

SERVICE RULES AND GUIDELINES



Jagannath International Management School

MOR Pocket 105, Kalkaji, New Delhi -110 019

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CHAPTER I

TITLE, SCOPE AND DEFINITIONS

Title

This handbook will be called “Service Rules & Guidelines for employees of Jagannath International Management School (JIMS), Kalkaji, New Delhi

Power & Scope

These Rules and Guidelines are made to regulate the service matters of JIMS employees.

The Rules and Guidelines laid down in this handbook have taken into consideration the rules and regulations of AICTE, UGC and JIMS By Laws wherever applicable, as also the ethos and philosophy of JIMS.

Definitions

1. The "Society" means the Jagan Nath Gupta Memorial Education Society, having Registration No. S16165, dated 4.11.1985, registered under the Societies Registration Act, 1860 (Act No. 21 of 1860);
2. Jagannath Group of Institutions includes all educational and other institutes promoted by Jagannath Gupta Memorial Educational Society.
3. " Institute" means Jagannath International Management School, Kalkaji, New Delhi;
4. Jagannath International Management School, “JIMS, Kalkaji” is an institution promoted by this Society.
5. "AICTE" means All India Council of Technical Education established under All India Council of Technical Education Act, 1987 (Central Act No. 52 of 1987);
6. "employee" means a person appointed by the Institute to work in the Institute and includes teachers, officers and other employees of the Institute;
7. "fee" means collection made by the Institute from the students by whatever name in may be called, which is not refundable;
8. "higher education" means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;
9. “regulating body” means a body established or constituted by or under any law for the time being in force laying down norms and conditions for ensuring academic standards of higher education, such as AICTE and includes the Society.

10. "student of the Institute" means a person enrolled in the Institute for taking a course of study for a diploma instituted by the Institute;
11. "UGC" means the University Grants Commission, established under section 4 of the University Grants Commission Act, 1956 (Central Act No. 3 of 1956); and
12. "AIU" means the Association of Indian Universities registered in 1967 under the Registration of Societies Act 1860.
13. "Governing Body" means the principal executive body of the institute.
14. "Board of Studies and Research (BOS)" means the principal academic body of the Institute.
15. 'DIRECTOR' means the Head of the Institution; and includes when there is no Director, the person for the time being duly appointed to act as Director and in the absence of the Director or the acting Director, a Deputy Director/ Dean duly appointed as such;
16. 'DEAN' means the academic head of the branch/ school/ faculty. For example: Dean Management faculty, IT faculty.
17. "**teacher**" means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any form to the students for pursuing a course of study of the Institute;

CHAPTER II

RECRUITMENT SELECTION AND PROMOTION

2.1 Recruitment Selection and Promotion

Introduction

Recruitment and Selection aim to search and hire suitable candidates to fill vacancies in JIMS with the view to satisfying human resources needs. The search may be internal like References and external like Newspaper Advertisement. Any position within JIMS that becomes vacant will be filled, as per the employment procedure. Restructured/newly created positions will only be activated upon approval from the Management. The success of an Institute depends upon the recruitment of employees who are flexible, adaptable and committed to the success of the Organization.

2.2 Objectives

This section aims to promote and maintain high standards of professional recruitment practice. It depends on the requirement of the Department. Its purposes are to:

- 2.2.1 Ensure that recruitment is considered an essential part of the human resource;
- 2.2.2 Ensure and explain best practice for all types of recruitment;
- 2.2.3 Maintain professional standards whether recruits are easy to find or not;
- 2.2.4 Ensure that equality of opportunity is considered an integral part of good recruitment practices and procedure.

2.3 Recruitment Procedure Authorization

All authorization procedure detailed below must be completed prior to the commencement on any recruitment procedure.

- 2.3.1 Prior to the employment of any employee the concerned HOD must make a formal request.
- 2.3.2 Employment of Personnel to the position of Head of Department will require the authorization of the Management.

Procedure

- The Head of Department will complete the Employment Authorization form.
- The Head of Department is responsible to ensure correct authorization procedures have been complied with.
- The Head of Department will provide the Human Resources Officer with a fully authorized Employment Authority Form and instruct commencement of Recruitment.
- Adherence to the Statutory requirements (like UGC/AICTE/Govt.) wherever applicable.

2.4 Newly Created / Restructured Positions

Authority shall be vested in the Management to consider request for the activation of a newly created or restructured position.

- 2.4.1 Activation of a position shall be allowed by the submission of a formal request by the Head of Department to the Human Resources Officer.
- 2.4.2 Once the need to fill a vacancy has been identified, the Head of Department will submit a recommendation to the Management for the activation of the position.
- 2.4.3 Internal References shall be sent via e-mail or other means to all employees by the Human Resources Officer, while external advertisements shall be placed in specified local newspapers.
- 2.4.4 Wherever applicable, the interview panel shall be in conformity with statutory requirements.

2.5 Employment Procedure

- 2.5.1 The Human Resources Officer shall receive all applications for employment and shall acknowledge receipt thereof in writing. All applicants for employment shall be addressed to the Human Resources Officer.
- 2.5.2 The Human Resources Officer shall sort all applications that meet the minimum appointment requirements as advertised, and then forward these applications to the Head of Department concerned, together with a full list of all applications received.
- 2.5.3 The Head of Department, in consultation with the Human Resources Officer, shall draw up the shortlist of candidates for interviewing.
- 2.5.4 The Human Resources Officer shall invite the short listed candidates for interviews, and will ultimately make a recommendation to the Management for appointment.
- 2.5.5 A summary of the interviews shall be prepared by the Human Resources Officer and kept for record purposes.
- 2.5.6 The Human Resources Officer shall ensure that Reference Check on shortlist candidates is done, and then the employment offer in consultation with the relevant Head of Department to the selected candidate which upon acceptance shall be followed by an appointment letter signed by the Management.

The Selection Committee:

- A. The Selection Committee for appointment to the posts specified below shall consist of the Chairman, the Director and the persons as specified against each.

Professor	i) Chairman ii) Director iii) One Professor of the Department to be nominated by the Director iv) Three persons not in the service of the Institute, nominated by the Governing Body, out of a panel of names recommended by the Board of Studies and Research for their special knowledge of or interest in the subject with which the Professor will be concerned.
Associate Professor/ Assistant Professor	i) Chairman ii) Director iii) One Professor of the Department or if there is no Professor, a Associate Professor of the Department to be nominated by the Director. iv) Two persons not in the service of the Institute, nominated by the Governing Body, out of a panel of names recommended by the Board of Studies and Research for their special knowledge of or interest in the subject with which the Associate Professor/Assistant Professor will be concerned.
Director / Dean	Three persons not in the service of the Institute of whom two shall be nominated by the Governing Body and one by the Board of Studies and Research for their special knowledge of or interest in a subject in which the institution is being provided.

- B. The Panel for non-teaching members shall consist of the following persons:
- a. The Head of Department

- b. The experienced person of the same subject
- c. For Management Positions Director shall attend.

Note:

- i) Wherever applicable, the Interview Panel shall be in conformity with statutory requirements of AICTE/UGC.
- ii) The employee will be given salary in accordance with AICTE/UGC norms.
- iii) The salary will be revised annually in accordance with the Institute's policy
- iv) In addition to the annual compensation, employee shall be eligible for a target based performance incentive the details of which are specified in Institute's HR Policy.

The Incentive Scheme is subject to revisions at the discretion of the Institute's management.

2.6 Probation:

Employee shall be on probation for an initial period of six(6) months from the date of commencement of duties, the period of which may be further extended at the discretion of the Management. After the completion of the probationary period, the appointment will be confirmed in writing, subject to satisfactory performance.

Probation

Employee shall be on probation for an initial period of six (6) months from the date of commencement of duties, the period of which may be further extended at the discretion of the Management. After the completion of the probationary period, the appointment will be confirmed in writing, subject to satisfactory performance.

Age

Applicants who have age of Eighteen (18) to sixty five (65) years can only be appointed for Non-Teaching Staff and applicants who have age up to Sixty five (65) for Teaching Staff on approval by the Management. The retirement age of the teaching staff shall also be subject to the provisions in this respect by statutory bodies viz AICTE/UGC etc.

Appointment

All staff members will be appointed by the Management of JIMS.

Letters of Appointment:

The formal letter of appointment will bear the signature of the Authorized person. The letter shall require the signature of the appointee before the appointment is considered effective.

Job Description: On appointment, an employee shall be given a job description. This shall specify the scope and terms of reference for their position. Every member of staff is expected to devote his/her time and attention to work and not engage in activities that may conflict with JIMS interests or negatively affect their performance. Job Descriptions shall be reviewed yearly.

Unless otherwise stated, employment for all staff shall be on permanent basis subject to satisfactory completion of the probation period and availability of funds.

Personal Data

On acceptance of an appointment, the new staff member is required to complete the Employee Personal Data form. New employees must also furnish JIMS with a declaration of family details, PAN number, contact details with address and permanent address and provide photocopies of certificates and other testimonials.

Any changes in personal status shall be reported promptly to the Human Resources Officer by completing a fresh Personal Data Form. Staff records and related correspondence shall be treated confidentially at all times.

Induction

All new staff shall undergo induction training to assist them in the process of becoming integrated to the institution within the shortest time possible. The respective immediate senior in collaboration with the HR Officer shall conduct induction training.

Prescribed Qualification and Experience

There are three categories of faculty in the Institute i.e. Assistant Professor, Associate Professor and Professor. Unless and otherwise specifically provided elsewhere, normally regular appointments as faculty will be by direct selection and by inviting applications through public advertisement. Procedure of Appointment of Faculty is mentioned hereunder. The qualifications for faculties shall be as prescribed by the AICTE/UGC as the case may be, from time to time.

The post of faculties to be filled in the qualifications required will be as under in accordance with AICTE Notification F No. 37-3/LEGAL/2010 dated 22 Jan 2010:

a) **Assistant Professor** (Rs. 15600-39100+AGP of Rs. 6000) Minimum Qualification:

First class or equivalent Grade / C.G.P.A Masters Degree in Business Administration or equivalent.
Desirable:

Two years relevant Experience

b) **Associate Professor** (Rs. 37400-67000+AGP of Rs. 9000) Minimum Qualification:

i) First Class or equivalent Grade / C.G.P.A Masters Degree in Business Administration or equivalent.

ii) PhD or equivalent in appropriate discipline.

(Equivalence for PhD is based on publication of five International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the author's area of specialization).

iii) Minimum of five years experience in teaching /research/ industry as an assistant professor or equivalent position in regular scale.

Desirable:

Post PhD publications and guiding PhD student is highly desirable.

c) **Professor** (Rs. 37400-67000+AGP of Rs. 10000) Minimum Qualification:

- i) First Class or equivalent Grade / C.G.P.A Masters Degree in Business Administration or equivalent.
- ii) PhD in appropriate discipline.
- iii) Minimum of ten years teaching /research /industrial experience of which at least five years should be at the level of Associate Professor.

or

Minimum of thirteen years experience in teaching and/or Research and/or Industry.

- iv) In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.

Desirable:

Post PhD publications and guiding PhD students is highly desirable. d) **Director** (Rs. 37400-67000+AGP of Rs. 12000)

- i) Minimum of ten years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of thirteen years experience in teaching and/ or Research and/or Industry.
- ii) In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.
- iii) Flair for Management and Leadership is essential. Desirable:
Post PhD publications and guiding PhD students is highly desirable.

The Above qualifications and the remuneration is subject to change as per AICTE/UGC Guidelines

Transferability

Employee shall ordinarily be required to work at local office of the Institute, but is liable to be transferred to any other unit of the Institute, as required by the exigencies of the business at the discretion of the Institute.

2.7 Terms and Conditions of Service

- All appointees except contractual will be initially on six months probation, which may be extended at the discretion of the Management. During this probation, the Director of the School' will closely watch the performance and the conduct of the individual. Before completion of one year, the Director Will review the performance of the individual and recommend for confirmation or otherwise of the individual for appointment or further extension of probationary period. The decision of the Institute must be communicated in writing to the employee.
- Every member of the staff shall sign an attendance register immediately on arrival in the morning, indicating time. The register will be removed after half an hour of the reporting time in the School. In the School where facilities for Bio-metric attendance exists the record of the attendance will be maintained as per the logged in data. An employee who fails to sign / log in the attendance on any particular day would be marked absent for that day and dealt with accordingly.
- Every employee recruited in permanent/contractual category in JIMS is required to sign acceptance of appointment letter.
- The services of a permanent employee under probation can be terminated at any time by giving One month's notice or salary in lieu. However, in the event of serious misconduct by the employee, the Chairman of the Institute may order the services to be terminated without assigning any reason whatsoever and without any notice.
- The Director of the School may recommend termination of services of contractual employees on grounds of retrenchment of posts or for continued unsatisfactory performance.
- On successful completion of probation an employee appointed against a permanent vacancy will be confirmed in the permanent vacancy.
- No employee of the school will apply for employment elsewhere without notifying the Director.
- Every appointment will be subjected to physical fitness and good character of the appointee which may be subject to verification.
- All appointments will also be subject to production of Degrees / Diplomas/Certificates in original, together with a relieving certificate from the previous employer, if any. If any declaration made by an employee is found to be false or the employee is found to have willfully withheld some information, he/she will be liable for removal from service without any notice and with such other penalty as may be deemed fit.
- Ordinarily, the service of an employee would be terminated by giving him/her one month's notice or pay in lieu thereof during his/her probation and three months' notice or pay in lieu thereof, after his/her confirmation, unless otherwise stipulated in the appointment letter. Any employee wanting to leave the school shall have to give a similar notice, depending on whether he/she is on probation or confirmed or surrender pay in lieu of the period of notice. The period of summer vacation will not be counted towards the notice period for any kind of termination/resignation.
- Appointing authority will be empowered to order the termination of service of Contractual employees without assigning any reason.
- The resignation submitted by a permanent employee shall be accepted by the Chairman of the Institute within a period of 30 days from the date of the receipt of the resignation by the Director of the School.
- The School shall not be responsible for any damage or loss to any personal property / belongings of an employee even within the School premises.

2.8 PROMOTION POLICY

The promotion of faculty to higher cadre/grade pay and post is not only on the basis of qualifications and number of years served but also on the basis of his/her contribution in teaching, research and

extension/institutional development. A teacher aspiring for promotion in any academic year should provide relevant information through or along with the Appraisal Form. All promotions will be made by the Institute's Promotion Committee in accordance with UGC/AICTE regulations.

The promotion of non-teaching staff shall be made on the basis of seniority-cum- fitness, quality of annual performance appraisal for preceding three years. The benchmark for all promotion will be consistently "Good" grade and that the employee should not have had any adverse entry or been awarded penalty on disciplinary grounds for the past five years. All promotions will be made by the Institute's Promotion Committee.

The Promotion committee will comprise of following members:

- Director
- Head of Department
- Subject Expert

2.10 SENIORITY RULES

- Seniority of employees of the institute shall generally be determined from the date of joining duty. In case of employees of same category and grade who join on the same day, the seniority will be determined by the order of merit in which they were selected for appointment to the concerned post. Where more than two employees are selected and join on the same day with the same order of merit for the equivalent posts, the inter-se seniority will be determined by age. However, if any one of them is selected with advance increments the inter-se seniority will be determined by the number of increments, irrespective of age and order of merit in that case.
- Inter-se seniority between those recruited directly and those reclassified/promoted from a lower to a higher grade shall be determined by the seniority in the particular grade. That is an employee holding a senior grade will be senior to the employees of junior grade reclassified/promoted to senior grade irrespective of the length of service or any other criteria of the erstwhile junior grade employee.

2.11 SUPERANNUATION, EXTENSION AND REEMPLOYMENT

- a) Every employee, excluding Director of the School, shall retire from service on attaining the age of 60 years. The employee will retire on the last day of the month in which he/she attains the age of 60 years. The Director shall retire on attaining the age of 65 years.
- b) Institute may grant re-employment to a Teaching/Non-Teaching employee in case he / she is medically fit and his / her services have been outstanding during the career and this re-employment is considered beneficial and necessary for the school. This period of employment will be only on an annual contractual basis as agreed between the employee and the school.
- c) Extension of service cannot be claimed as a matter of right.

2.12 ANNUAL CONFIDENTIAL REPORTS

- a) Annual Confidential Reports (ACRs) of employees of the school shall be rendered and maintained
- b) The aim of the Annual Confidential Reports (ACRs) is to record an objective assessment of an employee's demonstrated performance and of his potential as observed ONLY during the

academic session under report. The report should not be influenced by any previous knowledge of the individual or by other ulterior considerations.

- c) There should be no erasures or over writings. The amendments, if any, are to be initialled. No report need to be initiated of an employee appointed against contingent vacancies.
- d) It is the duty of the initiating officer to know the good and bad qualities employees serving under him. He should invariably apprise the members of staff of their deficiencies / shortcomings in the course of the year under report and endeavour to remove them rather than having to record them. While mentioning any shortcomings in the report, the initiating officer should also give an indication of the efforts made by him by way of guidance/admonition to reform the employee.
- e) For exceptional good performance the Institute may reward the employee in any manner they deem fit.

2.13 TERMINATION OF SERVICE & RESIGNATIONS

- i) **The services of a permanent employee are liable to be terminated on one month's notice or salary in lieu of, for any reasons including the following**
 - a) Prolonged illness or frequent / intermittent illness unsupported by proper clarification.
 - b) Physical or mental disability or infirmity, defective eyesight or hearing adversely affecting the discharge of normal duties.
 - c) Continued poor efficiency of work performed.
 - d) Conviction by a Criminal Court for an offence involving moral turpitude.
 - e) Giving wrong information or documentary proofs at the time of appointment.
 - f) Arrest or detention by the Govt. under the Defence of India Rules or any other Law.
 - g) General Retrenchment, in the event of closure of the institute or
- ii)
 - a) An order of termination shall be in writing & signed by the Chairman/Director of Institute.
 - b) Every employee who ceases to be in employment can be given a service certificate on request.
 - c) Once terminated he/ she will not be eligible to apply in any JIMS School run or managed by the JIMS Society.

The services of a contractual /adhoc employee may be terminated as per the terms specified in his / her letter of appointment.

2.14 GENERAL RULES

The Director of the School shall be responsible for the academic well- being of the School and the moral, social and physical well being of the students and he/she has the necessary powers to carry out his/her responsibility. He/she shall carry faithfully and diligently all directions which Institute may give from time to time.

- a) Every employee of JIMS has to follow the hierarchy as defined by the Institute and maintain protocols.
- b) The whole time of an employee of the school is at the disposal of the School and he may be employed in such a manner judging from his qualifications and terms of appointment.
- c) The School has the right to get any employee examined or re-examined by the physician/doctor or any other registered medical practitioner, if required.
- d) No employee shall be a member of, or be other wise associated with any political party or any organisation which takes part in politics.

CHAPTER – III
DUTIES, POWER AND RESPONSIBILITIES

**DUTIES AND RESPONSIBILITIES OF OFFICERS, FACULTY AND STAFF OF THE
INSTITUTE**

1. Duties and Responsibilities of Director
2. Duties and Responsibilities of Dean/HOD
3. Duties and Responsibilities of Registrar
4. Duties and Responsibilities of Controller of Examinations
5. Duties and Responsibilities of Faculty Members/Class Coordinator
6. Duties and Responsibilities of Academic Coordinator (Exam Cell)
7. Duties and Responsibilities of Academic Coordinator
8. Duties and Responsibilities of Accountant
9. Duties and Responsibilities of Librarian

3.1 Duties and Responsibilities of Director

- Responsible for overall efficient and effective functioning of all aspects of academics and academic and general administration.
- All matters related to academics including implementation of curriculum, conduct of examinations, interacting with visiting faculties.
- Taking care of placement activities of the institution and over viewing the placement coordinator's work.
- Conducting Training programmes for corporate executives and undertaking consultancy projects.
- To ensure that all systems and procedures as laid down are followed by faculty, staff and students.
- Analysis and action on feedback report and ensure that periodic reports as laid down are initiated by all subordinates as per periodicity.
- All academic administrative matters including attendance, disciplined.
- Ensuring that all faculty members are working to their maximum potential.
- Regular Interface with Alumni.
- Motivating, advising and monitoring the counselors during the admission process.

3.2 Duties and Responsibilities of Dean/HOD

- Coordinate various academic and administrative activities of the Department and also with other departments of the Institute.
- Ensure that recruitment of faculty is done as per the UGC/AICTE norms
- Recommending books for library as and when required
- Supervising as well as helping in organizing Seminars / Workshops / MDPs / Industrial Visits etc.
- Analyzing the monthly reports and submitting a report to the Chairman / Director with suggestions for improvement
- Inviting regular faculty feedback
- Conducting weekly faculty meetings
- Suggestions for improvement of respective Programme to be given to the Chairman/Director
- Helping in placement through individual contact

- Monitoring of work assigned to concerned faculties for compliance of deadlines.
- Ensuring preparations of question papers and evaluation of answer sheets on time from internal and external faculty members.
- Attending meetings of AICTE/University.

3.3 Duties and Responsibilities of Registrar

- Overseeing admission /registration formalities and process.
- Approving leave of all employees.
- Processing of salary.
- Approving all payments including petty cash payments.
- Liasoning with the AICTE.
- Monitoring the process of issuing of identity cards.
- Approving the DTC passes for the students.
- Collection and compilation of periodical reports.
- Overseeing the infrastructure and facilities management.
- Monitoring the canteen facilities.
- Coordinating the arrangement for various cultural, sports, fresher's, farewell events & seminars /Workshops.
- Conducting recruitment interviews for various positions in the Institute.
- Conducting Governing Body/Academic Board Meetings.
- Member of discipline/Administration/Sexual harassment/Alumni, committees.
- Overseeing Reception Desk, Accounts Section, Housekeeping, stock verification, Stationery purchase, etc.

3.4 Duties and Responsibilities of Controller of Examinations

- Documentation of guidelines for conduct and assessment of the examinations.
- Circulation / Preparation of examination documents i.e. date sheets, seating plan, duty chart, Remuneration bill, Attendance sheet, Examination Paper for the Internal and External Examinations (if applicable).
- Preparation of Debarred List (if applicable) of students who are not allowed to appear in the examination.
- Coordination for Examination paper preparation by the subject faculty.
- Moderation and printing of sufficient copies of the Examination paper.
- Conducting Regular / Re appear/ Improvement /Supplementary Examination.
- Maintaining interface with all the faculty members and the students for examination related norms and issues.
- Coordination with the head of the departments for Compilation of result and analysis.
- Liaison with the external bodies i.e. AICTE / U.G.C for Examination and results related issues.
- Preparation / Circulation of Mark lists and degrees.
- Maintaining secrecy in all Examination related activities

3.5 Duties and responsibilities of Faculty Member/Class Coordinator

The following academic responsibilities will be performed by the faculty:

Class Coordinator ship for a batch of 60 students

- Monthly report to be prepared concerning various issues of the batch which is to be discussed in a monthly meeting with Director.
- Monitoring attendance/Discipline of students, Preparation/collection of assignment.
- Preparation/updating of course manuals
- Organizing parent – teacher meeting
- Contributing articles in refereed journals and /or publishing books or chapters in books by reputed publishing houses.
- Assisting in the holding of MDPs, seminars, conference and workshops
- Preparing study manuals for various subjects'
- Regularly organizing quizzes, surprise tests and presentations for students
- Results to be prepared by academic assistants to be monitored by the faculty.
- Original documents to be collected at the time of admission by the faculty and the same to be kept in custody by the Academic Coordinators.
- Preparation of subject files to be done by Class Coordinators.
- Results of the batch to be cross verified by the faculty.

3.6 Duties and responsibilities of Academic Coordinator (Exam cell)

- Be aware of all policy formulations of AICTE pertaining to academic calendar, admissions, Exams, re-exams, results and their analysis.
- Draw yearly exam calendar
- Filling of all forms as required by AICTE and ensure submission on time.
- Issue notice regarding last date for payment of fees in consultation with the director.
- Analyses that result of all our students have been declared. Bring out problem cases of non-declaration of results. Follow up all the problem cases.
- Receipt and record all mark-sheets and degree certificates.
- Distribution and issue of all student documents to students and keep record.
- Making of all mark-sheets and diploma and cross check its accuracy.
- Record of all project reports, viva-voce and practical examination.
- Collecting re-appear forms of the students.
- Publish date sheets, other notifications of the conduct of Examination.
- Periodic effective follows up of all pending cases with AICTE till final resolution.
- Effective follow up of cases of JIMS alumni.
- Maintenance of all files with proper indexing.
- Safe custody of all documents.
- Systematic Storing of all pending documents of students for easy retrieval and issue.

Internal Exams

- Collection of answer sheets after each internal exam and issuing to concerned faculty
- Ensure early checking of answer sheets of our internal exams and pursuing vigorously with defaulting faculty.
- Compilation of our internal Mid Term & End Term Exams.
- Getting checked from programme coordinators all results before putting up for approval to the director.
- Declaration of Results

- Analysis of results
- Safe custody of exam results for future reference.
- Taking approval of director for disposal of old answer sheets at the end of each semester.
- Performing any other duties as assigned by the Director
- Periodic visit to all related websites.

3.7 Duties and Responsibilities of Academic Coordinator

- Cross check whether the assignments and notes are being distributed properly in all the semesters/trimesters or not.
- Interaction with all the faculty members including visiting faculty from time to time for course coverage.
- To visit all the classes to discuss class problems and to communicate the same to the management.
- Daily Implementation of Time Table
- To coordinate with all core and visiting faculty members Faculty Feedback
- Conduct meetings at regular interval with all Programme Heads
- Take appropriate action in consultation with the Director in case of shortage of attendance
- Ensure proper recording of results and maintaining of files of different batches
- Collection and disbursement of honorarium of guest speakers and external examiners
- Calling up of parents for shortage of attendance and intimation of results
- Distribution of admit cards, degrees and marks sheets
- Collection of certificates after the commencement of the new semester.
- Ensure Updating of Student Database
- Distribution of bags
- Coordinate daily functioning of Academic Assistant.
- Maintain custody of students' documents (Original school marks sheets etc.)
- Supervision of subject files and attendance files at the beginning of the semester.
- Ensure data on cumulative attendance and uploading on sites.
- To arrange guest lectures and industry visits
- To arrange Summer Internships and Final Placements
- Counseling for autonomous programmes and record keeping
- Ensure hospitality befitting the image of the institute be extended to visiting guest faculty etc. on each occasion.

3.8 Duties and responsibilities of an Accountant

- Should maintain salary of staff (after going through the attendance and leave details)
- Maintain record of all bills / bare transactions / leave records
- Maintain petty cash for day-to-day transactions
- Arranging payment of various bills according to the due date
- Maintain Tax details.
- Maintain fee records / receipts of students
- Prepare monthly / weekly details of all transactions and submit it to the Chairman for review.
- Sit with the auditor for clarification of account details, if required
- Liaise with Bank
- Preparation of fee defaulters list and forward the same to respective programme coordinators for further action.

3.9 Duties and responsibilities of Librarian

- To provide guidance to readers in locating and using the documents of their interest.
- To promote the use of library by publishing the library services.
- Referral of documents
- Reservation of documents & Leading service
- Maintenance of vertical files containing pamphlets, prospectus, reports etc.
- To send paper cutting of important news from economic newspaper to the Director/Chairman in a folder every week
- Readers advisory service
- Operating the inter – library loan facility.
- To guide the development of the book collection and periodical collection of the library and to be responsible for all the collections
- Keep Prospectus and placement brochure of various institutes
- Keep contact with the book distributor and work out various incentive schemes
- Look after the cleanliness of the library
- Sending reminder to faculty of books that are kept beyond the stipulated time and bring to the notice of the Chairman
- Receive the requisition of the books by the faculty members
- Ordering the books to the suppliers
- Accessioning the books in the accession register and keeping the bills in to the library records
- Technical processing of the books (cataloguing, classification and computer data feeding)
- Journal processing
- Collecting the different articles from different newspapers and magazines
- Drafting the library rules
- Conduct the annual stock taking
- Library administration
- Getting the membership of different library members
- Maintaining the discipline in the library
- Obtaining & maintaining previous year question papers

CHAPTER-IV

PAY AND ALLOWANCES

4.1. PAY

- a) The scales of pay and allowances and prescribed benefits of the employees of JIMS being a recognised. private school shall not be less than those of the employees of the corresponding status in school recognised by the appropriate authority (AICTE/UGC).
- b) All regular employees will be entitled to respective Grade Pay plus admissible allowance like Dearness Allowance, House Rent Allowance, Transport Allowance and any other benefits as sanctioned by the Institute from time to time subject to the deduction of Income Tax, Contribution or any other as applicable to Govt. employees of the same status from time to time or decided by the Institute.
- c) All employees will ordinarily be entitled to one increment every year as decided by the Institute. The annual increment as shown in the pay scale is not matter of right but will be subject of the maintenance of high standards of discipline, performance, efficiency, integrity, punctuality and regularity by him/ her.
- d) All employees may be given a Bonus once in a year as determined by the Institute.

4.2 PERQUISITES

Medical benefits / allowances will be as determined by the Institute from time to time.

4.3. GUIDELINES FOR PAY & PERQUISITES

On initial appointment for temporary or permanent vacancy the pay will start normally at the minimum of the basic scale, subject to the provision that in case the Selection Committee recommends that in view of special qualifications and experience of an individual he/she could be given some advance increments and benefits, the same be paid if approved in writing by the Institute.

4.4 PROVIDENT FUND AND OTHER BENEFITS

a) PROVIDENT FUND

Employee Provident Fund scheme is applicable for all employees

b) GROUP INSURANCE

Institute has introduced Onsurity's comprehensive health benefits program. Onsurity is the trusted healthcare partner to over 1300+ companies including Forbes, Pantaloons, Mosaic Wellness, GoKwik, WhiteHat Jr, Jupiter Money, Park+, DealShare, and many more.

Onsurity's Healthcare Membership

- HealthCare Plan: **Opal+**

Wellness Membership:

- **Free doctor teleconsultations**
- Discounted online medicines and Health check-ups on Onsurity App
- Regular health & wellness webinars & offers

Comprehensive Insurance for members from the partner insurance companies:

- Group **Health insurance and** Covid-19 home healthcare cover
- Group Personal Accidental Insurance

Claims Concierge and Support:

- Complete assistance & support during hospitalization and claims reimbursement
- Raise claim's support request on the Onsurity app or write to gooddoctors@onsurity.com
- Constant communication with their insurance partner for quicker discharge approval or reimbursement claim settlement

c) SCHOLARSHIP FOR WARDS

Scholarship to the children of JIMS Faculty and Staff in case they are admitted to any of the JIMS educational Institutions

CHAPTER – V **LEAVE RULES**

All employees shall be entitled to Leave in accordance with the leave rules of the Institute. The granting of leave shall depend upon the exigencies of the Institute and at the discretion of the Director or any other person authorized by him/ her.

Objective:

Every employee in the Institute has an important role in ensuring the smooth and efficient flow of daily business activities. Employees are, therefore, expected to be at work, on time on each business day. The rules on attendance and punctuality have been framed to ensure better work place practices.

Hours of Work: Faculty:

- Working hours: 8 hours a day with 30 minutes of lunch break.
- The official work timings will be from 09.00am to 05.00pm with lunch break from 2.00pm to 2.30pm.
- Faculty Members will work for six days in a week. However, two Saturdays in a month will be off days. Based on the academic and other requirements these may be specified at the beginning of each month.
- Director/HODs will be required to work on two full and one- half Saturday.
- Off days will be decided by the Director as per academic load.

Staff:-

- Working hours: 9 hours a day with 30 minutes of lunch break.
- Staff Members will work on two full Saturdays and one- half Saturday in a month. These Saturdays will be pre-defined by the Director of the campus.

Common

- Effort should be to ensure that all faculty and staff members are present on the fourth / fifth weekly off day so that FDP or any other formal academic event may be organized.
- A grace of 5 minutes is allowed to all members from their reporting time.
- Reporting for work after one hour of reporting time will be counted as half day. This late coming will also be counted towards other late coming in the month for deduction of leave / pay beyond three days.
- In case an employee is late for the fourth time then one day casual / one sick leave will be deducted. If an employee does not have any leave to his/her credit salary will be deducted.
- For habitual offenders who come late frequently beyond three days in a month the penalty will be deduction of one day leave for every three late comings. For the purpose of this deduction, all late comings in the month will be counted.
- In case any month has five Saturdays than faculty and staff members will be required to work an additional full Saturday in that month

Tracking Attendance:

1. It is mandatory for all employees to sign/log in the attendance as soon as they enter the office premises and again before going home, else their attendance for the day will not be recorded and hence the individual will be marked absent for the day.
2. The Head of each department will assist HR with all Leave and Attendance clarifications for their respective teams.
3. All employees travelling on work who are unable to report to office to mark their attendance are expected to send a mail/or call to HR after obtaining appropriate approvals from their Head/Senior.
This may be done post reporting in to work, in the absence of which they will be marked absent for the day.
4. Disciplinary actions may be initiated against the employees who have been reporting in late to work on frequent basis.

Leave Rules

- a) Faculty and staff members can avail 10 casual leaves and 05 sick leaves in a year.
- b) Casual leave is to be availed only after obtaining prior approval. Faculty and staff should ensure that leave is spread evenly over the complete year.
- c) If an employee takes an unapproved leave, it will be adjusted against sick leave and if there is no sick leave to the credit of his/her account, deduction of one summer leave and one day salary will be made. However, if an employee takes more than one unapproved leave during a month, it will be considered as leave without pay with deduction of casual/sick leave.
- d) Faculty and staff may also avail 15 days leave during summer i.e between 15th May and 30th June. The summer leave will preferably not be split into parts, it should be taken in one go. Leave plan will be drawn for faculty and staff based on the requirements of Institute and approval of Director.
- e) All leave applications should be routed through HODs, who are controlling the daily implementation of time table, to the Director.
- f) The Chairman will have the prerogative to cancel leave of any faculty and staff.
- g) Prefixing and suffixing of holiday/Sundays can be made along with the leave period. However, when an employee takes leave wherein the holiday/Sunday falls within that period then that holidays/Sunday will be considered as part of the leave period.
- h) There is a provision for carrying forward of balance medical leaves to the following years and,

in case these are not utilized until retirement/resignation from service with a minimum duration of stay of 3 years, the leaves can be en-cash to the maximum of 30 leaves.

- i) Provision of short leave: - Faculty and staff will ensure that they do not leave the campus before stipulated time. However, in case of some urgent requirement they may apply for short leave not exceeding one hour once a month.
- j) Compensatory Leave – Due to exigencies of service employees may be called for duty on holidays / off days of the employee. Compensatory off for such duties will be entitled. All compensatory off must be availed within thirty days of performance of duty by prior approval of the Director. No carry forward will be permitted in normal course.
- k) Half Day Leave- The day will be divided into two halves one before lunch and the other after lunch. Half day leave can be avail for any of the halves. The lunch period as specified is from 2.00pm to 2.30pm for a normal 9.00am to 5.00pm (faculty) and 9.00am to 6.00pm (staff) session.

Public Holidays

Employees are entitled to a set of public holidays that will be determined by the organization at the beginning of every calendar year.

Bi Annual Appraisal

All faculty and staff members will submit the filled in Performance Self Appraisal forms on 1st July to the Director. The same will be evaluated by the management including the Chairman and the Director

Separation by Resignation

In case an employee wishes to resign from the services of JIMS, the following procedure is to be followed:

The exiting employee has to give a resignation letter in writing to his/her reporting authority, stating his/her date of joining and reason for leaving.

Efforts are to be made to explore ways of retaining the employee.

In case the employee is not retainable and once the resignation has been accepted by the Director, the same must be forwarded to the Chairman along with an Exit Interview form duly filled in by the HOD / Director stating the date of relieving. The date of relieving is also to be communicated to HOD / Course coordinator and accounts department.

The employee is required to give one month notice prior to the date of resignation. In case notice period is not served then one month salary will be debited for the dues owing to the employee.

“No Dues Certificate” has to be obtained by the employee from the accounts department after obtaining clearance on the same from all departments, lab, admin of own campus, however, library clearance will be obtained from all campuses and submitted for approval and final clearance of Director.

Employees need to hand over completed ‘No Dues Certificate’ to the accounts department for final settlement.

Relieving Letter / Experience Certificate is to be collected from the Director.

5.2. CLASSIFICATION OF STAFF FOR THE PURPOSE OF LEAVE

- i. Director of the School
- ii. All members of Teaching Staff
- iii. Librarian
- iv. Laboratory Assistants
- v. Administrative/Accounting/Academic Staff
- vi. All other Support Staff

5.3 COMPETENT AUTHORITY

Competent Authority in relation to the exercise of powers for grant/refusal of leave shall be as under:

S.No.	Category/Apptt	Sanctioning Authority
1	Director	Chairman, JIMS
2	Faculty and Staff	Director

5.4 MATERNITY LEAVE : Female Faculty and Staff to get Maternity Leave on the following basis:

- a) Faculty and Staff with 3 years of Service in the institute: All Female Faculty and Staff members who have completed 3 years of service with the institute will be eligible for 2 months full paid maternity leave.
 - b) Faculty and Staff with 5 years of Service with the institute will be eligible for 3 months full paid maternity leave.
- ii) Provision for carrying forward of medical balance leaves to the following years and, in case these are not utilized until retirement/resignation from service, the opportunity to en-cash them. Maximum 30 leaves can be carried forward
- iii) Facility of Corporate Discount in specified hospitals for all the employees.

CHAPTER VI

DISCIPLINE AND CODE OF CONDUCT

6.1 GENERAL

- The Director of the institute shall be responsible to the Chairman.
- Every other employee of the institute will be under the control of the Director.
- Notwithstanding the designation of an employee he/she can be assigned any lawful task in the interest of the institute by the Director, concerning any function, activity or day to day running of the school
- All employees including Director will be subject to rules of the institute issued from time to time.
- All employees would be collectively responsible for discipline and moral tone of the institute.

6.2 CODE OF CONDUCT FOR TEACHERS

The code of Conduct for the teachers of the school shall be as follows: -

a) No teacher shall:

- Knowingly or will fully neglect his/her duties;
- Propagate through his/her teaching lessons or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal sectarian activity;
- Discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or any of the above;
- Indulge in, or encourage, any form of malpractice connected with examination or any other school activity;
- Make any sustained neglect in correcting class-work or home-work done by students
- while being present in the school absent himself/herself (except with the previous permission of the Director) from the class which he/she is required to attend;
- Remain absent from the institute without leave or without the previous permission of the Director: (Provided that where such absence without leave or without the previous permission of the Director, due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the code of conduct if, on return to duty, the teacher has immediately applied for and obtained, ex. post facto, necessary sanction for the leave).
- Accept any job of a remunerative character from any source other than the institute or give private tuition to any student or other person or engage him/her in any business;
- prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication, without the knowledge and agreement of the Director of the School.
- Engage himself/herself as a selling agent a canvasser for any publishing firm or trader; Drama
- ask for or accept (except with the previous sanction of the Director) any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, from the members of any association of teachers;
- Enter into any monetary transactions with any student or parent; nor shall he/she exploit his/her influence for personal ends; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay
- Apply for a job anywhere without obtaining prior permission from the Director;

- Accept, or permit any member of his/her family or any other person acting on his/her behalf to accept, any gift from any student, parent or any person with whom he/she has come into contact by virtue of his/her position in the school.

Explanation

The expression "gift" shall include free transport, boarding lodging any or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealing with him/her in connection with the school.

Note:

- A casual meal, lift or other social hospitality of a casual nature shall not be a gift.
- On occasions, such as, weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept gift of reasonable value only.
- practice, or incite any student to practice, casteism, communalism or untouchability;
- cause, or incite any other person to cause, any damage to school property;
- behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises;
- be guilty of, or encourage, violence, or any conduct which involve. Moral turpitude;
- be guilty of misbehavior or cruelty towards any parent, guardian student, teacher or other employee of the school (Corporal punishment administered may invite disciplinary action);
- organize or attend any meeting during the school hours except where he/she is required, or permitted by the Head of the school to do so;
- indulge in sexual misconduct or sexual harassment of any of any student/staff/person, and such behavior may invite disciplinary action).

b) Every teacher shall:

- Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Head of the school;
- Abide by the rules and regulations of the school and also show due respect to the constituted authority.

c) Nothing contained in sub-rule (1) shall be deemed to take away or abridge the right of a teacher:

- to appear at any examination to improve his/her qualification with the prior permission of the Director;
- to become, or to continue to be, a member of any literary, scientific or professional organization;
- to make any representation for the redressed of any genuine grievance. Subject to the condition that such representation is not made in any rude or indecorous language; Provided prior permission is obtained from the Director of the school.
- The Breach of any condition specified in Para 1 & 2 above shall be deemed to be a breach of the Code of Conduct.

d) The following acts shall constitute breach of code of conduct:

- Habitual late coming and negligence of duty.
- Use of abusive language, quarrelsome and riotous behavior.
- Insubordination and defiance of lawful order.
- Disrespectful behavior, rumor mongering and character assassination.
- Make false accusation or assault either provoked or otherwise.
- Use of liquor or narcotics on the school premises. Embezzlement of funds or misappropriation of School property or theft or fraud.
- Conviction by a court of law for criminal offence

- Possession in institute premises of weapons, explosives and other objectionable material.
- Indulging in or encouraging any form of malpractice connected with examination or other School Activities.
- Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- Disturbing the smooth functioning of the institute or maligning the Administration and Management by indulging in anti-institutional activities. Any such act, even that of a friend or a family member of an employee, whereby the institute administration is threatened. coerced and an attempt is made to pull down the image of the school, within or outside the premises of the institute will constitute a breach of code of conduct and entail severe disciplinary action.
- Divulging confidential matters relating to institute.
- Carrying on personal monetary transactions among themselves, with the students and/or with the parents.
- Taking active part in politics.
- Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- Making sustained neglect in correcting class work or homework.
- Taking private tuitions without permission of the Director.
- Absenting from work even though present in the school premises or remaining absent without leave.
- Preparing or publishing any book or books commonly known as keys assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.
- Asking for or accept; except with the previous sanction of the Management, any contribution or associate himself with the raising of funds of any kind make any collection whether in cash or in kind, in pursuance of aims and objects whatsoever, except subscription from the member of any association of teachers.
- Administering corporal punishment on students.

6.3 CODE OF CONDUCT FOR OTHER EMPLOYEES

The Code of Conduct specified for Teachers shall, as far as it may, apply to other employees of the institute.

6.4. BREACH OF CODE OF CONDUCT AND DISCIPLINARY ACTION

Breach of Code of Conduct, of one or more of its provisions, is an offence and, therefore, punishable. An employee found guilty of a breach of Code of Conduct will face disciplinary action.

6.5 PROCEDURE FOR DEALING WITH CASES OF MISCONDUCT OF DELINQUENT EMPLOYEES INCLUDING TEACHERS.

- The enquiry proceeding is initiated sue moto or a complaint is received from aggrieved parent(s), teacher(s) or student(s).
- A preliminary enquiry may be conducted by the Directo to examine the veracity of such complaint. If found to be false or frivolous, he/she may choose to NOT act upon it.
- If the complaint is for a minor act of indiscipline then he/she may be orally reprimanded or issued a warning and dispose of the complaint. In all such cases where he Director of either chooses not to act upon or if the complaint is for a minor action of indiscipline and choose to orally reprimand or issue warning and dispose of the complaint a memo should be issued to the concerned employee. A

copy of the Director signed by the employee, should be kept on record. Action would be taken in case of repeated acts of minor indiscipline.

- If the Director finds some substance in the complaint then the matter shall be referred to the Discipline Committee for enquiry and appropriate action as per Law.
- Penalties. The following penalties may, for good and sufficient reasons, including breach of one or more of the provisions of the Code of Conduct be imposed upon an employee of the institute.

1. Minor Penalties.

- Censure. Recovery from pay the whole or any part of any pecuniary loss caused to the school due to negligence or breach of orders.
- Withholding of increment of pay.

2. Major Penalties.

- Reduction in grade/scale of pay.
- Compulsory retirement.
- Renewal from service, which shall not be a disqualification for future employment in any other recognized private or added institute

3 Explanation. The following shall not amount to a penalty with meaning of this rule, namely:

- Retirement of the employee in accordance with the provisions relating to superannuation or retirement.
- Replacement of a teacher, who was not qualified on the date of his appointment, by a qualified one.
- Discharge of an employee appointed on a short term, officiating vacancy, suspension or the like.
- Suspension pending disciplinary enquiry.

ii) Suspension.

1. The Institute may place an employee under suspension under the following circumstances
 - Where disciplinary proceedings against such employee is contemplated or pending.
 - Where a case against him/her in respect of any criminal offence is under investigation or trial.
 - Where he/ she is charged with embezzlement.
 - Where he/ she is charged with misbehavior towards any parent, guardian, student or employee of the school.
 - Where he/she is charged with the breach of any other Code of Conduct.
2. An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is modified or revoked by the Institute.
3. Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the Institute may, for reasons to be recorded by it in writing, directs that the employee shall continue to be under suspension during such proceedings.
4. An order of suspension made or deemed to have been made under these rules may, at any time, be modified or revoked by Institute.

CHAPTER -VII
**ANTI-RAGGING, REDRESSAL OF GRIEVANCES, MISCONDUCT OF SEXUAL NATURE,
COMPLAINTS COMMITTEE**

7.1 Committee for Prevention of Ragging

Ragging in any form is strictly prohibited in the Campus and it is a punishable offence as per the directions of the Hon'ble Supreme Court of India.

As per the UGC DRAFT REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 Ragging means the following

“Any disorderly conduct whether by word spoken or written or by an act which the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or any other student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.”

The following acts will be regarded as acts of Ragging:

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- All other offences following from the definition of “Ragging”

Ragging in all its forms is totally banned in this institution including in its departments, constituent units, all its premises (academic, sports, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action against those found guilty of ragging and/or abetting ragging.

Actions to be taken against students for indulging and abetting ragging in the Campus

The punishment to be meted out to the students found to indulge in ragging would be justifiably harsh to act as a deterrent against recurrence of such incidents and every single incident of ragging First Information Report (FIR) will be filed without exception by the Institute with the local police authorities.

The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination as under: -

- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- With holding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 trimesters.
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Roles and Responsibilities of Anti-Ragging Committee

- The committee will take all the necessary preventive actions to prohibit the Ragging in the Campus.
- The committee shall intimate the incidents of Ragging occurred in their premises along with actions taken to the Director from time to time.
- The committee will ensure the following at the time of Orientation Programmed of the New Batch:
- The Instructions and Guidelines Manual of Prevention and Prohibition of Ragging in the Campus is issued to all the students. The Manual comprises of the following.
- Anti-Ragging Monitoring Mechanism in the Campus
- Detail of Anti Ragging Committee
- Detail of anti-Ragging Squad
- Detail of Anti Ragging Mentoring Cell
- The information on the acts of Ragging
- Action against the students to be taken for indulging and abetting Ragging.

The Composition of Anti-Ragging Committee

- Director
- Representative of Police
- Representative of Civil Administration
- Representative from Media
- Representative from NGO
- Dean/HOD
- Faculty
- Parent Representative
- Student Representatives

Roles and Responsibilities of Anti Ragging Squad

- The member of the squad shall remain alert, mobile and active at all times in the campus.
- The squad is required to make surprise raids in the Cafeteria, the area near Generator, backside of the Cafeteria and other places vulnerable to incidents and having the potential for ragging. The visit report is required to be submitted to the Anti Ragging Committee.
- The squad is to conduct an on-the-spot enquiry into any incidents of ragging referred to it by
- The Head of the Institute
- Any Faculty Member
- Any Staff Member
- Any Student
- Any Parent or Guardian
- Any Employee of the service provider
- Any other person
- The report is required to be submitted to the Anti-Ragging Committee
- On the spot enquiry should be conducted by observing a fair and transparent procedure and the principles of natural justice.
- The student or students accused of ragging should be given reasonable opportunity to place the facts, documents and views concerning the incidents of ragging and considerations such other relevant information as may be required.

The members are required to take preventive Anti-Ragging measures.

Roles and Responsibilities of Senior Student Mentors

- To ensure that the Anti-Ragging notices are always displayed on the notice boards of the respective floors, in the library, in the Computer labs, and at gates of the Campus. The notices should be visible.
- To ensure that any incidence of ragging of the junior students by senior students is immediately reported to the Anti-Ragging squad without delay.
- To forward all the suggestion received by anti-ragging squad for taking preventive action with this regard.
- To hold fortnightly meetings with the mentors and suggest measures to be adopted to ensure no ragging takes place in the campus.

Roles and Responsibilities of Mentoring Cell

- Each student mentor from the senior batch will be taking care of 6 junior students under his/her supervision assigned by the Institute. The role and responsibilities of the mentors will be as follows.
- To ensure that the Anti-Ragging notices are always displayed on the notice boards of their respective classes.
- Any incidence of ragging of the junior students by senior students should be immediately brought into the notice of Head Mentor and Anti Ragging squad.
- To conduct meetings with the junior students of their respective batches and seek valuable suggestions for anti-ragging activities.
- To motivate the junior that they should not have any fear of ragging in their mind as no senior can force them to do the activities/ act, for which they are not comfortable to act upon.

The Composition of Anti-Ragging Squad

- Director
- Dean/HOD
- Joint Registrar
- Faculty Member
- Manager Admin.
- Library Head

Committee for Prevention of Sexual Harassment

“Sexual Harassment” includes such unwelcome sexually determined behavior (whether directly or by implication) as

- Sexually offensive physical contact or advances;
- A demand or request for sexual favors.
- Sexually colored remarks;
- Showing Pornography; And
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances, where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work, whether she is drawing salary, or honorarium or doing voluntary service, in the institute, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the woman has reasonable ground to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto

Who Can Make a Complaint?

Sexual Harassment also includes unwelcome

- Loaded comments having sexually offensive connotations.
- Remarks or jokes having sexually offensive connotations;
- Obscene, e-mails or phone calls having sexually offensive connotations
- Sexual physical gestures, lewd stares;
- Physical contact having sexually offensive connotations and stalking;
- Exhibition of pornography;
- Making of sounds having sexually offensive connotations;
- Playing of music or songs having sexually offensive connotations.
- Relating sexually explicit anecdotes;
- Threat to take vindictive action for denial of sexual favors;
- Singing lewd songs;

Any act or behavior that is sexual, based on sex or on sexual orientation, towards a person, that has the aim or effect of compromising that person's right to dignity, equality in employment, and to working conditions that are respectful of that person's dignity, their moral or physical integrity, their right to receive ordinary services offered to the public in full equality.

The act or behavior can notably take the form of: pressure (pressions), insults, remarks, jokes based on sex, touching, assault, all sexual exhibitionism, all unwelcome implicit or explicit sexual solicitations, all threats or all sexual blackmail.

Any pressure, constraint of sexual nature carried out through words, gestures, threats, promises, writing, drawings, sending of objects, all sexually discriminatory remarks, targeting a person during a hire or while conducting his professional activity.

Any behaviour is unacceptable if such conduct is unwanted, unreasonable and offensive to the recipient. A person's rejection of, or submission to, such conduct on the part of employers or workers (including superiors or colleagues) is used explicitly or implicitly as a basis for a decision which affects that person's access to vocational training, access to employment, continued employment, promotion, salary or any other employment decisions; and /or

Such conduct creates an intimidating, hostile or humiliating work environment for the recipient; and that such conduct may, in certain circumstances, be contrary to the principles of equal treatment within the meaning of Articles 14, 15, 16 and 21 of the Constitution of India.

Act or conduct creating sexually hostile and intimidating environment.

A person who is –

A student of this Institute

Seeking to be an employee or employed in this Institute

A member of the staff of this Institute or is a member of any committee, Governing Body, Board of Studies or holds an administrative or consultative position in the Institute

An applicant for admission into any course offered by this Institute. Subject to the condition that:

Where a complaint instituted before the Complaints Committee is found to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and make an order that the complainant shall pay to the opposite party a fine of minimum Rs. 5000/- (five thousand rupees).

The Complaint Committee

There shall be an 'Institute Complaint Committee'. The Institute Complaint Committee shall comprise of 3 ordinary members. At least two members of the Committee shall be women. The Chairperson of the Institute Complaint Committee shall be nominated by the Director and shall be a woman. Presence of all members in the meeting shall be essential.

Eligibility for Membership of the Complaint Committee

A person employed as a teacher or in equivalent grade shall be appointed as ordinary members of the Committee, taking into consideration their seniority, ability and background.

The Committees as (i) and (ii) above, may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, NGO' so other relevant persons can be co-opted as members.

a) Jurisdiction

The territorial jurisdiction of the Institute Complaints Committee shall extend to acts of sexual harassment committed in the Institute Campus. The campus shall also include hired hostels, car parks and other properties owned, maintained or under the control of the Institute.

In the case of sexual harassment of a third person by a student or staff of this Institute or of any affiliated college or institution, the Complaints Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.

Conducting Enquiry by the Complaint Committee

Any person aggrieved shall prefer a complaint before the Complaint Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.

The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravene or and the complaint shall be addressed to the Complaints Committee

If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Director of the institute and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Director of the institute shall retain the original complaint with himself and send to the Complaints Committee a gist of the complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant.

The Complaint Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.

The Complaint Committee shall after examination of the complaint submit its recommendations to the Director of the institute recommending the penalty to be imposed.

Director of the institute upon receipt of the report from the Complaint Committee shall after giving an opportunity of being heard to the persons complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure

In cases, pertaining to the officer holding the posts of Asstt. Registrar / Assistant Professor or above the case shall be submitted to the Governing body of the college, which shall with or without modification confirm the penalty recommended, after duly following the prescribed procedure.

Disciplinary Action

Where the conduct of an employee amount to misconduct in employment as defined in the conduct rules, appropriate disciplinary action in accordance with the relevant rules shall be initiated.

Where the conduct of a student amount to misconduct, appropriate disciplinary action in accordance with the relevant Regulations on 'Maintenance of discipline amongst students' shall be initiated by the competent authority.

Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider the employer and the persons incharge shall take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.

The Complaints Committees shall prepare an Annual Report giving a full account of its activities during the previous year and forward a copy thereof to the Director of the Institute who shall report to the Governing Body. Nothing contained in this code shall prejudice any rights available to the employee or prevent any person from seeking any legal remedy under the National

Commission for Woman Act 1990, Protection of Human Rights Commission Act 1993 or under any other law for the time being in force.

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassments. The victims of sexual harassments should have the option to seek transfer of the perpetrator or their own transfer.

The Composition of Sexual Harassment Committee

- Director
- Dean/HOD
- Joint Registrar
- HR & Admin.Head
- Manager (Corporate Relations)
- Faculty Member
- Representative from NGO
- The Chairman of the Committee will be a Lady member.

Grievance Redressed Committee

A Grievance Redressed Committee will be formed to ensure transparency in admissions and with paramount objective of preventing unfair practices and to provide a mechanism to the students for redressed of their grievances which may include the following complaints of the aggrieved students as follows: -

- making admission contrary to merit determined in accordance with the declared admission policy of the Institute;
- irregularity in the admission process adopted by the institute; refusing admission in accordance with the declared admission policy of the institute;
- withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
- demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution; breach of the policy for reservation in admission as may be applicable;
- complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories;
- non-payment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority;
- delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
- on provision of student amenities as may have been promised or required to be provided by the institution;
- denial of quality education as promised at the time of admission or required to be provided;
- non transparent or unfair evaluation practices;
- harassment and victimization of students including sexual harassment; and
- Refund of fees on withdrawal of admissions as per AICTE instructions from time to time.

The Composition of Grievance Redressal Committee

The members of the committee are as follows: -

Member	Designation
Director	Committee Head
Registrar	Member
Cont roller of Examination	Member
Faculty Representative	Member

Procedure in Redressal of Grievances

- The aggrieved student or person seeking redressed of grievance may submit an application to the committee head.
 - On receipt of an application the committee head shall inform the Committee Chairman and shall immediately provide a copy to the Chairman for furnishing its reply within seven days.
 - The Committee Chairman shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
 - An aggrieved person may appear either in person or represented by such person as may be authorized to present his case.
 - The Committee Chairman shall be guided by principles of natural justice whilst hearing the grievance.
 - The Committee Chairman shall ensure disposal of every application within one month of receipt for speedy redressed of grievance.
 - The Technical institution shall be expected to co-operate with the Committee Chairman in redress of grievances and failure to do so may be reported by the Committee Chairman to AICTE.
 - On the conclusion of proceedings, the Committee Chairman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
 - Every order under clause (8), under the signature of the Committee Chairman shall be provided to the aggrieved person and the institution and shall be placed on the web site of the Technical institution.
 - The Technical institution shall comply with the order of the Committee Chairman.
 - Any order of the Committee Chairman not complied with by the institution shall be reported to the AICTE for appropriate action as deemed fit by the Council.
 - A complaint shall be filed by the aggrieved student, his/her parent or with a special permission from the Committee Chairman, by any other person.
 - In case of any false/frivolous complaint, the Committee Chairman may order appropriate action against the complainant.
- a) The principles and procedures outlined above shall apply to the working of the Grievance Redressed Committee in the Technical Institute except.
- a) In case of lack of unanimity, the Grievance Committee shall take decisions by majority;
 - b) The Grievance Committee shall communicate its decisions within ten days of receipt of complaint.
 - c) The Institute shall provide detailed information regarding provisions of grievance redressed mechanism, Committee Chairman and the duties and rights of students in their prospectus prominently.