

**INTERNATIONAL CENTRE OF EXCELLENCE IN ENGINEERING & MANAGEMENT (ICEEM)  
WALUJ, CHH. SAMBAJINAGAR (AURANGABAD) 0240 2558123  
(ICEEM Engineering Polytechnic & MBA College)**

# **ICEEM'S CHARTER-2024**

## **(ARTICLES OF ORGANIZATION)**

**This Charter (Articles of Organization) was approved by  
the Board of Governors in its meeting held on 16th July, 2013.**

**The Charter was in force from 15th August 2013,  
The Charter was updated in 12th meeting of BOG held on 23rd Dec. 2022.**

[www.iceemabad.com](http://www.iceemabad.com)



**International Centre of Excellence in Engineering and  
Management (ICEEM)  
Waluj, Chh. Sambhajinagar, (Aurangabad).**

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**CHAPTER-1: PREAMBLE, MISSION, VISION, VALUES,  
STRENGTHS AND OPPORTUNITIES**

- **Preamble.**
- **Vision.**
- **Mission.**
- **Values.**
- **Strengths and Opportunities.**

## **CHAPTER-1: PREAMBLE, VISION, MISSION, VALUES, STRENGTHS AND OPPORTUNITIES.**

### **1.1 Preamble:**

- This Charter attempts to set a system of good governance. The promoters have founded ICEEM purely as their humble contribution to India's march to greatness. The rules, accordingly, set a course for its governance based upon selfless service, integrity and efficiency. It shuts out self interest and private gain. ICEEM shall keep going forward with full faith that with the noble cause and the right path it has chosen, it shall, always be entitled to support from philanthropists in India and abroad. Income Tax Department has also granted to ICEEM tax concessions under sections 12A and 80G.
- This Charter is made to declare the mission, vision and the values which the ICEEM shall follow and accomplish through various activities. The Charter also provides for ICEEM's organizational structure and describes the duties, responsibilities and powers as well as performance appraisal and accountability of ICEEM's various authorities, office bearers and officers. The Charter may also be called ICEEM's Rules of Governance or ICEEM's Articles of Organization.
- Rules made from time to time by the affiliating University, AICTE, UGC and Directorate of Technical Education, Maharashtra State shall also be binding to the extent they are relevant and applicable.

1.2 **The Indian Institution of Rural Workers (IIRW)**, established in July 1977, was founded by the late **freedom fighter** of India, Mr. Vijndraji Kabra. This parent institution oversees the **International Centre of Excellence in Engineering and Management (ICEEM)**. ICEEM was established in 2011, under the leadership of our **Founder-Chairman, Shri. Bhujangrao Kulkarni, Retd. IAS. (Government of Maharashtra) & Dr. Subhash Jhavar Chairman IIRW**. The institute aims to providing Quality Education in Engineering & Management that nourishes the upcoming Engineers, Entrepreneurs, and Managers with a commitment for nurturing internationally acceptable excellent quality technical education and research in

Engineering and Management. Several industrial bosses, successful Entrepreneurs, Educationists, Engineers, Social Workers are among the founders and members of IIRW. All of them are keen to support ICEEM in every possible way. Any society, anywhere, can be proud of such capable and supportive membership.

### 1.3 **The Indian Institution of Rural Workers (IIRW),**

- **Founded by Mr. Vijndraji Kabra, IIRW** had a noble mission: to uplift rural and slum communities by focusing on skill-based work.
- The concept of “**Sahjiwan**” (equal rights and opportunities for all) guided IIRW’s efforts. The concept of “Sahjiwan” within the Indian Institution of Rural Workers (IIRW) emphasizes equal rights and opportunities for all. This guiding principle drives IIRW’s efforts to empower marginalized communities through skill-based work and education.
- IIRW covered almost all rural areas of Aurangabad District and collaborated with the central government of India.
- The institution provided scholarships for skill-based education, empowering individuals from marginalized backgrounds.

### 1.4 **Sister Unit of ICEEM: Jan Shikshan Sanstha:**

- ICEEM collaborates with a sister unit called **Jan-Shikshan-Sanstha (JSS)**. This organization likely focuses on adult education, vocational training, and skill enhancement for almost all rural areas.
- Jan Shikshan Sanstha plays a crucial role in extending IIRW’s impact and reaching a broader audience.

### 1.5 **Establishment and Leadership:**

- Established in 2011, ICEEM operates under the visionary leadership of Dr. Subhash Jhavar, who also serves as the Chairman of IIRW (Indian Institution of Rural Workers).
- Driven by a commitment to excellence, ICEEM aims to provide high-quality education in engineering and management.

### 1.6 **Primary Goal:**

Location of ICEEM in a large and growing industrial area has immense potential. It will facilitate effective interface between academy of the centre and neighboring industries. It will provide students of ICEEM an easier access and exposure to most modern industrial processes and practices. It shall also have good scope for campus interviews and placements.

- ICEEM's primary mission is to offer quality education to students in the fields of engineering and management.
- By fostering a conducive learning environment, ICEEM prepares students for successful careers and equips them with the necessary skills.

#### 1.7 **Affiliations and Approvals:**

- ICEEM is an integrated campus established with the approval of AICTE, New Delhi, Recognized by the Directorate of Technical Education (DTE) Government of Maharashtra.
- It is committed not only to provide all the facilities and services for the students and teachers as are prescribed by the AICTE, but also to do every thing possible to provide world class technical education and research of a very high quality. As the name of the centre suggests, attempts will always be made to build up and to sustain a student friendly and excellent intellectual academic environment.
- Engineering & Management is Affiliated with Dr. Babasaheb Ambedkar Marathwada University, Chh. Sambhajinagar (Aurangabad) where as Polytechnic is affiliated to MSBTE.
- It has completed first cycle of NAAC in 2019 with B Grade.

#### 1.8 **Awards & Achievements**

- Awarded as the fastest growing Engineering & Management Institute in Aurangabad (Maharashtra) by India today
- Awarded as Best in Education & Best in Innovation, in Maha-Expo organized by MASSIA, Aurangabad
- "Top 55" all India ranking in Atal Ranking of Innovations & Start-ups

- In 2017, ICEEM's Director Prof. Dilip Gour was awarded as the best Director by India today

#### 1.9 **Mission, Vision and Values :**

We believe that,

- i. India is now marching on the path of all round development and that she has resources, potential and an opportunity to be one of the most developed economies in the world;
- ii. Science and Technologies are, today, the core strengths of the nation and the engines of versatile development;
- iii. Personality development and character are true foundations of success and that real success and effective living are possible only if basic ethical principles are learned and integrated into basic character;
- iv. We also believe that, India's progress depends not only on the technological capabilities of younger generations but also on their character, competence and commitment to dedicated services to mankind.

#### 1.10 **ICEEM's Mission.**

To establish a modern infrastructure to nurture an environment of Techno-Managerial skills coupled with Professionalism and Innovation, with high moral & ethical values.

We, at ICEEM, are committed to:

- \* Impart Education for Academic Excellence in the field of Technology and Management.
- \* Inculcate high moral, ethical, and professional standards among our students for their holistic development.
- \* Evolve the institution to the level of an independent identity.
- \* Affirmation, Our Resources - Our Students" and "Our Capital - Our People"

#### 1.11 **ICEEM's Vision.**

To be a leading Educational Institute in the field of Technology, Management and Research to serve the global needs of Academia, Industry and Society.



We are confident of mobilizing all available human, organizational, financial and technological resources. ICEEM has the requisite will and determination to fulfill its mission and accomplish its vision.

The Board of Governors has endorsed and adopted the above provisions on mission, values, strengths and vision through its Resolution No.1 in its 12<sup>th</sup> meeting held on 23<sup>rd</sup> Dec. 2022. That Resolution No.1 also recorded the expectations of the BOG, that – ICEEM will soon be built up as a high performance organization; and everyone concerned will contribute utmost to accomplish ICEEM’s mission, vision and values to be one of the One Hundred best Technical Campuses in India by 2030.

#### 1.12 “Core Values” of ICEEM

- **Pillars of Technical and Management Higher Education Excellence at ICEEM**  
ICEEM, embodying its acronym, stands as a beacon of technical education excellence, with each letter representing a fundamental core value. From fostering Innovation through creative ideation and problem-solving to nurturing Collaboration among diverse minds, ICEEM promotes collective growth and progress.
- Experimentation serves as the cornerstone of hands-on learning, driving students to explore, discover, and refine their skills. Engineering principles are instilled at the heart of education, emphasizing the practical application of knowledge to solve real-world challenges. Mastery, the ultimate pursuit, underscores the commitment to continuous learning, skill refinement, and the pursuit of expertise in technical disciplines. Together, these core values of ICEEM inspire students to become innovative thinkers, collaborative team players, skilled practitioners, and lifelong learners, poised to make meaningful contributions to the ever-evolving landscape of science and technology.
- ICEEM’s most important value is the pursuit of knowledge with integrity and commitment and to promote development of integrated community. ICEEM shall strictly adhere to the norms and specifications prescribed by AICTE. No deficiency in respect of accommodation, equipment or faculty qualification and experience shall ever be allowed. ICEEM shall have adequate facilities for Library, hostels,

transport, banking, sports and classes for languages, yoga and entrepreneurship development. ICEEM shall always attempt for improving employability of its students and securing appropriate placements to them. ICEEM management shall be teacher and student friendly. Human resource development shall be the basic approach and all reviews and performance appraisals shall be made to ensure improvement.

- **International:** *“Encouraging creative thinking and the development of new ideas and solutions in technical field at International Level.”*

Pertaining to or involving two or more countries or nations. In the context of a college, "international" signifies a commitment to global perspectives, cultural diversity, and collaboration across borders in education, research, and partnerships.

- **Centre:** *“The Center of Fostering teamwork and cooperation among students and professionals to tackle complex challenges collectively.”*

A central point, place, or institution where activities of importance converge. In the context of a college, a "centre" represents a focal point for excellence, innovation, and leadership in a specific field or discipline, such as engineering and management.

- **Excellence:** *“Promoting for Excellence through hands-on learning through practical trials and exploration to deepen understanding and refine skills.”*

The quality of being outstanding or extremely good. In the context of education, "excellence" refers to the pursuit of the highest standards of teaching, research, student outcomes, and overall institutional performance.

- **Engineering:** *“Emphasizing the application of scientific principles and technological knowledge to design and create practical solutions.”*

The application of scientific principles and practical knowledge to design and create structures, machines, systems, and processes to meet specific needs or solve

problems. In the context of a college, "engineering" encompasses various disciplines such as civil, mechanical, electrical, chemical, and computer engineering.

- **Management:** *“Developing Management skill thorough management course in the college to achieve goals, integrating strategic decision-making and leadership.”*

The process of planning, organizing, directing, and controlling resources (such as people, finances, materials, and information) to achieve organizational goals effectively and efficiently. In the context of a college, "management" includes the study and practice of strategic decision-making, leadership, entrepreneurship, project management, and organizational behavior within the context of engineering and related fields.

#### 1.13 **Strengths and Opportunities.**

- ICEEM fortunately has a fair number of large Industry Bosses and successful entrepreneurs closely associated with its establishment and management.
- ICEEM is also advantageously located on the Pune-Aurangabad highway and in the heart of one of the most active industrial estates in Maharashtra. Because of these advantages ICEEM has a great potential for closer collaboration with the local industries by providing appropriate training and short term courses for their employees and designing and undertaking research useful to them.
- Additionally, ICEEM students will immensely benefit, from good exposure and access to neighboring modern industries and to their new machines, processes and practices. ICEEM students shall also enjoy good opportunities for employment through campus interviews and awareness of changing requirements of modern industries.

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## **CHAPTER-2 ICEEM'S AUTHORITIES.**

- **Board of Governors (BOG).**
- **ICEEM Advisory Committee (IAC).**
- **Academic and Research Council (ARC).**
- **General Management Council.**
- **The Chairman.**
- **The Vice Chairman.**
- **Members of BOG, ARC, GMC, CDC and other committees.**
- **Campus Director, Director & Vice Principal.**
- **Organization structure.**

## **CHAPTER-2      ICEEM'S AUTHORITIES.**

### **Board of Governors:**

- 2.1 The Board of Governors (BOG) shall be the chief academic and administrative authority for ICEEM. It shall provide leadership and from time to time, set policies and directions and organizations' overall programme from year to year and engage in longer range planning and monitoring of execution of various plans, programmes and activities taken up for accomplishing its mission.
- 2.2 BOG shall ensure that, ICEEM adopts all the best practices possible in different situations and steadily keeps on its endeavors to become one of the one hundred best Technical Campuses in India by 2030. BOG should further ensure that, ICEEM is quickly built up as a high performance organization with all the capabilities required for fulfilling its mission and vision.

The following shall require BOG's approval ;

- i. Annual Performance Report;
- ii. Audited accounts;
- iii. Plan for medium term (five years) and or a long range plan (10 years);
- iv. Any new activity costing above Rs.25.00 Lacks annually;
- v. Appointment of Campus Director, Director & Vice Principal
- vi. Performance appraisal of director and appointment and performance appraisal of teaching and non teaching officers drawing monthly salary of Rs.50,000/- or more;
- vii. Purchase of any item costing Rs.25.00 Lacks or more;
- viii. Any contract valued at Rs. One Crore or more;
- ix. Any acquisition or sale of immovable property;
- x. Borrowing any loan of Rs. One Crore or more;
- xi. Any major change in organization or systems of work;
- xii. Review of the ICEEM's Charter every five years or amendments to existing rules.

BOG's decision in respect of the points (v), (ix) and (xii) of clause 2.2, mentioned above, shall be subject to the confirmation by competent authorities of two promoter societies.

- 2.3 The BOG shall be an appellate authority to consider appeals against the orders of all other authorities or officers of ICEEM. The BOG may appoint an appeals committee to hear such appeals on its behalf.
- 2.4 No group of people should display a greater commitment to ICEEM than the member of BOG.
- 2.5 BOG members who have agreed to work for ICEEM must set the tone for other philanthropists, investors, industrialists and members of other professional groups.
- 2.6 Members must support ICEEM and encourage others to be enthusiastic about its programmes and activities. They must support ICEEM more tangibly with money, demonstrating that those at the top as members of BOG are 100 percent committed to it.
- 2.7 With this in view every member of BOG must contribute at least rupees one lack, every year, personally and also bring other outside donations of at least rupees four lacks every year. Chairman and Vice Chairman are expected of course to do much more than this.
- 2.8 Let us clearly understand that the next formative five years may be crucial to ICEEM. Its success on academic fronts also depends on how it does in raising of funds. With the pressing demands for servicing of bank loans and other deposits, as well as rising costs of buying equipments and maintenance work ICEEM may be at a grave risk unless we raise funds at least to fill in the gaps.
- 2.9 Our friendly potential donors are already asking "What percentage do your members on BOG and other authorities contribute to ICEEM?" Those donors would support if they find that at least 20% of moneys raised are coming from the inner core group of BOG members.  
  
(Note: Nominee Members of AICTE, State Government and University and the Director and Faculty members of ICEEM on BOG are not covered in clauses 2.4 to 2.9 above.)
- 2.10 BOG shall from time to time also initiate one or more schemes or campaigns for fund raising and monitor their outcomes.

- 2.11 BOG may create one or more special funds for specified purposes related to ICEEM's activities and give directions for earmarking annual contributions to such funds and for keeping separate accounts for them.
- 2.12 The BOG shall monitor how the financial controls specifically provided in this Charter or those generally applicable to Charitable Societies and Trusts are being followed in actual practice.
- 2.13 BOG shall be getting periodical performance reports on ICEEM's various activities. It may, at any time, also ask for a special report on any activity or issue from the Director.

**Formation of Board of Governors:**

- 2.14 Recommended Composition of Board of Governors (BoG)/ Board of Management (BoM) of the Technical Institutions (As per the AICTE Approval Process Handbook 2022-23)
  - a. The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.
  - b. Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.
  - c. Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/Company.
  - d. Nominee of the affiliating University/ Board (Not applicable to PGDM Institutions).
  - e. Nominee of the All India Council for Technical Education (Ex-officio) (Applicable to PGDM Institutions Only).
  - f. Nominee of the State Government/ UT(Ex-officio).
  - g. An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government/UT.

- h. Principal/Director of the concerned Technical Institution (as nominee of the Trust/Society/ Company) – Member Secretary.
- i. Two Faculty members to be nominated from amongst the Regular Staff, one at the Level of Professor and one at the Level of Associate Professor/Assistant Professor.
- j. The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of Education is from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body, however, shall not exceed 21.
- 2.15 One members shall be from AICTE, one from State Government and one from affiliating university. Two members shall be from regular staff. The Campus Director / Director of the centre shall be BOG’s Member Secretary.
- 2.16 Members including Chairman, Vice-Chairman and Secretary are thus earmarked. Two memberships shall be reserved for eminent personalities from Educational & Industrial background, to be nominated by the Chairman.
- 2.17 The nomination of the BOG members on the ARC, GMC, CDC or other committees shall be made by the Chairman in consultation with the Vice-Chairman. This applies also to nominations on ARC/GMC and other committees from outside the BOG membership.
- 2.18 BOG’s term shall be 5 years from the date of its first meeting. The term of the first BOG shall also be 5 years. Vacancies arising during the term shall be filled from the appropriate categories by the Chairman for its remaining term.

**ICEEM’s Advisory Committee.**

- 2.19 BOG shall constitute a high level ICEEM Advisory Committee (IAC) to advise BOG and other authorities of ICEEM on :
- Best practices to be adopted in Academic and General Management;
  - Recent advances in Science and Technology;
  - Innovations in teaching methods and approaches in India and abroad;
  - Changes in global environment; and
  - Any other matters having a bearing upon quality of Technical Education.



- 2.20 The IAC shall periodically evaluate how ICEEM is or is not progressing on its path for Excellence in Technical Education and what should be done to improve its performance.
- 2.21 The IAC shall, from time to time, address groups of faculty members and officers so as to motivate them for better performance in competitive global context.
- 2.22 All members of IAC may be occasionally invited to participate in joint meetings with the BOG to help formulate important strategies, plans, policies or programmes. Such joint meetings may be useful to IAC also to understand ICEEM's intentions and capabilities for future development.
- 2.23 The IAC shall have 5 members. It shall itself decide on the frequency of its meetings and procedures to be followed. The Director shall be a permanent invitee on IAC.
- 2.24 ICEEM's Dean of Engineering Faculty shall work as Member Secretary of IAC, keep minutes of its meetings and communicate IAC's observations and recommendations to the Director. The latter shall promptly process them for consideration of ARC/GMC and BOG.

**Academic and Research Council And General Management Council :**

- 2.25 With a view to have division of work and to allow for a detailed analysis of specific areas before they are discussed in the BOG, ICEEM shall have two committees viz.
- i. Academic and Research Council (ARC) / IQAC for academic and research sectors, and
  - ii. The General Management Council (GMC) / CDC for general (other than academic) matters.
- 2.26 The two committees shall function as Authorities of ICEEM and help to accomplish the BOG's work effectively. Their responsibility extends to all matters pertaining to ICEEM's organization and performance in accomplishment of its mission. This includes the matters mentioned as responsibilities and powers of BOG.
- 2.27 In all their functioning, the two committees shall, in fact, be working as sub committees of the BOG and as such are accountable to BOG. This accountability applies even to matters fully delegated to ARC / IQAC or GMC / CDC (not reserved for BOG's approval). Reciprocally, the ARC / IQAC and GMC / CDC shall initiate and formulate proposals (where necessary by mutual consultation) and make

recommendations for BOG's consideration in all matters reserved for BOG's approval.

- 2.28 The subjects grouped as academic and general as specified spheres of the two committees are shown in **Appendix-I**.
- 2.29 Residual items (not listed in the schedule) shall be in the sphere of GMC. The BOG may modify the grouping as and when necessary.
- 2.30 The Chairman of BOG shall be the Chairman of both the committees. Each committee shall have 9 members. At least 4 out of them should be members of the BOG in addition to the Chairman and the Director. Other 3 members of ARC / IQAC and GMC / CDC shall be appointed by the Chairman in consultation with the Vice-Chairman, out of the members of the two promoter Societies of ICEEM or from outside experts.
- 2.31 The Director of ICEEM who is also the Secretary of BOG (according to AICTE's directions) will be ex-officio member of both the ARC / IQAC and GMC / CDC.
- 2.32 The Director shall be Vice Chairman of ARC and Secretary of GMC / CDC. One of the Deans of ICEEM who is senior in age shall be the Secretary of ARC. The other Dean shall be a permanent invitee to all meetings of ARC / IQAC.
- 2.33 It is expected that, the presence of the Chairman and the Director on BOG, ARC and GMC will help good co-ordination and linkages between the 3 authorities and avoid conflict or overlapping.
- 2.34 Both ARC and GMC, CDC may constitute sub committees to study certain aspects in greater detail and to make reports for further action by ARC/ IQAC, GMC/CDC or BOG.
- 2.35 A few such committees may be assigned specified items or may be working for a specified period. Some others may be of a long standing nature. All of them shall, however, be reporting to the ARC or GMC, CDC as the case may be.

**Departmental Advisory Committees:**

- 2.36 With a view to associate a large number of members of the two Promoter Charitable Societies and more particularly to draw upon the experience and insights of successful Industrialists, the ARC shall constitute Departmental Advisory Committees separately for each department including the Library.

- 2.37 Each committee shall advise the department on :-
- i. Adoption of best practices in teaching and learning ;
  - ii. Ideas and inputs for innovative techniques;
  - iii. Improving capabilities of faculty members;
  - iv. Effective completion of University syllabus.
  - v. Creating caring relations with students; and
  - vi. Value additions in the growth of the department.
- 2.38 The Chairman and Secretary of each DAC shall forward recommendations of the DACs to ARC / IQAC and the HODs, and the Director shall take action or make appropriate proposals for sanction by competent authorities.

**2.39 The GMC / CDC shall constitute three sub-committees as follows:-**

- i. **Procurement Committee;** to work for purchasing books, computers, furniture, lab equipment and workshop tools and machineries. The Procurement Committee shall be as follows :
  - \* Chairman / Vice Chairman / Secretary of ICEEM / BOG as Chairman;
  - \* 3 members of GMC / CDC / IQAC;
  - \* Campus Director / Director of ICEEM as Member Secretary.
  
- ii. **Finance Committee ;** the Finance Committee shall be as follows :
  - Chairman / Vice Chairman / Secretary of ICEEM / BOG as Chairman;
  - \* 3 members of GMC / CDC / IQAC;
  - \* ICEEM's Auditor;
  - \* Campus Director / Director of ICEEM as Member Secretary.
  
- iii. **Construction Committee;** The Construction Committee shall be as follows:
  - Chairman / Vice Chairman / Secretary of ICEEM / BOG as Chairman;
  - \* 3 members of GMC / CDC / IQAC;
  - \* Architect;
  - \* Campus Director / Director of ICEEM as Member Secretary.

- 2.40 The Finance Committee shall work on the following aspects :

- i. Raising funds;
- ii. Creation and management of special funds and Endowments ;
- iii. Recognition, Prizes and Awards;
- iv. Expenditure control;
- v. Economy in Resource use;
- vi. Internal audit;
- vii. Accounts;
- viii. Store and stock accounts ;
- ix. Statutory audit.
- x. Annual plan; and
- xi. Budget.

2.41 Items of work entrusted to the above three sub-committees are important as ICEEM's growth and success in future depend on our ability to raise funds as well as prudence and probity with which we plan various activities and exercise expenditure control.

2.42 The BOG has endorsed the formation of ARC, GMC, CDC and their sub committees and the work, responsibilities and powers assigned to them (Resolution No.2. BOG's 12<sup>th</sup> meeting held on 23<sup>rd</sup> Dec.,2022).

2.43 **Frequency of Meetings: -**

- a) BOG shall have at least two meetings in every academic year;
- b) ARC shall meet at least once in a semester and GMC /CDC shall meet at least once in a semester;
- c) Meetings of all authorities will have a continuous serial number;
- d) Quorum for BOG shall be ten;
- e) Quorum for ARC and GMC shall be five;
- f) Quorum for all other committees shall be 60 percent of the membership;
- g) If the required Quorum is not present at the scheduled time of the meeting, then the meeting will be conducted after half an hour from the scheduled time considering members present as valid Quorum of the meeting.

2.44 **Record of Decisions.**

- i. Decisions of all Authorities shall be recorded as minutes. They are required to be confirmed in the following meeting.
- ii. Decisions of BOG shall be recorded in the shape of resolutions which shall also have a continuous serial numbering.

2.45 **Sitting fees and travel expenses.**

At present no sitting fees are paid to any member of any authority or Committee. Travel expenses are reimbursed only to members from outside Aurangabad and that too, to those who claim reimbursement. The BOG may review this from time to time.

**The Chairman:**

2.46 ICEEM has purposefully chosen the model of separation of roles of the Chairman and the Director. In this model, the Chairman:-

- i) Positions the Board of governors to exercise its key oversight responsibility over the Director's performance;
- ii) Reduces the risk of autocratic rule through the system of checks and balances;
- iii) Promotes healthy and more objective deliberations in the BOG; and
- iv) Shares a part of the heavy workload and allows the Director to concentrate on his academic and executive work with his best professional skills;

**Chairman's Role and Required Attributes:**

2.47 The Chairman is usually a person of authority. He is respected by all the stakeholders and the community at large.

- i) He has to provide leadership and lead BOG and other authorities in performing their roles effectively;
- ii) He should have plenty of time to devote to the job;
- iii) The Chairman has to set standards of work for the BOG, all the authorities, committees, Director and officers.

2.48 The Chairman shall preside over the meetings of BOG, ARC, GMC, CDC and other committees where he chooses to be a member.

- 2.49 He should motivate all the authorities and functionaries with his vision for excellent work.
- 2.50 He should coordinate working of various authorities and executives and provide leadership for the effective functioning of ICEEM as an integrated whole.
- 2.51 The Chairman is authorized to nominate members to fill short term vacancies on the BOG, other authorities and committees.
- 2.52 The Chairman may, in certain circumstances requiring immediate action or decisions, take appropriate decisions or order appropriate action in the best interest of ICEEM on behalf of BOG or other authorities. The Chairman should, in all such cases record the reasons why he had to take those actions. All those matters should be placed for consideration of the respective authorities in the following meetings.

**Vice-Chairman:-**

- 2.53 Vice-Chairman has an important role in ICEEM. Though usually unseen on frontlines. Vice-Chairman of BOG has to provide active support and advice to the Chairman in all his functions. The Chairman may in addition specifically assign some part of his functions or a chairmanship of any committee to the Vice-Chairman based upon the latter's experience or specialization.
- 2.54 In the absence of the Chairman the Vice-Chairman shall function as Chairman with full authority.

**Members:-**

- 2.55 As described above, ICEEM has a well-conceived committee structure which is essential for its effective functioning. Most of the committees are conceived as authorities ( like BOG, ARC, GMC, CDC). They have certain responsibilities to discharge, certain functions to perform and certain powers to exercise. The members of all those authorities and committees shall be respected by everyone in ICEEM. Attempts shall always be made to draw upon their individual experience, expertise, social contacts and other resources.
- 2.56 All this equally applies to other members of IIRW who have also contributed in promoting ICEEM.

- 2.57 All these members are expected, reciprocally, to show regard to the Director, faculty members, officers and staff and particularly so for their high education, experience, opinions and commitments to duty.
- 2.58 It should, however, be clearly understood that the decision making, programme approving or performance appraising functions are the collective realms of those authorities. Members do not have any of those functions or powers in their individual capacity. No member, no office bearer would, therefore, give any direction, approval or executive instructions, on his own, to any officer or staff of ICEEM. Any officer appearing to be acting upon such unauthorized directions is liable to be questioned.
- 2.59 Concerned with the functioning of ICEEM, members and other friends may genuinely have suggestions to make and mistakes to point out. But they should appropriately be addressed to the Chairman or the Director in writing or orally. Both shall welcome those suggestions and shall certainly follow them up for improvements.
- 2.60 Out of line actions are likely to undermine the discipline and the authority of the Director and may lead to untenable working relationships in the organization. We hope that such situations do not arise at ICEEM at all.

**How the Chairman and Vice-Chairman shall be chosen?**

- 2.61 The process of choosing new Chairman and Vice-Chairman shall be started at least three months before expiry of the term of BOG. Both the new incumbents should get time to work at least for two months as observers in the meetings of ARC, GMC, CDC and to get acquainted with ICEEM's mission, vision, values, the annual performance reports and specially the status of ICEEM's finances. The retiring Chairman and Vice-Chairman should personally brief them regarding ICEEM's current and long term problems. The retiring Chairman should start the process of choosing the new team in good time.
- 2.62 The BOG shall appoint as follows, a panel of seven dignitaries to choose Chairman and Vice-Chairman.
- a) The Chairman of the panel shall be the Vice-Chancellor of the affiliating university. If he declines, a retired judge of the Bombay High Court residing at Aurangabad may be requested to work as the panel Chairman;

- b) The Presidents of IIRW shall be members of the panel;
  - c) Retiring Chairman of BOG shall be a member of the panel;
  - d) A distinguished member of BOG to be nominated by the retiring Chairman;
  - e) One representative each from IIRW as members.
- 2.63 If any one of categories (b) to (e) is himself a candidate for either of the two positions, he shall not be on the panel.
- 2.64 The two promoter society IIRW shall be requested to recommend two names (each) from among their members or from outside for each of the two positions to be filled in the order of priority. There may also be a few more sponsored or volunteering candidates. The panel shall review each case and may even interview them. The panel shall choose from the candidates one person as chairman and another as Vice-Chairman.
- 2.65 As far as possible the panel shall keep in view the existence of two promoter charitable societies and the need to have the two office bearers to represent each of them separately.
- 2.66 Panel's selection shall be mandatory for ICEEM and the retiring Chairman shall issue orders of the new Chairman and Vice Chairman independently or along with the orders of formation of the new BOG.
- 2.67 The question whether in the interests of the two promoter societies it may be necessary to have both the Chairman and Vice Chairman only from among the members of those societies as they are likely to be more committed to the cause may have to be left open because :-
- i) both societies have five other members each as their nominees on the BOG who can protect their respective objectives; and
  - ii) even a non-member can have commitment to the cause and can protect the lawful interests of both the societies and help to manage ICEEM with fairness between them.
- 2.68 On balance, the personal attributes, previous experience and commitments to the ICEEM's mission, vision and values should be more precious for ensuring ICEEM's progress.

**The Campus Director / Director.**



- 2.69 Campus Director / Director is the Chief Executive Officer in ICEEM both in academic and general (non-academic) matters. He is responsible for getting the job done and done excellently. ICEEM's job is accomplishing its mission and vision by working with its values. The Director and his entire faculty and non-academic officers and staff shall, therefore, understand and respect ICEEM's mission, vision and values and align their own aspirations with them in the spirit of public service. Day by day they are likely to get more and more committed to ICEEM's noble causes and get motivated for doing good to great work. With such an emotional 'fit' ICEEM shall achieve higher organizational performance.
- 2.70 ICEEM's authorities have been described above. The Campus Director / Director is secretary of BOG and GMC and Vice Chairman of ARC. His presence there will help him to closely understand ICEEM's long term and short term goals and the expectations which these authorities have from his role and performance not only in effectively managing the Centre but also in building it as a high performance organization and as one of the one hundred best technical campuses in India by 2025. The authorities shall certainly judge the performance of the Director and his academic and non-academic supporting teams in this context.
- 2.71 The Campus Director / Director should set standards of good work and model ethical behavior, present his own example of commitment and competence and continuously motivate all his colleagues at ICEEM for excellent performance. He should, in all respects be an effective leader of the entire team of employees at ICEEM.
- 2.72 ICEEM should have intellectual and ethical environment charged with its mission of producing high quality technocrats with strong character.
- 2.73 The Campus Director / Director shall be accountable to the authorities and shall be making periodical reports to BOG, ARC, CDC and GMC on all issues related to ICEEM's work and progress.

More specifically, the Campus Director / Director shall be responsible for –

- i) Providing high quality of technical education and ensuring continuous improvements of that quality, week by week and month by month. He shall always be looking for best practices of teaching, learning and administration and should keenly introduce them in ICEEM;

- ii) Continuously monitoring the performance of each department at ICEEM or of servicing units like library, workshop, PPED or the three administrative sections assisting him in his work and for taking quick actions to correct any faults or weak links in any department, service unit, or administrative section;
- iii) Campus Director / Director shall be supported in his work by three administrative sections. One headed by a Registrar dealing with all academic matters including the Library. The second headed by an Asst. Director dealing with finance accounts and audit. The third section also headed by an Asst. Director shall deal with all the other administrative matters including HRD and Campus management;
- iv) The Registrar / Administrative officer and the one Asst. Director / Vice Principal shall be reporting to and shall be accountable to the Campus Director / Director. The Campus Director / Director shall provide them with the required supporting staff and equipments. The Campus Director / Director shall continuously monitor the working of all the three administrative sections. The sections shall respectively be responsible for prompt actions on day to day issues and for initiating processes for obtaining approvals of various authorities;
- v) The Campus Director / Director may delegate to the Deans or the three Administrative officers any of his powers but responsibility cannot be delegated though those delegated may be made to share it;
- vi) The Campus Director / Director shall prepare an annual plan and budget for the next year and seek approval of authorities in time;
- vii) The Campus Director / Director shall be responsible for maintenance of all accounts including the stores account in the prescribed formats;
- viii) The Campus Director / Director shall ensure effective functioning of internal audit and control over expenditure and overall economy and probity in spending of ICEEM's moneys;
- ix) Campus Director / Director shall-
  - a) Have annual accounts prepared;
  - b) Seek approval by GMC in good time;

- c) Have them audited by the outside auditor; and
  - d) Seek approval of BOG.
- x) The main purpose of Performance appraisal and review process is to motivate employees. It should also encourage employees to put forth their best effort and take initiative at work to achieve both ICEEM's and their personal goals. Timely and accurate evaluation of any employee's success and shortcomings is very useful both to the employee and ICEEM. That leads to a better system of accountability;
  - xi) The Campus Director / Director shall be appraising performance of each individual employee especially the faculty members and the three administrative officers. Vice Principal, All the Deans, HODs and the AOs shall in turn prepare performance appraisal reports of their own, their departments or sections and their junior teaching and non-teaching staff. All annual appraisal reports shall be presented to GMC with Campus Director / Director's reviews, and shall be presented to BOG;
  - xii) It shall be the duty of the Campus Director / Director to ensure that, provisions of the University Act, Rules, Regulations and the ordinances of the university, directions and procedures of AICTE and DTE are strictly followed, observed and properly implemented;
  - xiii) The Director shall be responsible to prepare the proposals and documents of the college, timely to be submitted to *Shikshan shulk samiti, Pravesh niyantran samiti, University or any other body having governance on college;*
  - xiv) The Campus Director / Director is required to prepare drafts of the contracts, agreements to be made with different parties willing to render services for college. The terms and conditions of such contracts and agreements shall be determined according to the approvals of GMC, CDC or ARC;
  - xv) The Campus Director / Director is required to oversee and monitor the student support services like hostel, local transport, library, laboratory, canteen, workshop etc. for quality service;

- xvi) The Campus Director / Director shall have the right to cause an inspection to be made by such person or persons or body of the persons as he may direct, of the college , its buildings , laboratories , library, workshop, equipment, hostels maintained by the college, examinations, teachings and other work conducted by the college;
- xvii) The Campus Director / Director has power to cause an inquiry to be made regarding any matter connected with the administration or finance of ICEEM with the prior permission of GMC;
- xviii) The Campus Director / Director shall prepare a five years perspective plan of ICEEM comprising of infrastructure, new educational programs, research and development, student support programs etc., and submit to BOG for final approval; and
- xix) The Campus Director / Director may call feedback on faculty from the students, review the feedback and take corrective actions wherever necessary.

**Organization Structure / Organogram:**

- 2.74 The organizational chart on the next page shows the academic and administrative structure as operating currently. It shows lines of reporting and accountability. Allocation of subjects among the three administrative sections may be seen at **Appendix-I.**
- 2.75 We shall be reviewing the organizational structure or distribution of work as we get more experience to better assess actual workloads.
- 2.76 Worldwide, the traditional vertical and hierarchical model of organization is being replaced with the new horizontal model which means moving to an action and results driven work force at every level. We will be working on this new model in the next few months. If we see possibilities of changing mindsets, we may start introducing the models at some levels say individual departments.

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## **Appendix- I**

### **Grouping of subjects as Academic and General (Non Academic)**

#### **Group -1; Academic (Sphere for ARC / IQAC)**

1. Academic Planning.
2. Teaching / Learning and guest lectures.
3. Best Practices in teaching, learning and evaluation.
4. Quality in education.
5. Evaluation and Results Analysis.
6. Innovation & Research.
7. Faculty Development.
8. Extra-Curricular activities.
9. Industry Interface.
10. New Departments and PG.
11. Syllabus extension.
12. Career Oriented Courses.
13. Examination.
14. Performance Appraisals.
15. Periodic reviews and Reports.
16. Recognition, Prizes and Awards to students and faculties.
17. Extension Lectures, Seminars, Conferences and Workshops.
18. Sessional Work.
19. Laboratories and Workshop.
20. Collaborations with other academic and research institutes.

#### **Group -2; Accounts and Finance - Non Academic (Sphere for GMC / CDC)**

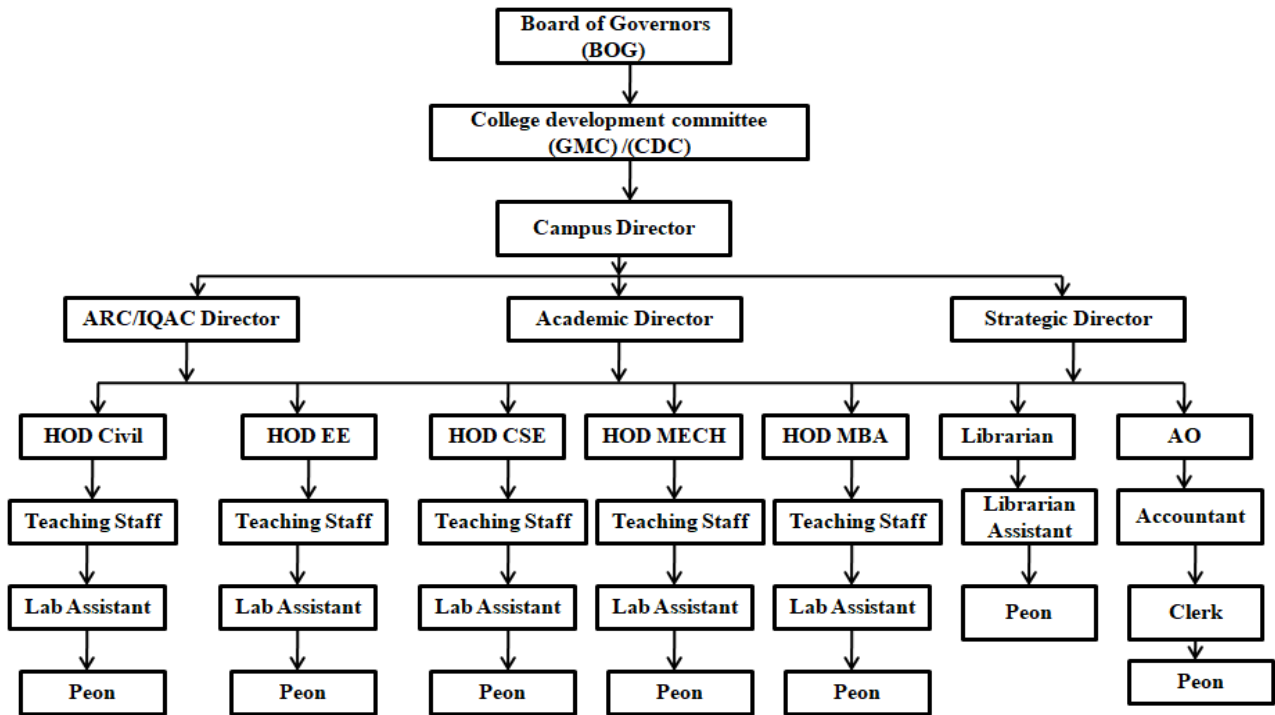
1. Fund Raising.
2. Financial Planning.
3. Annual plan and budget.
4. Receipts.
5. Economy and Expenditure Control.
6. Internal Audit.
7. Payments.

8. Store Management & Accounts
9. Accounts.
10. Accounts for Special Funds.
11. Endowments / Scholarships.
12. Investments.
13. Loans and their servicing.
14. Banking and Related matters.
15. External Audit.

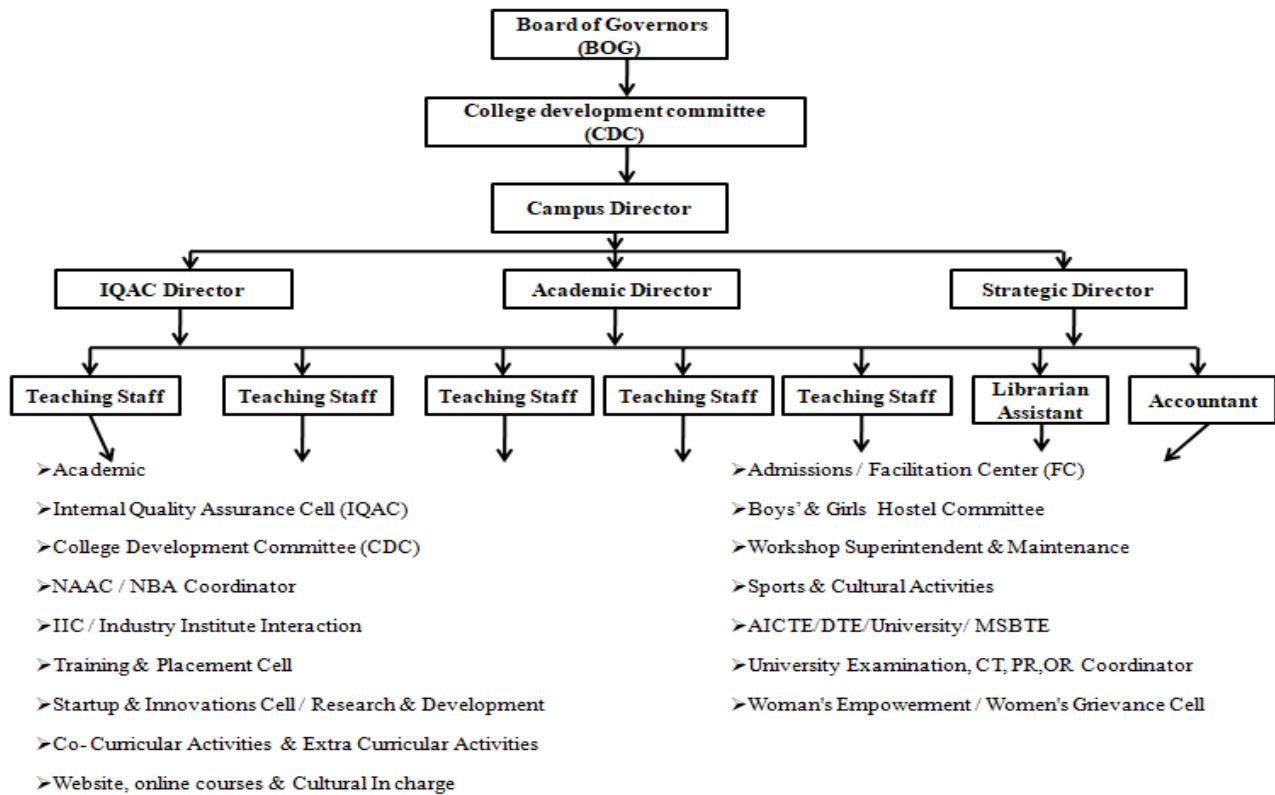
**Group -3: General - Non Academic (Sphere for GMC / CDC)**

1. Work related to BOG and other Authorities.
2. College Admissions.
3. HRD :- Establishment and Employee Development.
4. Students Support Activities:- Hostel, Transport, Insurance, Health Checkups, Finishing Centre, Entrepreneurship Development , Spoken English, Personality . . . Development, Yoga, Sports, Debating Skills , Earn and Learn, Bank Loans, Employment Guidance and Placement Alumni Support, Canteen.
5. Agreements with outside agencies.
6. Campus Management:- Building Maintenance , Greenery, Water Supply, Power , . Telephone, Internal roads, Drainage, Waste Disposal, Solar System, Water Harvesting, Security Services, Fire Protection, Insurance etc..
7. Placement and employment assistance.
8. All other residual matters.

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**Organogram –I**



**Organogram -II**

### **CHAPTER-3: ACADEMIC FUNCTIONING.**

- **Campus Director.**
- **Director**
- **Vice Principal**
- **Administrative Officer (AO) / Registrar**
- **Deans.**
- **HODs.**
- **Faculty.**
- **Librarian.**
- **Students.**



## **CHAPTER-3 ACADEMIC FUNCTIONING.**

3.1 ICEEM shall always have a scholastic and intellectual atmosphere on the campus. That shall enable:-

- i) Teachers to contribute their best in teaching; and
- ii) Students to learn the best of technical knowledge and skills as well as build up healthy bodies, healthy minds and sound characters.

3.2 Quality of education depends upon quality of teaching. ICEEM expects all teachers to respect its mission of providing high globally acceptable quality of technical education, take it to their hearts, align their personal aspirations with it and contribute their utmost in accomplishing that mission.

3.3 ICEEM and all the teachers have a clear vision of opportunities available to students and the global challenges and competition they may have to face in future. All the academic functioning, and students support activities are designed to prepare them to avail of those opportunities and to meet those likely challenges.

3.4 We hope that with the awareness of the responsibilities to themselves, their families and society, the students shall not let these good opportunities slip out of their hands.

### **The Campus Director / Director.**

#### **Code of Conduct for Campus Director/ Director / Principal:**

1. Campus Director/ Director / Principal is chief executive officer in ICEEM, both in academic and administrative matters.
2. The Director / Principal should set standards of good work and model ethical behavior, present his own example of commitment and competence and continuously motivate all his colleague at ICEEM for excellent performance.
3. Director / Principal shall also ensure quality assurance and he/she should be assisted by IQAC Co-ordinator.
4. The Director / Principal should promote industry-institute i.e, interface for better employability of the students.
5. Director / Principal should involve faculty members at different levels for various institutional activities.

6. Director / Principal should closely monitor the class work as per the time tables and the almanac with assistance of class Teachers and other faculty-in-charges.
  7. Responsibility to observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
  8. Director / Principal should hold meetings of Heads of Departments to analyze the development of academic work, suggest active procedures to attain the desired academic outcome and supervise for all co-curricular activities.
  9. Efforts to guise after global well-being of staffs and students.
- 3.5 Campus Director / Director is the Chief Executive Officer of all academic and administrative matters. His role and responsibilities have been described in the previous chapter (Clauses 2.69 to 2.73) . We do not repeat them here.
- 3.6 Campus Director / Director is the leader of all academic faculties and functions. The entire faculty is answerable to the Director and he and all his teams engaged in academic activities are answerable and accountable to ICEEM's authorities.

**Vice Principal.**

- 3.7 Vice Principal is the in-charge of all academic and administrative matters, in absence of Campus Director / Director. His role and responsibilities as same as described in the previous chapter (Clauses 2.69 to 2.73) . We do not repeat them here.
- 3.8 Vice Principal is the leader of all academic faculties and functions, in absence of Campus Director / Director. The entire faculty is answerable to him and he and all his teams engaged in academic activities are answerable and accountable to ICEEM's authorities.

**Role and Responsibilities of Administrative Officer (AO) / Registrar:**

- 3.9 AO / Registrar is the in-charge of all administrative matters, and is answerable and accountable to ICEEM's authorities.

**Role and Responsibilities of Dean:**

- 3.10 Dean occupies an unique place in the continuum of academic administration of ICEEM. A Dean is considered as a facilitating link between the Director and faculty

members, staff, and students. The Dean has a crucial role for improving quality of education and protecting interests of students.

3.11 **Role of a Dean:**

1. Academic leadership; acting more like a coach for the entire faculty;
2. Mission and vision preaching;
3. Academic planning;
4. Departmental budgeting;
5. Coordinate activities among Management, Director, Departments, Faculty and Students;
6. Effective Management of academic resources;
7. Cooperation and support to the Director especially in academic matters; and
8. Representative of the college for external world.

3.12 **Responsibilities of a Dean:**

1. To help and support the Director in academic, developmental and administrative matters;
2. To preach the Mission, Vision and Values of ICEEM to every individual and work for their accomplishment;
3. To lead efforts toward achieving its goals;
4. To evaluate overall departmental productivity. Introduce innovative teaching practices, best practices to be adopted and implemented. Improve university results, quality of projects work, consultancy, research papers, student support in learning etc.
5. To assist authorities in preparing a perspective plan;
6. To determine requirements of the department(s) in consultation with the HODs and Faculty members;
7. To prepare, revise, and introduce new academic programs;
8. To maintain good working relationships with faculty and administration in all academic and non-academic areas;
9. To serve as a liaison with relevant professionals, associations and state and national regulatory and accrediting agencies;

10. To establish and maintain effective communication between students, faculty and the authorities;
11. To oversee the preparation of class schedules and comply with institutional reporting requirements;
12. To monitor, supervise departmental work and evaluate the performance of the faculty and nonteaching staff members of the department;
13. To participate in the governance of ICEEM;
14. To advise in the process of Recruitment, Selection , Promotion, Retrenchment of teaching and nonteaching staff members of the college;
15. To suggest and organize faculty development programmes;
16. To advise in preparing different reports and documents to be submitted to AICTE, DTE, UNIVERSITY etc.; and
17. Additional responsibilities if any assigned by the Director.

**Head of the Department (HOD).**

**3.13 Responsibilities of the Head of Department.**

1. The HOD shall be the academic head and executive officer of the department. He shall be responsible for effective working of the department and implementation of academic programmes. He shall be constantly working to introduce best teaching and learning practices and to build up excellence in the department. As a leader he should promote team spirit among his junior colleagues by himself working as one among equals. ICEEM shall be more interested in appraising performance of the department as a whole rather than that of individual teachers. He shall oversee and monitor working of all his teaching and non-teaching colleagues in the department with that spirit;
2. The HOD may convene the meeting of the faculty members of the departments, students, faculty and students of the departments;
3. The HOD shall be accountable to the Dean and the Director;
4. The HOD shall be responsible to implement orders and instructions of the Director and the Dean in respect of administrative work, academic programmes and curricular and extra –curricular activities;

5. The HOD shall determine the workload of the department and the requirement of teaching and non-teaching staff members to be appointed in the department and make a proposal to the Dean and the Director;
6. The HOD, in consultation with the Dean, shall make allocation of the subject(s) among the faculty members as per the work load to be shared by the faculty members and prepare time-table of the department;
7. The HOD, in consultation with the Dean, shall make allocations of departmental Curricular and Extra-Curricular activities among the faculty members and the students of the department;
8. The HOD shall have knowledge of the University Act , Ordinances, Statutes and Procedures in respect of Affiliation, Appointment of faculties and Starting new programmes in the department;
9. The HOD shall maintain records of the department in respect of meetings, programmes, assignments to faculty and students, internal assessment, sessional work, correspondence etc.;
10. The HOD shall keep notes of complaints, suggestions and the recommendations of the faculty members/students in respect of departmental work, time-table, allocation of subjects, library, laboratory or any other requirement of the department. He shall submit the information his recommendations to the Dean and to the Director;
11. The HOD shall conduct at least two departmental meetings during each semester / term. Such meetings shall cover departmental problems, time-table, syllabus completion, review of students complains, absenteeism, remedial teaching, co-curricular activities etc.;
12. The HOD shall take student's feedback on each faculty of the department per semester/term, and feedback on the campus once in a year;
13. The HOD shall prepare a programme of sessional and internal assessment in consultation with the faculty members of the Department; and
14. The HOD with the help of faculty members shall compile the attendance data of the students and submit report to the dean for further processing.

### **Duties and Responsibilities of Faculty Members:**

- 3.14 ICEEM considers all faculty members as its partners in accomplishment of its mission. We therefore expect every faculty member, first to know and then to imbibe ICEEM's mission and values. We do expect that every faculty member gets involved and contributes his utmost towards accomplishing ICEEM's mission and vision.
- 3.15 ICEEM aspires to be one of the best 100 technical campuses in India by 2030. Earning such a high reputation depends entirely on how the faculty works and behaves. ICEEM expects that every faculty member takes this to his heart.
- 3.16 ICEEM expects best from every teacher, who must use his potential for the development of the college, as well as building careers of students. It shall be ICEEM's policy to help teachers advancing in their careers

### **Duties and Responsibilities of faculty members are shown in Appendix- II**

#### **Librarian:**

#### **Duties and Responsibilities of the Librarian:**

- 3.17 The Librarian shall be the chief officer of the library. The following shall be his duties and responsibilities:-
1. Keep on making continuous improvement of library services and build up a scholastic environment in and around the library so as to make it a model of technical campus library;
  2. Provide guidance, encouragement and assistance in searching, referencing and use of modern library techniques;
  3. Provide prompt and courteous library services to office bearers, officers, members, teachers and students;
  4. Organize programs, competitions and activities to encourage students. (Like Book exhibitions, Display of new arrivals, Reader's club, Reviews on books, Library week -14<sup>th</sup> Nov. to 20<sup>th</sup> Nov);
  5. Forecast future requirements of the library and follow up with higher authorities;
  6. Make appropriate proposals before the library advisory committee and ICEEM's higher authorities and secure their support for them;
  7. Implement all approved programmes efficiently;

8. Work as a custodian of all books, periodicals, manuscripts, journals, library equipments including computer and computer software installed in the library, and furniture of the library;
9. Ensure that, no irregularities take place and that the books, periodicals manuscripts, journals, library equipment including catalogue, computer and computer software, and furniture of the library are not damaged or lost;
10. Maintain records of the library, records of books, periodicals, manuscripts, journals, library equipment including catalogue, computers and furniture;
11. Maintain books and journals in good condition. Should take up binding work of damaged books, and making of volumes of periodicals after every six months;
12. Eliminate scrap, old, redundant, or useless books, from the record and dispose waste newspapers and periodicals by following proper procedure; and
13. Periodical verification of stock of the library. Verification of library equipment, furniture and fixtures must be made annually in summer vacation, and the verification of books, periodicals, manuscripts, journals after every 3 years.

**Rules for Library Users:**

3.18 Following shall be the rules for Library users :-

1. The library shall render services to library members only, they include ICEEM Students, Teaching and Non-teaching Staff, members of BOG and various committees, as well as enrolled members from the public. Membership fees shall be decided & updated time to time by the BOG.
2. Library services include facilities like reading room, e-library, reprography, OPAC, DELNET, books, newspapers, periodicals, journals.
3. Every student shall pay a deposit of Rs.2000 (Refundable) at the time of admission; Such deposit will be refunded on the demand of student at the time of leaving the college. Faculty members and other enrolled members shall also pay a deposit of Rs.2000.
4. ICEEM shall charge Rs.1000 per annum to every student for following library services:-
  - Reading room fees Rs.250.
  - E-library fees Rs.250.

- Internet service      Rs.250.
- Library fees            Rs.250.

The fees shall be collected at the time of admission only.

5. Maximum 2 books shall be issued on weekly basis to the students and enrolled members . A fine of Rupee One per day per book will be charged for late return.
6. Maximum 5 books shall be issued on weekly basis to faculty members. They are expected to clear their library account before 30<sup>th</sup> April every year.
7. During examination period a student is allowed to take maximum 2 books on payment of Rs.250 per book as deposit. Such books must be returned within 3 days after the examination is over. A fine of Rs.5 per day per book will be charged for late return.
8. A member is liable to compensate for the loss or damage of book, journal or any other library property issued on his/her name. In case of the loss of regular/study books a member can compensate by paying the price of recent edition or giving a substitute copy of recent edition. However, in case of rare books, he/she shall be liable to pay ten times of the price of the book or Rs.1000 whichever is more.
9. ICEEM shall raise a library development fund. All the donations received for library development, fine collected from students, amount received against library fees , reading room fees, e-library fees, disposal of old newspapers and waste papers, shall be credited to the library development fund. The amount shall be used only for library and its development.
10. Enrolled members shall be given membership cards along with receipts for deposit and annual fees.

**The General Code of Conduct and Discipline for Students:**

- 3.19 We are confident that our students having opted for BE, MBA or higher studies at ICEEM have a strong sense of discipline and good conduct as well as a sense of responsibility required for their future leadership roles in society.
- 3.20 ICEEM believes in voluntary discipline and expects that occasions for enforcing the discipline rules would be rare.



- 3.21 There shall be a discipline committee consisting of two deans i.e. the Dean MBA and the Dean Engineering to monitor and administer discipline in college campus. The committee shall make enquiry in cases of indiscipline and make report to the Director.
- 3.22 There shall be separate dress code for engineering and MBA students to be decided by the GMC from time to time.
- 3.23 Every student admitted to the college is required to wear a dress shown in the dress code of the college for all working days. Besides, every student is expected to attend college functions and programs in the prescribed dress only.
- 3.24 The rules regarding **General Code of Conduct and Discipline for students** are given in **Appendix-III**

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## **Appendix-II**

### **Code of Conduct for Faculty Members Teachers:**

1. Teachers should handle the subjects assigned by the HOD and complete the syllabus in proper as well as produce good results.
2. Mentor- Mentee system must be implemented effectively. Teachers shall monitor the respective group of students who are attached to them.
3. Assignment topics for each course must be given in time to the students
4. Teachers must be good counselors and facilitators and have responsibility to guide, encourage and assist the students.
5. Teachers should maintain decorum of both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, Co-Curricular and organizational activities that may be assigned to them from time- to time.
7. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
8. Teachers should remain in the college campus as per the guidelines of Institute.
9. Teachers should sign the attendance register while reporting for duty.
10. Teacher should prepare a teaching plan of the subjects at the beginning of the year / semester and get it approved from the HOD.
11. Record the attendance of every lecture, compile the attendance at the end of every month and submit the report to HOD.
12. Make the status of syllabus completed at the end of every month.

### **Duties and Responsibilities of Faculty Members**

Every faculty member is expected--

1. To be present in the college premises during office hours;
2. Engage lectures and practical sessions punctually according to the time table;
3. Prepare a teaching plan of the subject(s) at the beginning of the year/semester and get it approved from the HOD;
4. Suggest sources of learning to students;
5. Adopt and make the use of best and innovative practices in teaching;

6. Evaluate students according to the method determined by the college/university;
7. Record the attendance of every lecture, compile the attendance at the end of every month and submit the report to the HOD;
8. Communicate the attendance and performance of students according to the directions of HOD;
9. Make a report on the status of syllabus completed at the end of every month;
10. Complete the work of teaching of syllabus and practicals before the commencement of examinations. If necessary conduct extra lectures and remedial teaching programme for weaker students;
11. Pay more attention and care for the students who may be weak in their studies and the students from weaker sections of the society, so that, they will feel free and will not hesitate for directly accessing their teachers and resolving problems.
12. Adopt a group of 5 to 10 students to build and develop informal close relationship and to guide them in respect of their careers as well as their personal problems;
13. Try to motivate weak as well as bright students in respect of their career and development.
14. Study the ordinances, rules and contents of the syllabus given by the university/examining body;
15. Look to the details of the sessional work to be completed by students and internal assessment to be made by the faculty, as prescribed by the university/examining body; and
16. Build healthy contact with GO's and NGO's, Academicians, Industrialists and Alumni.

### **Appendix-III**

#### **General Code of Conduct and Discipline for students**

- 1) Every student must possess and carry identity card during his/her presence in college campus.
- 2) Students are advised to be in proper dress as per the dress code determined by the college on every working day.
- 3) Students shall follow timetable punctually and attend lectures and practicals regularly. Attendance at lectures and practicals is compulsory.
- 4) Observance of discipline in class room, laboratory, workshop, canteen, hostel and college campus is mandatory. Misconduct and misbehavior including mischief, shouting, quarrels, teasing, abusing, arrogance, use of battery, causing hurt and grievous hurt and ragging etc. are prohibited in college campus.
- 5) Students are not supposed to invite any outsider, friend or student/s from other college/s, in college campus or in hostel without permission of college authorities.
- 6) Students shall not write anything on inner or outer walls of the college, class room boards, toilets, etc. Pasting of posters or inscribing of textual or graphic material in or outside the class room is prohibited.
- 7) Students should not misuse, damage or dislocate any property of the college like furniture, laboratory equipment's, library books, etc.
- 8) Students can make proper use of their leisure hours and free time in the library, I.T. Lab, sports room and canteen only. Sitting on the staircase and in front of the entrance gate, loitering in veranda, leaving the college campus for private reasons during free time must be avoided.
- 9) Every student must complete the prescribed Sessional work (Tests, Tutorials, Assignments, Homework, Library work, Projects, Reports, Industrial visit reports, Midterm exam etc.) within the time given by the department or the concerned teacher/guide.
- 10) Use of mobiles/cell phones, i-pods, headphones etc are not allowed in classrooms.

## **MISCONDUCT**

Following activities will be treated as misconduct:

1. Disruption of teaching activities or disturbing the learning process of other students.
2. Acts which disrupt the functioning of the college, endanger health and safety of students, or employees, and other persons and damage the college properties or environment.
3. Smoking of cigarettes, chewing tobacco/ghutka, chewing gum and consumption of intoxicating beverages.
4. Possession of weapons and/or creating violence in the college campus.
5. Use of obscene or unparliamentarily language with college authorities, staff, fellow students and others.
6. Deviations from the prescribed discipline or violation of the code of conduct.
7. Damaging or stealing of books, study notes, equipment, apparatus, or any property in the College campus.
8. Indulging in practices prohibited under Mal-practices in Examination Act.
9. Ragging.
10. Any antisocial activity or acts under political influence likely to harm the campus environment

## **DISCIPLINARY ACTIONS:**

Misconduct may lead to one or more of the following disciplinary actions:

1. A warning by the authorities;
2. Report to the parents or guardians;
3. A fine;
4. Detention from examination;
5. Blacklisting of name;
6. Withdrawal of concession, privileges, scholarships etc.;
7. Suspension from the class lecture or for a few days;
8. Suspension of campus privileges e.g. library, laboratory, hostel accommodation etc.;
9. Expulsion from the college.
10. Any other disciplinary action considered appropriate by the college authorities.

11. The Director, on his own or on a complaint, may cause an enquiry and impose appropriate punishment;
12. The GMC shall be the appellate authority on the Directors' order;
13. In the case of ragging a student shall be liable for punishment according to the law in force and the UGC regulations, 2009.

### **RAGGING:**

All students seeking admission in ICEEM shall note that:-

Ragging is strictly prohibited in the college premise. Any one found guilty of ragging or abetting ragging is liable to be punished. Regulation No.4 of UGC regulations on curbing Menace of Ragging in higher educational institutions 2009, prescribes the following punishable ingredients of ragging.

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Creating public nuisance during ragging;
- Violation of decency and morals through ragging;
- Injury to body causing hurt or grievous hurt;
- Wrongful restrain ;
- 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".

### **PUNISHMENT FOR RAGGING:**

The Regulation No. 8 of the UGC regulation on curbing the Menace of Ragging in Higher Educational Institutions, 2009, depending upon the nature and gravity of the offences as established by the anti-ragging committee of the institution, the possible punishments for those found guilty of ragging at the Institutional level shall be one or more of the following:-

- Suspension from attending classes and academic privileges.
- Withholding/ Withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ Expulsion from the hostel.
- Cancellation of Admission.
- Rustication from the institution for period ranging from 1 to 4 semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Fine ranging between Rs.25000 /- and Rs.100000/-
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

### **Note:**

In prospectus all students and parents / guardian must be advised to carefully read the UGC regulation on curbing the Menace of Ragging in Higher Educational Institutions, 2009. A copy of the regulation is to be displayed on the notice board of the college. Students and parent / guardian must be asked to submit an undertaking in respect of ragging. The proforma of undertaking should be supplied along with the admission form of the college at the time of admission. It is also necessary that a college must give in its prospectus, report on ragging incidents happened in the college during last year.

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## **CHAPTER-4: FINANCE AND ACCOUNTS.**

- **Raising funds.**
- **Creation and management of special funds and endowments.**
- **Recognition, prizes and awards.**
- **Expenditure control.**
- **Economy in resource use.**
- **Internal audit.**
- **Accounts.**
- **Store and stock accounts.**
- **Formal (outside) audit.**
- **Budget.**



## **CHAPTER-4      FINANCE AND ACCOUNTS.**

- 4.1 This chapter explains accounting procedures and financial controls. It describes financial planning, budgeting and reporting requirements which ICEEM has to meet to maintain its concessional tax status.
- 4.2 The rules provide for internal checks and controls designed to have transparency in all operations and simultaneously to emphasize economy and probity in spending public moneys.
- 4.3 No authority in ICEEM can afford to be casual about these matters. They are essential for:-
- i) sustaining activities and fulfilling ICEEM's mission;
  - ii) steadily building institutional capabilities;
  - iii) meeting the minimum requirements which ICEEM's donors may want as an assurance that their donations are safe and are being utilized for appropriate objectives; and
- 4.4 As the Chief Executive officer of ICEEM, the Campus Director / Director is responsible for effective compliance of internal checks and controls of expenditures, and economy and probity in spending of ICEEM's moneys. He shall be preparing an annual plan and budget for the next year. It is his responsibility to provide for an effective internal audit, for maintaining all accounts including the stock and stores account in the prescribed formats and for getting the ICEEM's annual accounts audited by the auditors appointed by the BOG. A sound system of internal audit, expenditure control, budgeting and auditing is essential to attract support from the philanthropists around.
- 4.5 Any irregularity or intended or not intended misuse of funds or materials should be reported in writing to the Campus Director / Director who shall make a report to the GMC through Chairman.
- 4.6 An Asst. Director / Vice Principal / AO / Registrar shall assist the Campus Director / Director in all matters related to finance, expenditure control, internal audit, annual plan budget, accounts and outside audits. He will be accountable to the Campus Director / Director. The latter may delegate some of his work and powers to the Asst. Director / Vice Principal. But the responsibility cannot be delegated.

4.7 The Campus Director / Director shall provide competent officers to work as internal auditor, accountants and for attending to related work.

4.8 **Creation and Management of General Fund and Special Funds:-**

- a) ICEEM shall create and manage a general fund and other special funds and keep their accounts separately;
- b) All conditional donations/endowments received shall be credited to *ICEEM's Special Endowment Fund Account*;
- c) ICEEM shall also create and maintain separate accounts of each special fund and endowment (such as General Fund, Library Development Fund, Prizes and Awards Fund etc.);
- d) ICEEM shall also maintain separate accounts of each endowment;
- e) The amount standing at the credit of '*General or Special Fund Account*' may be invested in any nationalized bank as a term deposit;
- f) Interest received on Bank investment, first of all, shall be credited to '*ICEEM's fund account*' and then allocated to the respective special funds account in proportion of the fund invested from that account;
- g) ICEEM may utilize the earmarked amount of the fund and interest standing at the credit of respective funds account after charging 10% of annual earned interests as administrative expenses;
- h) ICEEM shall give a receipt for every donation/endowment with a letter of thanks. The receipt shall show IT concessions available to the donor u/s 80G; and
- i) Conditions laid down by the donors in respect of the donation given shall be followed by the ICEEM. They should be shown on the page of the respective endowment account.

4.9 **Recognition, Prizes and Awards:-**

Please see Appendix-IV (Chapter-5)

4.10 **Expenditure control:-**

- a) ICEEM shall have an internal audit procedure for expenditure control;
- b) AO / Registrar with the assistance of accountant, shall prepare budget for the next year;

- c) Authorization limits of expenditure shall be determined from time to time by the GMC / CDC;
- d) Asst. Director shall ensure that, every expenditure has been duly authorized and has a budget provision;
- e) Appropriations between budget heads shall be made with the approval of the GMC / CDC; and
- f) Out of budgeted expenditures shall be incurred with the permission or approval of the GMC / CDC only.

4.11 **Economy in resource use:-**

ICEEM shall take care to make economy in spending and on optimum utilization of its resources. Savings and additional income may be generated by –

- a) Temporarily renting out land or halls in the building for educational activities, such as conducting written examinations, tests , seminars , conferences, training programmes , industrial exhibitions , sports events , campus recruitments etc.;
- b) providing computer and I.T. labs for online examinations, software training programmes etc.;
- c) utilizing workshop facilities for preparing furniture and other fabrication work for ICEEM;
- d) making use of e-environment and minimizing paper work;
- e) allowing out-side people to use library facility;
- f) providing photocopying services on nominal charges to the students and outside people;
- g) using college camera for taking photos of college programmes instead of seeking services of professional photographers;
- h) determining monthly print limits on computer to every department, faculty members;
- i) determining monthly phone call limits to office , departments, and individuals; and
- j) Additional job allocations to faculty and non-teaching personnel.

4.12 **Internal audit:-**

- a) ICEEM shall implement internal audit system for effective control of expenditure;
- b) The Internal Auditor of ICEEM shall be responsible to verify each proposal of spending or payment and expenditure, for availability of budget provision, compliance with regular procedure and authorization by the competent authority; and
- c) Unless the proposal is validated by the Internal Auditor no expenditure will be incurred and no payment shall be made.

4.13 **Accounts:-**

- a) ICEEM shall adopt computerized accounting system and shall maintain financial accounts on computer;
- b) ICEEM shall adhere to all applicable accounting standards in maintaining financial accounts;
- c) AO / Registrar with the assistance of accountant shall arrange, from time to time, a training programme of accounting software operation for the office staff;
- d) AO / Registrar with the assistance of accountant shall monitor and oversee accounting operations and ensure that, required security measures, such as data backups, data storage, validations and signature have been properly operated;
- e) AO / Registrar with the assistance of accountant shall only be authorized to make and record reasons for changes and corrections in existing accounting data records. For this purpose AO / Registrar with the assistance of accountant shall put up a requisition (on requisition register) to the Campus Director / Director and seek his approval for changes/corrections in existing records;
- f) ICEEM shall ensure required internal checks and preventive measures in respect of cash receipts, cash payments, salary, billing, material purchase,

material issued, filing of statutory returns etc. AO / Registrar shall be responsible for compliance. He may prescribe a system for each;

g) ICEEM shall adhere to the following accounting procedures:-

- i. Daily posting of cash transactions.
- ii. Taking hard copy of cash book for the day's transaction at the closing office hours.
- iii. Pre checking of every transaction before its further processing.
- iv. Monthly Reconciliation.
- v. Quarterly balancing of accounts.
- vi. Half yearly closing.
- vii. Monthly feedback on Fees Account.
- viii. Maintaining donations accounts separately.
- ix. Requisition register for payments.
- x. Maintain Cheque issue register.
- xi. Use of pre-printed stationary for Dr. and Cr. Vouchers.

**4.14 Store and Stock accounts:-**

- a) ICEEM shall have Store for storing different kinds of goods and materials;
- b) ICEEM shall appoint a store keeper for the management of stores. He shall be working in one of the administrative sections and shall be accountable to the AO / Registrar;
- c) Stores shall maintain all material movement documents, separate account of each material and store ledger accounts;
- d) There shall be monthly balancing of material accounts and store ledger accounts;
- e) Following shall be the responsibility of the Store keeper:-
  - i) Safety, security, protection and care of material;
  - ii) The store and stocks shall always have an insurance cover;
  - iii) Avoid over stocking and under stocking;
  - iv) Maintain stores records; and
  - v) Periodical stock taking and physical verification under the supervision of an authority nominated by Director;
- f) Following shall be the functions and duties of the store keeper:-

- i) prepare a list of different types of materials required with vendor details;
- ii) coding of material for systematic management of stores;
- iii) proper maintenance of records of material received, issued and in stock;
- iv) maintaining materials in a tidy manner;
- v) speedy receipts and issues of stores;
- vi) provide ABC analysis of materials;
- vii) accepting material as per GRN (Goods received note). He shall be responsible if shortages or damaged goods are discovered later.
- viii) issuing materials against duly authorized requisition (indent) ;
- ix) maintaining the record of material returned;
- x) stock taking and reporting;
- xi) maintaining stores ledger accounts; and
- xii) reconciliation of materials inward and outward.

4.15 **Statutory audit:-**

- a) ICEEM shall, with the approval of BOG, appoint an Auditor to conduct the formal audit of the accounts of ICEEM every year;
- b) Asst. Director shall be responsible for the preparations for formal audit and keep ready all accounts, final accounts, statement of accounts and other records and present them to the GMC before they are passed on to the Auditor;
- c) Campus Director / Director shall present audit report to the GMC and BOG; and
- d) Campus Director / Director should see that the formal audit of ICEEM will be conducted within three months from the date of closing of financial year i.e. 31<sup>st</sup> March.

4.16 **Budget:-**

- a) ICEEM shall prepare a financial budget every year and get it approved by the GMC / CDC;
- b) Asst. Director shall prepare budget of each department, hostel, workshop, and other programmes and activities separately with a consolidated budget statement of ICEEM;

- c) Budget statement shall provide estimated and actual data of current year and estimates for the next year;
- d) The budget statement shall include:-
- i) Statement of course wise enrolment;
  - ii) Statement of course wise revenue from fees;
  - iii) Statement of salary receipts and expenditure on salary;
  - iv) Statement of receipts of specific fees and expenditure on specific fees;
  - v) Statement of university fees and expenditure on university fees;
  - vi) Statement of library fees and expenses on library;
  - vii) Statement of donation and endowments;
  - viii) Statement of non-salary heads of expenditure;
  - ix) Estimated abstract of budget:-
    - Receipts:- donations / endowments, specific fees, library fees, university and other fees, other receipts.
    - Payments: - salary, specific fee, university fee and other fee, library expenses, non-salary expenses.
  - x) Explanations and notes on the working of important programmes shall be furnished at the beginning of each statement.
  - xi) Campus Director / Director shall present the budget statement to the GMC / CDC for approval.
  - xii) Amount in the estimates should be shown only in thousands.

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## **CHAPTER-5: HUMAN RESOURCE DEVELOPMENT.**

- **Human Resource Development.**
- **Performance appraisal.**
- **Employee management .**
  - Appointment.
  - Terms and conditions of appointment.
- **Employee development.**
  - Faculty development.
  - Non-teaching employee development.
- **Recognition of merit and Awards.**
- **Code of Conduct for ICEEM's employees.**



## **CHAPTER -5 HUMAN RESOURCE DEVELOPMENT (HRD).**

5.1 This Chapter more importantly, describes ICEEM's policies on human resources development and performance appraisal of all teaching and non-teaching employees including the faculty and the administrative officers. This chapter also describes general rules of management of employees like recruitment, appointment, terms and conditions of service, salaries, leaves, conduct and discipline and punishments for deviation.

### **Human Resource Development:-**

5.2 Human Resource Development is a process in which ICEEM shall continuously help each one of its employees to acquire and sharpen capabilities required to lift their performance to the level of excellence. ICEEM shall have a performance appraisal or evaluation system also designed to positively encourage employees to contribute their best efforts.

5.3 With this view ICEEM shall –

- i) Have scholastic and ethical environment promoting a high performance work culture;
- ii) Build up team spirit among the employees;
- iii) Increasing emphasis on evaluation of team's performance rather than that of the individuals;
- iv) Promote self-disciplined work culture;
- v) Design performance appraisals to help improve employees capabilities, commitment and contribution; and
- vi) Recognize and reward good work and merit to develop high potential performance.

5.4 ICEEM's human resources are the talents and energies of its employees including the faculty and administrative officers. They are all potential contributors to the accomplishment of ICEEM's mission, vision, values and goals. ICEEM shall have a full administrative section dealing with HRD to continuously organize effective programmes for HRD.

5.5 ICEEM shall pay attention to choosing the right activities and to operate them with care for their expected impact and to foster individual dignities. Thus HRD at ICEEM shall add and sharpen its employee's capabilities which shall contribute to higher performance of ICEEM as a whole.

**Performance Appraisal (PA):-**

5.6 Performance appraisal is the third stage in the process of HRD. Performance planning and performance development are two stages preceding it. The fourth stage of recognition and rewards follows it. All the four stages together create a work environment in which ICEEM's employees perform to the best of their abilities by willing consent and not on the orders of higher authorities.

5.7 Performance appraisal is a regular and continuous evaluation of quality, quantity and style of the performance along with the assessment of factors influencing the performance and behavior of an individual employee. It is systematic periodical and an impartial rating of an employee's excellence in his present job and his potential for a better job.

5.8 Performance appraisal is not meant to be a fault finding process but a development tool. The performance reviews shall be totally objective. There should be no influence of subjective elements.

5.9 The Campus Director / Director shall keep the employees informed from time to time, about the level of their performance and the quality of their work. Its motive is to keep their morale high and to provide scope for individual development through that feedback.

5.10 Each employee shall under the guidance of his senior colleague prepare a work plan. There shall be a midterm review and an annual review. Both the reviews may be the result of one or more interaction meetings.

5.11 i) A format for PAR shall be introduced with the approval of ARC/IQAC & GMC / CDC.

ii) BOG may also determine the procedure and prescribe a questionnaire and / or a format for PAR of the Campus Director / Director.

5.12 **Appraisal of Teaching staff:-**

1. Appraisal of teaching staff shall be made on the basis of following sources of information:-
  - a) Self-Appraisal by a teacher; and
  - b) Feedback from students.
2. Every teacher shall submit a self-appraisal form with required details to the respective HOD at the end of every semester;
3. The HOD shall collect students' feedback on every teacher at the mid period of every semester and shall make a report to the Dean and the Campus Director / Director;
4. The contents of Self-Appraisal form and feedback form of teachers shall be determined by the ARC / IQAC.

5.13 **Appraisal of Non-Teaching staff:-**

5. The appraisal of non-teaching staff shall be made on the basis of Self-Appraisal submitted by the employee at the end of every semester;
6. Every non-teaching employee shall submit self-appraisal with required details to the Administrative officer concerned with his remarks to the Director;

5.14 **Review:-**

7. Review on appraisal of all the employees shall be made by the Director.

5.15 **Communication of review :-**

8. The Director may discuss the points of good or poor performance with the respective employees and counsel them to improve their performance.
9. The Director shall specially make a note of excellent performance of an employee and communicate it to him as his appreciation.

5.16 **Employee Management:-**

**1. Appointments.**

- a) Every appointment of faculty or administrative officers and staff shall be made with the approval of GMC / CDC. Appointments carrying salary of fifty thousand or more need approval of BOG. Appointments of faculty may have to be advertised and a selection committee requested to interview candidates and make recommendations to GMC / CDC;

- b) ICEEM shall adhere to all the directions and norms prescribed by AICTE, UGC and University in respect of appointments;
- c) The Director shall review, from time to time, the requirements of teaching and non-teaching staff members of the department and shall report to the GMC;
- d) Initial appointments of teaching and non-teaching staff shall be made for an academic year only;
- e) CHB faculty members shall be appointed by the Director on the recommendations of the HOD and Dean;
- f) Regular appointments of faculty members shall be made only after the approval of the University.
- g) An employee may be appointed on Part time or Contract basis; and
- h) The appointment and its continuance is subject to medical fitness of an employee. An employee shall get himself medically examined by competent medical authorities and submit the certificates at the time of joining.

## **2. Terms and Conditions of appointment.**

Following shall be the terms and conditions of appointment of different categories of employees:-

### **5.17 Probation:-**

- a) A faculty member after getting university approval shall be on a probation period of two years. However, a non-teaching staff member after completing satisfactory service of one year will be on probation of two years;
- b) The period of probation may be extended by GMC if it is found that the employee has not come up to the mark;

### **5.18 Confirmation:-**

- c) The services of an employee may be confirmed after satisfactory completion of probation period;

### **5.19 Resignation:-**

- d) An employee appointed on ad-hoc basis or working on probation may resign by giving one month notice or one month salary in lieu of notice period. However a confirmed employee may resign by giving three months' notice in writing or on payment of three months' salary in lieu of notice period;

- e) A faculty member resigning mid-term shall be relieved only at the end of the semester or after completion of notice period whichever is later.

5.20 **Security Bonds:-**

- f) ICEEM may ask an employee to furnish a bond of service with ICEEM for a minimum guaranteed period. ICEEM may also ask an employee given work of handling cash or stores to furnish a security bond for a prescribed amount.

5.21 **Leaves:-**

- g) An employee appointed on ad-hoc basis shall be eligible to avail casual leaves and public holidays;
- h) The period of casual leave shall be from 01<sup>st</sup> July to 30<sup>th</sup> June;
- i) Balance of casual leave shall not be carried forward;
- j) A faculty member may be considered eligible for winter and summer vacation leaves with pay after completion of one year service. However, non-teaching staff members who have completed one year service may be considered for 10 days paid leaves in an academic year;
- k) If an employee has been assigned official duty on public holidays / weekly off, he shall be entitled for a compensatory off on a working day;
- l) Confirmed faculty members may be eligible for maximum three days paid leave for attending academic programmes like seminar, conferences, workshop, paper presentation, resource person etc..

For details about Leave Policy and operating guidelines please see **Appendix-IV.**

5.22 **Retirement:-**

- m) Non-teaching category employees shall retire on attaining the age of superannuation, which is presently 58 years;
- n) Teaching category employees shall retire on attaining the age of superannuation, which is presently 62 years;

5.23 **Transfer:-**

- o) Services of Teaching / non-teaching employees are transferable to other Departments or Branches of ICEEM;

- p) During the tenure of employment in ICEEM an employee shall not take any part time / full time employment/assignment elsewhere in any capacity whatsoever with or without remuneration;
- q) The services of an employee shall be governed by the rules and regulations of ICEEM , AICTE, DTE and Dr. Babasaheb Ambedkar Marathwada University , Aurangabad, made applicable from time to time;
- r) The management shall have the right to assign any other duties in ICEEM for which an employee is considered competent;

5.24 **Termination:-**

- s) The services of an employee appointed on Ad-hoc basis or the services of an employee working on probation may be terminated without giving any notice and without assigning any reason. However, the services of a confirmed employee may be terminated by giving three months' notice in writing or on payment of three month's salary in lieu of notice period;
- t) Services of an any employee may be terminated without any notice or pay in lieu of notice period at any time in the following eventualities :
  - i) The particulars supplied in employment application or at the time of interview are found incorrect.
  - ii) Guilty of misconduct, dishonesty, willful negligence, disobedience, Misappropriation, criminal charges etc.

5.25 **Provident Fund:-**

- u) ICEEM shall adhere to the rules of P.F. Act 1952 and shall provide CPF to the employees;
- v) ICEEM shall pay employer's contribution of PF;

5.26 **Salary:-**

- w) Employees appointed on contract/ ad-hoc basis shall be paid consolidated salary approved by GMC / CDC;
- x) Regular and confirmed faculty members may be paid as per the latest UGC scale;
- y) The salary shall be paid by crediting the amount to the Bank Account of respective employees;

5.27 **Failure and Punishment:-**

Punishment shall be commensurate with the deviation or failure proved. Punishments shall be ordered by the appointment approving authority only. An employee may appeal against the order to the appeals committee of BOG.

ICEEM shall follow the following procedure for deviation or failure

- i) A warning letter;
- ii) Show cause notice;
- iii) Enquiry by internal committee or an External inquiry officer;
- iv) Charge sheet;
- v) Punishment order;
- vi) Appeal (if any).

5.28 **Employee Development**

ICEEM believes in continuous development of its employees, and shall introduce various programmes. The frame work of Employees Development Programmes shall be as follows:-

5.29 **Faculty Development:-**

ICEEM aims to provide best teachers for teaching and learning process. For this purpose, ICEEM shall adopt various faculty development programmes to improve teaching and communication skills, awareness of Research, Organizing abilities etc., The programme shall consist of the following :-

1. Induction and Orientation programme in respect of Mission, Vision , Values of ICEEM.
2. One day Orientation programme on a theme , once in a year, preferably during summer vacation.
3. Deputing faculty to refresher courses.
4. Organizing workshop on teaching, learning and evaluation.
5. Adoption of best practices in teaching.
6. Orientation on Research Methodology.
7. Communication Skill.
8. Organizing seminar, conference etc.
9. Facilitate obtain higher qualifications or doing research.

5.30 **Non –Teaching Employee Development :-**

For improving and perfecting the behavior, working habits, effective services and communication the following training shall be imparted to non-teaching staff members of ICEEM.

1. Communication Skills.
2. Good working habits, hospitality, and behavior.
3. Documentation, filing and timely compliance .
4. Basics of Computer Operations and e-office practices (ERP).
5. SOPs (Standard operating procedures) of office.

5.31 **Recognition of Merit and Awards.**

ICEEM shall recognize merit and good work of teachers, non-teaching staff and students every year, and shall give prizes and awards on the basis of their performance in academic, office or sectional work, sports, examination results etc.. ICEEM expects philanthropists to give donations and endowments for this purpose.

For details of Prizes and Awards and operating guidelines please see **Appendix-V.**

5.32 **Code of Conduct for ICEEM Employees.**

**Following shall be the code of conduct for employees of ICEEM**

**Every employee is expected ;**

1. To adhere and preach mission & vision of the college(Chapter-1) and work for accomplishment of the objectives
2. To be regular and punctual at work;
3. To follow the orders and directions given by the Director, the Dean and the HOD or his immediate superior;
4. To accept and perform the assignments and jobs given by college authorities;
5. To provide assistance in college work as and when required;
6. To attend functions and programs of the college and extend cooperation to the organizers as and when required.
7. To give leave application before proceeding on leave (CL/Coff/LWP) to the HOD. However, in extreme exigencies he/she must communicate his/her leave, by any means to the HOD, followed by a leave application within seven days.



8. Treat every student equally.
9. An employee who has been assigned any office work / university work, college/management work outside the college, shall proceed only after the permission of the Director/ Dean/HOD and after giving on duty leave slip and recording its note in the movement register.
10. An employee wanting to leave college premises before closing hours for any private reason, can proceed only after seeking the permission of the Director or the Dean or HOD and making an entry in the movement register.
11. An employee is not allowed to use the name and property of the college for any private purpose.
12. An employee is prohibited from accepting any private assignment of any nature for earning any kind of income, other than the official assignments, assignments of the university, government assignments, and the assignments given by the college and college authorities.
13. Private coaching is prohibited.
14. An employee is not allowed to use and appear for any reason on political stage or participate in any political programmes.
15. An employee should not cause any indiscipline in the college premises.
16. An employee must always care for the students before going on leave or availing leaves at credit and must not leave the job midterm.

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## Appendix-IV

### LEAVE POLICY W.E.F 01/01/2023

#### **1. Work Days/Working Hours, Institute Timings & Attendance System**

Scope –All employees of ICEEM

**1.1.** Teaching Staff & Non Teaching Staff: Working days are from Monday to Saturday, Sunday is weekly off.

**1.2.** The work timings of ICEEM are as follows:

- For Teaching staff And Lab Assistant: 10.00 am to 05.00 pm
- For Non Teaching Staff (Workshop Instructors, System Admin, Office Staff): 10:00am to 05:00pm

**NOTE:** The above working days/working hours are subject to change as may be decided by the authorities at any time by issuing a communication and without paying any additional remuneration.

#### **1.3. Lunch Time:**

Applicability: Employees who are present in the Institute.

For Teaching and Non Teaching staff: Lunch break is for 45 Minutes (12.00pm to 12.45pm)

For office staff: Lunch break is for 45 Minutes (01.00pm to 01.45pm)

#### **1.4. Grace Time:**

Up to 15 minutes grace time is available for employees reaching late to their respective workplace after their official in-time i.e. in time will be considered up to maximum 10.15am and allowed for 3 times in a month only

#### **1.5. Late Coming:**

- Any employee coming late after 3 grace times (after to 10.15am) shall be considered as late.
- Three (3) movements i.e. late marks up to 12.00pm are allowed officially and after that, next 3 late marks shall attract deduction of a half day's leave.
- Habitual late reporting for duties will amount to misconduct liable for disciplinary action
- Notwithstanding the above, the Competent Authority (Director) may condone late coming for genuine reasons, viz. disruption/delay of public transport system, heavy rains, bandh or such other genuine reasons. An employee may also seek prior sanction from the Competent Authority to report late to work or to leave

early for genuine reasons. Such late coming must be subsequently regularized by a written note duly sanctioned and submitted to the Administrative officer.

- Employee must inform his / her Reporting Authority if he / she is coming late.
- Employee must inform his / her Reporting Authority if he / she won't be coming to work due to any reason or emergency – immediately he / she is coming to know about his / her emergency.

## **2. Leave Policy:**

### **2.1. General:**

- All leaves are calculated on the basis of calendar year from 1st July to 30<sup>th</sup> June every year.
- No leave can be claimed as matter of right. All leaves require specific sanction from the Authority as per leave sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.

### **2.2. Entitlement:**

All eligible employee of ICEEM will be getting 12 Days' Leave Salary of every Calendar year.

CL = CASUAL LEAVE = 12 DAYS. CL is eligible for all Teaching & Non teaching staff after one month of the Date of Joining ( July – December = 6 & December – June =6 = Total 12.)

**2.3.** Any casual leave not availed by an Employee during the Academic Year shall lapse at the close of the Academic Year. Employees joining in-between the calendar year will be granted casual leave on pro-rata basis.

**2.4.** Casual leave cannot be combined with any other kind of leave. Casual leave cannot be taken for more than three days at a time. It may be either prefixed or suffixed with holidays or Sundays provided the total period of absence including holidays/closed days and weekly off doesn't exceed four days at one time.

**2.5** Casual leave can be granted for half day and Casual leave can neither accumulated nor encashed.

**2.6.** Casual leave shall not be applied in advance before the leave begins, However in exceptional circumstances the employee may apply in written for the sanction. In

exceptional circumstances leave sanctioning authority may grant ex-post facto sanction of casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances, the casual leave availed without prior permission may be treated as leave without pay or unauthorized absence

**2.7.** Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly.

**2.8.** Leave sanctioning Authority may refuse to grant casual leave depending on the exigencies of work or if the reason is not genuine.

**2.9.** If no casual leave is balance in the account of an employee, the authority may at his sole discretion grant leave without pay.

**2.10. Half day:** Half day shall be defined as 4 hours of work.

**2.11.** Employees may require to work on weekly off, Holidays and on non working days as per the decision of Authority. In an event employees are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmes /special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., employee shall attend duties without fail and no extra remuneration will be payable for the same. In such scenario, Compensatory Benefits policy shall be applicable (Point No.5)

### **3. Maternity Leave & Paternity Leave**

Maternity Leave & Paternity Leave may be granted to confirmed/ UGC approved Female & male employee respectively as per the UGC/ AICTE/ University/ Govt. norms.

### **5. Compensatory Benefit Policy**

#### **5.1. Scope – All employees of ICEEM**

**Eligibility:** Having worked on non-working day.

**Benefits:** ICEEM acknowledges the contribution of its employees who have gone all the way and shown the dedication to the work by working on any of the non working day. To value this dedication, Institute offers as a compensatory benefit. Employee can opt for leave for one day against worked on Non-working day. This option shall be availed within 30 days of working on non-working day.

#### **5.2. Compensatory off application Process:**

Within 3 working days after a Non-Working Day, Employee needs to submit the Application for Compensatory benefit as mentioned below...

- Fill in Compensatory Benefit Application form by providing details as mentioned in the form,
- Get the approval from your reporting authority,
- Forward this application for Administrative officer for further processing,
- In case of absence of timely Compensatory off Application, the same shall lapse.
- Balance Compensatory offs will be carry forwarded to the next academic year

#### 6. Vacation Leave / EL

Category of Staff	No of Years in Service in ICEEM	Winter	Summer
<b>Teaching: Confirmed / UGC Approved</b>	1	NA	NA
	2	7 Days	14 Days
	3	10 Days	20 Days
	4 +	20 days	40 days
<b>Teaching: Adhoc &amp; Non-teaching staff</b>	1	NA	NA
	2	5 Days	7 Days
	3+	7 Days	10 Days

Vacation leaves / ELs can neither accumulated nor encashed however can be converted in to C-OFFs as per the ratio 3:1, or as decided by the authorities.

## Appendix-V

### **List of Prizes and Awards and Operating Guidelines**

ICEEM prescribes 9 categories of prizes to students, 7 categories of prizes to faculty members and incentives to non-teaching staff members. They will be given based on the performance during as approved by authorities. The categories of the prizes and awards are as follows:-

a. **Prizes for the students:-**

1. Prize on yearly performance.
2. 100% attendance.
3. Best final year report.
4. Best paper presentation.
5. Best industrial visit report.
6. Best student of the year.
7. Prizes for sports and extra-curricular activities.
8. Prize for social work (NSS Leader etc.).
9. Prize for Student's Council members.

b. **Prizes for the faculty members:-**

1. Appreciation for best research paper publication.
2. Appreciation for organizing best workshop, Conference, Seminar.
3. Appreciation for best course file.
4. Prize for best innovative teaching practices.
5. Recognition for best student support activities.
6. Prize for industrial consultancy.
7. Prize for outstanding faculty member of the college.

c. **Incentive for non-teaching staff:-**

1. Incentive for excellent or very special work.

d. **Operating guideline:-**

1. Unless or otherwise specified, all prizes prescribed for the students shall be given on the day of Annual social gathering, and for faculty members on the *Teachers Day* i.e. 5<sup>th</sup> September, every year.

2. The evaluating committee for the prizes to the faculty members shall consist of the Director and the two Deans (MBA and Engineering). **However, the prizes to the students shall be decided by a committee consisting of the above three – plus all HOD's.**
  3. ICEEM shall create '**Prizes and Awards fund**' for giving prizes and for earmark allocations every year. All Donations and endowments received for the purpose shall be credited to this fund.
  4. ICEEM shall also maintain separate accounts of each donations and endowments.
  5. The amount of the fund shall be invested in a nationalize bank(FDR) for a term of one year. All cash prizes, silver medals to students and faculty members, and blazer, laptop, books, mementos to faculty members shall be given out of the yearly interest received on bank investments (FDR) after charging 10% of the interest earned as administrative expenses every year.
  6. However, all the other prizes to the students such as memento, certificates, books, blazer shall be given from the money provisioned in the budget of Annual Social Gathering.
  7. If no suitable student/ faculty member/nonteaching staff is identified for the respective prize(s)/, the prize(s) will be deferred.
- e. **Prizes to the students:-**
- **Prize on yearly performance:**
    1. The prize shall be awarded on the basis of annual performance of a student taking into account highest aggregate marks scored in two semesters of an academic year;
    2. The prize shall be awarded class wise, department/branch wise, separately to Engineering and MBA students;
    3. The prize shall include a certificate and a book;
    4. However, a student appearing in the merit list of the Dr. B.A.M. University shall be awarded with a certificate of recognition and a memento.
  - **Prize for 100% attendance:**
    1. Student(s) attending 100% theory classes and practical sessions in an academic year (two semesters) shall be considered eligible for the prize.

2. Students representing college, with the prior permission of the Director, at various levels of competitions/events shall be considered *present*.
3. Attendance reports of previous year shall be taken in to account;
4. The prize shall include a certificate of recognition and concession in tuition fees up to Rs.2500 for Engineering and Rs.3000 for MBA.

- **Best final year project:**

1. Project work submitted by final year students of Engineering and MBA, shall be considered for the prize. The prize shall be given department/branch wise.
2. The project should be innovative and must have relevance to the current affairs of Industry /Trade, Society, Economy, Environment etc.
3. The project should have been prepared under the supervision of college faculty.
4. Engineering project should be a working model and shall be assessed in an exhibition only.
5. The project shall be assessed by a committee consisting of the HOD and a Subject Expert nominated by the Director.
6. If the assessment committee is of the opinion that there is no suitable project found for the award, then the prize shall be deferred.
7. The prize shall consist of a certificate of recognition, a memento and cash Rs.1000.

- **Best Paper presentation:**

1. Students of Engineering and MBA presenting a paper or seminar as a part of sessional work shall be considered eligible for this prize. The prize will be given branch wise.
2. Paper/Seminar presentation must be on any topic of the syllabus, of respective branch.
3. Paper/seminar presentations shall be evaluated on following parameters:
  - a. Contents of paper/seminar;
  - b. Quality of presentation;
  - c. Responses to the queries.



4. The prize shall include a certificate of recognition and a memento.

• **Best Industrial visit Report:**

1. Students of MBA third semester and Engineering Fourth Semester submitting industrial visit report shall be considered eligible for the prize.
2. The prize shall be given branch wise for engineering students.
3. Assessment of industrial visit report shall be made on following points:-
  - a. Technical details studied ;
  - b. Learning outcome;
  - c. Presentation.
4. The prize shall include a certificate of recognition, a memento and cash Rs.1000.

• **Best Student of the year:**

1. This award shall be given to Engineering and MBA separately.
2. The Director shall call nomination(s) of student(s) from faculty members with SOP (Statement of purpose). SOP shall cover following points.
  - a) Attendance report ;
  - b) Academic record ;
  - c) Achievements;
  - d) Participation in college programs and activities;
  - e) Assistance in college and departmental work;
  - f) General behavior and relations with teachers and fellow students;
  - g) Leadership qualities ;
  - h) Social commitments;
  - i) Moral, ethical behavior;
  - j) Performance in sports;
  - k) Overall impression about the personality.
3. The nominations (SOPs) shall be scrutinized by the HODs of respective departments and shall report separately to the Director.
4. The Director shall decide and announce the prize.

5. The prize will consist of a certificate of recognition, a memento and a blazer.

- **Prizes for sports and extracurricular activities:**

**Sports:-**

1. The colleges may organize inter-class tournaments on the occasion of annual social gathering every year. The winner and runner in each sport event shall be awarded with a certificate of recognition and a shield. The prizes shall be given as soon as the event is over.
2. The winner(s) of intercollegiate sports events (University level tournament) shall be awarded with a certificate of recognition and a blazer.
3. Student(s) participating at University or State or National level in any sports event shall be awarded with a certificate of recognition, a silver medal and a blazer.
4. Student(s) representing the college/University, in any sports at international level shall be awarded with a certificate of recognition, a silver medal, a blazer and cash Rs.10000.

**College level Extracurricular activities:**

College level cultural and extracurricular activities may cover following:

- a) Annual social gathering programmes and competitions;
  - b) Wallpaper, poster competition;
  - c) Essay writing;
  - d) Quiz ;
  - e) Cultural programmes;
  - f) Social work/NSS;
  - g) Debating/ Elocution;
1. Professor In-charge (Students Council) shall create necessary committees to assess the performance of participants in extra-curricular activities. The committees shall declare the results on the very day, after the competition is over.

2. Every winner and runner shall be awarded with a certificate and a shield.  
The prizes shall be distributed as soon as the event is over.
3. However, student(s) participating at University level or State level or National level competitions in any cultural or any other extra-curricular or co-curricular or identified event, shall be awarded with a certificate of recognition, a silver medal and a blazer.
4. Student(s) representing the college or the University in any cultural/any other extra-curricular or co-curricular or identified activities at international level shall be awarded with a certificate of recognition, a silver medal, a blazer and cash Rs.10000.

- **Prize for social work (NSS etc.).**

1. Social work of a student, if recognized at District/State/Nation/University level shall be considered for the prize.
2. He/ She shall be awarded with a certificate of recognition, a memento and cash Rs.1000.

- **Prize for students council members:**

1. The General Secretary of student's council shall be awarded with a certificate and a blazer.
2. The Student's Council members shall be awarded with a certificate of recognition and a memento.

f. **Operating guidelines for Prizes to the faculty members:-**

- **Appreciation for Research paper publication:**

1. A faculty member whose research paper is published in previous academic year in any recognized national journal shall be awarded with a certificate of recognition and a memento.
2. A faculty member whose research paper is published in previous academic year in any recognized unpaid international journal shall be awarded with a certificate, a memento and book(s) or cash Rs.1000. While considering for the prize citation weightage and the impact factor of paper will be taken into account.

3. A Faculty member shall submit two photo copies of published paper to the Director through the HOD.

• **Appreciation for organizing workshop, conference, seminar:**

1. A faculty member who has organized a Workshop or a Seminar or a Conference at college level or inter collegiate level shall be awarded with a certificate of recognition .

2. A faculty member who has organized or worked as an organizing Secretary of a National or International Conference or a Seminar or a Workshop shall be awarded with a certificate of recognition, a memento and books worth Rs.1000.

• **Appreciation for best course file:.**

1. A faculty member who has maintained a course file of the subject(s) taught in previous year, containing syllabus, academic planning, time table, study notes, references, video/animation sites, charts, PPT, test papers, attendance record, test results, result analysis, projects handled etc. shall be eligible for the prize.

2. He/she is required to submit previous year's file, containing the record mentioned in point No.1 to the Director through HOD, on or before 30<sup>th</sup> August.

3. The prize shall include a certificate of recognition and a memento.

• **Prize for best Innovative teaching practices:**

1. Following teaching practices may be considered for the prize:

- a) Synopsis of lectures;
- b) Soft copies of lectures;
- c) Placing study notes/study material in the library;
- d) Simulation/Modeling/Animation;
- e) Case studies;
- f) Innovative communication practices.

3. Faculty member using any other method(s) must communicate in writing to the HOD. Approval of the Director to such method(s) is mandatory.

4. Faculty member using at least any three of the above given practices (including approved methods by the Director) will be considered eligible for the prize. Faculty member is required to submit a file containing all necessary record of the previous year related to the innovative teaching practices applied, to the Director through HOD on or before 15<sup>th</sup> Aug.
5. The HOD shall take a feedback of students on the file submitted by a faculty member and make recommendations to the Director on or before 30<sup>th</sup> Aug.
4. Faculty member may be awarded with a certificate of recognition, a memento and a laptop.

- **Recognition for students supports activities.**

1. Following students support activities will be considered for the prize.
  - a) Remedial teaching;
  - b) Counseling;
  - c) Campus training and placement;
  - d) Coaching for competitive exams;
  - e) Interview/Aptitude test preparation.
  - f) Financial support to students.
2. Faculty member continuously involved in any one of the above mentioned students support activities during previous year shall be considered eligible for the prize.
3. A faculty member is shall maintain a detailed record of the activity covering enrollment of the students, schedule of the activity, time spent per week, supportive material prepared and distributed to the students, account of the money spent, outcome of the activity etc. and submit it to the Director through HOD on or before 15<sup>th</sup> august.
4. The prize shall include a certificate of recognition, a memento and a silver medal.

- **Prize for industrial consultancy :**

Faculty member engaged in industrial consultancy will be awarded with a letter of appreciation and memento.

- **Outstanding faculty member of the college:**

Following may be the parameters, for deciding outstanding faculty member's award:-

- a) Recognition by students.
  - b) Cohesive in staff and students.
  - c) Disciplined personality.
  - d) Participation in college programs.
  - e) Assistance in college administration.
  - f) Students support activities.
  - g) Resourcefulness.
  - h) Research and Publication.
  - i) Academic performance.
  - j) Social commitments.
  - k) Efforts for self-improvements.
1. The prize will include a letter of appreciation, a memento and cash Rs.5000.
  2. This award will be given only once in career.

**Incentive for non-teaching staff:-**

- **Incentive for extra-ordinary good work.**

For an extra-ordinary good work non-teaching staff member will be awarded with a letter of appreciation and an additional increment in salary.

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## **CHAPTER -6: STUDENTS SUPPORT ACTIVITIES.**

- **Hostel.**
- **Transport.**
- **Medical Check-up and Insurance.**
- **PPED Unit.**
- **Yoga.**
- **Sports.**
- **Debating skills.**
- **Spoken English and Communication skills.**
- **Earn and learn Schemes.**
- **Canteen.**
- **Library and E-Library.**
- **Interactive sessions with eminent personalities.**
- **Student Aid Fund (Poor Fund).**
- **Communication with parents/guardian.**
- **Special efforts for weak students**
- **Adopting a selected group for special care**
- **Alumni involvement.**

## **CHAPTER-6 STUDENTS SUPPORT ACTIVITIES.**

6.1 Students are one of ICEEM's prime assets. ICEEM shall therefore provide every possible support and incentive for the development of students. ICEEM believes that, students support activities shall establish strong bonds between the institute and students. Following are a few areas of students support. Most of them are for personality development of students. ICEEM shall be adding a few new student support activities every year.

### 6.2 **Hostel.**

- a) ICEEM may provide hostel facilities for boys and girls, like rooms with furniture, toilets, water supply, solar water heater, entertainment room, reading room, meditation and prayer room, recreation hall, hostel library, mess, guest room, sick room and medical help;
- b) One of the senior staff member / faculty member shall be in overall administrative charge of the hostel;
- c) A faculty member of ICEEM shall be given additional charge of hostel as rector. He shall be responsible for day today activities, discipline and related work of the hostel;
- d) There shall be a hostel committee consisting of the Campus Director / Director as the Chairman, two members of GMC / CDC and Rector as the Secretary. The committee will meet at least once a month, to review and resolve various issues and problems of the hostel;
- e) The hostel committee shall give a quarterly report to GMC / CDC; and
- f) The GMC / CDC may from time to time review hostel and canteen services and advise the hostel committee for improvements. It may also review the fees or other charges from time to time.
- g) **Following shall be the duties and responsibilities of the Rector.**
  - i. Overall guardianship of all inmates;
  - ii. To maintain discipline and ragging free environment;
  - iii. To ensure safety and security of the hostel and students;
  - iv. Cleanliness, hygienic conditions, purity of water and healthy food;
  - v. To arrange Medical services and care during illness;



- vi. To work as the Secretary of hostel committee;
- vii. To maintain the office records of the hostel;
- Viii To prepare yearly plan and budget of the hostel; and
- ix Recovery of dues from students

6.3 **Transport:-**

- a) ICEEM may outsource transport service and provide the facility to the students and employees at cost or on concessional charges;
- b) The transport facility shall be provided for an academic year. A student / employee willing to avail of the transport facility shall pay the total transport charges at the beginning of an academic year. However, anyone who is willing to avail this facility in mid- term, shall be required to pay for the remaining period;
- c) Students and employees availing the service shall pay the charges to the cashier only;
- d) The Asst. Director shall oversee all administrative matters in respect of transport services, and shall determine the bus routes along with pick-up and drop timings at the respective stops; and
- e) The GMC may from time to time review adequacy of transport services and may also determine charges for different routes and distances.

6.4 **Medical Checkup and Insurance:-**

**Medical Checkup:-**

- a) ICEEM shall organize Medical Checkup for all the students once in an academic year;
- b) Asst. Director shall look after the arrangement of medical checkup including, inalizing a panel of registered medical practitioners in Aurangabad, Class wise schedule of medical checkup and all necessary preparations;
- c) Information regarding Medical Checkup shall be recorded on re-printed stationery supplied by the college. The stationery shall be prepared in consultation with a medical Doctor;
- d) Medical Checkup shall comprise general health checkup including Blood group, Vision test, BP, HB count, and particular observations of the Doctors; and

- e) After Medical checkup information regarding significant observations shall be communicated to the students and their parents/ guardians.

**Insurance:-**

- f) Every student seeking admission in ICEEM shall contribute some amount (As per Insurance company's policy plan) for group insurance cover every year. The amount shall be paid at the time of admission only;
- g) ICEEM shall take a Group Insurance cover of all the students of ICEEM every year out of the moneys contributed by them;
- h) While taking insurance cover ICEEM shall always consider a plan of insurance cover with maximum benefits; and
- i) Asst. Director shall arrange to take insurance cover as soon as the admission process of all programmes in ICEEM is over and shall communicate to students by a notice for class circulation.

6.5 **PPED Unit (Placement, Perfection and Entrepreneurship**

**Development Unit):**

As a part of student support activities ICEEM shall set up a PPED unit for students and entrepreneurs -

- i. To provide finer skills and attributes in demand in the job market;
- ii. To help the students to seek good placements through campus interviews;
- iii. To organize Entrepreneurship Development activities;
- iv. To facilitate selection of products processes or technologies; and
- v. To help find capital resource solutions and assistance of investors and financial companies.

**The PPED shall also provide-**

- a) Employment Guidance and Placement assistance to students;
- b) A rapport with corporate offices, industries association, reputed business houses for exploring job opportunities for the students;
- c) Following activities for perfecting the students:-
  - Work shop on Preparing Resume;
  - Preparing database / brochure of final year students;

- Preparation for interview;
- Conduct mock test and interviews; and
- Training for applying through job portals.

d) The unit shall organize at least 2 career guidance programmes in a year.

#### 6.6 **Yoga:**

- a) ICEEM may form a Yoga Club to organize Yoga training and programmes;
- b) Yoga Club shall be headed by a Prof. In-charge and assisted by two students representatives;
- c) Students and others interested in Yoga activities may register their names as members of Yoga Club, by paying Rs.100 as annual subscription; and
- d) Yoga Club may organize for members and others different programmes like lectures, demos, and workshops and training of Yoga during an academic year. Yoga Professionals may be invited for conducting such programmes.

#### 6.7 **Sports:**

- a) ICEEM may provide indoor and outdoor games facilities. Games may include Chess, Caroms, Badminton, Table Tennis, Cricket, Football, Volleyball, Basketball, Lawn Tennis, and Athletics;
- b) A faculty member shall be appointed as Prof. In-charge –Sports, who will look after sports activities and events of competition organized at different levels;
- c) The faculty in-charge sports, shall be responsible for preparing college teams to participate in sports events organized at the university, state and national levels; and
- d) The Student council in-charge of student support activities shall oversee all administrative matters in relation to sports including, preparing budget for sports, purchases of sports equipment etc.

#### 6.8 **Debating Skills:**

- a) ICEEM may form a Debating Association;
- b) Interested Students and others in ICEEM can become members of the association on payment of an annual fees as approved by GMC / CDC;

- c) A faculty member shall chair the Debating association. He shall be assisted by a student by a Student nominated as Secretary of the association;
- d) The Association shall organize a day workshop every year, as well as other programmes for developing debating skills and group discussion skills among students;
- e) Debating Association shall organize a debating competition on 15<sup>th</sup> September i.e. Engineers day; and
- f) Debating Association shall promote and prepare debating teams of ICEEM to participate at the various debating competitions.

6.9 **Spoken English and Communication Skills:**

- a) ICEEM shall operate a programme of spoken English and Communication skills for students;
- b) A faculty member shall be appointed as Professor to administer this activity;
- c) Interested students and others at ICEEM shall register their names by paying course fees for the programme;
- d) ICEEM may outsource this programme from time to time to any professional outside agency;
- e) The contents of the programme, its frequency and charges shall be determined by the Director; and
- f) ARC shall review the programme periodically.

6.10 **Earn and Learn Schemes:**

- a) ICEEM may run an **Earn and Learn** scheme to support economically weak and needy students;
- b) ICEEM may create a fund or budget provision for the activity;
- c) A Professor in-charge shall be appointed to oversee the activity;
- d) Students willing to avail the facility of Earn and Learn Scheme may apply to the Director who shall provide suitable work for the applicants in the departments, library, stores or on the campus;
- e) Prof. in-charge shall prepare a list of students willing to avail earn and learn facility and shall get it approved from the Director;

- f) ICEEM may operate the scheme during working days of the college only. Every day a student shall be given two hour work in leisure time or after closure of regular timings of college;
- g) The nature of work shall comprise of library work, garden work, housekeeping, typing work, courier services etc; and
- h) The GMC shall determine hourly wages for the work given to the students.

6.11 **Canteen.**

- a) ICEEM shall provide canteen for all the students;
- b) The canteen shall operate during college hours;
- c) Canteen services shall be outsourced through executing an annual contract of lease;
- d) The Rector (Hostel) shall oversee the smooth working of canteen services and ensure purity of water, hygiene of food, and cleanliness of canteen premises; and
- e) The GMC shall from time to time determine the services, food products and their rates to be charged by the canteen.

6.12 **Library and e-library.**

- a) ICEEM shall provide Library with e-library facility to the students;
- b) The Library facility shall include text books, reference books , journals, reprographic facility , book bank, reading room, OPAC, online journals; and
- c) Library shall be open during office hours and at examination time till 11.00 PM.

6.13 **Interactive sessions with eminent personalities.**

- a) For the benefits of all the students ICEEM /a department shall organize at least 2 motivational lectures of eminent personalities in an academic year;
- b) ICEEM shall also organize at least 2 guest lectures in an academic year for BE / MBA students separately; and
- c) The ARC shall approve the names of eminent persons and guest lecturers.

6.14 **Student Aid Fund (Poor Fund).**

- a) ICEEM may have a provision of student aid fund to provide some financial support to poor and needy students;

- b) Students of ICEEM may contribute to the fund at the time of seeking admission, an amount may be determined by GMC from time to time;
- c) ICEEM may also contribute to the fund;
- d) A poor or needy student may apply to the Director for getting financial help from Student Aid Fund stating the reasons and need;
- e) Applications received for help from Student Aid Fund shall be reviewed by a committee consisting of Dean, 2 faculty members and a class representative; and
- f) The committee shall determine the help after interviewing the student and make a recommendation to the Director.

6.15 **Communication with Parents/ Guardian:**

- a) ICEEM shall organize parents meet once in a year preferably after getting the result of odd semesters to report progress and performance of their wards, and the efforts taken by the college;
- b) ICEEM shall have open door policy to have discussion with the parents /guardians for any doubts , issues and problems ; and
- c) For the better cause, ICEEM shall also inform parents/guardians the progress report, absentee report, report of indiscipline and appreciation letters for extraordinary performance or merit.

6.16 **Special Efforts for weak students.**

Apart from regular class work ICEEM shall take following special efforts for the students who are weak in studies;

- i. Identifying subject wise weak students;
- ii. Conducting remedial classes;
- iii. Solving personal difficulties;
- iv. Assigning homework and tutorials;
- v. Confidence building by solving previous examination papers; and
- vi. Providing notes on important topics, and model answers of important questions.

6.17 **Adopting a Selected Group for Special Care.**

- a) Every faculty member shall adopt a group of 5 to 10 students for special parent like care.
- b) The faculty member's care shall cover the following -
  - i. To understand personal problems and help overcoming of deficiencies if any;
  - ii. To build confidence among the students;
  - iii. To motivate for accepting challenges;
  - iv. To help in career planning;
  - v. To create awareness about competitive world;
  - vi. To develop positive attitude; and
  - vii. To help to solve problems with other students or other teachers.

6.18 **Stationery Store.**

- a) ICEEM shall setup a stationery store and may in due course hand over its management to Students' Council.

6.19 **Alumni involvement.**

- a) ICEEM may keep a list with addresses of passed out students (Alumni). Most of them should have successfully established their business or industry;
- b) The activities of PPED shall be facilitated by the Alumni;
- c) ICEEM may invite its alumni for important occasions and functions;
- d) ICEEM expects substantial support from its Alumni, especially in running modern day supporting activities for students like innovation, research or search for working and job opportunities in India and abroad;
- e) ICEEM may organize Alumni meet once in 5 years; and
- f) ICEEM may expect assistance from the Alumni providing scholarships, prizes and endowments for ICEEM by themselves or through philanthropists known to them.

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## **CHAPTER –7: CAMPUS MANAGEMENT**

- **Estate management.**
- **Maintenance of garden, trees, greenery, lawns.**
- **Quality water supply and rain water harvesting.**
- **Power, Telephones and Internet.**
- **Drainage and Waste disposal.**
- **Insurance and fire protection.**
- **Pest Control.**
- **Public relations and visitors.**



## **CHAPTER-7      CAMPUS MANAGEMENT.**

- 7.1 This chapter describes general rules of campus management like Estate Management, Maintenance of building, internal roads, greenery, water supply, power , telephone, drainage and waste disposal , solar plant, internet, water harvesting, public relations , security ,insurance and fire protection, pest control.
- 7.2 ICEEM shall continuously maintain its infrastructure, ambience and utilities for better services to its stakeholders.

With this view ICEEM shall ensure –

- 1) Regular maintenance of infrastructure and utility services;
- 2) Hygienic and Eco friendly environment;
- 3) Safety and security of property and life;
- 4) Management of wastages and conservation of resources;
- 5) Sufficient budget provision for campus management;

7.3      **Estate Management :-**

- a) ICEEM shall provide budget provision for various activities of campus management separately;
- b) AO / Registrar / Vice Principal shall review from time to time the requirements of campus management activities and shall report to the Campus Director / Director. He shall be responsible for regular payment of all taxes and bills for utilities;
- c) ICEEM may, where feasible, outsource security, watch and ward, maintenance of water supply, power, telephone, internet, maintenance of garden and greenery, disposal of waste, water harvesting, fire protection, pest control, etc., by making appropriate contracts. Otherwise all the services and utilities shall be arranged or maintained through ICEEM staff;
- d) The Asst. Director in-charge of Campus Management may seek assistance from HOD Civil Engineering department to review requirements of building maintenance and internal roads and report to the Campus Director / Director.

7.4 **Maintenance of garden, trees, greenery, lawns:-**

- e) ICEEM shall develop and maintain lawns and greenery in the campus. Small projects may be formulated for tree plantation etc.;
- f) All employees and students are expected to assist in gardening activities;

7.5 **Quality water supply and Rain water harvesting:-**

- g) ICEEM shall give primary importance to the security, maintenance and optimum utilization of water resources available in the campus;
- h) Asst. Director shall be responsible for regular and adequate supply of water, especially for its quality;
- i) ICEEM may plan and develop rain water harvesting.

7.6 **Power, Telephones & Internet:-**

- j) Asst. Director shall, from time to time, review utilization of power, telephones and internet services in the campus and ensure that these utilities are used with reasonable economy. The same applies to utilization of D.G.;
- k) ICEEM shall be looking for using solar energy wherever it is possible e.g. water heating or street lights.

7.7 **Drainage and Waste disposal:-**

- l) Drainage system in the campus shall be properly maintained. Wastages shall be properly managed without causing any inconvenience or health hazards.

7.8 **Insurance and fire protection:-**

- m) ICEEM properties including building, library, laboratories, machines, furniture and equipment etc. shall be adequately covered against theft and fire by insurance;
- n) ICEEM may install CCTV camera system in the campus;
- o) ICEEM shall also place fire extinguishers at stores, library, laboratories, workshops etc.

7.9 **Pest Control:-**

- p) ICEEM shall have periodical pest control and protect library, laboratories, computer labs, workshop, stores, and office.

7.10 **Public relations and visitors:-**

- q) Security shall maintain a record of outside visitors to the ICEEM campus;
- r) All outside visitors shall be attended by a receptionist in the reception hall;
- s) Students, teachers, and other employees shall meet outside visitors in the reception hall only;
- t) ICEEM may soon have a reception room for important visitors where ICEEM and its activities may be shown to them. Asst. Director shall receive them and take them to the Director and on a round in the college.

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