep faculty members abreast with the latest trends and developments in Research, Technology and Teaching methodologies especially through interaction, by sending them to other premier Institutions for research
- To motivate the faculty to remain exposed to the Industrial processes & activities
- Maximum students should graduate with Distinction/ First class in all branches
- All information's concerning students/ staff to be made available On-line
- To make the Campus green and pollution free
- To go for the energy auditing of the whole campus
- Aim to excel in sport events and striving to produce the national level players too
- Accreditation by NBA for all courses

2.11 Quality Policy:

DMCE is committed to provide quality education to the students enabling them to excel in the fields of Engineering and Technology, to cater to the changing and challenging needs of society and industry by-

- Contributing to the academic standing and overall knowledge development of the students
- Maintaining state-of-the art infrastructure and congenial learning environment
- Enhancing the competence of faculty to very high level and to make them adopt all modern and innovative methods in teaching-learning process
- Inculcating moral and ethical values among students and staff
- Collaborating with Institutions and Industries
- Promoting research and development program for the growth of economy
- Ensuring continual improvement of ILQMC

2.12 Governing Body:

The main purpose of the Governing Body members is to decide the overall strategic plan, mission and educational character of the organization



More specifically, they are responsible for:

- Setting the institute's vision and strategic aims, agreeing plans and policies, and making creative use of resources.
- Approving an annual College budget
- Appointing and observing the work of the College's Senior Management Team comprising the Principal and Heads of the Department
- Ensuring that the institute is accountable to the students and their parents, to the local community, to those who fund and maintain it, as well as to the staff
- Determining the educational character and mission of the College and to understand status of the activities

2.13 College Development Committee (C.D.C.):

The college shall constitute **College Development** Committee as per the University of Mumbai Directives. The **College Development** Committee shall meet at least twice a year and its proceedings minutes shall be maintained properly.

The powers and duties of the College Development committee are:

Functions of CDC:

- It prepares the overall Development Plan of the College.
 - It decides the Academic Calendar: the teaching programs (new & existing), workload & requirement of teachers, non-teaching staff.
 - It frames a smooth admission procedure as per norms;
 - It gives recommendations to the management to encourage and strengthen research culture, consultancy and extension activities, academic collaborations, use of ICT in teaching learning, training facility to staff.
 - It recommends management for approval of the Annual financial statements & Budget.
- It decides the welfare schemes of the College for staff & students, other events like Annual Day, Sports Day, and Inter collegiate events, Seminar/Conferences etc. and also the prizes / awards to be given.



- It reviews the various reports, viz., IQAC & NAAC report, statutory audit report, Local Inquiry report & suggests suitable action.
- It recommends appropriate steps regarding the discipline, safety and security issues of the college.
- It prepares & submits the Annual report of the College to the management & University.
- Perform such other duties as may be entrusted by the management and the University.

2.14 Institute level Quality Management Cell (ILQMC)

Internal Quality Management and Assurance is meant for planning, guiding, monitoring and facilitating better Quality Assurance and Quality Enhancement activities in the College. The process and the policy adopted are to channelize and systematize the efforts and measures of an Institution to achieve Academic Excellence. To meet the diverse needs of the stakeholders involved, the Internal Quality Management Cell will be implemented in two Levels at DMCE, one at the department Level (DLQMC) and the other at the Institute Level(ILQMC).

2.15 Research Development Committee (RDC)

The institute has Research and Development Committee (R&D Committee) and well established mechanism through which all R&D activities are promoted, encouraged and appraised. The R&D committee implements wide range of activities such as promoting applied and basic research, technology development, honing and cultivating appropriate Research skills in faculty by deputing for Ph.D., Conferences, Workshops and Short Term Training Programs, promoting faculty to submit research proposals for different funding agencies.

The institute encourages the faculty to write research proposals, research papers. Institute felicitates and rewards faculty involved in obtaining research grants, sponsorship, consultancy projects, research publications like papers, articles, monograph, book chapter and books etc. The faculty is also encouraged to file patents of the innovations which manifest to basic research and technology development.

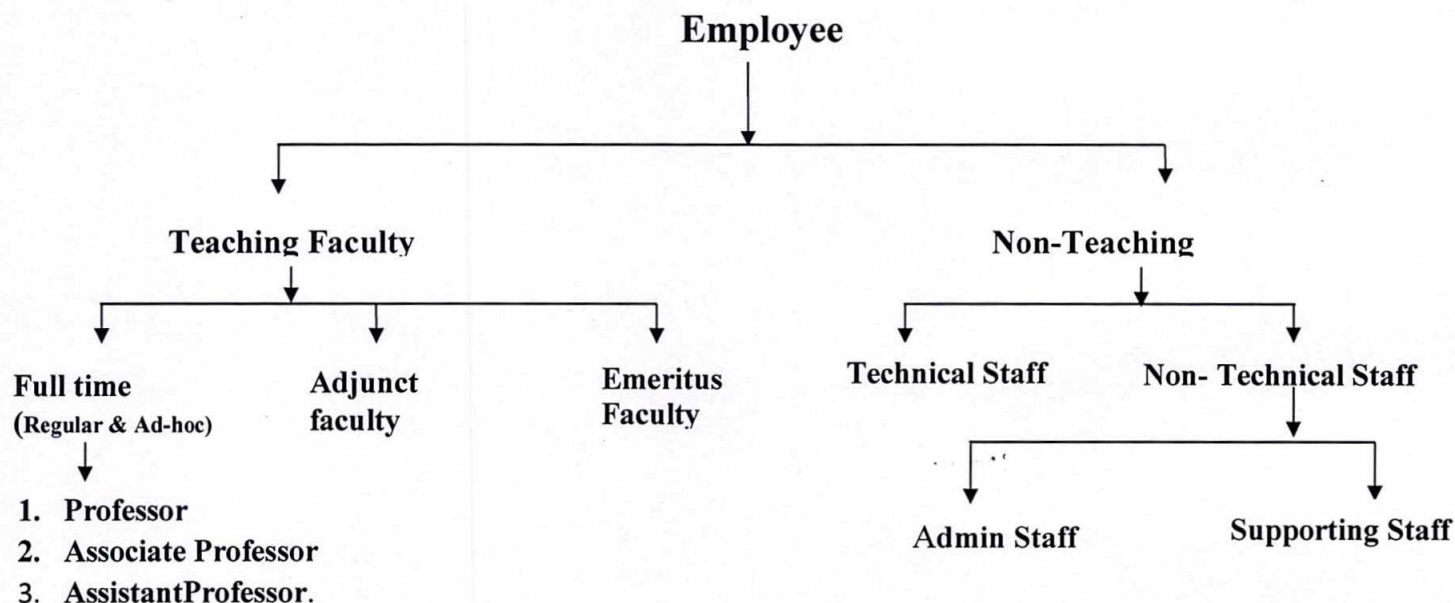


Chapter: 3 Human Resource Planning

3.01 Employee Classification:

Datta Meghe College of Engineering employees are classified on a functional basis to optimize institutional competency through clearly defined authority and responsibility at each level.

Employees are broadly classified as:



a. Teaching Faculty: It comprises of persons who are involved in teaching / Research at the institute may be full time (Regular/Adhoc), Adjunct and Emeritus Faculty.

i. Full Time Faculty (Regular) : Faculties enrolled on institutional Pay roll. Salary is granted as per the Pay scale declared by the government time-to-time and applicable for yearly appraisal, increments, and government rules and regulations. Teaching faculty is categorized under:

- **Assistant Professor :** BE/ B.Tech and M.E / M.Tech in relevant subject with First Class or equivalent either in BE/ B.Tech or M.E / M.Tech or M.E / M.Tech in relevant subject with First Class. MA/ MSc first class with NET/SET or PhD in relevant subjects in case of Humanities & Basic Sciences
- **Associate Professor:** Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publication and guiding PhD students is highly desirable. Minimum of 5 years experience in teaching and /or research and /or industry of which at least two years shall be post PhD



- **Professor:** Qualifications as above that are for the post of Associate Professor, as applicable. Post PhD publication and guiding PhD students is highly desirable. 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. The faculty member approved by UGC and has completed two years in probation

ii) Full time faculty (Ad-Hoc): The faculty member not approved or in the process of approval or approved with one year ad-hoc approval by UGC and yet not completed two years in probation.

iii) Adjunct faculty: An Adjunct Faculty shall be a Faculty retired from Technical Institution or a person of eminence, with or without a Post Graduate or Ph.D. qualifications having 10 to 15 years of experience from Industry/ Organization. There shall be no upper age limit for Adjunct Faculty Person as long as he/ she add value to the Education and academic activities of the Institution.

iv. Emeritus Faculty: A retired expert employee (Educational/ Industrial) as a faculty in the honor of his expertise. Remuneration is decided on case to case basis.

b. Non Teaching Staff :

i) Technical Staff: Technical Assistants, Lab Assistants, Workshop Instructors, Network Administrators, Librarian and Library Assistants come under this category.

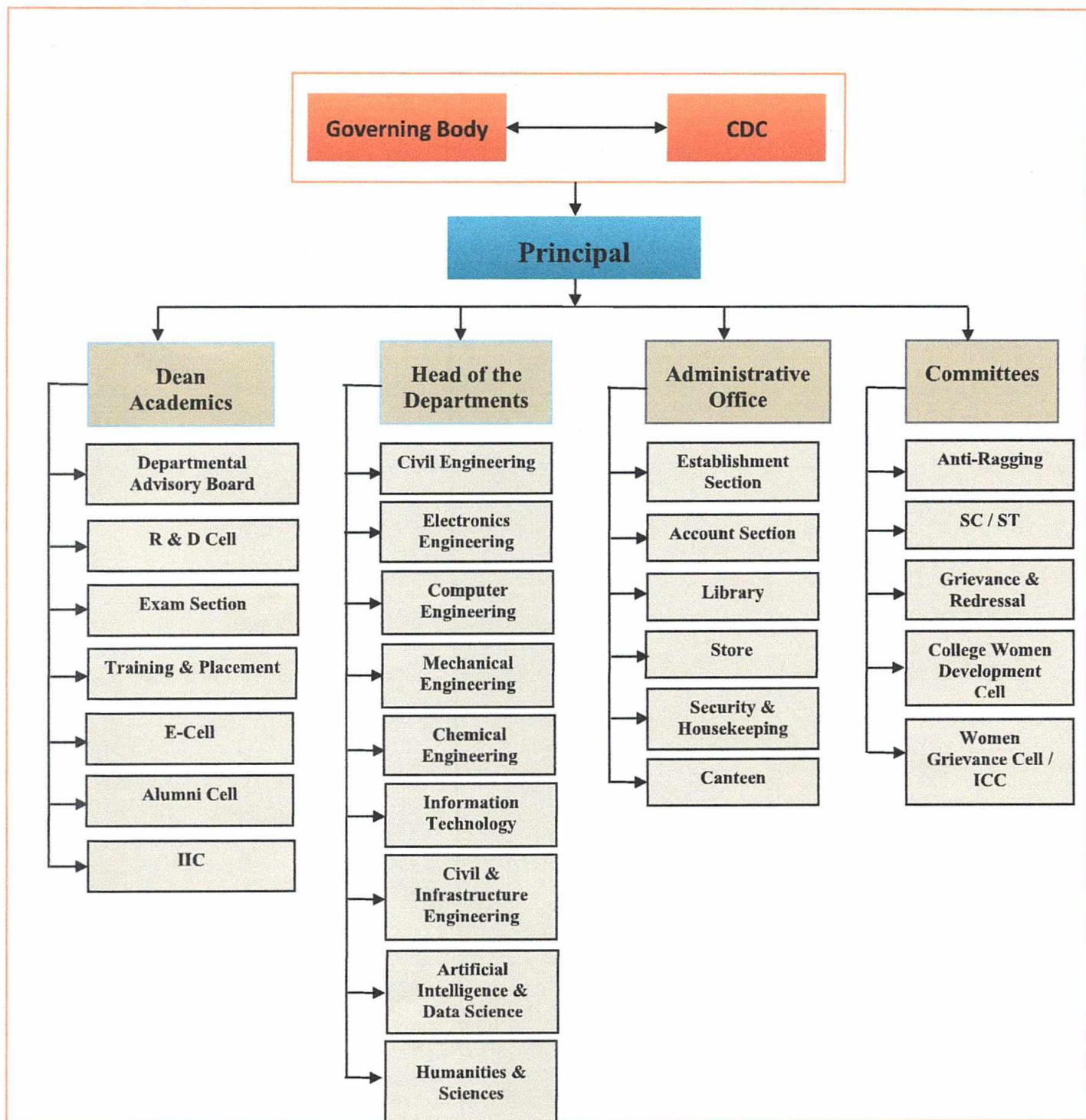
ii) Non technical Staff

- **Administrative Staff:** Assistant registrars (student section), Assistant registrars (Establishment section), Assistant registrars (Stores & Maintenance section), Chief Finance Officer, Medical Counselor , Maintenance Engineer Assistants, Accountants, Accountant Assistants and Clerks are under this category.
- **Supporting Staff:** This category consists of Peons, Electricians, Drivers, Security officers, Watchmen, Sweepers, Gardeners, Plumbers, Intercom Receptionist.



3.1 Organization Chart:

An organizational chart shows the structure of an organization and the relative ranks of its parts and positions/jobs. It shows the lines of responsibility between departments and hierarchy of institutional delegation of authority and responsibility.



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DATTAMEGHE COLLEGE OF ENGINEERING
SECTOR-3, AIROLI, NAVI MUMBAI-400708.

a) Teaching (Subject wise & Cadre wise full time faculty): The teaching hours are assigned cadre wise to each faculty as per his/her post and position as follow:

- Principal 4
- Professors 10
- Associate Professors 14
- Assistant Professors 20

Cadre Ratio: As per AICTE norm the cadre ratio is 1:2:6.

Teacher- Student Ratio: As per AICTE norms the Teacher- Student Ratio is 1:20.

b) Non- Teaching Technical (Department wise & cadre wise): The recruitment of non-teaching for Laboratory or Technical Assistance, ratio should be as per AICTE/ DTE norms.

c) Non-Teaching non-technical (Department wise & Cadre wise): This category consists of all staff members except the teaching staff, which includes Registrar of the college, all Administration staff, Accounts, Establishment and class IV employees. The recruitment of this category staff is as follows:

- **Registrar:** 01.
- **Librarian:** 01
- **Library Assistant:** As per Library requirement with the recommendation of Principal & Management Committee.
- **Clerk / Jr. Clerk:**

As per various sections requirement with the recommendation of Principal number of posts can be created.

- For office it is as per the requirement and with the recommendation of Principal.
- Each department, library and store may have one clerk for departmental office.

Other than the above essential posts, other category of the posts can be created with the recommendations of Principal .

d) Roster for the posts of full time teaching faculty: A roster is the register having list or plan showing turns of duty or leave for individuals or groups in an institution.

3.03 Workload and Responsibilities of employees: Each and every employee in the institute is allotted with some working hours and responsibilities and the employee should carry all the tasks assigned to him with all of his ability.



a. Standard Teaching load (cadre wise as per AICTE): The Faculty Cadre Ratio as per the AICTE norms is 1 (P): 2(Assoc. P.): 6(Asst. P.) and the load distribution is as follow:

The teaching load (hours per week) is assigned cadre wise to each faculty as per his/her post and position as follows:

- Principal: 4
- Professors: 10
- Associate Professors: 14
- Assistant Professors: 20

b. Duties and Responsibilities of Management Representative: Management Representative of DMCE has the overall responsibility, and authority for ensuring that:

- The provisions of standard quality system shall be implemented, maintained and complied with at various sections of the Administration.
- Issue ILQMC schedules in consultation with Section Heads, maintain records of ILQMC, follow-up of proposed corrective action and present ILQMC reports at the Review Meetings.
- Participates in Management Review Meetings for Administration and maintains records and proceedings.
- Prepares report on the performance of the Quality Systems to the Management for review and implementation of Quality System, where required.
- To coordinate all activities towards achievement of Quality Objectives.
- To train and motivate all faculty and staff
- To ensure implementation of corrective and preventative actions.
- An active member of Academic advisory board of all the branches.
- Member of College development committee.
- Any other work given by the Management / Principal.

c. Duties & Responsibilities of the Principal:

- Adhere to work towards the achievement of vision, functions and goal of the institute.
- Observation of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University, DTE, AICTE and the orders issued by the Central and the State Governments.



Page 21 of 64
Dr. Sudhirkumar Sawarkar
PRINCIPAL
DATTAMEGHE COLLEGE OF ENGINEERING
SECTOR-3, AIROLI, NAVI MUMBAI-400708.

- Nomination of Member secretaries of Institute level committees and chair the meetings of Institute level committees.
- Academic and Administrative management of the institution, Conduct meetings for Governing Body and College Development Committees and prepare minutes of the meeting.
- The Principal is the in-house Chief Conductor of University Examination.
- To appoint internal Flying Squad, Supervisors and other human resources for smooth conducting of examination in the College in coordination with Examination-in-charge.
- To interact with University for examination related works.
- To head Unfair Means Committee during examination.
- To appoint internal and external examiners/moderators for paper assessment in coordination with HODs and Examination-in-charge.
- Ensure that the employee/ students are aware and follow the rules, policies and procedures published by the College.
- Monitoring and evaluation of academic and research activities.
- It is the responsibility of the Principal to interact with the industries and get the MOUs from the industries in relevant branches. There should be the involvement of teachers /students in the industry of relevance. Training & Placement officer shall take the initiative.
- Participation in policy planning at regional, national level for development of technical education.
- Planning and assisting in planning and implementation of academic programs, such as orientation courses, seminars, in-service and other training programs, organized by the University and/or Department / College for the academic competence of the faculty members.
- Process the reports, correspondence or any other documentation and take necessary actions, required by DTE, AICTE or University.
- Oversee the implementation of decisions and secure the necessary resources
- Keep track of University processes and procedures and their updates.
- Update and monitor the University academic evaluation systems.
- Update and maintain quality assurance within the University



- Develop systems that shall encourage faculty members to participate in the cultivation of a culture of academic excellence.
- Implementing the instruments and procedure necessary to conduct valid annual academic evaluation of faculty members.
- Develop and implement appropriate succession plans for key positions
- Develop and implement programs for identifying and developing employees with high potential
- Coordinate and manage recruitment, screening, and interviewing of applicants for departmental positions; provide guidance on selection and placement of employees in positions to achieve departmental objectives.
- Review requests for new positions and reclassifications, providing information on job duties, organization structure.
- Advise and assist management and staff in the handling of employee relations issues, complaints and/or grievances and determination of appropriate disciplinary actions.

d. Duties & Responsibilities of the Dean (Academics)

- Monitoring and evaluation of academic and research activities.
- To head Unfair Means Committee during examination
- To interact with the industries and get the MOUs from the industries in relevant branches.
- Planning and assisting in planning and implementation of academic programs, such as orientation courses, seminars, in-service and other training programs, organized by the University and/or Department / College for the academic competence of the faculty members.
- Student admissions and their records. University registration.
- Fee collection and maintenance of the records, SamajKalyan fee dues.
- Student section, accounts, correspondence with the students and their parents
- Parents meet, students meet, alumni meet in every semester/ year
- Make the academic calendar of the college
- Selection of books, Journals and library policies
- Ensure that the institute website is informative and updated



- Any other work given by the Principal.

e. Duties & Responsibilities of a Head of the Department:

- Manage staff responsibilities in line with DMCE policies and University's policies.
- Monitor all the activities of the department.
- To ensure that the faculty members maintain professional standards of behavior and ethics at all the times
- Arrange faculty for the course
- To prepare time-table for classes, labs, tests and exams. Preparation of Academic Calendar in line with the university calendar
- Resolve students complaints and queries
- Carry out faculty evaluation
- To prepare various documents for the University, AICTE, DTE, MHRD, UGC under the guidance of the Principal
- Identify training needs for the faculty and evaluate effectiveness of training
- Decide corrective action
- Ensure quality system implementation
- Follow the best practices for teaching and learning
- Represent department outside the institute
- Preparing the departmental budget and involvement in the purchasing of equipment
- Develop and maintain relation with industries
- Coordinate term work assessment and conduct practical / oral exams
- Coordinate Interaction with library, workshop & other service providers in the institute
- Record all the activities of the department
- Arrange parent's meet once in a semester
- Any other work given by the management



f. Duties and Responsibilities of Research Coordinator :

- To inculcate the spirit and culture of research amongst all the stakeholders like students, faculties, management, parents and industries
- To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work.
- To forge academic and research collaborations with national and international universities, governments and industries.
- To establish links with various R&D organizations and funding agencies or venture capitalist for sponsored and contract research.
- To work towards development of DMCE as a global R&D centre.
- To review and enhance the research policy of DMCE.

g. Duties and responsibilities of Faculty:

Teaching faculties are considered as all cadre categories as Professors, Associate Professors & Assistant Professors, and the duties and responsibilities carried by teaching faculties are as follows:

- Understand the Quality Policy/ Quality objectives.
- Be punctual and punch bio metric and sign the attendance muster at the time of arrival and departure from the college
- Devotes efforts towards developing and improving scholarly competence.
- Accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge
- Wear I-card during college hours
- Apply and update the leave card on time i.e., before the month end
- Encourages the students free pursuit of learning
- Familiarize students with the discipline's best scholarly standards
- Submit the Tax plan documents to the accountant as per the notification and sign the salary muster on monthly basis
- Acquire the academic calendar, time table, syllabus copy and make the Lecture plan and list of assignments (theory/ practical) accordingly
- Adheres to the proper role of an intellectual guide and counselor
- Conduct the lectures and practical as per the time table sincerely. Complete 100% syllabus



- Maintain the Subject file, Course file and Personal file in appropriate format, with all required documentation
- Maintain the progressive assessment sheet
- Counsel the students
- Treats students with civility, understanding and respect and does not denigrate, humiliate or stigmatize students on the basis of race, religion, color, disability, gender, ethnicity, or age
- Presents the subject matter of a course as announced to students and as approved by the faculty in their collective responsibility for the curriculum
- Allows students the freedom to take reasonable exception to the data or views offered in a course of study and to make judgment about matters of opinion
- Avoids exploiting students for his/her own private or personal advantage
- Use teaching aids and adopt innovative teaching-learning methodologies
- In order to help and improve the results, take extra lectures/ revision lectures for the subject
- Publish/ present papers or books in conferences/ journals
- Organize/ Coordinate/ attend various seminars/ workshops/ STTP/ training programmes
- Perform other academic/ administrative duties assigned by HOD/ Principal
- Take initiatives to organize/ coordinate various seminars/ workshops/ STTP/ training programmes
- Initiate and execute various R & D activities in the department
- Counsel and guide the junior faculty members

h. Duties and responsibilities of Non-Teaching Technical Staff:

In charge- System and Technical Support

1. Update and maintain college website
2. Data backup
3. Maintenance and Administration of servers, firewalls, routers, manageable switches, UPS and batteries.
4. Repair of all computers, UPS and computer network
5. Purchasing of equipment



6. To provide support for various software
7. To ensure continuous internet during assigned hours
8. To give support to On-line exam, Seminar, ARC center, Workshop, technical training program.

Lab/ Technical Assistant:

1. Do the necessary preparations to conduct the Laboratory sessions
2. Assist faculty and students during laboratory sessions
3. Identification and traceability of items in the laboratory
4. Maintain Dead stock register
5. Maintenance of existing equipment and maintaining Instrument Maintenance register
6. Installation of new equipment
7. Maintain and update the approved supplier list for equipment

i. Duties and responsibilities of Librarian:

- Responsible for overall functioning of the library
- Storage and preservation of all library products
- Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes etc.
- Display of all technical articles, literature, expected & new arrivals
- Circulation & distribution control of magazines, literature etc. to faculties & management and maintain records of the same
- Renewal of books / magazines and other products
- Implement all library rules as defined by the management
- Updating databases of all library products
- Any other work given by Management/Principal.

j. Training and Placement Officer:

- To decide and arrange faculty for personality development programmes for student and /or arrange personality, aptitude , technical development classes.
- To update and maintain the contact details of companies and arrange campus drives
- Maintain student database



- Sending invitation to the companies for campus recruitment, notify the students about the events and take necessary action
- Maintain student placement record
- Motivate students for self employment and pursuing higher education in relevant fields.

Office administration includes:

Assistant Registrar (Establishment Section)

- Sanctioning of various types of leaves or vacations and monitoring the records to the employees
- Release from service after due clearance from the governing body/management
- Authorizing leave for staff / faculty
- Attendance, salary & payments to faculty & staff
- Any other work given by the management.

Assistant Registrar (Student Section)

- Student admissions and their records. University registration.
- Student section, accounts, correspondence with the students and their parents
- Ensure that the institute website is informative and updated
- Execute the admission process and University Examination process of students
- Student grievance handling and taking remedial actions
- Any other work given by the management.

Assistant Registrar (Store and Maintenance)

- Monitoring the security and safety of the college
- Any other work given by the management.
- Maintenance related activities and Control of Centralized activities Providing secretarial support to the trust
- General discipline, safety, cleanliness of premises, dress code etc.

Chief Accounts Officer

- Fee collection and maintenance of the records, SamajKalyan fee dues.
- Monitoring the P.F/I.T/Insurance /Medical facilities etc.
- Payment of electricity/water/taxes /any dues etc.



Page 28 of 64
Dr. Sudhirkumar Sawarkar
PRINCIPAL
 DATTA MEGHE COLLEGE OF ENGINEERING
 SECTOR-3, AIROLI, NAVI MUMBAI-400708.

- To ensure that the employee clears all dues before the withdrawal of the last salary
- Authorizing cash advances urgent purchases
- Allocation and utilization of budget of all departments
- Ensure that the institute website is informative and updated
- Any other work given by the management.

3.04 Working in Week:

a. Working days and weekly off in a week:

1. Working days at DMCE, Airoli is Monday to Friday.
2. Weekly off at DMCE, Airoli are Saturdays and Sundays of every week subject to fulfilling of assigned tasks related to Sanstha/ Institute/ University/ DTE / AICTE/ or any other regulatory body

b. College Standard working time (other than Office) : The working hours including recess time for Institute is of 7.45 am to 6.15 pm hours and is staggered for department-wise so as to facilitate smooth running of the Institution as:

College- Monday to Friday : 7.45 am to 6.15 pm Lunch break,
(Staggered Dept. wise) Tea Break –
As per Time-table

c. College office time - Monday to Friday : 10.00 am to 06.00 pm

Library- Monday to Friday: 08.00 am to 07.00pm

Reading Hall- Monday to Friday: 08.00 am to 07.00 pm

d. Cadre wise Working Hours:

1. Grade-I to III employees: 08.00 hours.
2. Grade-IV employees: 08.30Hours.

e. Outgoing Time from Duties: Employees leaving the campus in duty hours need to take permission of their respective HODs or their immediate superior and make the note of the same in outward- movement register

3.05 Recruitment of Employee:

a. Recruitment Procedure of Teachers(Asst. Prof. /Assoc. Prof. /Prof.)& Principal



i) Consolidation of subject wise teaching load collected from all the departments including core science & other supplementary departments.

Student – Teacher Ratio(as per AICTE guideline)

ii. For UG: 1:20.

iii. For PG: 1:12.

Cadre ratio is 1:2:6.

ii) Finalization of subject wise vacant posts taking into account Roster:

b. All HODs present their requirement to Principal/ Establishment in the HOD meeting.

c. The nature of the requirement is finalized after apt discussion in meeting. The nature of finalized requirement may be:

1. Full Time, 2. Part time, 3. Visiting, 4. Emeritus Faculty

d. The posts for reserved Categories must be identified

Succession Plan:

A process involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant.

In this process, Assistant Professor may be promoted as Associate Professor; Associate Professor may be promoted as a Professor.

The succession can be:

e. **Absolute Succession:** The identified candidate fulfills all conditions required for appointment; hence, no special conditions are involved in the appointment.

f. **Conditional Succession:** The identified candidate fulfills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprise of acquiring higher qualification, certifications etc.

iii) Verification of Roster & finalization of approval for backward class reservation as per University of Mumbai guidelines for the posts to be advertised..

iv) **Publishing the Advertisement:** The advertisement should be published in

1. News papers, 2. Website, and as per the instructions from University of Mumbai.

v) Letters to various government agencies demanding list of registered candidates of reserved category

vi) **Performa of Application kept on website:** Eligible candidate for advertised posts should apply in the Performa of application available on the institutional web site <www.dmce.ac.in>.



- vii) Collection of application, list of registered candidates of reserved category & preparation of its database.
- viii) Scrutiny of data and short listing of eligible candidates.

ix) Formation of Selection Committee:

USC Committee:

A USC Committee established for the selection of the post of Principal, university approved teachers and librarian under University of Mumbai No. CONCOL/ICC/04 of 2012.

Institute Level Committee:

The institute level committees comprises of three to five department wise eminent/senior faculty members.

This type of committees are formed for: 1. Walk-In Interviews, 2. Emergency recruitment for scrutiny of the candidates

The final selection of the candidate is done by management along with the fixation of salary.

x) Decide Schedule and Venue:

USC Interview:

- i. Meeting must be scheduled within 30 days after formation of selection committee
- ii. The venue is decided by the Principal

Institute Level Interview:

- iii. Schedule, as and when requirement is raised.
- iv. The venue is decided by Management/Principal/HOD.

xi) Interview call letters to finally shortlisted candidates :

Interview Call Letter is sent to final shortlisted candidates through post.

The call letter comprises: 1. Candidate Name, 2. Post for which she/he has been short listed, 3. Day, date & Time for interview 4. Venue.

A candidate must present the call letter at the time of Interview.

xii) Invitation letter to the member of selection committee:

Invitation letter to UGC Committee members comprises Schedule, Venue, etc to assure the availability of committee members as per the schedule.

If the minimum number of members is not available on schedule, it can be rearranged.



xiii) Conduction of interviews and Report of Selection Committee recommending names of candidates:

Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer.

xiv) Submission of Selection Committee reports to the competent authority within prescribed time. The interviewer's committee should submit interview reports with recommendations for appointment.

xv) Preparation of a Consolidated Statement in detail in respect of recommended candidates.

xvi) Approval of management for issuing appointment orders.

xvii) Issue of Appointment Order: Subject to the provisions of this Act, Statutes and Ordinances, the Vice- Chancellor shall, till the University Grants Commission's scheme of recruitment becomes operative, appoint according to the order of merit and recommendations made by the selection committee, a university teacher. Selected candidates are finalized and appointment orders ought to be prepared. Approval of the Management for issuing Appointment orders. Issue of appointment orders by office staff. Appointment against category post is valid for one year only. Candidate should submit acceptance letter for appointment order. At the time of joining, faculty should submit joining report to the office, with the signature of respective HOD and Principal.

b. Recruitment Procedure: Non-teaching staff:

i) Finalize vacancy considering staff pattern: as proposed by HOD. : All HODs present their requirement to Principal in the HOD meeting.

1. Succession Plan:

A process, involves identification of particular internal individual or employee as the possible successor to the key or senior position if it is vacant.

In this process Peon may be promoted as Clerk, Lab. Asst. may be promoted as a Technical Asst; Clerk may be promoted as Head clerk, etc.

The succession can be:

a. Absolute Succession: The identified candidate full fills all conditions required for appointment; hence, no special conditions are involved in the appointment.

ii) Publish advertisement, if required.

iii) Scrutiny of applications & short listing of candidates for interview

iv) Decide Local Interview Panel :



Institute Level Committee: The institute level committees comprise of department wise eminent/ senior faculty members (3 - 5).

These committees are formed for: 1. Walk-In Interviews, 2. Emergency recruitment.

Schedule and Venue:

- i. Schedule, as and when requirement is raised
- ii. The venue is decided by Management/ Principal

v) Letters to finally shortlisted candidates: Interview Call Letter is sent to final shortlisted candidates through post. The call letter comprises: 1. Candidate Name, 2. Post for which she/he has been short listed, 3. Day, date & Time for interview 4. Venue

vi) Test and Personal Interview of candidates: Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer. The interviewer's committee should submit interview reports with recommendations for appointment. Preparation of a Consolidated Statement in detail in respect of recommended candidates.

vii) Approval of the Management for recommended candidates.

viii) Issue of Appointment Order: Selected candidates are finalized and appointments orders ought to be prepared. Approval of the Management is taken for issuing Appointment Orders. Appointment orders are issued. Candidate should submit acceptance letter for appointment order.

c. Orientation and Training to newly recruited:

- i) Brief introduction about the department by the HOD: Induction is planned introduction to newly appointed employees to their jobs, colleagues/peers, and the organizational behavior.
- ii) Submission of joining report : Candidate should submit joining report at the time of joining
- iii) Submission of attested documents and its verification in establishment office.
- iv) Necessary Training (if required) by the respective department/section.
- v) Allotment of job responsibilities by the HOD: After the candidate is joined, he/she is guided about what are his/her duties and responsibilities by HOD/ Principal



Chapter 4: Salary and perquisites

4.01 Type & fixation of Initial salary:

In general, these are subject to statutory requirements like those of the government pay scales (Current - As per 6th pay commission), University of Mumbai; norms and AICTE also merit Increments, Market Adjustments, Promotions, Demotions / Lateral Transfers etc. Salary is fixed at the discretion of management.

a. Consolidated salary

Usually teaching&non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, experience as well as employees service at DMCE. It is fixed as per management's decision.

b. Salary as per pay commission / Pay Scale cadre wise:

Teaching and Non-teaching staff is eligible for getting pay scale fixed as per eligibility, experience and UGC approval & management's discretion. Salary fixation guidelines of sixth pay commission are taken in to consideration.

4.02 Allowance granted in lieu of salary:

It is fixed at the discretion of management based on the contribution to the institute. It requires approval of the President & is part of salary.

4.03 Perquisites approved by the Management as a part of salary:

a. Car petrol allowance:

This facility is available to Principal and selected DMCE employees according to their work profile and recommendations of Governing Body.

b. Entertainment Allowance:

This facility is available to selected DMCE employees according to their work profile.

4.04 Provident Fund Scheme:

Contributory provident fund facility is available to all the employees from the starting date of their employment.

4.05 Welfare activities for employees:

a. Free / Concessional medical treatment facility:



Emergency medical facility is available in the Institute campus and is further facilitated through a tie-up with a Dispensary located nearby.

b. Admission to wards of employees studying in NYSS Airoli's institution:

Wards of employees are given priority for admission in NYSS Airoli's institution.

c. Gratuity scheme for employees:

Provision is made for those who work for continuous 5 years.

d. Group insurance scheme for employees:

DMCE has implemented Group insurance scheme for employees.

e. Remuneration for FDP/Conference/ Certification of courses:

The faculty is encouraged by giving remuneration for various activities as mentioned below:

- FDP: The faculty is paid for a maximum of four FDPs of Rs/-250 per FDP, with a maximum upper limit of Rs/- 1000
- Conference: The faculty is paid for a maximum of two conferences of Rs/-500 per conference, with a maximum upper limit of Rs/- 1000
- Certification : The faculty is paid for a maximum of two certification courses of Rs/-1100 per course, with a maximum upper limit of Rs/- 2500.

4.06 Payment mode of salary:

Every employee opens a salary account at Abhyudaya Co. Bank Ltd., Airoli, and the salary is transferred to employees account.

4.07 Yearly increments:

Every faculty is given an annual increment (July paid in August) as entitled by sixth pay norms. The annual pay is revised once in a year only.

4.08 Incentive and rewards in salary:

It is awarded as per the discretion of management for any meritorious job of employees.

4.09 Granting of higher pay scale/ post for non teaching:

It is awarded as per the discretion of management for any meritorious job of employees.

4.10 Promotion in cadre:



Page 35 of 64
Dr. Sudhirkumar Sawarkar
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SECTOR-3, AIROLI, NAVI MUMBAI-400708.

An employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility. A faculty desirous of promotion to a higher post faces the Selection Committee appointed by the University of Mumbai and only on the recommendations of the committee he /she is granted promotion.

It is granted as per the discretion of management as per management decision.



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SECTOR-3, AIROLI, NAVI MUMBAI-400708.

Page 36 of 64

Chapter 5: Retirement and Extension in service

5.01 Retirement Age:

Non teaching employees:

The age of retirement of non teaching employees is 58 years. They are not given a formal notice of being relieved from service on attainment of age. An employee who completes the age in middle of the month will be relieved at the end of the month.

Teaching staff:

With respect to retirement of the USSC approved teaching staff the age limit prescribed is sixty years and that of not approved is 58 years.

Employees doubtful of the effective date of retirement, contacts the Establishment section for advice. Employees are give a minimum of thirty days written notice.

5.02Pre- Retirement rules:

Before being relieved all employees hand over charge and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all institute's property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

5.03Extension in service:

The pay review recommends that teachers may be reemployed selectively after retirement on contract basis up to the age of 70 years in 2 slots of 3 years in the 1st instance & then further for 2 years on the basis of their merit, experience , area of specialization & peer group review. Employees who resign may be retained by DMCE at the prerogative of the management.

5.04Notice of retirement:

Employee at the retirement age informs their HOD and tenders intimation in writing to the Principal. They state clearly the date on which they retire.



5.05 No dues certificate:

An employee retiring has to submit a no dues certificate with a clearance from the lab in charge, accounts department, library, and stores in charge of stating that there are no pending dues of the employee in any section after getting the clearance, a no dues certificate is issued to them signed by the principal and HOD.

5.06 Relieving letter:

Once the retiring employee is issued no dues certificate, also a relieving letter is issued to him/her mentioning that he/she is relieved of duties on a particular date.

5.07 Experience certificate:

A retiring employee is also given a certificate of experience along with relieving order.

5.08 Handing over charge:

Before being relieved all employees hand over charge and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.



Chapter 6: Leaves, vacations & other Holidays

6.01 Casual Leaves [CL]:

- a. All employees are entitled to 08 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the HOD/ Section Head. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.
- b. Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be availed for half day also.
- c. Casual Leave should not be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- d. It is necessary to get prior sanction of CL by reporting authority.
- e. In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. The application for CL, if not submitted beforehand, is sanctioned on application within 1 day time from the date of availing the CL. All CL forms must necessarily be sanctioned by the concerned HODs / Section Head and further submitted to Establishment Department.
CL of HODs is sanctioned by the Principal.
- f. CL cannot be equated with ML or vice versa.
- g. In the event of transfer of an employee the not availed CLs are carried over.

6.02 Earned Leave [EL]:

If any staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is number of days that he / she have been detained for the specific task in the vacation in 3:1 ratio. Employees should avail such EL during non-active period of the semester.

6.03 Medical Leaves [ML]:

- a. All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining.



- b. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- c. Request for extension of ML will be considered by the HOD/Principal/ Management. An employee returning from ML will be required to submit a physician's prescription, bills and fitness certificate.
- d. **Scheduled Absences:** Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the HOD / Section Head / Management
- e. **Unscheduled Absences:** Unplanned absences can be very detrimental to work place efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the HOD / Section Head as soon as possible to explain the situation and indicate the expected date and time of return.

6.04 Maternity Leave [MA]:

Maternity leave may be granted to a female teacher for 90 days.

- a. USC selected lady employee is entitled to a maternity leave on full pay and allowances for a maximum period of 90 days subject to the submission of a medical certificate.
- b. In all other cases the Principal shall fix a period of Leave to be granted as Maternity Leave without pay.
- c. A lady employee, availing MA, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Principal reserves the rights to consider the continuity of services and maximum 3 months of leave without pay will be considered after MA.
- d. Not more than 2 MAs can be granted to a lady employee while in service at the Institute.



6.05 Study Leave [SL]:

A SL of maximum six months with full load is granted to an employee who has served the institute for a period of minimum two years without break in service. This leave is meant for pursuing higher studies, undergoing skill up-gradation, research work, career advancement etc. The employee is entitled to full pay and benefits during the period of SL. A proof of having effectively used the SL is required to be submitted to the Institute on resuming duties.

Maximum Six Months study leave for Course work and six month leave for final Thesis submission and Defense for those pursuing **Ph.D.** who have served the institute for the period of minimum two years without break in service.

A teacher may be able to avail herself/himself of this leave only once.

6.06 Compensatory off [CO] :

- a. The teaching, administrative and supporting staffs, who work on holidays, will be entitled to CO for an equal number of days that they have worked.
- b. COs cannot be attached to casual leave. COs should not be availed when the academic session is in progress.
- c. COs cannot be carried over to the next calendar year.

6.07 Leave Without Pay:

- a. If proper documents duly signed are not submitted in stipulated time to the establishment department, leave may be treated as LWP.
- b. A leave of absence without pay is granted when the requirements of the department permit, and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.
- c. Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
- d. A leave of absence may be granted only if the employee has a bona fide intention to return to the institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one year's service.



- e. Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.
- f. Should a position be not available upon the expiry of the leave of absence or return to work, the HOD/ Section Head may request for an extension until such time as a position for which the employee is qualified becomes available.

6.08 On Duty Leave [OD]:

OD is granted to an employee when the University / Principal / HOD / Section Head / or any other competent authority assigns a duty that has to be carried out for the institute, University or State.

6.09 Vacation:

i. Category of Employees:

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

i. Using Vacation:

- a. All regular employees who have prior recommendation approval from the HOD and Principal are eligible for availing vacation. Total vacation will be 35 days (20 days -summervacation, 15 days-winter vacation). If the vacation is not availed, in lieu of it earned leave in the ratio of 1:3 maximum upto 15 days will be credited.
- b. Any balance of unused vacation or EL cannot be accumulated for the next calendar year.

ii. Period of Vacation:

- a. A permanent record of vacation /holidays and use, is maintained for each employee annually. The details of vacations/holidays that the employees are entitled to are as follows:



• **Period of summer and winter vacation for vacational employees:**

| Period of Service | Vacation period |
|-------------------|----------------------------|
| More than 1 year | Eligible for full vacation |

- b. Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation.
- c. Vacation may be taken in one / two slots. Only on the recommendations of the Principal shall exceptions be allowed. Principal shall issue a circular pertaining to the vacation at the end of every term.
- d. All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the HOD/ Section Head must take utmost care while recommending the vacation period.
- e. Vacation can be recommended by the Head of the Department [HOD] / Section Head only and sanctioned by the Principal if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the HOD/ Section Head before proceeding on vacation/ holidays.
- f. The staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
- g. All the employees proceeding on vacation must give all necessary details in the vacation format available with respective HOD/ Section Head.
- h. HOD/ Section Head shall ensure that the regular functioning of the department/ section is not hampered, and that no work is held up merely due to the non-availability of an employee by way of his/ her availing vacation.
- i. An employee, for any reason whatsoever, reserves his rights to forgo his / her vacation. Only on the recommendations / justifications given by the superior earned leave is granted in lieu of the foregone vacations.



Chapter 7: Service and Assessment

7.01. Signing of Undertaking:

The signing of undertaking is the document which is filled and signed by the employee at the time of joining the institution. It comprises the oath to work sincerely, competently and with diligence.

7.02. Personal data sheet & documents in personal file at office

Information that should be maintained in the official personal file includes, but is not limited to:

PERSONAL FILE

It contains the following employee specific information such as:

- Personal details
- Resume
- Educational qualification details with certificates
- Family details
- Contact numbers
- Employment offer letter
- Performance appraisal forms
- Corrective action letters
- Employee written warning notice
- Training history records
- Training program applications/requests
- Nominations for departmental or campus awards
- Training expenses reimbursement records
- Notification of salary increase/decrease

7.03. Probation period and its extension and curtailment:

The probation period is considered as observation period for an employee before he/she is going to be regularized in the institute.

The probation period can be extended, if the management realizes to give some more time and observe the performance, in case of poor performance.

7.04. Yearly Self Assessment



DMCE is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organization to achieve its objectives.

The self appraisal scheme is a formal process centered on an annual meeting of each employee and their head to discuss his/her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organizational goals and objectives.

Core principles of the appraisal policy:

1. The appraisal discussion is a two way communication exercise to ensure that both the needs of the individual and of the organization are being met, and will be met in the next year.
2. All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
3. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
4. All staff will receive appraisal training as an appraisee, and where appropriate as an appraiser.
5. The appraisal process will be a fair and equitable process.

Appraisal Implementation:

1. Teaching staff is provided a Self-Appraisal Form, to be filled, at the end of every academic year.
2. First part of this form is to be filled by the appraisee, and second part of the form is to be filled by appraiser after discussion with appraisee and in the presence of appraisee.
3. The performance is assessed based on parameters mentioned in the form.
 - Teaching Performance
 - Research papers published
 - Activities Organized/Attended



- Research proposals
 - Admission to higher degree
 - Books
 - Involvement in extracurricular and conductivity-curricular activities
 - Administrative work
 - Action plan for self-improvements in next academic year
4. The discussion will be held in private. Information shared during the appraisal will be shared only with senior management. Confidentiality of appraisal will be respected.
 5. All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.
 6. The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organization and of the individual.
 7. The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
 8. The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self assessment.
 9. The performance is assessed by the appraiser based on parameters mentioned in the form.
 - Subject Knowledge, teaching competency
 - Work Output (ability to handle reasonable work volume / quantity)
 - Quality of work
 - Initiative to improve work and accepting more responsibility, pro-activeness
 - Attitude & interest in job commitment to work, reliability dependability, trust
 - Teamwork, team spirit, cooperation, helping others
 - Ability & willingness to learn new trends and developments



- Timely, proper reporting & feedback with minimum supervision & follow-up
- Communication skills, oratory, and writing ability
- Subject result
- Interest shown in the employability of the students



Chapter 8: Discipline and Grievances

8.01. Security & Vigilance on campus:

Campus has well equipped security office. They manage the security on campus. Every staff and student on campus should positively participate to assist the security personnel if they suspect anything odd on campus. College has also installed cameras in important locations for outdoor security monitoring.

8.02 Counseling Facility:

College has appointed full time counselor for students and staff members. Students and mentors are informed to take the benefit of this facility.

8.03 Code of Conduct:

All employees should follow the 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:

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism



- Wasting materials
- Willful damage to equipment or property of the institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

8.04 Biometric Attendance facility:

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

8.05 Uniform for student community:

The students must wear uniform on every Monday and Thursday and whenever announced for special days. If any particular student is found not wearing uniform, disciplinary action is taken against him / her. Initially verbal warning is given to the student. If repeated incidences occur written letter is issued to him/her parent.

8.06 I-Card Policy teaching faculty, non-teaching staff and student community

The staff and students must wear I-Card every day. If any particular student or staff member is found without I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.

I – Card registration is available in office.

8.07 Supervision of university exams:

All teaching staff is allotted supervision duties as and when there is a university or departmental exam.



1. Senior Supervisor:

Teaching faculties who have five or more years of teaching experience are usually appointed. Every senior supervisor has to monitor at least two examination sessions periodically.

2. Junior Supervisor:

All faculties are eligible to act as junior supervisors. She/he has to supervise minimum of five sessions and maximum eight sessions.

8.08 Examiner ship for university exams:

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

8.09 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 on such staff members.

8.10 Proxy server & Internet Facility policy:

Staff of DMCE must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through inhouse 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.

8.11 Non smoking policy:

At DMCE, no tolerance is observed regarding smoking on campus. Smoking is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking.



8.12 Keys deposition policy:

College main office keys are deposited in the security office keyboard. Department keys are deposited in the security office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is required by everyone in the college. Also proper staff members are authorized to close and lock the rooms.

8.13 Vehicle parking policy:

a. For staff members:

All the staff members are required to park preferably at the designated parking lots for proper management.

b. For students:

Students are required to park their vehicle properly so that it does not create parking problems. Moreover, students are advised not to bring four wheelers on campus.

Everyone must follow the pollution norms and license norms on campus. You must not park the vehicle continually for days without prior permission; else action will be taken against it.

8.14 SC/ST Committee:

As per AICTE guidelines, a committee is formed for prevention of atrocities against SC/ST students under the Act No. 33 of 1989, Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989. In case of any grievance in this regard, students can approach the committee for redressal. The committee will suggest measures to prevent atrocities, if any against the members of SC/ST students in Model Engg. College and to ensure the feeling of security amongst them as per the provisions in the the said act.

8.15 Women's Grievance cell/ Internal Complaint committee:

As per the guidelines of DTE received vide letter No.2395 dated 19th August 2013 a committee of **Women's Grievance Cell** has been formed to

- To deal with the cases / complaints of sexual annoyance and any other type of harassment



of the female students, teaching and non-teaching women staff of the college.

- To process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- To provide assistance to the Faculty/Colleges/Institute for taking preventive steps in the matter of gender discrimination and sexual harassment.
- To form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
- To conduct meeting whenever required and discuss relevant issues, in consultation with the Director seeking his approval.

8.16 Anti-Ragging Committee:

As per the AICTE guideline committee is formed. Following steps are carried out to curb the ragging on campus.

- Guiding office to take undertakings from parents and students
- Appointment of committee as per the AICTE guidelines
- To raid the campus, corridors and prevent the anti-ragging on campus
- Conduct the meeting and keeping the records

8.17 College Women Development Cell:

The objects of the Cell shall be:

- To prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the college
- To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work place, and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
- To create social awareness about the problems of women, and in particular regarding gender discrimination.
- To encourage participation of NGOs working in the area of women's development, in the activities of the cell.



- To organize seminars and workshops for the creation of general awareness and for the orientation of students, teachers and non-teaching staff for their active and sustained participation in the activities of the cell.

8.18 Grievance & Redressal Committee:

- As per the guidelines of AICTE approved technical institutions vide No. 37-3/Legal/2012 dated 25.05.2012 a committee of Grievance and Redressal Cell has been formed. To lodge a complaint the person concerned can personally approach and/or write to any member of the Cell or Head of the Department. It is forwarded to the concerned authority depending upon the type of complaint. A review of the action taken is done at the end of each semester.

The name of the complainant will be kept CONFIDENTIAL.

Facility:

1. Suggestion / complaint Boxes have been installed at different places in the College campus in which the Students/ staff, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College.



Chapter 9: Research & Consultancy

9.01 Type of research and Consultancy:

Aims:

1. To inculcate the spirit and culture of research amongst all the stakeholders
2. To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work
3. To forge academic and research collaborations with national and international universities, governments and industries
4. To establish links with various R&D organizations and funding agencies for sponsored and contract research
5. To work towards development of DMCE as a global R&D centre

Objectives:

1. To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers
2. To motivate faculty for doctoral and post doctoral assignments at various national and international universities and organizations of repute
3. To encourage faculty to undertake research projects in, thrust areas in science and engineering funded by various national and international agencies
4. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work
5. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students
6. To convert the College of Engineering into center of excellence
7. To set up the incubation centers in the engineering discipline
8. To adopt collaborative research with IIT, NIT, Research labs and industries
9. To mentor the research projects to academics and industries



10. To publish the research works in renowned journals

The major R&D activities are as follows:

1. External funded projects
2. Publications in peer-reviewed journals
3. Faculty Development Programs - Conferences, Workshops, STTPs, Symposia etc. (attend and organize)
4. Procurement of high-end computational and laboratory equipments, and software for research
5. Deputation for higher studies
6. Talks and lectures by eminent researchers
7. Industry Institute Interaction (Students and Faculty)
8. Collaboration and MOU with industry and R&D organization
9. Paper presentation contest for students
10. Patents publications

9.02 Facilities available on Campus:

Research Facilities Available:

- A well-equipped library with more than 45,000 **Books**, and **Science Directe-journal subscription** along with 77 printed national journals and 1200 CDs
- Various Micro controller kits are available and hardware for clustering, android based platforms, Wireless sensor N/W sensor nodes, ARM platforms.
- Library Bar-coding (AUTOLIB software) is available
- Research labs with latest configuration and software are available all the day for potential researchers to do their research work

9.03 Encouragement to employees:

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence; that is possible only when the faculty is involved in the research activity. Research is an original contribution to the



existing stock of knowledge making for its advancement. It is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data, analyzing the facts to reach certain conclusions either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

9.04 Permission for accepting research or consultancy project:

All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

All applications related with R&D shall be routed through the Principal, and the department HOD shall be copied on the email.

Dead stock registers shall be maintained for the entire R&D as well as externally funded projects.

Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.

All the faculty members who hold a masters degree, shall apply to Mumbai and other universities for P. G. Teacher recognition. All the faculty members with a doctorate qualification shall apply to Mumbai and other universities for recognition as Ph. D. guide.

All HODs must regularly and diligently update the R&D information on the institute website for department and give reports to Principal



9.05 Distribution of honorarium in case of paid consultancy:

Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and benefit to the institute; both intellectually as well as financially (The ratio happens to be 40% to consultants and 60% to Institute share). Expenses utilization proofs must be given as per IIT norms or a specific funded Agency.

9.06 Progress Report submissions:

The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective HOD by 1st of June every year. The HOD along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.



Chapter 10: Deputation for higher studies / PhD and Permission for seminar, conference, workshop, guest lectures etc.

10.01 Norms for organizing seminar, conference etc. in the Institute

Note: For In-house R&D events, the following guidelines may be used with the approval of Principal

1. 50 % concession may be given in registration fee for faculty of host department.
2. 50 % concession may be given in registration fee for faculty of other departments.
3. The concession so granted shall be reimbursed on submitting the certificate of participation. All the participants shall initially pay the full registration fee and claim for reimbursement only after fruitful completion of the program.

10.02 Permission to attend conference etc. outside the Institute

OD leave is granted to attend International conferences held in India or abroad.

10.03 Procedure for applying for the permission to attend the seminar:

Application on the plain paper addressed to 'The Principal' for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same. If permitted fill the On Duty form and get Principal's signature.

10.04 R & D Budget:

The HODs shall formulate the yearly R&D budget, in close co-operation with the senior faculty members in the department. The same shall be forwarded to, The Principal through Research coordinator.

The HODs shall ensure the inclusion of, appropriate amount of seed money required, based on the number of proposals submitted to external funding agencies. This budget may also include certain high-end equipments required exclusively for research, in the thrust areas identified by the department.



All HODs shall submit a report on the amount spent on R&D for the prevailing financial year by 10th of April.



Page 59 of 64

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CHAPTER-11

E -GOVERNANCE POLICY

Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the organization to provide and facilitate required services, exchange of information, communication, transactions and integration of various standalone systems and services, thereby creating the transparent, paper less, and automated data system.

| | |
|-----------------------------|---|
| Objectives | <p>Implementation of E-governance in all the functioning units of the institute.</p> <p>e- Governance will provide simpler, transparent and effective system to handle the data in one roof.</p> <p>To make the paper free campus.</p> <p>To make campus Wi-Fi enabled.</p> <p>To have ICT enabled Classrooms</p> <p>To establish a fully automated Library.</p> <p>To monitor all the activities of the college.</p> |
| Polices | <p>The implementation of e-governance should be for all the functioning units of the institute like administration, examination, students, library, Finance & accounts, admissions, teaching-learning process, etc. The policy is formulated to have complete, transparent and well documented data.</p> |
| Website | <p>In general, institute website www.dmce.ac.in will act as an information center for the stakeholders and it will reflect the activities carried out inside the college. So, policy is made to disseminate all the details. In the website like circulars, GC details, all the departmental activities, important notices, courses offered, etc.</p> |
| Administration | <p>For establishment of Management Information Systems (MIS), the college has opted for some ERP solutions which have been highly beneficial for both academic and administrative purposes. Online registration by students during admissions has helped us to create an accessible student database. The system also helps to save time and the whole process reduces paper usage.</p> |
| Finance And Accounts | <p>The accounts of the College are maintained under cash basis of accounting. The records of student's receipts and their account profile are updated regularly. Daily cash collection and payment reports are generated from the software and recorded in the cash book from time to time and is posted to various ledgers. Staff salary is also maintained in the system.</p> |



| | |
|--------------------------------------|--|
| Student Admission and Support | Online registration by students during admissions has helped us create an accessible student database. The system also helps save time and the whole process reduces paper usage. During admissions, to enter data of a new student and generate roll number. The student data like student and parents' mobile number, Email id, permanent address, etc. will updated once a year as per request. |
| Examination | The college has a University Examination Cell which is facilitated with modern ICT tools for smooth conduction of University Examination. Subject registration to result generation is done through online mode with help of web portal. |
| Library | Library Policy has been taken to automate the library process. Policy has been made to maintain the stock in the software. The policy has been taken to update the e-learning resources every year regularly for the benefit of the learners Policy also have been taken to subscribe to new journals and books regularly, Policy have been taken to have bar code mechanism to lend the books and to have the entry through bar code. |



CHAPTER-12

ALTERNATE ENERGY SOURCES AND ENERGY CONSERVATION POLICY

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|---|--|
| 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. |



CHAPTER-13

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 | Solid Waste Management | 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 | Liquid Waste Management | The non-reusable liquid waste is sent through proper drainage to the corporation drainage system. |
| 3 | E Waste Management | 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 | Hazardous Chemical and Radioactive Waste Management | 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. |



CHAPTER-14

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 green campus.

| | | |
|---|--|--|
| 1 | Restricted entry of vehicles | Entry of motor vehicles is strictly prohibited inside the campus. Separate parking facilities for those vehicles are provided in the basement. |
| 2 | Use of Bicycle | Students are instructed use bicycle in order to reduce pollution inside the campus. |
| 3 | Pedestrian- friendly pathways | The campus follows the Pedestrian-friendly pathways in all blocks. Pedestrian-friendly pathways are properly marked with suitable sign boards. |
| 4 | Ban on use of Plastic | In order to have the awareness on the hazardous effects of the plastic usage, our college implements some awareness boards like sign boards to discourage the use of single use plastic items inside the campus. |
| 5 | Landscaping with trees and plants | As per the green practices in the campus, DMCE is moving in the direction of a Green Institution by planting more trees in and around the campus. The garden consists of local species of trees which make the campus cool during hot summer months and improves the ambience of our campus. |

