



Shivalik College of Engineering,

Dehradun

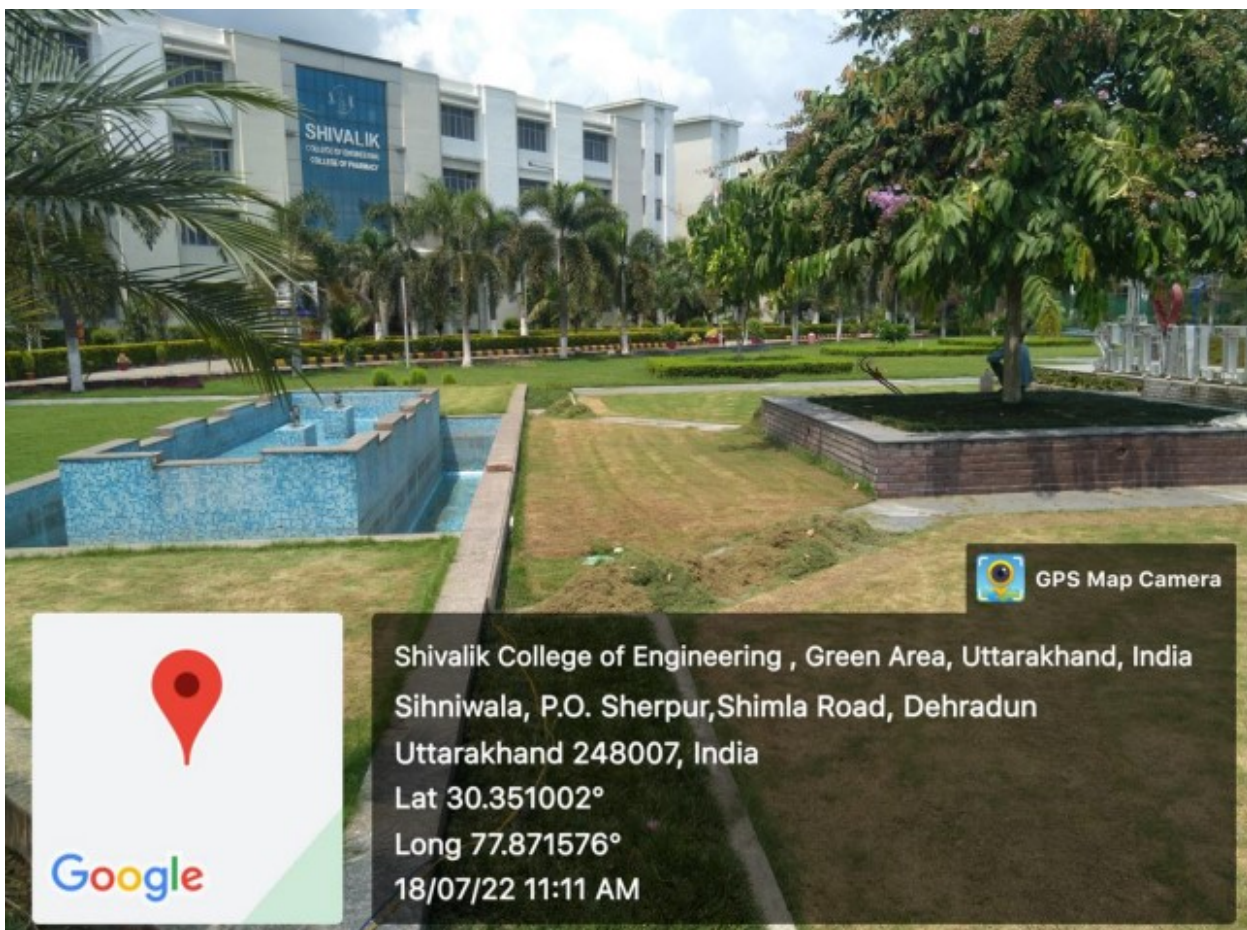
Establishment Manual – 01.08.2020

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SHIVALIK COLLEGE OF ENGINEERING

1.1 Vision of College

To be a premier technical institution that provides experiential learning and multi-disciplinary research to develop socially responsible and competent professionals.

1.2 Mission of College

To achieve the Vision of Shivalik College of Engineering we will:

- Create an ambience that fosters a passion for learning and collaborative research and effectively disseminate knowledge between highly competent faculty and student community.
- Foster professionals, who can add value to organizations, engage in higher studies and pursue innovative entrepreneurial activities.
- Provide best in class infrastructure to facilitate experiential learning in cutting edge technologies.
- Develop leaders who exhibit ethical behavior in professional and societal activities

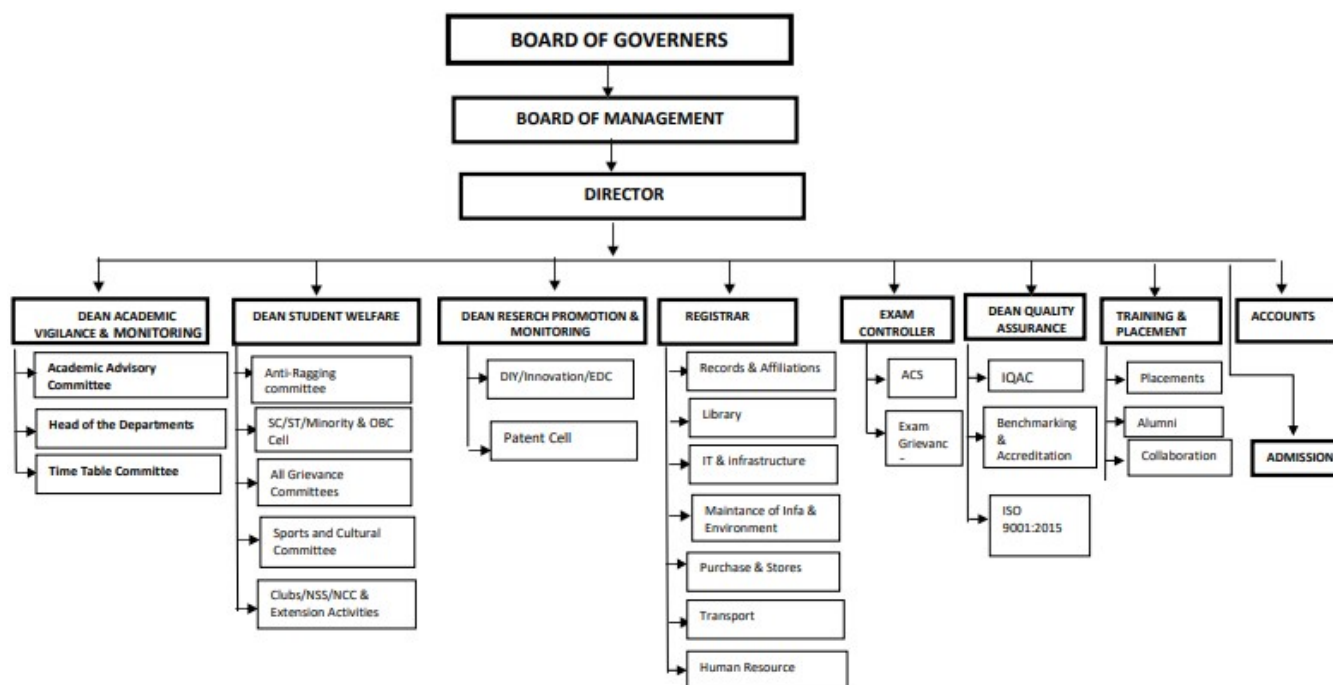
1.3 Quality Policy

Shivalik College of Engineering (SCE) is committed to achieve the stakeholder's satisfaction by providing technical education in different streams inculcating leadership qualities among the students with sound academic growth by consistent use of modern teaching process with ultramodern teaching aids. Our goal is to exceed stakeholder's expectations by implementation of Quality Management System and by providing the best value to the students for their time & money. Shivalik College of Engineering will strive for continual improvement in meeting the statutory and regulatory requirement timely.

1.4 Work Culture

- Open, transparent & process driven institution
- Empowerment of HODs and Faculty members on all academic matters
- Faculty encouraged to improve their qualification and professional skills
- Appreciation and recognition of high level of sincerity and dedication to the cause of student progression

1.5 Organization Chart



1.6 Rules & Byelaws

Rules of the Institute. In these rules: -

- ❖ 'Society' means the Registered Society of the College.
- ❖ 'Chairman' means the Chairman of the Society.
- ❖ 'Secretary' means the Secretary of the Society.
- ❖ 'BOG' means Board of Governors of the College
- ❖ 'Director' means the Director of the College.
- ❖ 'College' means the Shivalik College of Engineering.
- ❖ 'Society' means the Registered Society by the name of Rijan Educational Society.
- ❖ 'University' means the University to which the College is affiliated.
- ❖ The Society will meet whenever the Chairman thinks fit with an agenda pre circulated among the members.
- ❖ The BOG will be governing body of the College and the general superintendence, direction, and control of the affairs of the College and its income and property, movable as well as immovable, will be vested in it.
- ❖ The BOG will be composed of the following as per the AICTE guide lines as under
 - Chairman: To be nominated by the Members of Registered Society.
 - Members to be nominated by the Members of Registered Society.
 - Nominee of the All India Society for Technical Education: Regional
 - Officer (Ex- Officio).
 - Nominee of the Affiliating Body/University/State Board of Technical Education.
 - Nominee of the State Government – Director Technical Education (Ex-Officio).
 - An Industrialist/Technologist/Educationist from the Region nominated by the State Government.
 - Principal/Director of the concerned Technical Institution (as nominee of the Society/Trust)-member Secretary.
 - The term of office of an ex-officio member of the Society will continue so long as one holds the office by virtue of which he/she is a member.
 - The Society will ordinarily meet once in every six months. The meeting of the Society will be convened by the Chairman, either on his own initiative or at the request of the Director.
 - For every meeting of the Society or the Society, fifteen days clear notice will be given provided that in the case of emergency, the Chairman may reduce the period of notice to such period as he deems fit.
 - Five members of the Society or Society, as the case may be, will constitute quorum for any meeting. Provided that if a meeting is adjourned for want of quorum, no quorum will be necessary for the adjourned meeting.

- The Chairman, if present, will preside at every meeting of the Society or the Society. In the absence of the Chairman, the members present will elect one from amongst themselves to preside over the meeting.
- Each member of the Society or the Society will have one vote & all the matters be decided by a majority of votes. In case of equality of votes, the Chairman will have a casting vote.
- The agenda of the meeting of the Society will be circulated to the members at least ten days before the meeting.
- Ruling of the Chairman in regard to all questions of procedure will be final.
- The minutes of the proceedings of a meeting of the Society will be drawn up and circulated amongst the members. The minutes along with any amendments suggested will be placed for confirmation at the next meeting of the Society. After the minutes are confirmed and signed by the Chairman, it will be recorded in the 'minutes book' will be kept open for inspection of the members at all times during office hours.
- All orders and decisions of the Society will be authenticated by the signature of the Secretary.
- A member of the Society will be entitled to such traveling allowances for attending the meetings as may be fixed by the Society from time to time.

1.7 Powers and functions of the Society:

- To take decision on the queries on policy related to administration and working of the College.
- To prepare and execute detailed plans and programs for the establishment of the College and carry on its administration and development.
- To frame bye-laws which may provide for all or any of the following matters:
- Formation of departments of teaching.
- Fees to be charged for courses of study in the College.
- Creation of fellowships, scholarships, prizes and medals.
- Holding of seminars and scientific meets.
- Classification and method of appointment and determination of terms and conditions of teachers and other staff of the College.
- Establishment and maintenance of halls, hostels, and residential quarters for teachers and other staff of the College.
- The conditions of residence of students of the College and levying of fees for the residence in the halls and hostels and of other charges.
- To create posts and appoint persons to academic and others posts in the College.

- To consider and pass resolutions on annual reports, annual accounts and the budget estimates of the College for the next financial year and sanction expenditure within limits of the budget.
- To delegate by the resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit, subject to the condition that action taken by any committee or the chairman under the power delegated to them under this clause will be reported for confirmation at the next meeting of the Board.

1.8 Chairman of the Society

- The Chairman will ordinarily preside at the meeting of the Society/Society. It will be the duty of the Chairman to ensure that the decisions taken by the Society/Society are implemented.
- The Chairman will exercise such powers as may be delegated to him by the Society which will be reported in the next meeting of the Society.
- In emergent cases, the Chairman may exercise the powers of the Society and inform the Society of the action taken by him for its approval.

1.9 Secretary of the Society

- The Secretary will be the custodian of the records and funds of the College and perform such duties of the College as may be assigned to him by the Society.
- The Secretary will act as Vice-Chairman of such committees as may be appointed by the Society from time to time.
- The Secretary will be the drawing and disbursing authority of the College funds.
- The Secretary will exercise such other powers and perform such other duties as may be assigned to him by the Society.
- The Secretary will submit the annual audited accounts and balance sheet of the College to the Society.
- The Secretary in consultation with members of the society will appoint the Director.

1.10 Director

- The Director will be the principal academic and administrative officer of the College and will be responsible for the proper academic/ administration of the College and for the imparting of instructions of discipline therein.
- Subject to the budget provisions made for the specific purpose, the Director will have the power to incur expenditure in accordance with the procedure as may be laid down by the Society from time to time and with consent of the Chairman of the Society.
- The Director will also have such other powers and perform such other as may be delegated to him by the Society.

1.11 Funds

The College will maintain a fund which will be credited: -

- All fees and other charges received by the College.
- All money received by the College by way of grants, gifts, donations, benefactions, bequests or transfers.
- All money received by the College or Society in any other manner or from any other source.
- All money credited to the fund of the College will be deposited in such banks or invested in such manner as the Society may decide.
- The Fund of the College will be applied towards meeting the expenses of the College including the expense incurred in the exercise of its powers and discharge of its duties.
- The College will maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet.
- The annual financial statement and the balance sheet of the College will be audited at the end of each financial year by the chartered accountant of the College.

1.12 Modification of the rules

These rules may be altered at any time by a resolution passed by a majority of two-thirds of the members present in any meeting of the Society duly convened for this purpose. The presence of the Chairman and the Secretary of the Society will be necessary at such meeting.

All contracts for and on behalf of the Society will be expressed to be made in the name of the Society and will be executed by the Secretary/Vice Chairman of the Society.

1.13 Members of the Society

We, the following members of the society certify that the above Rules of the Society is correct copy: -

1. Sunil Kumar
2. Ajay Kumar
3. Navita Sinha
4. Harish Sinha
5. Babita Kumar
6. Malti Kumari
7. Manish Kumar

1.14 Classification of staff of the College with role and responsibilities.

Except in case of persons brought to work in the College on contingency basis for specific purpose, the members of the College will be as follows:

- Academic
- Administrative

ACADEMIC

1.15 Director

- Command and Control of the faculty and staff of the college.
- Introducing Industry specific programs in all disciplines of engineering pursued in the college to enhance professional capabilities and improvement in employability of the students passing out after completing degree course.
- Accreditation of existing courses from NBA/ NAAC.
- Acquisition of academic autonomy and securing autonomous status for the college.
- Processing proposal for obtaining financial assistance from AICTE for modernization and removal obsolescence (MODROBS).
- Provide academic and professional leadership to the college congruent with the vision of the college to achieve academic excellence.
- To encourage creativity and fruitful innovation in teaching that feeds directly into enhancement in student learning and the student experience.
- To ensure effective implementation of policies in relation to teaching, learning and supervision.
- To formulate code of practice, policies and procedures and development of programs for enhancement of pedagogy, learning support techniques and technology enhanced learning for students pursuing undergraduate engineering courses.
- Enhancement of learning and teaching with particular emphasis on promoting and disseminating new techniques and learning technologies.
- To direct, plan, develop and manage the college's academic assessment, planning and evaluation processes to provide leadership and oversight for all academic affairs and activities.
- Supervise the educational program effectively.
- Drawing annual academic plan / calendar.
- Formulating academic schedule and allocation of teaching staff in all the departments of the college.

- Chairing and scheduling of faculty meeting.
- Student academic counseling.
- Follow-up on student performance.
- Strengthen examination administration and course work assessment.
- Management of college library and departmental resources.
- Formulating academic plan for timely completion of the syllabus.
- Oversee students disciplinary process and collaborate with disciplinary committee and Proctor with regard to student behavior according to code of conduct.
- Forecast Annual Budget for academic programs, laboratory and workshops.
- Evolve strategy to curb the menace of ragging in the college.
- Strengthen Women Grievances cell in the college.
- Academic Audit to find the areas for improvement.
- Setting up of definite goals in line with Vision and Mission of the college.
- Commitment to total quality management (TQM) for continuous improvement in all activities of the college.
- Compulsory orientation program for newly recruited faculty members.
- Designing code of conduct for students and faculty members including professional ethics and social responsibilities.
- Obtaining feedback on the performance of faculty members from students and senior faculty members.
- Strengthening mentor-mentee system wherein the faculty monitors the progress of the students in studies and extracurricular activities and provide necessary counseling and support.
- Identifying opportunity areas to improve for each student by providing additional extra classes.
- Organizing guest lectures by Industry experts and senior faculty members.
- Introduce student motivation practices.
- Foster culture of academic skills.
- Strengthening maintenance of academic record of each student by registrar office starting from admission to award of Degree.

Activities which does not come directly under the purview of Director

- Financial control
- Building Maintenance and upkeep
- Transport Management
- Security Management
- Admission marketing.

However, in the interest of organization all inputs & suggestion will be welcome related to above areas.

1.16 Dean Vigilance & Monitoring

Roles and Responsibility of Dean AV&M :

- To setup, operationalize and lead the AV&M office
- To finalize the staffing and assign roles and responsibilities
- To lead and guide the officers and executives in the AV&M office
- To oversee the conduct of all activities outlined in the scope of AV&M office
- To apprise BoM/Director on crucial matters related to academics in the institution
- To report to BoM/Director on strategic areas including AV&M office Organizational Structure, Staff Roles & Responsibilities, Academic Excellence Plan and Academic Excellence Report etc
- To undertake any other responsibility as given by BoM/Director

Strategic Work

- To implement and monitor standards of academic quality as developed by Directorate of Quality Assurance
- To identify and implement best practices for improving the teaching and learning outcomes for the achievement of the prescribed academic standards
- To prepare an annual academic excellence action plan and implement it
- To prepare an annual Academic Excellence Report showcasing improvements in academic standards in the institution

Administrative Work

- To coordinate with Department of Quality Assurance for improvement in Academic Quality as per IQAC mandate

- To maintain Academic discipline and ensure Academic calendar is published and implemented as per the schedule
- To ensure Academic guidelines are strictly followed across the institution
- To set and monitor quality standards for conducting student examinations in coordination with Controller of Examinations
- To issue guidelines and undertake workshops and sessions with SCE academic departments to implement Academic quality improvement measures
- To monitor progress of academic activities through ERP
- To issue guidelines on implementation of new measures for improving teaching/learning outcomes
- To conduct frequent reviews and audits of SCE institutes to monitor the academic quality and the extent of adoption of new academic guidelines issued
- To coordinate with Directorate Quality Assurance and take ownership of the academic quality criteria in accreditations and rankings work
- To promote academic extension activities such as partnerships with national and international academic societies
- To identify best practices in Teaching, learning and development being implemented in leading national academic institutions and universities
- To issue directions to institutes related to any academic matters as per communication from the BoM/Director, Central recognizing bodies (e.g. AICTE), affiliating university, or Govt.

1.17 Dean Quality Assurance

Roles and Responsibility of Dean Quality Assurance:

- To setup, operationalize and lead the QAC
- To finalize the staffing of QAC and assign roles and responsibilities
- To lead and guide the officers and executives in QAC
- To oversee the conduct of all activities outlined in the scope of QAC
- To apprise Board Representative on crucial matters related to accreditations, rankings and overall quality of SCE
- To report to Board Representative on strategic issues such as QAC Organizational Structure, Staff Roles & Responsibilities, AQAR/QRs, Quality Improvement Action Plan, Department Performance Reporting etc
- To undertake any other responsibility as given by BoM/Director/Board Representative

Strategic Work

- To act as a change agent in the Institution with respect to quality improvement
- To develop a heightened level of clarity and focus in institutional functioning towards creation, sustenance and enhancement of quality
- To be the custodian for maintenance and dissemination of all institutional level policies
- To act as a nodal agency for coordinating quality-related activities, including adoption and dissemination of good practices.
- To prepare the annual quality improvement plan as per the target accreditation and other quality standards
- To own all the accreditation (e.g. NAAC, NBA, AB) and institutional ranking (e.g. NIRF, Atal) related work in the SCE
- To get quality related MoUs signed and executed on behalf of SCE
- To act as the Documentation and Record-Keeping cell for quality related aspects
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institution based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format

Administrative Work

- To develop and implement quality benchmarks/parameters for the various academic and administrative activities as per the target accreditation standards
- To develop and implement institutional level systems, processes and best practices for the purpose of maintaining/enhancing the quality at SCE
- To take feedback from students, parents and other stakeholders on quality-related institutional processes
- To disseminate information and conduct training sessions with concerned departments on the achievement of quality standards
- To release of annual quality calendar across the institution
- To organize inter/intra institutional workshops seminar on quality themes
- To document various programmers leading to quality improvement
- To act as a nodal agency for adoption and dissemination of best practices
- To conduct academic and administrative audit and follow-up on these activities
- To act as a single point of contact with Accreditation and Ranking agencies for all of their data requirement
- To update policy revisions and centrally share it across the institution
- Annual development of Quality Radars (QRs) and Ranking of Integral Units of the Institution based on the AQAR

- To conduct periodic IQAC meetings as per the approved guidelines and publish the minutes
- To oversee and issue directions to concerned institutes and departments for timely achievement of all activities related to accreditations

1.18 Dean Student Welfare

Roles and Responsibility of Dean Student Welfare:

- To setup, operationalize and lead Student Welfare Office
- To finalize staffing in Student Welfare office and assign roles and responsibilities
- To lead and guide the officers and executives in the Student Welfare Office
- To oversee the conduct of all the activities outlined in the scope of Student Welfare office
- To apprise BoM/Director/Director on crucial matters of student welfare
- To report to BoM/Director/Director on strategic matters such as Student Welfare Office Organizational Structure, Staff Roles & Responsibilities, Student Welfare Policy, Student Groups, Assignment of Hostel Wardens, Performance Reporting etc.
- To undertake any other responsibility as given by Director

Strategic Work

- To act as central nodal office for safeguard of student interests at SCE
- To draft/update SCE's student welfare policy and publish it post approval
- To advise, advocate and sensitize all SCE departments/functions on student welfare matters

Administrative Work

- To lead the resolution process of student welfare related matters in the institute
- To develop and implement a mechanism for active resolution of student grievances through coordination with Student Facilitation Cell and concerned departments
- To actively monitor the grievance resolution status of student grievances
- To conduct regular monitoring of the overall environment of the institute and strive to make it conducive to students
- To sensitize and advise concerned departments/functions on the aspect of student well-being
- To issue guidelines on student safety and hygiene related matters in campus and hostels

- To promote student participation in co-curricular and extra-curricular activities e.g. NCC, NSS, Student Clubs etc
- To ensure active student representation in institutional affairs through formation and smooth functioning of Student Council
- To work towards special needs of female and weaker and marginalized sections among students
- To act as single point of contact for conduct of Student Cultural events/fests
- To select and reward scholarship to students under the guidance of BoM/Director
- To advise towards strengthening student teacher relationships
- To regularly engage with students via. surveys to understand existing pain areas and take measures to resolve them
- To conduct inspections of institute facilities and amenities for student well-being
- To setup student welfare committees like anti-ragging, grievance redressal, SC/ST, Minorities, ICC etc.
- To oversee the formation and functioning of purpose-driven student groups
- To oversee the hostel wardens in their administration of hostels at SCE
- To conduct annual student satisfaction survey
- Liaison with parents/guardians of students with respect to their performance and conduct parent meeting as per requirement.
- To ensure smooth transition of first-year students in college.
- To conduct CSR Activities with Schools and nearby areas with the help of students.

1.19 Proctor

Roles and Responsibility of Chief Proctor:

- To setup, operationalize and lead the Proctoral Board
- To lead the Disciplinary Action Committee meeting of the SCE
- To finalize the staffing in Proctoral Board and assign roles and responsibilities
- To lead and guide the officers and executives in the Proctoral Board
- To oversee the conduct of all activities outlined in the scope of Proctoral Board
- To apprise BoM/Director/Director on crucial matters of Institutional Discipline
- To report to BoM/Director/Director on strategic issues such as Proctoral Board Organizational Structure, Staff Roles & Responsibilities, Student Code of Conduct, Board Performance Reporting etc.
- To undertake any other responsibility as given by BoM/Director/Director

Strategic Work

- To prepare/revise and implement the “Student Code of Conduct” at SCE after BoM/Director approval
- To ensure safety of all students including females and students from weaker sections and remote geographies
- To lead the formation and institutionalization of Proctoral Committees in respective colleges
- To undertake measures and interventions in SCE for students related to safety
- To setup disciplinary action committee for management of disciplinary issues
- To take decisions on all matters pertaining to discipline in the campus

Administrative Work

- To oversee continuous monitoring and resolution of all disciplinary issues
- To convene the disciplinary action committee meeting to take action on disciplinary issues
- To monitor the regular administrative work of Proctoral Committees in respective colleges
- To take action and give directions on matters of campus safety and security
- To be nodal office for handling any law-and-order situation which may arise
- To coordinate with Student Welfare office in developing a safe and healthy

1.20 Heads of Department

- Academic Leadership
- Participating in the recruitment, employment and orientation of new faculty.
- Encouraging and facilitating professional development through activities such as suggesting funding sources, discussing research ideas, and urging attendance at professional meetings and workshops.
- Providing appropriate opportunities for faculty to participate in department affairs.
- Evaluating faculty on a regular and continuing basis in the areas of teaching, research and service with appropriate recommendations for improvement through Faculty Development Programs conducted on regular basis .
- Creating a forum through which faculty can express ideas freely, thus promoting productive discussions among the departmental faculty members.
- Making informed documented recommendations concerning faculty retention, promotion, tenure and annual salary increments, the outcomes of which will be intended to serve the best interest of the department as a whole.

- Encouraging university and community service activities appropriate for faculty participation.
- Communication and Representing the Department within the University.
- Providing a communication link between and among the faculty and the other levels of administration.
- Communicating accurately university and college policy and reasons for policy to the department faculty.
- Acting as an intermediary between faculty and administration.
- Being the spokesperson for and yet the strongest critic of the faculty and the department.
- Representing the department both within the institute's administrative and governance structures and externally with professional and community groups.
- Maintaining personal professional competence in order to set a good example for faculty in teaching and research.
- Initiating operational policies within the department for discussion, approval, and implementation.
- Enforcing faculty responsibilities while at the same time protecting faculty rights and privileges.
- Establishing effective working relationships with the non-academic portions of the university in order to facilitate departmental operations and to promote university-wide policies and practices within the department.
- Articulating program-related goals.
- Providing leadership for the faculty in developing strong and attractive curricula.
- Providing leadership for the faculty in developing methods for assessing the effectiveness of instructional programs.
- Providing leadership for the faculty in providing programs that are pedagogically sound and that use available resources maximally.
- Encouraging cooperation with other departments, colleges, or institutions whenever this is appropriate.
- Encouraging consideration of new program ideas when appropriate.
- Managing teaching loads in a fair, flexible, and productive manner.
- Ensuring that student activities and student organizations receive adequate supervision.
- Dealing with student problems that are not the appropriate concerns of the faculty.
- Arranging with faculty for academic counseling.
- Disseminating information of interest to students.

- Responding to student grievances and requests.
- Coordinating the preparation of the department budget.
- Administering the department budget.
- Adhering to the budget management procedures established by the Business Office.
- Allocating funds in a manner consistent with the goals of the department.
- Coordinating the development of long-term planning for the department.
- Preparing teaching schedules and assignments.
- Maintaining faculty files.
- Coordinating the use of instructional facilities.
- Generating proposals for funds to support the academic programs.
- Coordinating support staff activities.
- Arranging for and assigning departmental space, facilities, and equipment.
- Coordinating the reports that go to other offices and service areas.
- Implementing administrative policies.
- Managing clerical support.
- Maintaining an efficient system of records.
- Preparing agenda for, convening, and chairing departmental meetings.

1.21 Registrar

Roles and Responsibility of Registrar :

- To setup, operationalize and lead the Registrar Office
- To finalize the staffing in Registrar Office and assign roles and responsibilities
- To lead and guide the officers and executives in the Registrar office
- To oversee the conduct and ensure timely completion of all the activities outlined in the scope of Registrar Office
- To apprise BoM/Director/Director on crucial matters of Registrar Office
- To report to BoM/Director on strategic issues such as Registrar Office Organizational Structure, Staff Roles & Responsibilities, Student Records, Institutional contractual and legal matters and any other matters of importance outline in the scope of work.
- To undertake any other responsibility as given by BoM/Director

Strategic Work

- To be the custodian of institute records
- To ensure the integrity, accuracy, and security of all academic records of current and former students, and facilitates effective student registration process
- To be the member secretary in BoM

Administrative Work

- To maintain up-to-date student academic records, course and curriculum records, approvals and affiliation bodies records
- To register continuing and incoming students, transfer of credits, marksheets and degrees
- To coordinate with Admissions to facilitate an efficient and timely process to move newly accepted students to the academics
- To be responsible for release of student marksheets, certificates and degrees
- To undertake end-to-end affiliation and approval related activities from universities, statutory bodies for the institution
- To organize, coordinate and send information across the institution stakeholders regarding planned BoM meetings and issue minutes of the meeting
- To initiate action against non-teaching staff for gross indiscipline on the recommendation of the designated review committee by BoM
- To be abreast of operational and reporting trends, regulations, and technology solutions for improving the efficiency and effectiveness of the Registrar's office

1.22 Dean Research Promotion & Monitoring

Roles and Responsibility of Dean Research :

- To setup, operationalize and lead the RP&M Office
- To finalize the staffing in RP&M office and assign roles and responsibilities
- To lead and guide the officers and executives in the RP&M office
- To oversee the conduct of all activities outlined in the scope of RP&M Office
- To apprise BoM on crucial research matters
- To report to BoM on strategic issues such as RP&M Office Organizational Structure, Staff Roles & Responsibilities, Research & Innovation Policy or Action Plan, Department Performance Reporting etc.
- To undertake any other responsibility as given by BoM

Strategic Work

- To prepare and publish the research & innovation policy for SGOC
- To prepare and implement the annual research & innovation action plan of SGOC
- To prepare the research & innovation budget of SGOC
- To take steps for the development of research & innovation mindset among students at SGOC
- To prepare a Research Review Report showcasing institution wide research and innovation activities conducted vis-à-vis the action plan

Administrative Work

- To ensure that infrastructure, personnel and other resources are sufficient to meet departmental research and research promotion needs and strategic vision
- To oversee and continuously monitor the research and innovation activities of faculty and students that are being conducted by department/program/institute
- To review and approve (as per approved budget) the financial estimate of research activities being planned by departments
- To support and guide national and international extension activities through research collaborations of the institution with leading industry and institutions
- To support in identifying research funding and consultancy opportunities for departments in SGOC
- To facilitate organization of workshops, FDPs, seminars and conferences for promotion of research activities
- To develop internal research publication capability of SGOC
- To provide guidance and necessary support to faculty and students in research publications, IPR activities etc.
- To monitor the progress of research related activities being conducted by institutes/departments as per the approved SGOC research plan

1.23 Professor

- To provide expertise on the area of specialization, and guidance to junior teachers as and when needed.
- Policy planning, monitoring and evaluation and proportional activities both at departmental and institutional level.
- To develop course curriculum and resource materials, update library facilities etc.
- To represent the Institute in public forums and the industry.

1.24 Associate Professor

- To interact with industry and society.
- Administration both at departmental and institutional level.
- To develop curriculum and resource materials.
- Innovation in teaching, laboratory work and instruction manual.
- Academic and administrative planning and development work both at departmental as well as institutional level.

1.25 Assistant Professor

- To be punctual at classes
- To supervise upkeep of laboratory and conduct timely laboratory work.
- To develop resource material and teaching methodology.
- To assist in departmental administration including examination activities.
- Such other academic staff as may be decided by the Society.

TECHNICAL

1.26 Workshop Superintendent

- To assist Head of Department Mechanical Engineering/Civil Engineering in discharge of various duties at the workshop.
- To arrange materials, samples, software, tools instruments and equipment for workshops and field work jobs.
- To receive, store and issue raw materials, samples, specimens, tools, instruments required for workshop/field work.
- To prepare samples, specimens, circuits, programs etc for conducting experiments.
- To maintain the tools, equipment and software in working condition.
- To assist students during their job work/experiments.

1.27 System Administrator

- To arrange materials, samples, software, tools instruments and equipment for laboratory and field work.
- To receive stores and issue materials, samples, specimens, tools, instruments required for laboratory/field work.
- To prepare samples, specimens, circuits, programs etc for conducting experiments.
- To maintain the tools, equipments and software in working condition.
- To assist students during their experiments.
- To assist faculty members in their innovative and research work.
- Lab Assistant/Technician
- To assist System Administrator /HOD's in discharge of various duties of the laboratory.
- Assist the students and faculty members in experiments/ practical work and research.

1.28 Lab Attendant

- Cleaning of apparatus, tools, equipments and accessories.
- Ensure timely availability of all apparatus and equipments.
- Assist Lab Assistants/technician and System administrator in their work.

1.29 Librarian

- To have overall responsibility of all the matters related with library.
- To plan and develop the library of the college and provide the necessary library service to the students and staff of the college.
- General administration of the library including planning, budgeting and development, supervision, cataloguing and indexing.
- Books/periodicals/video-tape/CDs etc. collection and acquisition.
- To obtain continuous feedback from faculty members on new and important books and ensures procurement of the same to update the library.

1.30 Assistant Librarian

- Responsible to assist Librarian in all matters related to library.
- To assist the Librarian in his various works.
- To catalogue and classify books, periodicals.

1.31 Library Attendant.

- Responsible to Assist, Assistant Librarian and Librarian in their work.
- To issue and receive books.
- To restore books and periodicals, etc.
- To sort books and classify and index them.
- To be in-charge of checking the entrance.
- To control at the property counter.
- Maintenance and upkeep of the library.
- Labeling, pasting and repairing the books.
- Such other technical staff as may be decided by the Society.

1.32 Assistant Registrar

- To assist Registrar in all responsibilities in respect of administration delegated to them.
- To maintain personal files of students admitted and studying in various disciplines year wise.
- To maintain personal files of the faculty and staff employed in the Institute.
- To maintain regular contacts with University's for all Academic and Exam related matters in co-ordination with the Director/Registrar/Principal/Exam Controller.
- Correspondence with University, Guardians etc. in consultation with the Vice Chairman/ Director / Registrar.
- Co-ordinate the inspections of AICTE / NCTE / University's and other recognizing and affiliating bodies.
- Organize the selections for the faculty and other staff required in the colleges in consultation with Director to relate.
- Ensure availability of updated information about attendance, leave, absence records, performance, availability of all employees (Teaching/ Non-teaching) of the institutes

1.33 Office Assistant

- To help technical or non-technical departmental staff in conduct of their duties by ensuring timely retrieval of records, maintenance of files, correspondence etc.
- To type and make ready documents, as required by his/her superiors.
- To carry out other duty assigned by departmental seniors.

1.34 Administrative Officer

- To assist Dean Administration / Registrar in all responsibilities in respect of administration delegated to them.
- To arrange for showing around, excursion of visitors, new recruits, guest faculty etc.
- To arrange for stay of guests /visitors/guest faculty.
- To upkeep seminar halls and grounds of the college.
- To look after the maintenance of classroom and laboratory equipment's and furniture.
- He is accountable to the Management/Director/Registrar in all matters connected with the upkeep and maintenance of building, water supply, sanitation, electricity, cleaning of classroom and laboratories, maintenance of gardens, repairs, minor alteration, transport, security arrangements to meeting etc.
- To supervise all maintenance staff, Gardner, security, sweeper, peon, driver and other group-D staff.
- To assign and supervise the work of Electrician, Mason, plumber etc. Maintenance Attendants consists of persons for classroom cleaning, sweepers, sanitary workers, masons, peons, watchmen and garden workers. They are responsible to Administrative Officer in charge in the work assigned to them.
- Anything else assigned by Vice Chairman/Director/Dean Administration / Registrar.

1.35 Accounts Officer

- Overall responsibility of all finance and accounts matters to be reported to Chairman/Vice Chairman/Secretary.
- To prepare and present annual budget estimates, and annual audited accounts of the Institute to the Chairman/Vice Chairman/Secretary/Managing Director.
- To take steps for prompt realization and proper disbursement of fees/grants.
- To carry out any other duty as may be assigned to him by the Chairman/Vice Chairman/Secretary/Managing Director.
- To assist Director's in overall administration of the Institute.

1.36 Accountant

- To assist Accounts Officer in all means and ways to better maintenance of college accounts.
- To Verify and process paper / bills / purchase receipts for final sight of Accounts Officer.
- To conduct all routine correspondence relating to above

1.37 Placement Officer

- To conduct an annual survey of the job requirements in industries, research and other organizations.
- To maintain good network with industry in and around the place of the campus.
- To arrange campus interviews, summer training, and industry sponsored projects and practical training for students.
- To maintain data bank of personnel who are expert in various discipline in industries and academics.
- To create data bank of alumni of the institute who are placed in reputed industries/ research/service organizations.
- To assist students in getting effective industrial training, placements etc.

1.38 Appointments

All appointments to the posts under the College will be made by the Society. All posts of the College will normally be filled by advertisements but the Society will have the power to decide on the recommendation of the Director that a particular post may be filled by offering it to any particular person by promotion from amongst the members of the staff of the College.

Screening Committee consisting of the following will examine the credentials of all persons who have applied for a particular post(s) in the light of the requirement for the post(s) as given in the relevant advertisements and will finalize the names of candidates qualified to be called for interview:

- Director
- One local expert (two experts in case Professor/Head of the Department)
- Head of department Concerned/HR
- Secretary of the Society.

Selection Committees for filling various posts, other than those on which appointments are to be made on contract basis will be constituted in the manner laid down below:

Academic Posts

- Chairman
- Director
- Secretary/Vice Chairman of the Society.
- Nominee of the AICTE Northern Regional Committee.
- Nominee of the Affiliating University on the Society.
- Three experts in the case of appointment to the posts of Professor and Associate Professor (minimum two out of three must be present on the committee at the time of interview), and two experts in the case of appointment to the posts of Assistant Professor and Associate Professor (minimum one must be present).
- Head of department concerned if the post for which the appointments is to be made is lower in status than held by the head of the department.

Technical Posts

- Chairman
- Director
- Secretary/Vice Chairman of the Society
- Nominee of the AICTE Northern Regional Committee.
- Nominee of the Affiliating University on the Society.
- Two experts from the relevant field.

Administrative posts

- Chairman
- Director
- Dean (Administration)
- Secretary/Vice Chairman of the Society
- Nominee of the AICTE Northern Regional Committee.
- Nominee of the Affiliating University on the Society.
- Two experts from the relevant field.

The Selection Committee will interview all the candidates called for interview on recommendation of the screening committee. The selection committee will interalia consider the bio-data of any person suggested by any member of the Selection Committee or brought otherwise to its notice. Qualifications required for the various academic/administrative posts will be such as may, from time to time, be laid down by the All India Society for Technical Education/the University to which the College is affiliated.

1.39 Departments of Teaching

The College will have the following Departments of teaching:

1. Applied Sciences and Humanities:

Re-naming of Dept. of Applied Sciences & Humanities Dept. of Applied Sciences & Humanities has been re-named as Dept. of Applied Sciences (AS). All Deptts and sections of the Colleges are to use the changed name of this deptt henceforth during all correspondence and discussions.

- 2. Computer Science and Engineering**
- 3. Electrical & Electronics Engineering**
- 4. Electronics & Communication Engineering**
- 5. Civil Engineering**
- 6. Mechanical Engineering**

Such other departments/sections as may be formed by the Society from time to time.

1.40 Terms and Conditions of Service of Permanent Employees.

Permanent employees of the College will be governed by the following terms and conditions:

- Every appointment will be subject to the condition that the appointee is certified as being in sound health and physically fit for the service by medical authority nominated by the Society.
- Provided that the Society may, for sufficient reasons relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases.
- Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the College will ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, will continue to hold his office till he/she attains the age of superannuation.
- The appointing authority will have the power to extend the period of probation of any employee of the College as may be found necessary.
- An employee of the College will devote his/her whole time to the service of the College and will not engage directly or indirectly in any trade or business or in private tuition or any other work which may interfere with the proper discharge of his/her duties. However, the prohibition herein contained will not apply to academic work and consultative practice undertaken with the prior approval of the Director of remuneration, etc., as may be paid down by the Society. Any employee indulging in any type of activity given above will be liable for disciplinary action.
- All employees of the College will be governed by the SHIVALIK College of Engineering, DEHRADUN Conduct Rules.
- The appointing authority will have the power to terminate the services of any member of the staff without notice or without any cause assigned during the period of probation.

- The appointing authority will have the power to terminate the services of a member of staff by three months notice or after allowing three months pay in lieu of notice in case he is found to be physically or mentally unfit for service or on grounds of retrenchment or economy. Provided that the above provisions will apply only in case of permanent employees of the COLLEGE.
- A member of the staff can terminate his /her engagement by giving one month notice to the appointing authority. The appointing authority may, for sufficient reason, reduce this period.

1.41 Suspension of Service

The appointing authority may place any member of the staff under suspension under following circumstances:-

- ✓ Where a disciplinary proceeding against him/her is contemplated or is pending, or
- ✓ Where a case against him/her in respect of any criminal offence is under investigation or trial.

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

- ✓ Withholding of increment or promotion,
- ✓ Recovery of the whole or part of the pecuniary loss caused to the COLLEGE by negligence or breach of orders.
- ✓ Reduction in rank.
- ✓ Removal from service
- ✓ Dismissal from service,

1.42 Appointment on Contract

The board may, in special circumstances, appoint an eminent person on contract for a period, not exceeding five years, with a provision of renewal for further period.

1.43 Travelling and DA Allowance.(TRAVEL & DA POLICY)

TA and DA rules will be applicable from 1st December 2016 and supersede all previous instructions on the subject including verbal understanding made with the employee at the time of their appointment.

1.44 Grades of Payment

PROFILE	GRADE
Management	G VI
Advisor / Dg's / Director	G V
Director (CS)/Director (Admission)/Director (T&P)/Dean/s/	GIV Professor/Associate Professor/Visiting
Asst. Professor/Accounts Officer/Lecturer/Registrar/	G III Dy. Registrar/Admission Staff/T&P Staff
Non-teaching staff/Lab Technician/Office Asst./Accountant	GI Helper/Cleaner/Safaiwala/Gardeners/Guards etc.
Office Attendant/Drivers/Peon/Electrician/Plumber/Carpenter/	GI Helper/Cleaner/Safaiwala/Gardeners/Guards etc.

Classification of Cities

Category "A" Metro - Delhi, Mumbai, Kolkata, Chennai, Hyderabad, Bangalore, Pune

Category 'B' -All other locations

1.45 Entitlements of Travel

Travelling allowance on temporary duty from Residence/SCE, Dehradun to duty point at distant location and vice versa comprising of:

- ✓ Fare for journey by Rail/Road/Air.
- ✓ Road mileage for road journey.
- ✓ DA to defray fooding and other incidentals on tour including journey period.

Objective

To lay down guidelines for local and domestic travel and entitlement for daily allowance.

Local Travel: All travel for college purpose to any destination beyond 30 km. to 100 km. from SCE Dehradun contemplating same day return and involving no night halt.

Domestic Travel :

- ✓ All travel for college purpose to any destination beyond 100 km. from SCE, Dehradun and same day return.

- ✓ All Travel for college purpose to any destination beyond 100 km. from SCE Dehradun requiring night-halt at outstation.

Local Travel beyond 30 Km – 100 Km.

Grade	Category	Entitlements			
		Travel Allowance	Mode of Transport	Daily Allow.	Lodging Allow.
G VI	Management	Actual	Any	NA	NA
G V	Advisor /DGs/Directors/	Rs. 9/ Km (own vehicle)	College Car/AC Taxi/Own Car	NA	NA
G IV	Director (CS)/Director (Admission) / Director (T&P)/Dean / Professor/Associate Professor/Visiting Faculty	Rs.9/Km (own vehicle)	AC Taxi/College car/ own vehicle	NA	NA
G III	Asst. Professor / Accounts Officer /Lecturer/Registrar/ Dy. Registrar / Admission Staff/T&P Staff/Head Admission	Rs.9/Km (own vehicle)	AC Bus/Shared Taxi/Own car	NA	NA
G II	Non-teaching staff/Lab Technician/Office Asst./Accountant	Rs.3 / Km. (own Bike)	Deluxe Bus/ Shared Taxi/Own Bike	NA	NA
G I	Office Attendant / Drivers /Peon/Electrician/Plumber/Carpenter/ Helper /Cleaner / Safaiwala/ gardeners/Guards etc.	Rs.3/1'm. (own Bike)	Bus/Auto/Own Bike	<u>NA</u>	<u>NA</u>

Domestic Travel contemplating same Day Return (Above 100 Km One Side, up to 12 hrs & No Night Stay)

Grade	Category	Mode of Travel	Daily Allowance (for food and incidental)		Lodging Allowance (Single/Double Occupancy)	
			Metro	Non Metro	Metro	Non Metro
G VI	Management	Any	Actual	Actual	Actual	Actual
G V	Advisor/DGs/ Directors/	Any	800	800	5000	4000
G IV	Director (CS)/Director (Admission) / Director (T&P)/Dean / Professor/Associate Professor/ Visiting Faculty	AC-2 Tier Train/AC Bus /Own Vehicle	600	600	4000 / 4500	3000/3500
G III	Asst. Professor / Accounts Officer /Lecturer/Registrar/ Dy. Registrar / Admission Staff/T&P Staff/Head Admission	AC-2 Tier Train/AC Bus /Own Vehicle	600	600	2000 / 2500	1500 / 2000
G II	Non-teaching staff/Lab Technician/Office Asst./Accountant	AC-3 Tier Train/AC Bus	500	500	1000 / 1500	800 / 1300
G I	Office Attendant / Drivers /Peon/Electrician/Plumber/Carpenter/ Helper /Cleaner / Safaiwala/ gardeners/Guards etc.	AC-3 Tier Train /AC Bus	400	350	600 / 800	500 / 700

- ✓ Where two/three persons travelling to same destination on same duty they may travel together in Private Car/Taxi as per entitlement and one person will prefer claim giving details of persons travelled.
- ✓ Expense reimbursement for using own vehicle will be allowed on per km basis as specified i.e. Rs. 9/Km.
- ✓ Original bills are required to support the expenses.
- ✓ Train fare and Bus fare will be admissible as per actual along with reservation charges, if any.

Domestic (beyond 100 Km one side, more than 12 hrs. & Overnight stay)

Grade	Category	Mode of Travel	Daily Allowance		Lodging Allowance	
			Metro	Non- Metro		
G VI	Management	Any	Actual	Actual	Actual	Actual
G V	Director	Any	800	800	5000	4000
G IV	Dean/Professor/Associate Professor	AC-2 Tier train/ AC Bus/ Own Vehicle	600	600	4000	3500
G III	Asst. Prof/Accounts Officer/Registrar	AC-2 Tier train/ AC Bus/ Own Vehicle	600	600	2000	2000
G II	Non Teaching staff/ Office Assistance	AC-3 Tier Train/AC Bus	500	500	1000	1500
G I	Driver/ Office Attendant/Electrician/Plumber/Carpenter/Guard etc.	AC-3 Tier Train/AC Bus	400	350	600	700

Daily allowances are exclusive of local conveyance.

If an employee manages his/her own staying arrangement with

family/friends/relatives, where lodging expenses are not involved daily allowance as per entitlement permissible. Original bills are required as supporting.

Travel By Air

The employees may travel by air in the interest of the organization due urgency of assignments and to avoid down time loss. However, prior approval of the VC will be necessary before undertaking any travel by Air.

Entitlement for Local Conveyance while at outstation

Grade	Category	Entitlements
G VI	Management	Any
G V	Director	AC Taxi/Own Car
G IV	Dean/Professor/Associate Professor	AC Taxi/Own Car
G III	Asst. Prof/Accounts Officer/Registrar	AC Taxi/Own Car
G II	Non Teaching staff/ Office Assistance	AC Bus/ Shared Taxi
G I	Driver/ Office Attendant/Electrician/Plumber/Carpenter/Guard etc.	City Bus/ Auto

Operating Procedure

- Any employee proceeding on tour will get tour program approved from the VC.
- The employee must submit his/her travel expenses bill within three days of returning from tour to the Accounts Department duly countersigned by controlling officer.
- Reimbursement of travelling expenses bill will be restricted to entitlement.
- As far as possible the employees should travel by train if the travelling time by train is less than 8 hrs.
- An employee accompanying a Senior Employee can avail the same mode of travel applicable to the Senior Employee after getting the Approval from VC.
- Outstation travel should be arranged by shortest route. In case of circuitous route for any genuine reason is adopted prior approval of VC is essential.

- Hotel and other bills will be settled by the travelling employee in cash / by credit card and reimbursement sought limited to entitlement on actual expenses incurred whichever is less.
- Lodging entitlement will be based on number of nights spent while on tour.
- In case employee of different entitlement stay together in the same hotel/guest house on sharing basis, then lodging expenses will be permitted only to the extent of the entitlement of one person of higher entitlement OR on actual whichever is less. Individual lodging is not encouraged and lodging facility will be availed on sharing basis. Daily allowances (food and incidental) can be claimed on the basis of individual entitlement.
- Where an employee has been sent on a training program, seminar or any other program where meals, refreshments etc. are being provided, he/she will not be entitled to DA meant to defray food and other incidentals.
- All travelling expenses must have original supporting documents.

Travel Advance

An employee can avail a travel advance against approved tour program. All such advances must be settled within 3 working days of return. The amount of advance will be determined at an amount which is reasonable (the sum of daily entitlement).

General Guidelines

Combination of leave with tour should be avoided. However, wherever it is inevitable, prior permission of VC is essential. In such case, the expense incurred during the period of leave will not be permissible except return travel expense as per entitlement.

As a general rule, the college does not reimburse for spousal accompaniment. Should the employee's spouse accompany the employee, the employee will be entitled reimbursement of own expenses as per entitlement.

1.46 Holidays

The College will follow the same calendar of holidays as is being observed by the University to which the College is affiliated.

1.47 Payment of Salary

The salary of the employees of the College will be paid within three working days of the succeeding month. In case the last day of the month happens to be holiday, then the salary will be paid on the previous day. The salary of the employee will be subjected to statutory deductions at source, viz. Income tax, etc.

1.48 General

- Any matter not covered by the above Rules and Bye-laws will be governed by the decisions of the Society taken from time to time.
- Every employee will at all times maintain absolute integrity and devotion to duty and also be strict, honest, and impartial in his/her official dealings.
- An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.
- Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the College and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.
- An employee will be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.
- Except for valid reasons and under unforeseen contingencies no employee will be absent from duty without prior permission.
- No employee will leave station except with the prior permission of the competent authority even during leave or vacation.
- Whenever leaving the station, an employee will inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the address where he/she should be available during the period of his/her absence from the station.

1.49 Equal Treatment for All/ Gender Sensitization Policy

Every employee will accord equal treatment to people irrespective of their cast, creed, sect, or religion.

- ✓ No employee will be a member of or be otherwise associated with, any political part or any organization, which takes part in politics.
- ✓ Employee will canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority. Provided that. An employee qualified to vote at such election may exercise his/her right to vote.
- ✓ An employee will not be deemed to have contravened the provisions of this rule by reason only that he/she assists in the conduct of an election in due performance of a duty imposed upon him/her by or under any law for the time being in force.
- ✓ No employee will engage oneself or will participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.
- ✓ No employee will join or continue to be member of any service Association of employees,
- ✓ Which has not, within a period of one month from its formation, obtained the recognition of the Governing Society of the College.
- ✓ Recognition in respect of which has been refused or withdrawn by the Governing Society of the Institution.

- ✓ No employee will, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any news-paper or other periodical publication.
- ✓ No employee will except with the previous sanction of the competent authority or in bonafide discharge of his/her duties, participate in a broadcast or contribute any article or write any letter, either anonymously or in his/her own name or in the name of any other person to any news- paper or periodical except if such contribution is of a purely literary, artistic or scientific character.
- ✓ No employee will, in any broadcast or any document published anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement of fact or opinion.
- ✓ No employee will, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- ✓ An employee may, with the previous sanction of the competent authority, ask for or accept or participate in the raising of subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility but it will not be permissible for him to ask for subscription, etc., for any other purpose whatsoever.
- ✓ No employee will, except with the prior sanction of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment.
- ✓ Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer and that he/she informs the Director within one month of his/her undertaking such a work, but he/she will undertake or discontinue such work if so directed by the competent authority.
- ✓ No employee will, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any Bank or other company registered under the Indian Companies Act, 1913, or under any other law for the time being in force.
- ✓ Provided that employees may take part in the registration, promotion or management of a cooperative society registered under the Cooperative Societies Act or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies registration Act, 1860 or under any corresponding law in force.
- ✓ No employee will, except with the prior approval of the competent authority, act as an insurance agent or permit his wife or any other relative who is either wholly dependent on him or is residing within to act as an insurance agent in the district Dehradun.
- ✓ An employee may not without the prior approval of the competent authority act as a legal guardian of the person or property of a minor other than his/her dependent.

- ✓ An employee will so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse insolvency or when it is found that most of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency will forthwith report full facts to the competent authority of the College.
- ✓ An employee who gets involved in some criminal proceedings, will immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she released on bail or not. An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours will not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority of the College.
- ✓ No employee will, except with the prior sanction of the competent authority, have recourse to any court or go to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
- ✓ Provided that nothing in this rule will be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in private capacity.
- ✓ No employee will attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service, even in cases where such remedy is legally admissible, without first exhausting the normal official channels of redress.
- ✓ No employee will bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.
- ✓ No employee will enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorized or against the specific, or implied, provisions of any rule for the time being in force.
- ✓ No employee will misuse, or carelessly use, amenities provided to him/her by the college to facilitate the Discharge of his/her duties.
- ✓ Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she will forward his/her case through proper channel and will not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief, or disposal of the matter is delayed by more than three months.
- ✓ No employee will be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

2 Code of Conduct

2.1 Conduct

Every employee will at all times maintain absolute integrity and devotion to duty and also be strict, honest and impartial in his/her official dealings.

An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.

Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the College and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.

An employee will be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.

Except for valid reasons and under unforeseen contingencies no employee will be absent from duty without prior permission.

No employee will leave station except with the prior permission of the competent authority even during leave or vacation.

Whenever leaving the station, an employee will inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the address where he/she should be available during the period of his/her absence from the station.

Dress Code For Males/Females

- (a) Formals Shirts and Trousers (No Jeans) on all working days.
- (b) Kurta / Kameez / Salwar /Business Formals (No Jeans-Top) on all working days.

2.2 Housekeeping

Keep your surrounding neat, clean and safe

2.3 Communication System

Calls to Parents/Guardians/Mentees mobile bill re-imburement

In order to make phone-calls to the parents of students on mobile, the Management has kindly agreed to provide following amount to HoDs/ Addl HoDs/Class Coordinators.

HoDs :	Rs 300/-pm
Addl HoDs :	Rs 200/-pm
Class Coordinators :	Rs1500/-per department per semester

2.4 Drug Free Workplace

- ✓ Smoking/consuming Alcohol in the College campus is strictly prohibited
- ✓ Tobacco /Gutkha and Plastic Free Campus

2.5 Confidentiality

No employee will, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

2.6 Equal Opportunity for Employment

Every employee will accord equal treatment to people irrespective of their Cast, Creed, Gender, or Religion.

3 Common Employment Practices

3.1 Official Notices

The official notices are sent to all departments duly signed by competent authority in the form of Office Orders, circulars and notices. Employees also receive information through official Email ids and Uploads on ERP Portal.

3.2 Hours/Work Day

- ✓ Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the College and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.
- ✓ An employee will be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.
- ✓ Except for valid reasons and under unforeseen contingencies no employee will be absent from duty without prior permission.
- ✓ No employee will leave station except with the prior permission of the competent authority even during leave or vacation.
- ✓ Whenever leaving the station, an employee will inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the address where he/she should be available during the period of his/her absence from the station.

3.3 Breaks : Summer/Winter

Vacation Employee: Vacation Employee means that employee who is entitled to winter and summer vacations. This includes only the teaching faculty and the laboratory instructors/ lab technician.

Non-Vacation Employee: All non-teaching employee including the office assistants constitutes this category.

3.4 SUMMER VACATION. Vacation-Faculty/ Technical Staff

- (a) Total of 15 days (2 weeks) summer vacation may be availed by the faculty members in academic year.
- (b) Total of 10 days (1.5 weeks) summer vacation may be availed by the lab technician/lab instructor/workshop superintendents in academic year.
- (c) The notified lean period of summer vacation for calendar year 2020 is from 13th June, 2020 to 31 July, 2020.
- (d) The HoD's will allot three slots to faculty members for availing the summer vacation (at a stretch) so as to ensure that the department / College are functioning in smooth manner.
- (e) The faculty members who have worked for minimum 9 months (excluding maternity leave, leave without pay, long leave, study leave etc.) from 1st June till 31st May are entitled to 15 days summer break in the lean period.

- (f) The summer vacation will be calculated on the pro-rata basis for those faculty members who have experience less than 9 months till 31st May.
- (g) All faculty members must ensure that their respective academic commitments are completed before they proceed on summer vacation.
- (h) The summer vacation will be applied during lean period only via HR Portal duly approved by HoD.

3.5 Summer Schools/ QIP /Research Fellowship programs during summer months

(a) Many Universities, Colleges of repute e.g. IITs/NITs/IIMs /NITTTR conduct Summer Schools / QIPs / Research Fellowship Programmes for faculty members. With prior approval of the Director, a faculty member can attend one Summer School / QIP/ Research Fellowship Program of maximum one week duration during entire notified summer vacation period. Any courses of longer duration will result into deduction of balance duration from entitled summer vacation. This will be granted once in two years.

(b) Programs like Modular M.Tech, Ph.D Course-work of various universities during lean period of summer, requiring approximately 8 to 12 week of absence will result into non-availability of entitled summer vacation. This will be granted to the faculty undertaking the work in the Universities – Grouping approved by the College. Faculty will be required to submit the certificate of completion of above mentioned course/ programme.

3.6 Holidays

Holiday means a day declared by a notification of the College to be closed day for all employees except those otherwise specifically asked to attend the College.

3.7 Attendance

- ✓ An employee will be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.
- ✓ Except for valid reasons and under unforeseen contingencies no employee will be absent from duty without prior permission.
- ✓ No employee will leave station except with the prior permission of the competent authority even during leave or vacation.
- ✓ Whenever leaving the station, an employee will inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the address where he/she should be available during the period of his/her absence from the station.

3.8 Attendance Process

- ✓ Biometric attendance is marked.
- ✓ The Biometric Machine is available in front of Accounts Department in common area from where the faculty and staff can mark the attendance.

- ✓ Online attendance mechanism is working. The faculty and staff as an individual can see his/her daily attendance on HR Portal i.e. staff.sce.org.in.

3.9 ID Card

- ✓ For creating the new ID cards the old ID cards need to be submitted with the HR.
- ✓ Those who have lost the ID card need to deposit Rs.100/- for creating new ID card.
- ✓ Those who are promoted and designation is changed, submission of an old Dcard is necessary otherwise you need to deposit Rs. 100/- for its creation.
- ✓ The ID cards will not be created in between the year. It is a yearly activity.

3.10 Probation Period

- ✓ Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the College will ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, will continue to hold his office till he/she attains the age of superannuation.
- ✓ The appointing authority will have the power to extend the period of probation of any employee of the College as may be found necessary.

3.11 Pay-Day

The salary of the employees of the College will be paid within three working days of the succeeding month. In case the last day of the months happens to be holiday, then the salary will be paid on the previous day. The salary of the employee will be subjected to statutory deductions at source, viz. Income tax, etc.

3.12 Late stay by Faculty & staff beyond College Academic hours & working on Sundays/Holidays

Office Order 01/2009 dated 08/01/2009

- No academic/ non-academic activity or students' function can be held in any department or section beyond working hours or on holidays without prior intimation and permission of the Director.
- As a rule, HoDs/ Section in-charges must ensure that lady faculty or lady staff is not asked for such overstay or working on Sunday / Holidays without prior approval of Director.
- Each Deptt/ Section of the College is to maintain a register indicating the details of personnel staying beyond working hours or working on Sundays/ Holidays with specific reasons.
- This is applicable with immediate effect.

3.13 Short Leave and Late Arrival Norms w.e.f. 3rd Jan., 2017

A. Short Leave	B. Norms : Late Coming
Purpose of Short Leave: Short leave is for the purpose of covering short periods of leave which may be in relation on the grounds of urgent private business without notice. The objective is to provide care and support to the employees for meeting urgent needs. Entitlement of Short Leave: <input type="checkbox"/> The employees can avail 1 short leaves per month for 2 nd half in a working day. (1.30 pm -5.00 pm) <input type="checkbox"/> This norm is applicable to all full time employees (Faculty and staff) 3.Conditions of Leave: Short leave is for urgent private business that occurs without notice. Short leave can be used for an emergency at home. Short leave need to be approved by Director.	Objective To encourage discipline in the college. Applicable: To all permanent employees (Faculty and Staff) of College. Norms: 1. The College's office hours are from 9.15 am to 4.30 pm. Every employee of the College is expected to be present for the duty at his work place on time on all working days. However to accommodate the delay which may be caused due to various reason the grace period of 10 minutes is available to each employee. Late coming for 10 minutes beyond grace period for 3 times in a month will lead to automatic deduction of ½ day leave.

3.14 Effective Management

A Committee has been constituted to look after the Internet related aspects inside the campus. This Committee will be responsible for the provisioning and the effective utilization of Internet facilities in the various Academic depts., Admin sections, Hostels, TBI and faculty apartments etc.

The Committee will be headed by Prof U.C. Gupta with following members:-

Prof U.C.Gupta, HoD (AS)

Mr Kuldeep Rawat, AP(ME)

Mr Ashutosh Bhatt , AP(ECE)

Mr. Manish Bhatt, IT Admin (CS)

3.15 Medical Insurance

Group Mediclaim Policy-(SCEIANS are covered in Group Mediclaim Policy).

3.16 Leave Policy Leave Rules

Applicability: These rules will be applicable to the employees of Shivalik College of Engineering Sihniwala, Shimla Road, Dehradun with immediate effect and supersede all earlier instructions issued on the subject.

Definition:

Holiday: Holiday means a day declared by a notification of the SCE to be closed day for all employees except those other wise specifically asked to attend the Institute due to exigency of their services.

Vacation Employee: Vacation employee means the employee who is entitled to winter and summer vacations i.e. vacations on completion of odd and even semesters examinations. The members of the teaching faculty and technical staff viz., Lab Technician, Lab Instructor, Lab Assistant, Lab In charge of all Departments come under the preview of this category.

Non-Vacation Employee: All non-teaching employees including Library personnel, Training & Placement, Career Services and System Administrator constitute this category.

Detailed Leave Policy is attached as Annexure 1

3.17 College Timings

9.15 AM to 04:30 PM

Last In Time (including punching and signing) is 9.15AM for all the employees including Director, Dean, HR Head, Registrar, Director CS, Director Admission. A grace period of 10 minutes is allowed thrice in a month. Beyond this if an employee reports between 9.16 AM to 1.30PM ½ day CL will be deducted.

Saturdays:

Saturday will be observed as Activity Days for academic departments.

Second and Fourth Saturday of every month will be observed as a holiday for all the employees and students not belonging to academic departments /college involved in Activity Days (excluding necessary staff).

3.18 Exceptions

The Security Guard, Mali, Safai Karamchari, Driver, Electrician, Plumber and Construction Staff are not entitled to leave as enumerated above except for Festival and Holidays notified separately for them in the calendar year.

3.19 Sanctioning Authority. The following will be leave sanctioning authority as shown against each.

Teaching & Technical Staff and Non-Teaching Staff - Director

3.20 Maintenance of Leave Record

Leave record of all employees will be maintained by Registrar office

Clarification in case of doubt on implementation and application on the policy in specific cases may be sought from the Advisor/Director/Dean Administration/ Registrar .

4 Faculty Employment Policy

4.1 Guidelines for Consultancy by Faculty

Following guidelines have been approved by the COLLEGE Management with respect to consultancy by faculty.

1) Identification of Faculty

In order to handle a given Consultancy Project, the HODs will supply list of suitable faculty members who are competent and willing to undertake Consultancy / R & D work depending upon their special areas of interest. HODs will also provide information about the special academic infrastructure available in their respective departments along with special needs if any, in order to handle a given Consultancy / R & D work. Based upon the information contained in Para 2.1 and 2.2, HODs will identify the names of Consultant In charge and Co-Consultant In- charge under intimation to Dean (IR & D) in order to complete the Consultancy Proposal and Agreement Form (copy of the form is enclosed with this Order).

2) CONSULTANCY CHARGES

HODs would also intimate to the Dean (IR & D), the estimated amount of Consultancy charges in Consultation with Consultant In charge and Co- Consultant In charge so that the amount may be indicated in the Consultancy Proposal and Agreement Form. Consultancy Charges will be deposited in a separate Bank Account.

4.2 DISTRIBUTION OF CONSULTANCY CHARGES

The R&D and Consultancy includes Analytical / Experimental work.

In case the work is Analytical only, then 80% is to be shared between the persons doing and helping in the work and the remaining 20% goes to account of Shivalik College of Engineering for employee welfare. In case the work is Experimental in nature, then 70% is to be shared between the persons doing and helping in the work and the remaining 30% goes to SCE, provided the infrastructure facilities of SCE are used.

In case the work is both Analytical and Experimental, then 75% is to be shared between the persons doing and helping in the work and the remaining 25% goes to SCE, provided the infrastructure facilities of SCE are used, failing which the distribution of money will be as per provision given by SCE Management.

4.3 Policy for Past Industrial Experience of Faculty

It has been observed that number of candidates having industrial experience apply for the appointment of faculty. In order to give benefit of industrial experience to such candidates, guidelines followed are appended below:-

- (a) As a general rule every two years of industrial experience may be taken as an equivalent to one year of teaching experience. However, while deciding this equivalence, following parameters must be examined so as to moderate the number of years accordingly. Level of appointment in the industry e.g. Floor level/ Managerial level/ Sr. Executive level.
- (c) Type and status of industry served e.g. Local /National /MNC/Manufacturing/R & D.
- (d) The equivalence has to be decided at the time of Interview Board only. The decision of the Board need to be mentioned clearly in the selection committee minutes and also shared with the candidate.
- (e) After joining the College, there will be no change in the status of seniority (for having industrial experiences) once decided at the time of appointment.
- (f) This policy is applicable for faculty in the disciplines of Engineering only.

4.4 Recruitment/ Selection/Documentation Policy

Appointment SCE Recruitment Process - (For Faculty/ Technical Staff / ~~Laboratory~~ Staff /Admin Staff) Raising the Requirement of Faculty in Summer & Winter session / Requirement as per AICTE norms.

- ✓ The department of HR raises the requirement note for all HoD's in the month of March and October of the year to facilitate all HoDs to give their requirement to DEAN Academic.
- ✓ The faculty's current strength along with faculty members who may join after long leave is shared with DEAN (A) by the department of HR.
- ✓ DEAN (A) raises the faculty requirement after completing the calculation on sharing faculty manpower in various departments (Interdepartmental adjustments) and as per AICTE norms to the department of HR.
- ✓ DEAN (A) and department of HR prepare the final faculty requirement note duly signed by both departments.
- ✓ The faculty requirement note on 100% and 85% faculty requirement is presented to the Director for due approval.
- ✓ Based on the approval of the faculty requirement (85%), the decision of advertisement in print media in summers or winters is raised in April and November.
- ✓ With due approval from the chairman, advertisement is published in the newspaper.
- ✓ The department of HR fills the open positions duly approved faculty requirement by Director

- ✓ HR takes the requirement and prepares the Job Description of the position and uses the sources like
 - Print Media , Job Portals, References, SCE Portal, Consultants
 - Social Networking sites like LinkedIn etc.
- ✓ Screening of CV's as per SCE norms:
- ✓ Throughout first class from 10th till PG.
- ✓ Academic Average 10th + 12th + UG+PG = above 60%
- ✓ The first preference to given the candidates who have high academic average.
- ✓ Quality of COLLEGES and Universities to be given preference after step 3 defined above.
- ✓ Quality of experience to be given importance.
- ✓ Relevant Industry experience is calculated as half to bring it to the equivalence of teaching experience.
- ✓ Minimum 1 year experience is required to give the benefit of 1 year. Experience less than 1 year is not counted as teaching experience.
- ✓ Experience in degree Colleges or schools is not counted as teaching experience
- ✓ Post M.Tech experience is counted as teaching experience.
- ✓ Based on the above criteria's, the department of HR completes screening of the CVs and screened CVs are sent to the relevant department for further screening by HoD.
- ✓ The HoD screens the CVs and mentions the reasons for shortlisting and not short listing the candidates.
- ✓ The screened candidates from HoD's are finally approved by the Director for inviting them for the interview.
- ✓ The candidates are invited in the ratio of 1:4 i.e. for 1 position, first 4 candidates are invited. If they do not confirmed , the next candidate is invited.
- ✓ On the day of interview, the candidates are facilitated by department of HR.
- ✓ The decision of the selection committee on the day of interview is final.

4.5 Inviting External subject Experts – Norms

- The list of subject expert panels is invited from the HoD's
- The expert should be from the reputed College/University having high academic credentials and experience not less than the post of Professor.
- The preference to be given to the experts from IIT' Roorkee/GB pant University.
- The list of expert made in chronological order duly recommended and approved by Director is given to the department of HR for inviting the experts.
- The Chairman/Vice Chairman is the final authority to approve the list of expert. If the expert is not meeting the above norms, the chairman may advise to change the expert.
- After the Fixation of the date of interview, the first external subject expert is invited for the interview. If he/she is not available, the second expert listed is invited and on and on.
- The finalised expert is invited by the department of HR.
- On the day of interview, the HoD's are given the ownership to extend the welcome to the expert besides department of HR.
- After the conduction of interview, the honorarium of Rs. 5000/- and travelling allowance (if asked by the expert) is handed over in the envelope by the Director to the subject expert.

4.6 Approved Selection Committee – Interview Panel

FACULTY SELECTION COMMITTEE	
Assistant Professor to Associate Professor	Professors
<input type="checkbox"/> The Vice Chairman <input type="checkbox"/> Head of the Department <input type="checkbox"/> One Outside subject Expert Panel <input type="checkbox"/> Internal subject matter expert <input type="checkbox"/> Director <input type="checkbox"/> HR (Facilitator)	<input type="checkbox"/> Vice Chairman <input type="checkbox"/> Director <input type="checkbox"/> Head of the department <input type="checkbox"/> Subject matter expert (Internal/External) <input type="checkbox"/> HR (Facilitator)

STAFF SELECTION COMMITTEE	
Lab Instructors / Technical Staff/ Library Staff	Staff selections
<input type="checkbox"/> The Head of the Department <input type="checkbox"/> Subject Matter Expert (Inside) <input type="checkbox"/> HR (Optional)	Chief Administrative Officer (For Head Positions only) <input type="checkbox"/> Administrative Officer (For all other positions) Concerned HOD HR (Optional)

4.7 Important Points in Process

- The recruitment process should be aligned after the semester gets over. The recruitments is not facilitated during semester. Special permission needs to be taken from “The Chairman” for conducting the interview.
- The interviews should be conducted in the presence of complete panel. Recruitment without panel are not facilitated.

4.8 Joining of the candidate

Joining formalities and Induction of the candidate by HR and handing over the candidate to concerned HOD.

Note: The SCE Recruitment Portal (software) is working based on the above process model.

Office Order 13/2009 dated 13/10/2009 (Selection of Faculty Members)

It is hereby informed that the Management of the COLLEGE has given the following guidelines for selection of faculty members the Engg Deptts:-

- (a) Min. M.Tech qualification must be preferred.
- (b) In case critical requirement and non-availability of M.Tech qualified faculty, the candidate to be interviewed must have at least 03 years of teaching experience.

4.9 Documentation Policy (Appointment)

1. Submission of Relevant Documents, Certificates and Photographs by the candidate and forwarding of file at the time of appointment of a faculty/ staff member.
2. On number of occasions in the past, the file under processing for appointment of a faculty/ staff has been found deficient of many important certificates or proofs of past experiences & last salary drawn etc.
3. In order to avoid any anomaly or embarrassing situation later, following procedure is to be followed for the appointment of a faculty or staff member:-
4. After the interview board, the file for the selected candidate is to be prepared. This file must possess following enclosures along-with any other additional documents:-
 - Copy of minutes of Interview Board.
 - Copy of Experience certificates (if applicable)
 - Proof of last salary drawn (if applicable)
 - Copy of Marks sheets & Certificates in support of academic qualification
 - Date of Birth Certificate
 - Character Certificate
 - Medical Certificate
 - PAN Number (if available)
 - Residence Proof
 - Identity Proof (e.g. Voter ID Card, Driving license etc)
 - Passport size photographs (02 copies)
5. Principal / HoDs/ section In charge will put up this file with a Note to the Director through Head HR. Head HR will carry out necessary checks/ verifications of the

enclosed documents of the selected candidate and forward the file immediately to Director (after having been satisfied with the enclosed documents).

6. It is also brought out that the candidates are to be asked to join the COLLEGE only after obtaining the necessary approval of the Management members on the file. Only under the exceptional circumstances (considering urgency of situation), verbal approval from Management for joining of a specific candidate may be sought through Director before receipt of file.
7. Above order is applicable with immediate effect.

4.10 Performance Management Process: Appraisal/ Increment/ Promotion / Promotion or Revision in salary –During Probation

- A. The annual increments to all faculty members (includes Professors, DEANs, Associate Professor, Assistant Professor) have been planned to be paid with effect from 01 September each year. However, following two cases are going to be encountered in its implementation:-
 - (a) Continuous joining/ appointment of new faculty members round the year.
 - (b) Continuous promotions round the year due to acquisition of higher qualification or achieving desired teaching experience for respective promotion.
- B. In order to overcome above difficulties, the College Management has decided the following:-
 - ✓ In case a faculty joins the College / gets promoted within six months preceding to 01 September i.e. during the period from 01 March to 31 August, he/ she will not be eligible for annual increment from 01 September that year. Such faculty will be paid the annual increment from 01 September of next year only.
 - ✓ Promotions of all faculty members will be with effect from 1st September only.

4.11 Staff Annual Appraisal – Policy

- ✓ The Annual Appraisal cycle for the staff is from 1st July to 30th June.
- ✓ The annual increment will be due with effect from 1st July every year.
- ✓ Minimum one year of experience with SCE is necessary for eligibility for an Annual Increment.
- ✓ For this year only, pro rata basis annual increment will be given to staff members, whose increments are due from January to June'.

4.12 Faculty / Staff Increment process flow

The flow is as follows:

Distribution of Annual Appraisal Forms to the Faculty in the month of July by HR



Filling of Self Appraisal form by the Faculty and submission to the HoD



One on One discussion between Faculty and HoD on the last year performance review and next years' goal setting



Filling of Annual Appraisal Marks by HoD as Annual Appraisal report with detailed remarks and submission of the same to HR by the end of August



Preparation of Annual Appraisal Report summary by HR and submission to Director



Director's remark on the Annual Appraisal Report and preparation of summarized Annual Increment report by HR and sending the same to Mgmt. for due approval



Receiving the approved Annual Increments from Management by HR and communicating the same to Director, HoD, Individual faculty member and the Accounts



Release of the Annual Increments for Faculty w.e.f. 1st Sept.

4.13 Faculty Promotion Process

Promotion Policy and Incentive

In the Management Committee meeting held on 6th July the decision on Promotion Policy and incentives was taken , which is as follows:

“For grant of promotion/incentive, and continuation of the same, a holistic assessment is made covering quality of performance, length of service, results, student feedback and annual appraisal. Differentiation based on performance should be a key factor in grant of promotion & financial incentives. (which is intrinsic in any such policy)”

Promotion Norms for Engineering, Applied Science, are mentioned below: The promotions are with effect from 1st September only.

- ✓ The file is moved for promotions.
- ✓ As per the policy, promotion request from employee–HOD–HR is screened by HR.
- ✓ Recommendation Note is prepared by HOD
- ✓ HR Creates link page with remarks on it.
- ✓ The file is moved for approval to Director – Vice Chairman- Chairman - and then to HR.
- ✓ HR updates the Accounts.
- ✓ The promotion letter duly signed by Director is given to the employees

4.14 Career Progression Chart at SCE – Engineering

S. No.	Designation	Scale	AGP	Qualification	Experience
1.	Pro Tem Lecturer		Consolidated Salary	B.Tech in relevant subject with 1 st Class Degree	0 years
2.	Assistant Professor	(15600–39100)	6K	B.Tech & M.Tech with 1 st class in either of the two	0 years
			7K	Same as above	4 years and min. 4 years stay in AGP band 6K
			8K	Same as above	5 years and min. 1 year stay in AGP band 7K
			8K	Same as above + PhD registration within 1 year of getting financial incentives	Total 6 years and min. 1 year stay in band AGP 8K (1 st)
3.	Associate Professor	(37400–67000)	9K	Same as above and complete PhD	Total 5 years and post PhD 2 years desirable and Internal career progression min. 7 years and post PhD exp. 2 years desirable, min. 3 years stay in the AGP 8K (1 st and 2 nd together), good performance track record and Post PhD publications and guiding PhD student is highly desirable
4.	Professor	(37400–67000)	10K	Same as above	Vacancy and selection committee based. Total 10 years out of which 3 years at Associate Professor Level or 13 years in teaching and/or Research and/or Industry

4.15 Career Progression Chart at SCE – Applied Science

S. No.	Designation	Scale	AGP	Qualification	Experience
1.	Pro Tem Lecturer		Consolidated Salary	M.Sc. in relevant subject with 1 st Class Degree	0 years
2.	Assistant Professor	(15600-39100)	6K	M.Sc. & M.Tech or NET or PhD with 1 st class	0 years
			7K	Same as above	4 years and min. 4 years stay in AGP band 6K
			8K	Same as above	5 years and min. 1 year stay in AGP band 7K
			8K	Same as above	Total 6 years and min. 1 year stay in band AGP 8K (1 st) for getting financial incentives
3.	Associate Professor	(37400-67000)	9K	Same as above and complete PhD	Total 5 years and post PhD 2 years desirable and Internal career progression min. 13 years and post PhD exp. 2 years desirable, min. 3 years stay in the AGP 8K (1 st and 2 nd together), good performance track record and Post PhD publications and guiding PhD student is highly desirable
4.	Professor	(37400-67000)	10K	Same as above	Vacancy and selection committee based. Total 16 years out of which 3 years at Associate Professor Level or 16 years in teaching and/or Research and/or Industry

4.16 PROMOTION / REVISION OF SALARY DURING PROBATION PERIOD

- ✓ It is hereby clarified that during the probation period (i.e. first one year after appointment), no promotion or upward revision of salary will be considered unless it has been clearly mentioned in the minutes of the selection board and spelt out in the Note on file for appointment. Also, during the probation period there will be no review of terms of appointment.
- ✓ Head of the concerned department (invariably being one of the member of the selection board) must ensure that the terms for salary / promotion during probation period are mentioned in the selection minutes without any ambiguity.

4.17 Reward & Recognition Policy

We are pleased to inform you that the Management has decided that faculty/Staff members will be rewarded by the College for the “Excellence in Service”.

Following are the guidelines:

- ✓ Name of the policy : “Performance Linked Reward”
- ✓ Purpose: To reward and recognize faculty who are contributing significantly and consistently towards achieving organization goals
- ✓ Reward: Honorarium (one time) plus certificate of recognition.
- ✓ Applicability: Faculty/Staff (All cadres/levels of all departments of Shivalik College of Engineering), below the level of Professor and Contractual Faculty.

Reward Criteria :

- A. Service: The faculty should have served at SCE in one stretch for at least 01 years.
- B. Annual Appraisal Report : Equal to or above 60% for last 3 years
- C. Student Feedback: Equal to or above 7.0 in each semester out of 10 for last 3 year
- D. External Theory Result Average: Equal to or above 65% for last 3 years
- E. Research Publication: Quality Research Publication in last 3 years
- F. Consultancy/Sponsored Projects/ significant academic achievements in last 3 years.
- G. Contribution and active involvement to the College's activities viz., examination, evaluation, extracurricular, co-curricular activities of students, College administration for last 3 years

4.18 Process

1. The above policy “Excellent Service Award” will be awarded on 24th October (Foundation Day) every year.
2. Each departmental Head will recommend maximum 10% faculty strengths of their department for the “Excellent Service Award” by 15th September every year (after university even semester result is declared) along with all relevant justification.
3. HR will submit the list of recommendation with all relevant data to Director.
4. Director will decide based on the criteria mentioned above. It may include meeting each faculty individually by Director. Director will finally decide the faculty to be recognized for this award.
5. Director will announce this award on 24th October.
6. Any faculty who has got this award will be eligible again for Excellence Service Reward only after 2 years.

4.19 Formation of College-Industry Interaction Cell

Better interaction between our Institution and Industry is the need of the hour. This will have great bearing on the exposure of industrial atmosphere to our students and faculty members. To promote Industry-College Interaction, an College level cell has been constituted. The cell aims to strengthen the linkages with the industry. Following faculty members are its members:-

- ✓ HoD ME
- ✓ HoD CSE
- ✓ HoD EEE
- ✓ HoD ECE
- ✓ HoD CE
- ✓ HoD Applied Science

4.20 Objectives of the College- Industry Interaction Cell

1. To enlist participation of industry in Technical Education Programmes by entering into Memorandum of Understanding between the COLLEGE and industries to bring the two sides strategically closer for mutual benefits.
2. To integrate industrial training and other inputs from the industry with the teaching learning processes so as to develop in the students:
3. Awareness about the job requirements and functions in the industry.
4. Proper practical and relevant knowledge and skills.
5. To acquaint faculty members with the:
6. Fast changing working environment in the industry and current expectations of industry.
7. Current Industrial practices and their integration in technical education and their implementation aspects
8. To offer research, development, consultancy and testing services to solve industrial problems.
9. To offer growth oriented training Programmes in SCE to working personnel from industry.
10. To undertake joint research programmes and field studies by faculty and people from industries.
11. To arrange visits of industry executives and practicing engineers to
12. the College for seeing research work and laboratories, discussions and knowledge sharing on industrial practices, trends and experiences.
13. To organize Guest lectures by experts from industry.
14. To organize Workshops, Conferences and Symposia with joint participation of the faculty and the industries.
15. To arrange visits of students and faculty members to various industries.
16. To assist the industry in the selection of suitable candidates to fill up jobs positions through campus interviews and other selection procedures.

4.21 Policy for Pursuing Higher Qualifications /QIP Prg. Like M.Tech./ Ph.D

Regarding QIP Programmes hosted by Colleges of Higher Learning, it has been decided by the Management of the College that a limited number of faculty be sponsored with the condition that the minimum service in SCE will be 3 and 5 years for M.Tech. and Ph.D. Programmes respectively. The concerned faculty member will be expected to take education loan from any Scheduled Bank for the amount required for his sustenance, which will be Rs.8000/-pm for M.Tech. and Rs.18000/- pm for Ph.D as per AICTE scholarship guidelines. After the completion of sponsored period the faculty would join back his duty on his normal salary with increments for the period of sponsorship and will be reimbursed 50% of EMI which is supposed to be paid by him to the bank. The deputation duration for M.Tech.= 1.5 years The deputation duration for Ph.D. = 0.5 year.

4.22 Separation Policy / Resignation/ Resignation by a faculty member from SCE

- ✓ Minimum of 1 month notice is required to be given by any faculty to resign from the College.
- ✓ Such resignations are not permitted in – between the academic sessions. The faculty is to ensure that the date of resignation (last day of working) is either from mid-May to mid-July or mid-December to mid-January only.
- ✓ Resignation by a faculty during any time outside above mentioned period will not be accepted.
- ✓ Applicable with immediate effect.

4.23 Ph.D-Incentives/ OD/Fee reimbursement

It has been decided that henceforth following guidelines will be followed for the incentive for acquisition of Ph.D. qualification by faculty:

For Engineering

On acquisition of Ph.D. degree, a faculty can be paid as per the grouping done by SCE for affiliating Universities/Colleges:

For Ph.D. degree from A Group of Universities/College: Rs. 25,000/- pm □ For Ph.D. degree from B Group of Colleges/Universities: Rs. 20,000/- pm □ For Ph.D. degree from C Group of Colleges/Universities: Rs. 15,000/-

Eligibility Conditions for Ph.D. Incentive

Minimum one research publication as first /corresponding author inSCI/refereed journal (unpaid) on topic relevant to the title of Ph.D. thesis is must. A copy of which must be submitted to Dean IRD for records.

Submission of the following documents will be necessary:-

- ✓ Ph.D. Degree certificate/provisional certificate.
- ✓ Record of course work done.
- ✓ List of Publications
- ✓ Ph.D. Registration Letter & Enrollment number.

4.24 Grouping of University/Colleges

For all Incentives, OD, fee reimbursements the Universities have been grouped in A, B and C as given below:

GROUP A	GROUP B	GROUP C
IITs IISc, Bangalore JNU	NITs IITs Central Govt. Universities	State Govt. Universities.

Universities/Colleges of repute e.g. Thapar College, BITS Pilani, BIT Mesra etc. which follow UGC norms for Ph.D., can also be considered after pre-approval by Research Society of SCE on case to case basis. These universities /Colleges preferably must be in existence for at least three decades in the field of higher technical education.

PS: All other cases will be examined by a committee constituted by the Director and submit their recommendation to the Research Society.

4.25 OD

OD will be given to faculty registered in A, B, C category University only in lean period. A maximum of 12 ODs in a year can be given with maximum 3 ODs in a month and OD will not be clubbed with other holidays.

4.26 Fee reimbursement

Fee reimbursement for A, B, C group University will be made subject to satisfactory progress upto Rs. 15,000/- per semester for 3 years extendable by 1 year in special case.

4.27 Migration to good University

To facilitate acquisition of Ph.D from a well reputed University which follow norms in accordance with UGC guidelines and with good credentials , it has been decided that faculty may be granted one chance to migrate to good University if they so desire.

Above Office Order will be applicable with effect from 1st September 2009.

4.28 Formation of Research Society Committee

This is in reference to the released on having title "Reconstitution of Industrial Research & Development Society".

Industrial Research & Development Society is divided into two committees:-

1. Industrial Research & Development Society (Main Society)
2. Research Society Committee (Sub Society)

The thrust of the main Society is to increase the Industry Connect and raise the research and development/intellectual capital of Faculty focusing on the quality delivery while the objective of the sub Society is to motivate faculty for research oriented education/PhD/summer fellowship courses/ FDPs/ QIPs/ Research paper writing in quality journals/conferences/presentations etc. to create research oriented environment and monitor and track the same with the focus on quality.

4.29 Research Policy

The COLLEGE has developed an excellent research policy to motivate and reward the faculty caring out the research.

The Detailed Research Policy is attached in Procedure Manual No – **SCE/QP/14**

4.30 Delegation of Administrative & Financial Powers to HoDs

It has been decided to delegate additional administrative and financial powers to the Heads of the department to promote greater autonomy in carrying out various activities by the departments. The delegated schedule of powers under different heads is stated below. The delegated powers must be exercised judiciously within the purview of existing policies of the College. It has the approval of the Vice Chairman- SCE.

Schedule of Power				
	1	Full power vests with the Director		
	2	Administrative/financial powers delegated to HoDs		
Nature of Power	SN	Items	Extent of Power Delegated	Remarks
Admin-istrative	2.1	Sanction of OD (PhD)	Upto 3 days during lean period	
	2.2	Sanction of OD (Attending Conferences)	Upto 3 days during lean period and Upto 1 day during non-lean period per faculty per semester	
	2.3	OD for University Exam/Evaluation Duty	Upto 15 days per semester	HoD with approval by Dean(A)
	2.4	Sanction of leaves (CL/SL/EL)	Full power during lean period and upto 3 days during non-lean period	
	2.5	Industrial Visits for students (NCR) with transport	Upto 1 day per sem per section	
Financial	2.6	Guest Lectures/Expert Sessions (Honorarium)	Upto 5000/- per session (4 Lectures per semester)	
	2.7	Workshop/FDPs/Conferences/Seminars/Campus Connect prg/Printing dept. brochures/Pamphlets etc.	Rs. 5000/- per event	
	2.8	Dept. level get together/Toppers Felicitation/ Competitions	Rs. 2000/- per event	
	2.9	Support to students (Projects by students/ Purchase of KITS/hardware for projects)	Rs. 5000/- (Max.) per project (10 projects each sem)	
	2.10	Support to students : Paper presentation/ Workshops/ Participation in Inter College events etc.)	Rs. 2000/- each case Rs. 10,000 (Max.) Total 5 cases per semester	
	2.11	Entertaining Guests/ Hospitality (Dept. Meetings/Parents/External Examiners)	Rs. 2000/- per month	
	2.12	Telephone expenses reimbursement	Rs. 100/- per month for all mentors	
	2.13	Car Facility or TA reimbursement for faculty/students (Dept. placement Cell) visiting Industries /Visit to Industrial Fairs/Technical Exhibitions	4 visits per month (Max. of Rs. 5000/- pm)	
	2.14	Sanctioning Registration Fee/TA for presentation of paper	Rs. 2000/- per registration (Subject to 5 per month)	Dean Academic

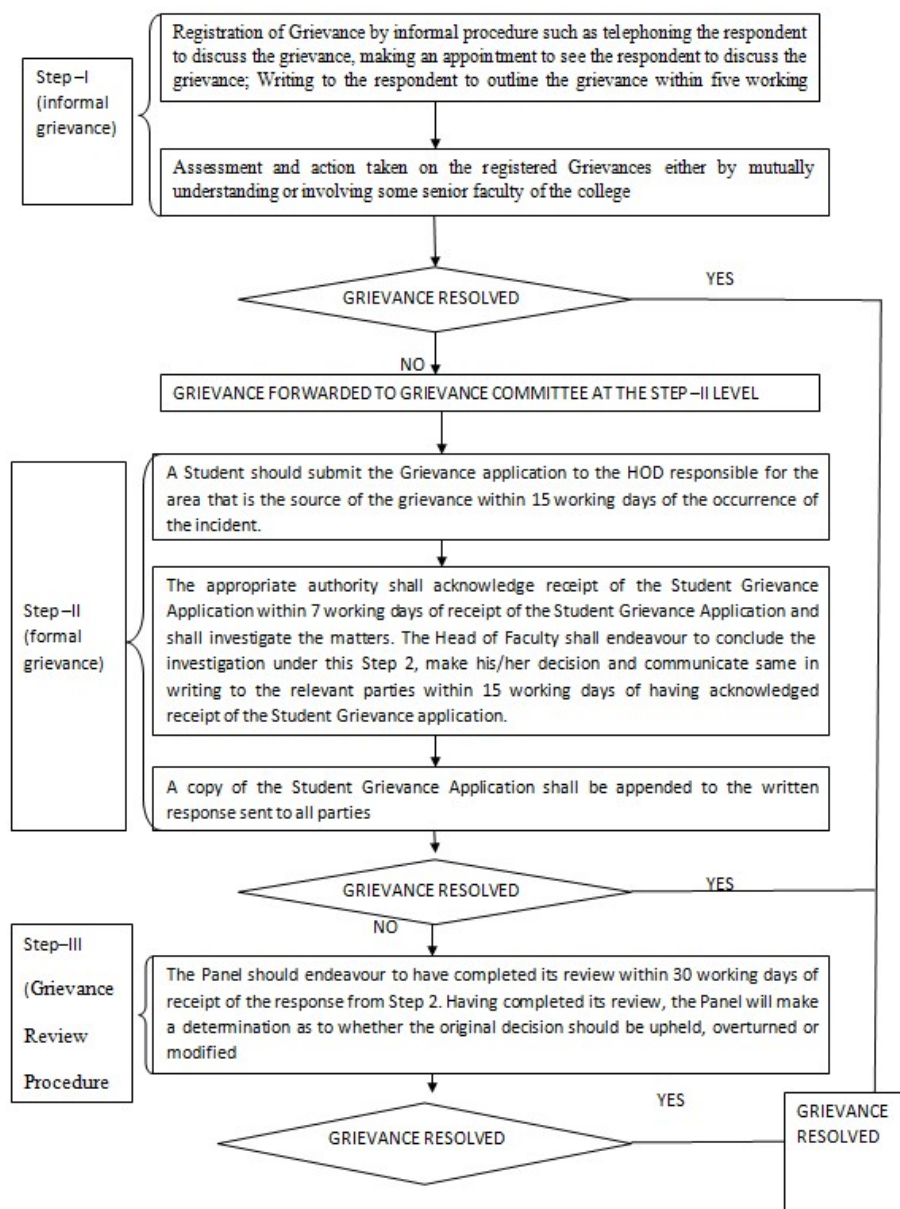
4.31 Grievance Redressal / Ticketing (Online) Procedure

- The module “Grievance Redressal” is working online on college website.

The process involves three steps:

- Stage 1- Informal Grievance Procedure
- Stage 2- Formal Grievance Procedure
- Stage 3- Grievance Review Procedure

FLOW CHART OF GRIEVANCE REDRESSAL PROCESS:



5 Service, Convenience and Activities

5.1 Bus/Cab facilitation

- We have bus facility available for students and faculty.
- We have facility available for to and fro from stop defined on bus route to SCE, Dehradun as per office hours.
- The bus facility is available for Dehradun city, Vikas Nagar, Dakpathar etc.
- Each bus has bus coordinator.
- The bus facility ownership lies with Registrar/Administrative Officer.

5.2 Bank-ATM

- Our College gate has HDFC Bank ATM.
- The services available for all students and faculty 24x7.
- Post office-Letter Box
- Our College gate has post office letter box.

5.3 Vehicle Parking

We have students parking area & employee's vehicle parking area at separate places.

5.4 Suggestion/ ComplaintBox

- The Library , Reception and common areas in college have suggestion /complaint box, kept for students.
- Students can anonymously put their suggestions in the same.
- AO has the ownership to take the suggestions and submit the same with report to DEAN (A).
- HR has suggestion box for employees.
- HR has the ownership to make a report on the suggestions received in hard form via suggestion box or in soft form via official mail id info@sce.org.in and report the same to "Director"

5.5 Cafeteria Services

We have a cafeteria points (Nescafe/Coca Cola/Amul) at college campus which will be open during office hours and a night café which will be functional in hostel area beyond normal working hours .

5.6 Book Store/Library

- We have 3 libraries for students and SCE employees in SCE group of Institutions.
- Central Library, SCE School of Management and SCE School of Pharmacy departments' library.
- The library rules are defined for students and faculty.

5.7 Counselor Facility

SCE offers free counseling session for students & faculty members in case they face any problems related to emotional, behavioral & psychological or academic nature which may create obstacles in their lives or career growth.

5.8 Gym/Recreational Fitness Activity

We have Gym facility equipped with all modern equipments available, having latest gym amenities for students and faculty in multipurpose complex.

5.9 IT Infrastructure

We have IT Infrastructure team headed by Hod Computer Science and taken care by Network administrator and IT technicians to provide smooth IT services across the SCE Campus. SCE have 250 Mbps internet line.

ANNEXURE 1

 Shivalik College of Engineering • College of Pharmacy Institute of Professional Studies	Release date: 01/01/2022
	Version:01

LEAVE RULES

The following leave rules have been framed by the Board of management (BOM) Shivalik Group. These leave rules will supersede all previous leave rules and will be effective from 01/01/2022.

These leave rules are subject to alteration / modification / review at the exclusive discretion of the Board of management (BOM) either in part or whole, at any time hereafter.

APPLICABILITY

These leave rules shall apply to all regular and contractual Faculty, Admin and Technical Staff of the Institute as per the respective eligibility criteria specified under each category.

RIGHT OF LEAVE

Leave cannot be claimed as a matter of right by any employee whatsoever, and when exigencies of work so demand, leave of any description may be refused or revoked, postponed or reduced by the authority empowered to sanction leave.

CATEGORIES OF LEAVE

The following categories of leave shall be admissible to members of the staff.

1. CASUAL LEAVE (CL)
2. SPECIAL CASUAL LEAVE (SCL)
3. EARNED LEAVE (EL)
4. VACATION LEAVE (VL)
5. SICK LEAVE (SL)
6. MATERNITY LEAVE (ML)
7. SHORT LEAVE (SHL)
8. SABBATICAL LEAVE (SBL)

- 9. STUDY LEAVE (STL)**
- 10. LEAVE WITHOUT PAY (LWP)**
- 11. DUTY LEAVE (DL)**
- 12. COMPENSATORY LEAVE (CML)**

1. CASUAL LEAVE

- I. All regular and contractual employees are eligible for 10 days of Casual Leave per calendar year. CL will be credited in two halves in advance @5days each on January 1st and July 1st of each year. The regular employee can break one day CL into two ½ day CL. Employees who are appointed during the course of the year shall be entitled to it on pro-rata basis.
- II. Casual leave cannot be combined with any other kind of leave.
- III. Casual leave may be granted at the exclusive discretion of the sanctioning authority as and when the occasion arises, provided that the total period of absence from duty does not exceed three days at a time.
- IV. Unutilized casual leave in any calendar year will lapse and can neither be carried forward nor encashed.
- V. Proportionate deduction/ recovery will be made at the time of separation, if an employee has availed CL in excess of his/her eligibility.
- VI. Upcoming CLs can't be combined without prior permission. Like in month of February, CL of March and April can't be taken without consent of approving authority.
- VII. Leave has to be applied online through ERP only. The detail SOP for applying leave will be published separately.

2. SPECIAL CASUAL LEAVE

- I. SCL of 10 days are introduced for the faculty to outreach academic/ research activities per calendar year. SCL will be credited on January 1st of each year.
- II. SCL shall be granted by Director/ Principal if the employee is going for outreach academic activities like taking viva-voce, answer script checking etc. SCL can also be granted if it is promoting Institute interest/ academic enrichment of faculty/ staff.
- III. SCL shall be granted for all the PhD work/ Research activities / attending conference etc. , subject to satisfaction of the Dean

(Research Promotion & Monitoring). All such leaves shall be forwarded by COD/ HOD (By Principal COP in case of Pharmacy) to Dean (Research Promotion and Monitoring) for recommendation. Dean (RP &M) shall forward such leave to Director/ Principal for final approval.

- IV. Whenever the faculty is on SCL, the Institute shall not be liable for any financial obligations whatsoever incurred by the faculty.
- V. In case of faculty, SCL shall only be applied when a faculty has no class or once the classes for that day have been taken in advance with prior information to students through Students' Notice Board.
- VI. In order to apply SCL, it is mandatory to append the invitation letter/mail/acceptance letter etc along with the leave application and have SCL recommended from respective authorities as explained above in Para II and Para III.
- VII. SCL can only be availed with prior approval only.

3. EARNED LEAVE

- I. Earned Leave of 15 days shall be admissible to confirmed Full Time employees' who has completed his/her probation period of 1 year or his/ her appointment is on full time basis.
- II. All leaves shall be credited on 1st Jan of every year. Employees who are appointed (Full Time) during the course of the year shall be entitled to it on pro-rata basis.
- III. Earned leave cannot be availed for less than two days at a time.
- IV. Earned leave cannot be combined with Casual leave under any circumstances.
- V. Unutilized Earned leave up to 7 days in any calendar year can be carryforwarded to the next year and can be accumulated till 90 days during his/her entire service at Shivalik.
- VI. Accumulated earned leave can be encashed (Basic+AGP) in case the employee leave the institute

4. VACATION LEAVE

- I. Vacation leave shall represent the time when no formal teaching and/or internal or external examinations are being held at the Institute for any of the courses being run by it, either directly or indirectly.

- II. Vacation Leave of 15 days shall be availed by all Academic employees as and when the Institute is formally closed for summer break. The slot (15 days) of the vacation for the individual academic staff shall be finalized by the concern head of the department or the competent authority of the institute.

All Administrative staff shall be entitled for 7 days Vacation leave and can be availed during administrative lean period ie, between September to December in the same calendar year.

- III. Vacation leave of 7 days can be given to all employees during Winter break subject to the availability of the days during this period. The final decision on this VL shall (during Winter Break) be solely based on the discretion of BOM of the Institute.
- IV. The exact dates for VL shall be notified to all concern via notification from office of Director. The number of days of VL may be reduced to accommodate the teaching days required as per AICTE/ UGC/ PCI norms.

5. SICK LEAVE

- I. An employee shall be eligible for Sick Leave under Special circumstances, such as injury in the body or serious disease forcing him/her on bed rest or admission in hospital.
- II. Sick leave is categorized as SL-1 and SL-2. In SL-1 category, five (05) days Sick Leave shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or private hospital. In SL-2 category, five (05) days of leave can be taken without medical certificate (one leave at a time).
- III. If sick leave of category SL-1 is not availed, it will be accumulated for three years up to the maximum of 15 (Fifteen) days. However number of sick leave of category SL-1 accumulated, at a given point of time shall not exceed 15 (Fifteen) days.
- IV. Sick leave of SL-2 category shall be laps if not utilized in the calendar year.
- V. The employee will be required to submit his fitness certificate (In case of SL-1 category leave) at the time he/she resumes his/her duty.
- VI. Sundays, holidays and off days falling in between the leave shall be counted as a part of the Sick Leave.

6. MATERNITY LEAVE

- I. Maternity Leave facility will be admissible to only those female employees who have completed one years of service in the Institute.
- II. A female employee shall be eligible for 26 Weeks of Maternity Leave with the salary (Basic + AGP) as drawn by her at the time of applying for the leave in case of delivery.
- III. A female employee shall be eligible for 12 Weeks of Maternity Leave (> 2 Children) with the salary (Basic + AGP) as drawn by her at the time of applying for the leave in case of delivery.
- IV. A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- V. A female employee will also have to sign a bond certificate to serve the Institute for at least two years after availing such leave.
- VI. During the leave day, employee shall be paid the Basic Salary. And the remaining AGP shall be paid after resuming her duty in six equal installments.

7. Short Leave

- I. Two (02) short leaves up to 2 hours in a month may be granted for genuine reasons after obtaining due sanction of the competent authority. Part - time employees are not eligible for any Short Leave.
- II. Short leave has to be availed in afternoon and only after prior approval.
- III. Short leave can't carry forwarded.

8. SABBATICAL LEAVE:

- I. The objective of Sabbatical Leave facility is to promote and enhance the quality of educational and research activities at Shivalik through research work or other similar activities directed toward intellectual and professional growth of the faculty. The main emphasis on granting sabbatical leave will be

on the basis of undertaking advanced research/ Book writing etc. rather than upgrading one's qualification.

- II. All regular faculty members, up to the age of 60 years who have completed six years of regular full time uninterrupted service, may be considered for sabbatical leave on a case to case basis. However, it is a privilege earned by only those faculty who have achieved minimum 2 'Good' and Nil 'Unsatisfactory' ratings in the past 6 appraisals. The application shall be approved by the Board of Management (BOM) on the recommendation of the Director/ Principal of the college. A high quality research/book or book chapters etc. is an expected outcome after availing the sabbatical leave.
- III. Faculty member can apply for sabbatical leave of 3 months after completing 6 years of service. An eligible faculty member who wishes to consider him/ her for sabbatical leave should submit a formal written application to the Director/ Principal providing complete information on the duration and nature of the activities planned during the sabbatical period, at least 3 months prior to the leave along with documentary evidences. No further extension is allowed in sabbatical leave once approved. Combining any other leave with sabbatical leave is not permissible.
- IV. During the period of sabbatical leave, the faculty shall be entitled to get salary (Basic Pay+ AGP) as drawn by him/her at the time of applying for the leave. The leave day's salary shall be paid in three parts i.e one (01) months of salary shall be paid every month after three month from the day he/she resumes his/her duty.
- V. Faculty members who are awarded sabbatical leave must commit themselves through a written undertaking to Shivalik College for at least two academic years of fulltime service upon completion of the sabbatical leave.
- IV. If he/ she leave the college prior to two years, they shall be liable to pay the notice pay (i.e. Basic Pay +AGP) in lieu thereof for the un-served period i.e. two year.
- V. In case of non - joining after sabbatical leave, it will be presumed that the faculty has abandoned his / her services from the college and will tantamount to non-compliance with Service/ Leave rules. Appropriate action including termination from services can be initiated under such circumstances.

- VI. The aim is to reward the high performing faculty members to enhance their professional skills by availing the above leave through proper procedure, as detailed above. Notwithstanding the above, sabbatical leave cannot be claimed as a matter of right and in case of academic or administrative exigencies, it can be post-poned or denied by the competent authority.

9. STUDY LEAVE:

- I. A request of faculty member may be considered for study leave for Pursuing P.G / Ph.D. programme only if he/ she has taken NOC from the institute before applying for PG/ Ph.D program.
- II. A faculty member can apply for study leave of 3 years for Ph.D program and 2 years for PG program.
- III. A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the College for at least three years to avail Study Leave for regular Ph.D. programme and two years for regular PG programme after availing the Study Leave.
- IV. During the period of study leave the faculty shall not be entitled for salary.

10. LEAVE WITHOUT PAY (LWP):

- I. If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent authority shall be treated as Leave Without Pay.
- II. If the Competent Authority finds that the employee has taken leave intensely to avoid duty assigned to him/ her or he/she is in the habit of abstaining himself/ herself without due sanction of leave, such leave shall be considered as LWP. Moreover such act shall invite disciplinary action as deemed fit.
- III. In case of emergency and absence without prior sanction, the sanctioning authority should be notified over the phone and "post facto" sanction should be obtained within 24 hours of date of leave/ the date of resuming the duty. In case of failure to do so, the leave shall be considered as LWP.

11. DUTY LEAVE

- I. An activity of an employee, which can bring recognition to the Institute, may be considered for grant of this leave.

12. COMPENSATORY LEAVE (CML)

- I. An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment Compensatory Leave may be granted at the discretion of the Competent Authority and that too within the same and or immediate next month.

13. SANCTIONING AUTHORITY

- I. Unless otherwise stated, leave of all kinds for all Faculty/Technical staff shall be recommended by Respective COD/ HODs and sanctioned by Director/ Principal of the Institute.
- II. The leave of all kinds for administrative staff shall be forwarded by registrar and shall be sanctioned by the authorized member of Board of Management (BOM).
- III. The Vice Chairman/Board of Management (BOM) shall sanction all kinds of leave for the Director/ Principal. The Director/ Principal shall sanction the leave for Deans and all functional heads (including Registrar) of various departments.
- IV. Special Casual Leave of Faculty shall be sanctioned by the Director/ Principal of the Institute. Due prior approval/permission must be obtained for such leaves and in no case "post facto" approval/sanction will be given.

14. GENERAL RULES

- I. Leave should always be applied through proper channel and on the prescribed form and prior sanction taken except in emergency cases. In case of emergency and absence without prior sanction, the sanctioning authority should be notified over the phone and "post facto" sanction should be obtained within 24 hours of date of leave.
- II. If any employee resigns, then he/she shall not be entitled to any further leave during the notice period.
- III. During the period of leave, an employee shall not take up or accept any employment or work whether on remuneration or without remuneration.

- IV. During the period of suspension, an employee may not be granted any kind of leave.
- V. Before proceeding on leave, an employee shall intimate to the sanctioning authority his/ her address including email address while he/ she is on leave and shall keep the said authority informed of any changes in address.
- VI. Taking leave or extending leave without sanction will be treated as un-authorized absence from duty and shall render an employee liable to disciplinary action including suspension and/or termination from the services of the Institute.
- VII. An employee on leave may be allowed to return to duty before the expiry of leave provided he/she should notify the administration department in writing giving reasons for resuming work before expiry of leave or for cancellation of leave duly approved by the sanctioning authority.
- VIII. On three late arrivals to work (not exceeding 15 Minutes each) in a month will be considered as ½ day CL
- IX. On three early departures from work (not exceeding 15 minutes each) before the scheduled time in a month will be considered as ½ day CL.
- X. Salary of staff member will be withheld if he/she is absent without intimation for more than 3 days. Salary in such cases can be released only after specific approval by the Director/ Principal followed by BOM.
- XI. Any holiday or weekend falling in between any kind of leave be considered part of the leave only i.e. any individual if on leave on Friday & also on Monday of the following week then Saturday and Sunday falling in between are part of the leave making it 04 days leave instead of 02 days leave.
- XII. Two kinds of leave can't be combined.

NOTE:

- I. In case of non-punching of attendance on Bio-Metric machine (on arrival or departure), the faculty /staff will be treated absent unless it is verified by IT administrator (Using Close circuit Camera) followed by recommendation of Principal/ Director within 24 hours.
- II. In case of late punching due to late arrival of college bus or any other institute transport, the faculty/ staff shall be treated present in time if it is verified by IT administrator (Using Close circuit Camera) followed by recommendation of Principal/ Director within same working day.

15. STANDARD OPERATING PROCEDURE (SOP) FOR TAKING LEAVE:

- I. The faculty/ staff members who are intending to proceed on leave shall apply the leave through ERP system and take a print out of the leave.
- II. All teaching and non-teaching staff shall have to ensure that all duties/ responsibilities are exchanged/ rescheduled and are mentioned in the prescribed place in leave format.
- III. Let the duly signed leave application be forwarded through Head/ Coordinator of the department to sanctioning authority i.e Director/ Principal.
- IV. In case of the special casual leave (SCL) under the category of Ph.D course work, research experimental activities, attending conference or visit to funding agencies for research proposal etc., all leave should be forwarded to Dean (Research promotion and monitoring) for recommendation. The leave shall be further forwarded to Director/ Principal for final approval.
- V. The leave of all administrative staff shall be forwarded and recommended by Registrar and shall be sanctioned by Director/Rep. from Board of management (BOM).

Approved by

Board of Management