



# SAGAR INSTITUTE OF SCIENCE & TECHNOLOGY

Approved by AICTE, New Delhi & Govt. of MP. Affiliated to RGPV & BU, Bhopal



# STAFF HANDBOOK

(REVISED IN 2021)



## **Sagar Group of Institutions Welcomes You!**

We wish you, and therefore ourselves, a fulfilling journey as the employee of one of the most prestigious institute of Central India, imparting not only quality technical education, but moral values as well as professional ethics in its students. We walk the path of excellence with an undying will to become the pioneer in Technical Education.

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## SHRI SUDHIR KUMAR AGRAWAL, CHAIRMAN, SAGAR GROUP



The Sagar Group of Institutions is managed by a 'Governing Council' led by Shri Sudhir Kumar Agrawal, Chairman. The commitment of the Sagar Group towards academics and discipline has propelled it to turn into one of the best in this region.

**The motto of the Group is: Discipline, Dedication and Decorum.**

### CHAIRMAN'S MESSAGE

Dear All,

The Sagar Group of Institutions holds a place of pride among the leading privately managed engineering institutions of Madhya Pradesh and is surely the best of its kind in the central region of India. We started off in the area of engineering education by establishing our first college, SISTec, in the year 2007. Today, SISTec boasts of three colleges that have grown substantially in stature, size and activities over a decade of fulfillment. A qualified and committed faculty across all departments at our colleges ensures that the goal of nurturing and training young minds is being successfully accomplished. The team of Sagarites firmly believes that with patience, perseverance and a bit of persuasion anything can be achieved.

Along with academics we are equally focused on developing the qualities of integrity, honesty, trust, tolerance, humanism and compassion in equal measure among the students to foster a spiritual temper. A wide and varied choice of academic curriculum coupled with an emphasis on motivation and training, help the students in gaining competence and expertise in their respective areas of engineering.

Our institutions are committed to providing an environment to nurture innovation, creativity and excellence in all the spheres of academic learning. We strongly support inter disciplinary research and development for the benefit of industry and society alike.

Our vision is to expand academic and research activities at our institutions and turn various engineering departments into centers of excellence. We invite all the students and academic fraternity to join us on this journey of academic fulfillment. We promise to provide you with support, guidance and resources for a successful and joyful career.

A society cannot grow unless fostering education is its topmost priority. We pay our obeisance to God almighty for providing us with this fulfilling and enriching experience of educating children.

## SHRI SIDDHARTH AGRAWAL MANAGING DIRECTOR, SAGAR GROUP



Our reverend Managing Director, Shri Siddharth Agrawal truly possesses all the qualities of a young and dynamic leader. Having completed his B.Tech. in Civil Engineering from MANIT, Bhopal, he took on the challenge of taking SISTec to unprecedented heights. It is with his persistence and determination that our college is now counted amongst the best technical Institutes of Bhopal.

### MANAGING DIRECTOR'S MESSAGE

Dear All,

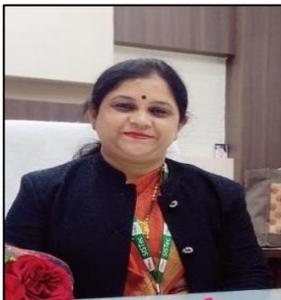
The philosophy at this great seat of learning is to incubate and churn out a brigade of enthusiastic, motivated and dynamic leaders driven by a passion to create a new synergy and to accelerate the pursuit of excellence.

At **SISTec** we do not simply graduate the students, we also make them understand and learn different life skills. We make every possible attempt to mold our students in a way that they come out as strong individuals who can sustain in competitive world. Our extra curriculum programs combined with academic syllabus makes sure that what we profess is achieved for our students. We do not feed the students with mere facts and knowledge instead; we motivate our students to be the source of knowledge themselves. We also believe that students are our partners in our mission to make them entrepreneurs. Our main job is not only to get them jobs instead; facilitate them to provide jobs.

We aim at making continuous improvement in pedagogical tools to ensure a conducive environment, wherein the students unravel their potential and develop their inherent insight and skills.

I welcome all the staff members and extend a collaborative hand to them in order to nurture a common dream that we subscribe to.

## KEY POSITION HOLDERS AT SISTec



**Dr. Jyoti Deshmukh**

**Group Director, SISTec**

Dr. Jyoti Deshmukh is an eminent scholar, teacher, researcher and administrator. She has over 25 years of experience in teaching and research. While she has been a passionate and caring teacher, as an administrator she has been firmly result-oriented with a steady vision. She has a rich exposure of various CAD tools used for Electronic Circuit Design & Analysis, Latest Trends in Design Technologies & Processes in the field of VLSI and Designing with Linear Integrated Circuits. Her innovative approach and administrative skills have empowered her with a diverse and innovative approach as an academic leader. She is a strong believer of "teaching the skills and not the subject" which involves experiential learning strategies that foster critical thinking.

Dr. Jyoti Deshmukh received Doctorate of Philosophy in Electronics and Communication engineering with specialization in VLSI Designs from MANIT Bhopal. She pursued her post-graduation with the specialization in M. Tech in VLSI Design & Embedded Systems from V.T.U., Bangalore, Warangal, and Bachelor of Engineering in Electronics and Communication Engineering from K.B.P. College of Engineering, Satara (Shivaji University, Kolhapur). She also did Diploma in Industrial Electronics from Walchang College of engineering (B.T.E., Mumbai)



**Dr. Keshavendra Choudhary**

**Principal - SISTec, Gandhi Nagar**

Having graduated in Mechanical Engineering through "The Institution of Engineers", India in 1996, obtained a Master's Degree (M. Tech in Thermal Engineering) from IIT Delhi in 1999, and Ph. D in Thermal Engineering from Jamia Millia Islamia (A Central University), New Delhi. Dr. Keshavendra Choudhary boasts of more than two decade's experience in Research and Academics. He worked as a lecturer, Senior Lecturer & finally as an Assistant Professor in Amity School of Engineering and Technology, New Delhi from 2000 to 2008. He joined Corporate Institute of Research and Technology (CIRT), Bhopal as Director in 2011 where he stayed from 2011 to 2014. After that he worked as Principal at School of Research and Technology, People's University, Bhopal from 2014 to 2018. He is also the associate of "The Institution of Engineers", India. He worked as the consultant in the research project "Impact of the Use of Inlet Air Cooling and Evaporative after Cooling on the Energetic- Exegetic- Environmental Performance of Combustion Gas Turbines" at "King Fahd University of Petroleum & Minerals", Dhahran-Saudi Arabia.



**Dr. Kuldeep Ganju**

**Principal – SIPTec, Gandhi Nagar**

Dr. Kuldeep Ganju is doctorate in pharmacy with more than 15 years of teaching and 10 years research experience. He is a prolific speaker and has numerous publications in national and international journals and conferences nationwide. Through his excellently created module on “Public Speaking Skills”, Dr. Ganju has conducted several workshops and trained professionals on public speaking skills. His inclination towards teaching and research has always contributed to bring remarkable growth in the students. He has guided many post graduate students for the M. Pharm research work and also a life member of Society of Pharmacognosy. His main objective to bring glory to the institute and work for the betterment of Pharmaceuticals. He also bagged the Best speaker award on the topic "Supercritical Fluid Extraction" at national level workshop organized by Barkatullah University in 2015”. He has written seven books on Pharmacy, public speaking etc. He has published more than 30 research papers in National and International Journals.



**Dr. Swati Saxena**

**Vice Principal – SISTec Gandhi Nagar**

She is associated with SISTec since its inception in the year 2007. She possesses a sharp academic acumen coupled with vast teaching experience of more than 22 years. She has profound mentoring and administrative skills which is recognized by students as well as teaching community. A visionary leader who enjoys creating a learning environment that motivates and inspires all the aspiring students to excel. She is a pillar of commitment and determination and along with her present profile as Vice Principal, she is coordinator of the Internal Quality Assurance Cell (IQAC), she also heads the Department of Basic Science. She is a strong advocate of academic discipline, ensuring the maintenance of high academic standards.



**Mr. BS Kushwaha**

**Administrator SISTec**

He is associated with Sagar Group 2002 and with SISTec since its establishment. He plays a central role in all important routine activities of institute. He is head of all administrative tasks like accounts, transport, admissions etc. He is warden of all hostels within the campus. He is responsible for managing overall institute by residing in college campus. His primary objective is to create the organization completely prosper and he works very hard for all advancements of institute to attain his objective.

## SAGAR GROUP - AT GLANCE



**Sagar Group** is one of the fastest-growing business conglomerates of Central India contributing in Real Estate, Industry and Education sectors. It extends a legacy of 39 years of trust to its customers to excel for a good life. Under the visionary leadership of its Founder & Chairman Shri Sudhir Kumar Agrawal, Sagar Group truly realizes the vision of contributing to the basic needs of individuals. It came into existence in 1983 and is committed to being an integral part of the success story of Madhya Pradesh, India.

Sagar Group operates on a firm belief of its value system and is constantly working towards its mission of 'Building Nation.' The Group has a footprint in 20+ countries and offers career options to 5000+ Professionals of different skill sets with 45% diversity ratio empowering women. Over the years, the group has expanded its operations successfully from the real estate sector and ventured into education and further to industrial manufacturing and production. Sagar Group has bagged with Naiduniya's captain of industry - Visionary of Madhya Pradesh award for outstanding contribution in industries in 2020.

**Agrawal Builders and Colonizers** have established their presence as one of the leading Real Estate giants of Central India with over 39 years of rich experience. It is the infrastructure development arm of the group with a prime focus on residential projects. The Sagar Group boasts of a virtuous status having successfully completed more than 21 Mega Projects at the prime residential locations of Bhopal. With an ample land bank at its disposal, the group plans to deliver state-of-the-art living projects to offer a good life to the citizens of the state. The arm has constantly upgraded itself with modern technologies to keep with the pace of time with a proven rewarding experience.

In 2012, Sagar Group set up **Sagar Manufacturers Pvt Ltd (SMPL)** with a world class spinning-to-shipment facility in Tamot, Near Obedullaganj, Madhya Pradesh, India. The campus has a spread of 120-acres built in with world class technology with premium residential houses within its campus. The campus comprises of 5 Spinning units and 1 Knitting unit delivering 40150 MT of yarn per annum with an installed capacity of 200000 spindle for FLO certified Yarns, CUC Certified Yarns, Better Cotton Initiative (BCI) Yarns, Lycra Core Spun Yarns (carded & combed); ELLI Twist Combed Compact Yarns, Slub Yarns, Combed Compact Yarns for Weaving & Knitting, Reiter Compact Yarn; Twist Yarn, TFO Yarn; FLOCERT Fair Trade Certified Yarns. Sagar Manufacturers Pvt Ltd (SMPL) manufacture and knit Indian textile products (Sagar Yarn) basis the global market requirements. It contributes to Indian Textile Industry with exports to 20+ countries and has 200+ global brands on board. Known for its quality in natural fibre, it has emerged as the most trusted brand in global textile markets. It wishes to serve the mankind by arranging the basic requirement of clothing to contribute to economy.

**SMPL** opted for the premium technologies in spinning and knitting to manufacture superior quality

products. The target industry includes both indigenous & international yarn along with fabric consumers. Research lab of Sagar Yarn selects the finest fibre of cotton to produce superior quality yarns adhering to principal norms in order to become the first choice of all quality conscious knitters/weavers across the globe.

**Sagar Nutriments** is Sagar Group's recent venture in food processing premium quality basmati rice. The Group has set up the ultra-modern state-of-the-art rice milling plant and is spreading fragrance and taste of paddy grown in the fields of Madhya Pradesh. The company offers premium quality basmati rice under the umbrella brand 'Sagar Rice' with Ivory, Pure, Pearl, Prime, Lily, Frost, Silk and Snow variants and is supplying to major exporters and brand holders in India.

**Sagar Group** has earned a lot of praise across the nation empowering youth of Madhya Pradesh with a bright career and life. The group provides world class school and technical education under Sagar Group of Institutions to 20000+ students with 2000+ dedicated faculties. The group imparts schooling through the chain of Sagar Public Schools (SPS) to nurture the young mind. Today, SPS is considered as the most preferred brand for holistic education and Indian Value System to its core featuring amongst the Top 100 schools in India with its campuses at Saket Nagar, Gandhi Nagar, Rohit Nagar, Ratibad and Dwarka Dham.

**Sagar Institutes (SISTec)** are engaged in providing the best technical education in the field of engineering, pharmacy, and management. Today, SISTec is known for imparting skill-based education with integration of streams to Industry. With its state-of-the-art lush green campuses at Gandhi Nagar and Ratibad, SISTec is the most preferred and popular destination for budding students and technocrats. Sagar Group of Institutions has been felicitated with IBC24 Excellence Award for its contribution to Madhya Pradesh's Technical and School Education.

**Abhay Sagar Foundation** is the CSR arm of Sagar Group, which works towards the mission to providing holistic education to service the mankind. It is committed to strengthen the education system with 'Sagar Vidya Niketan' to the country side community by offering free education and mid-day meal to impact more than 400+ families of community and over 500+ students.

Following are the areas of operations for the Sagar Group-

Sagar Group	:	The Sagar Group ( <a href="http://www.thesagar.in">www.thesagar.in</a> )
College Education	:	SISTec ( <a href="http://www.sistecgn.ac.in">www.sistecgn.ac.in</a> )
School Education	:	Sagar Public School ( <a href="http://www.spsbhopal.ac.in">www.spsbhopal.ac.in</a> )
Abhay Sagar	:	Abhay Sagar Foundation ( <a href="http://www.abhaysagafoundation.com">www.abhaysagafoundation.com</a> )
Real Estate	:	Agrawal Builders ( <a href="http://www.agrawalbuilders.com">www.agrawalbuilders.com</a> )
Yarn Manufacturing	:	Sagar Manufacturers Pvt. Ltd. ( <a href="http://www.sagarmanufacturers.com">www.sagarmanufacturers.com</a> )
Rice Mill	:	Sagar Rice ( <a href="http://www.sagarrice.com">www.sagarrice.com</a> )

## ABOUT SISTec GN

SISTec belongs to Sagar Group of Institutions which is commencing new heights with high-quality education and a basic approach which aims at continuous development for making a unique contribution to the world of technology. SISTec GN is located near Raja Bhoj International Airport and is affiliated to RGPV and approved by AICTE. SISTec GN provides quality techno education in a highly disciplined and innovative learning environment.

SISTec since its inception has carved a niche for itself and started figuring in the list of Best Engineering Colleges in Bhopal. With its empirical academic methodologies, state-of-art infrastructures and facilities, SISTec has become a preferred destination for recruiters and engineering aspirants. Housed in the picturesque lush green ambience - SISTec over the years has proved and lived up to its commitment of delivering high quality technical education at par with the ever-changing technical scenario across the globe. Inter-disciplinary and practical approach in regular academic delivery, SISTec strives on the over-all growth of students. Excellent facilities, constant innovation in teaching and training, best placement initiatives and regular campus recruitment trainings are the key features at SISTec. Just not the marks and ranks, but also ethics and morals are incorporated in the psyche of the student at the institute. This unification of tradition and technology makes the institute an ultimate abode of learning.

### Institutional Awards and Recognitions (Few Highlights) -

1. SISTec is awarded with **“Excellence in promoting Industry Academia Interface-Central”** at 14<sup>th</sup> National Education Summit, NEP 2020-Transforming Educational Landscape of the Nation and Carving a Roadmap for Implementation.
2. SISTec is recognized in the band **“PERFORMER”** under the category **“Colleges / Institutions (Private/Self-Financed) (Technical)”** in **Atal Ranking of Institutions on Innovation Achievement (ARIIA), 2021.**
3. SISTec has bagged with **“National Employability Award 2021”** by Aspiring Minds under the category of Engineering College for being amongst the top 10% campuses in State.
4. SISTec has bagged with the Award of the **“Best Institution”** made significant efforts through Innovation, Science & Technology and traditional methods in National Innovation Awards 2018.
5. SISTec is felicitated with **“Education Excellence Award -best engineering college of Central India”** for most trusted brand in school and technical education by **Honorable ex-chief minister Shri Kamal Nath** in 2019.
6. In 2018, Sagar Group of Institutions-SISTec has been selected for establishing Institution Innovation Council (IIC) at its premises by MHRD, Govt. of India. Sagar Group has been felicitated **“Most Innovative College Award”** in 2018.
7. SISTec has bagged with the prestigious ASSOCHAM award of the **“Best Institution made significant efforts through Innovation, Science & Technology and Traditional Methods”** in National Innovation Awards 2018.

8. Sagar Institute of Science & Technology (SISTec) has been felicitated with “**The Most Innovative College Award 2018**” -North Zone.
9. Sagar Group has been felicitated IBC24 Excellence Award 2017, “**ICON OF MADHYA PRADESH**” by **Honorable Chief Minister of Madhya Pradesh, Shri Shivraj Singh Chouhan** for its contribution to Madhya Pradesh’s Industrial Development and Incredible Societal Development.

**Program Details (B.Tech/M.Tech)**

<b>B.Tech</b>	<b>Capacity</b>	<b>M.Tech</b>	<b>Capacity</b>
Mechanical Engineering	120	Computer Science & Engineering	18
Civil Engineering	60	Digital Communication	18
Electronics & Communication Engineering	60	Machine Design	18
Electrical and Electronics Engineering	60	Thermal Power & Engineering	18
Computer Science & Engineering	180	VLSI Design	18
Artificial Intelligence and Data Sciences.	60	<b>Total</b>	<b>90</b>
<b>Total</b>	<b>540</b>		

**Program Details (MBA/B. Pharm/M. Pharm)**

<b>MBA</b>	<b>Capacity</b>	<b>Pharmacy</b>	<b>Capacity</b>
<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Finance</li> <li>• Human Resource</li> <li>• Banking</li> <li>• Retail</li> </ul> *Dual Specialisation available in any of the two areas.	<b>120</b>	B. Pharm	100
		M. Pharm	30 (In total)
		1.Pharmaceutical Chemistry	15
		2.Pharmaceutics	15
		<b>Total</b>	<b>30</b>

## **APPROVALS & AFFILIATIONS**

- All India Council for Technical Education (AICTE), New Delhi
- Rajiv Gandhi Proudyogiki Vishwavidyalaya (RGPV), Bhopal
- Barkatullah University (BU), Bhopal
- Pharmacy Council of India (PCI), New Delhi.

## **VISION, MISSION AND POLICY STATEMENT**

### **VISION**

To emerge as one of the leading institute in the field of technical education to produce competent and committed professionals for the betterment of society.

### **MISSION**

To create SISTec, as a center of excellence for imparting technical and scientific knowledge through rigorous academic, technological interventions, skilled faculty, character building approach and entrepreneur mindset for the betterment of society

### **POLICY STATEMENT**

We are committed to developing and advancing the college as an institution of higher learning by offering quality education through excellent infrastructure, quality teaching learning process and congenial ambience. The innate talents of students are nurtured through overall development by providing a number of curricular, co-curricular and extracurricular activities. We are also committed to implementing effective and transparent appraisal system.

A good exposure to the students will be offered through enhanced industry-institution interaction, MOUs, expert lecturers, entrepreneurship, research and consultancy.

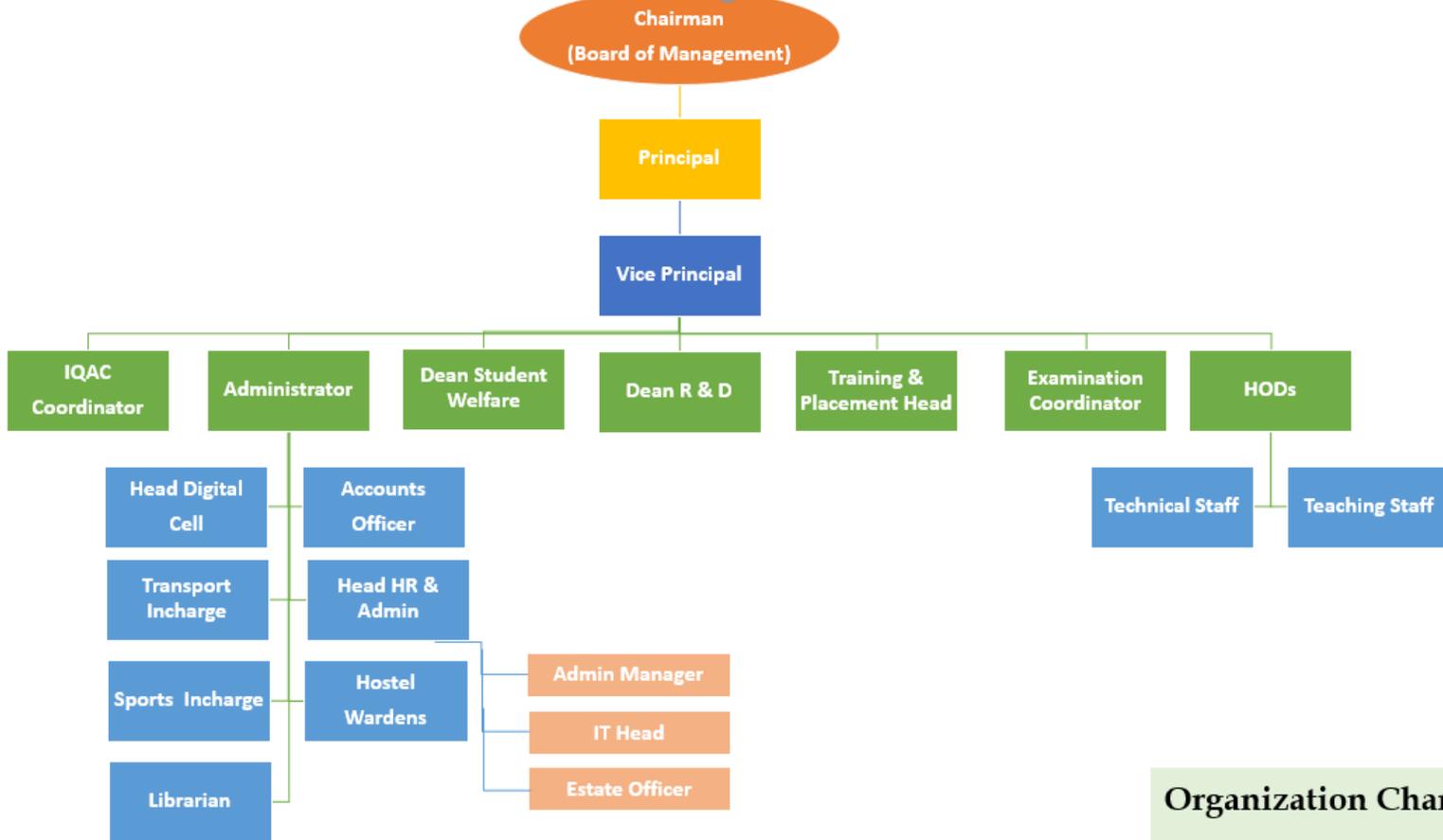
The institute provides conducive work environment to the faculty and staff by offering best facilities and salaries for knowledge update, qualification improvement, etc.

## GOVERNING BODY

### List of Governing Body (Board of Governor) Members

S. No.	Name and Address	Position in BOG
1	Shri Sudhir Kumar Agrawal, Chairman, Shri Agrawal Educational and Welfare Society, Bhopal	Chairman
2	Shri Siddharth Agrawal, Secretary, Shri Agrawal Educational and Welfare Society, Bhopal	Member
3	Ms. Archana Agrawal, Treasurer, Shri Agrawal Educational and Welfare Society, Bhopal	Member
4	Ms. Shubhi Agrawal, Joint Secretary, Shri Agrawal Educational and Welfare Society, Bhopal	Member
5	RGPV, Bhopal	RGPV Representative
6	Regional Office, Central Regional Office, Bhopal All India Council for Technical Education	AICTE Representative
7	Dr. Keshavendra Choudhary, Principal, SISTec, GN, Bhopal	Member Secretary
8	Dr. Swati Saxena, Vice Principal, SISTec, GN, Bhopal	Faculty Representative
9	Mr. B.S. Kushwah, Administrator, SISTec, GN, Bhopal	Society Representative
10	Mr. Siddhart Pali, Industrialist, Founder and Managing Director, Pioneer Diligence Bhopal.	Society Representative
11	Dr. Raman Nateriya, Assistant Professor, Department of Civil Engineering, Maulana Azad National Institute of Technology, Bhopal	Government Representative
12	Mr. Sanjay Singh, Associate Professor, Department of Mechanical Engineering, SISTec GN	Faculty Representative

# Organization Chart



Organization Chart

## CODE OF CONDUCT FOR THE STAFF IN THE INSTITUTE

- Every SISTec employee should maintain absolute integrity, devotion towards their respective duties & do nothing which is not acceptable from SISTec employees.
- Every SISTec employee must attend morning assembly. Ensure that each and every student should be present at “CREATIONS” during assembly time.
- No employee shall knowingly or willfully neglect his/her duties.
- Greet your colleagues and respond to greetings.
- Smoking /consumption of Tobacco/ Alcohol within the campus is strictly prohibited.
- Usage of unparliamentarily language is strictly prohibited.
- “English Language” should be the preferable mode of communication in campus.
- Corporal punishment is strictly prohibited.
- Indulging in or encouraging any form of malpractices in connection with the examination or other activities in the Institution is strictly prohibited.
- Maintain proper code of conduct and proper attire.
- Maintain healthy relationship with all the stake holders of the Institution.
- Address the problems of the students.
- Maintain respectable distance with students.
- Mark attendance in designated register.
- Engagement in any assignments/ consultancy/ service with other institutions without consent of the college will not be appreciated.
- Interfering in any matters that may affect the effective functioning of the departments is strictly prohibited.
- Using the name of the college in any personal matter is not permissible.
- Only authorized signatory is permitted to sign any letter on behalf of the institution.
- Encourage healthy discussion amongst the students.
- Avoid arguments, gossip and loose talks in the campus.
- Respond to communication within reasonable time.

- Maintain confidentiality of classified information.
- Follow the protocol while reporting all the official matters.
- Making any racial/gender/caste biased comments is strictly prohibited.
- Cultivate harmony and team sprit within the departments/college.
- College letter head should strictly be used for official letters/certificates, by authorized persons.
- Participate in and contribute to the Vision and Mission of the college.
- Engaging in unlawful or illegal activity outside which damages the reputation or endangers the employees or students of SISTec is strictly not permissible.
- Refrain from using college facilities for personal reasons.
- Leaving the work area during scheduled hours without permission is not allowed.
- Excessive absenteeism or tardiness; consistently failing to report to work within stipulated time frame will not be appreciated.
- Unauthorized possession of firearms, weapons, chemicals, or explosives while on duty is strictly prohibited.
- Any kind of harm in verbal, physical or in writing will not be tolerated by the management and strict action will be taken.
- Any form of groups, instigating or provoking students or other employees will not be taken lightly by the management and strict action would be taken.
- Gambling or possession of gambling devices during working hour is not allowed.
- Sleeping on the job; loitering or loafing during working hours is not allowed.
- Except lunch time staff members are not allowed in the canteen. Under any circumstances services from canteen will not be provided in the departments.
- No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority.
- Prior permission is necessary for collection of cash or to raise funds for any kind of good cause and student welfare.
- No employee shall lend or borrow money from any person within the local limits of his authorities or with whom he is likely to have official dealings.
- No employee shall discriminate against any student on the ground of religion, caste, creed, language, gender, place/region or origin, social and cultural back ground of any of them.

- Forging the signature of another employee in the attendance register is strictly prohibited.
- Tampering or mishandling with any of the records of the institution is not permissible.
- Every employee should remain punctual in attendance and in respect to his/her class work and any other work in connection with the duties assigned to him/her by the HOD/ Principal of the Institution.
- Abide by the rules and regulations of the Institution and also show due respect to the constituted Authority.
- Under any circumstances if your performance, work habits, overall attitude, conduct, or demeanour becomes unsatisfactory in the judgment of SISTec, based on violations (as mentioned above or by way of other College policies, rules, or regulations), you will be subjected to disciplinary action. It may also lead to immediate dismissal.

## **DUTIES & RESPONSIBILITIES OF FACULTY**

- The faculty member should always inform the HOD and keep the HOD in confidence about his/her professional and official activities.
- The Faculty member should cooperate with the institute discipline committee and management in matters relating to general discipline and workplace ethics.
- All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time
- To make proper coordination with their counterpart at SISTec Ratibad campus for Academic Planning in the following heads: -
  - ✓ Academic Calendar,
  - ✓ Lesson plan of each subject,
  - ✓ Question Papers (MST1 & MST2),
  - ✓ Assignment and Sessional Marks Policy.
- The faculty should follow the guide lines given by Principal and Vice principal for conduct of mid semester exams and paper setting.
- In addition to teaching, the faculty member should take additional responsibilities as assigned by the HOD in several area such as academic, examinations, admissions co-curricular or extracurricular activities. The other duties may involve functioning as: -
  - ✓ Time Table Coordinator
  - ✓ Media Coordinator

- ✓ Exam Coordinator
  - ✓ Training and Placement Coordinator
  - ✓ Counselling Core Team Member
  - ✓ Library Coordinator
  - ✓ Class arrangement in-charge
  - ✓ Lab requirement coordinator
  - ✓ Department Logistic Co-coordinator
  - ✓ Assignment Coordinator
  - ✓ Discipline and Floor Coordinator
  - ✓ Mentor (TG)(Duties are mentioned in separate chapter)
  - ✓ Exam Invigilation (Duties are mentioned in separate chapter)
- Once the subject is allotted, the faculty member should prepare the lesson plan and course file.
  - The faculty member should get the lesson plan and course file approved by the HOD and the Principal. The course file should be prepared as per approved format.
  - The faculty member should practice / rehearse the lecture well before going to the class.
  - Every faculty member should maintain the students' attendance records.
  - In analytical-oriented subjects, regular tutorials have to be conducted.
  - After completion of each unit assignment needs to be given to students.
  - Assignments should be checked and returned back to students in a timely manner.
  - Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance along with proper alternate arrangements for class/ lab/ invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
  - The faculty member should encourage students to be interactive in class.
  - The faculty member should make effective use ICT tools.
  - The faculty member should encourage students to ask questions/ clear their doubts.
  - The faculty members should reach the class on time.

- The faculty members must have good control on students
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay.
- The faculty members should engage full period and should not leave class early.
- To always keep students' interest foremost. Any decision taken in favour of the student should always be correct and acceptable.
- To arrange industrial visits and guest lectures for students to improve their learning experience in consultation with the HOD.
- The faculty member should take care of the academically weak students and pay special attention to their needs by conducting remedial classes.
- The faculty member should make himself available to students for doubt clearance.
- The faculty member should motivate the students and bring out the creativity / originality in them.
- The faculty member should interact with the Mentor (TG) and inform him about the habitual absentees, academically weak students, objectionable behaviour, etc.
- The faculty member should always aim for 100% pass percentage in his/her subjects and work accordingly.
- The faculty member should visit the library regularly and read the latest journals / magazines in his specialization field and keep him/herself abreast of the latest advancements.
- The faculty member handling laboratory classes must perform the experiments personally and hands-on with the procedures before making the students perform the experiments.
- Whenever possible, additional experiments to clarify or enlighten the students must be performed.
- The lab / observation records must be corrected then and there or at least by the next lab class.
- Allow the students inside the lab only on submission of the required updated records.
- Faculty must sign the manual / rough record before the end of each practical class.
- Faculty conducting practical / projects shall be responsible for the respective labs during their practical hours.
- Faculty shall follow the guidelines/instructions as prepared by the concerned Lab in- charge and also instruct the students regarding lab rules.
- In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-

## Charge

- The staff should ensure that adequate time is given to the students for performing all experiments.
- Faculty members must be ready for conduct of Workshops/ Seminars/ Conferences and liaise with industry and R&D organizations.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Vice Principal.
- Faculty members should attempt to publish text books, research papers in reputed national/international journals.
- Faculty should strive to become member in Professional Bodies.
- Faculty members availing bus facility may be given additional responsibility of overseeing discipline in the bus.
- The Faculty Member must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- Before granting consent as external examiner in other institutes faculty should take prior permission from principal and HOD.
- Any official communication should be done with the mail id provided by the institute.
- Faculty members should not feel stagnated instead they should keep accepting new challenges.
- The Faculty Member should make himself / herself presentable.
- The Faculty Member should show no partiality to any segment / individual student.

## **DUTIES AND RESPONSIBILITIES OF MENTOR (TG)**

- To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.
- To take attendance of students in Assembly and in class after lunch.
- To ensure that every student is well supported to fulfil his/her learning potential.
- In order to monitor the progress and quality of students, appraise them and consult their parents.

- To encourage the students to learn beyond the syllabus contents.
- Give awareness to students about the rules of attendance, Industrial visits, sports, leave etc.
- To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.
- To properly address students' queries.
- Meeting the parents of students, especially academic defaulters.
- To help students regarding Accounts matters.
- To produce and update TG register.
- To lead an effective induction programme and value-added course for students in consultation with HOD.
- To produce the assessment plan for every semester well in advance.
- Arrange Parents Teachers meetings and all common functions of the institute to represent the class.
- Take charge of any special projects for welfare of students assigned by the management, principal, vice principal from time to time.
- Make sure students of the department are regularly attending class and coming to the institute in time in proper attire with compulsorily wearing ID cards.
- To monitor the semester progress regularly based on approved semester and assessment plan.
- To encourage the students to participate in technical competitions conducted outside the institute.
- To maintain the desired academic standards in the assignments and tests administered in the class.
- Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counselling sessions in consultation with the HOD.

## **DUTIES & RESPONSIBILITIES OF LAB STAFF (COMPUTER CENTRE TECHNICAL STAFF/WORKSHOP IN- CHARGE AND LAB ASSISTANT)**

1. To maintain the Dead Stock Register and Consumable Registers.
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
3. To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
4. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
5. To organize the laboratory for oral and practical examinations.
6. To hold those responsible for any breakage / loss etc. and recover costs.
7. To ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward it to the principal for necessary action.
9. The Lab Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
10. Lab Assistants and Lab in charge shall be available for maintenance and care of resources/services of the institute.
11. It is duty of lab Assistant to check all lab equipment on daily basis in order to prevent theft.
12. All the Lab Assistants, in coordination with the respective Lab in-charge, are required to report matters like theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.

## **DUTIES & RESPONSIBILITIES OF FACULTY MEMBERS DURING ONLINE TEACHING**

1. If due to pandemic or any other reason the institute is instructed to close physical presence of students then the institute is to run in online mode by following the instructions mentioned below:
2. Lectures to be conducted in online mode.
3. Faculty members should prepare notes, presentations, assignments, practical write-ups, question bank, and MCQs in soft copy.
4. To conduct lab sessions on online mode; faculty members must prepare practical setup

accordingly.

5. All notes and videos should be uploaded on Google classroom, so that students can get easy access of these materials.
6. Video lectures should be uploaded on SISTec you tube channel known as SISTec Tel.
7. TGs should be continuously in touch with their students and take regular updates.
8. All exams conducted on online mode, during mid semester faculty members are required to do online invigilation by following all instructions given by Exam Coordinators.
9. All other extra-curricular activities that can be conducted on online mode, must be conducted as per activity calendars.
10. All relevant online meeting should be compulsorily attended.

## **TRANSPORTATION POLICY & RULES**

1. Sagar Institute of Science, Technology provides bus transportation facility to students and staff.
2. Staff can avail bus facility free of charge.
3. Faculty members availing bus facility may be given additional responsibility of overseeing discipline in the bus.
4. Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
5. All the code of conduct and rules of the college are equally applicable in the bus with special reference to use of mobile phone with headset.
6. College doesn't encourage any form of celebrations in the bus or during the travel (birthday, send-off etc.)
7. Faculty members using the bus facility will be responsible to maintain discipline in respective buses.

## **GRIEVANCE PROCEDURE**

1. The Principal shall constitute a Grievance Redressal Committee to redress the Grievance of the teaching and non-teaching staff.
2. The Grievance Redressal Committee shall be composed of among the ranks of Head of the Departments, Principal, Director, administrator and Chairman.
3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

4. The Grievance Redressal Committee shall: have a member secretary, to monitor the proceedings meet once every month on a stipulated day and time.
5. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
6. The member Secretary of the Grievance Redressal Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
7. The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
8. The Member-Secretary shall record and maintain the minute's the meetings.

## RECRUITMENT PROCESS

The Institute has formulated a very transparent and robust recruitment process. Rules for pre and post recruitment for staff members to be followed are: -

### PRE-RECRUITMENT

For this purpose, an expert committee has been constituted within every department with HOD and 3-4 subject experts and Head HR. The process carried out by the expert committee is depicted below:

**Requirement:** Department wise requirement is sought by HR from each department and units. Principal SISTec checks and approves the requirement

**Advertisement:** Advertisement as per requirement is given in News Papers, SISTec website, social media platforms and online job websites. Eligible candidates meeting AICTE norms are requested to apply to the Principal within the stipulated timeline.

**Applications:** The applications along with the Resume and supporting documents are collected at the office of HR, SISTec GN.

**Screening:** Initial screening of received applications from potential candidates is done by HR team. HR team filters appropriate candidates as per the qualification, experience and other individual requirement of the respective department.

**Calling of candidates:** Merit list is prepared as per the requirements of the individual department and candidates are called by HR team.

**Interview:** Personal interview of the shortlisted candidates are taken by the expert Committee of respective department along with Principal and Vice principal. The expert committee is free to invite external members if needed depending on the specialization of the interviewee. Technical interviews are carried out by committee along with Principal and Vice Principal. The committee members are free to evaluate critically.

**Demonstration:** Evaluation and remarks by interview panel is consolidated and sent to the principal.

Interview panel takes the demo of the shortlisted candidates on the given topic and assess the teaching skills of the candidates.

**Selection:** Based on the performance and requirement, selection list in the order of merit gets prepared.

**Meeting with HR:** HR discuss HR policies and financial affairs with the candidate.

**Final approval:** Interaction with Management is held for final approval of candidate

## POST SELECTION

**Appointment letter:** Appointment letters are issued to selected candidates.

**Joining:** Selected Candidates are asked to join on or before the given time.

**Buddy System:** Each new joinee is provided with one buddy from his/her department. Buddy shall carry out following duties for the new joinee:

- Introduction with Director, Principal, Vice-Principal, HODs etc.
- Visit and introduction to various departments: administration, accounts, IT, housekeeping, pantry and reception.
- Tour of the campus, including mess, canteen, creations, auditorium, hostels etc.
- Provide useful contacts for various services (Reception, Transport, Principal, Admin Manager, IT)
- New joinee shall submit a 'Buddy Report' to the HR Department within 2 days of joining.

## Induction program:

The institute organizes Staff Induction Program to welcome the new joinees of SISTec and to make them familiarize with the system and code of conduct of the institute.

## PERFORMANCE APPRAISAL OF EMPLOYEES & INCREMENTS

Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will be effective at the beginning of every academic year.

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of August.
2. Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
3. Annual Staff Performance Appraisal Systems consists of
  - a. Appraisal by Head of Department/Administrator

- b. Appraisal by Principal
- c. Appraisal by Management

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Principal and Administrator & Head of Department will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Resignation Letter

Nonperformance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments:

1. Paper publication -Journal/conference,
2. Patent -Apply/sanction,
3. Project -Apply/sanction
4. Testing/consultancy
5. Conduct/coordinate/Conference/seminar/FDP/STTP/TEDx/Hackathon/Workshop/any similar event.

## DETAILS OF HR POLICIES

**Leave Policy:** Leave is the facility not a claimable right, however, following are the norms for availing leave:

- **10 days Casual Leave per Year:** Maximum **2 CL** can be availed in a month. Unused CLs will be encashed at the end of the academic year.
- CL and Short Leave will be considered only after the first 30 days of joining. Till then, any leave will be treated as **LWP (Leave without Pay)**.
- One short leave of maximum 90 minutes or two short leaves of 45 minutes will be allowed in a month.
- **Calendar Leave:** Festival Calendar is notified by the Group in the beginning of the year. Alteration of calendar leaves may be done at the discretion of the institute.
- **1<sup>st</sup> & 3<sup>rd</sup> Saturday** of the month shall be off for all staff members, except security guards, transport in charge, mess department and hostel wardens.
- **Bereavement Leave (BL)**
  - Losing a loved one is traumatizing. If this happens to you while you work with us, we

want to support you and give you time to cope and mourn.

- For this reason, we offer 7 days of paid bereavement leave.

## SEMESTER BREAK

1. **Faculty: One Semester Break in a year (maximum 10 days).** All faculties who have completed 6 or more months with Sagar Group are eligible for one semester break between academic sessions. These holidays can be availed only on dates notified by the Institute. CL cannot be pre-fixed or post-suffix with the semester break. These 10 days have to be a combination of **8 working days (Mon-Fri.)** and **2 weekends (Sat-Sun)**. These leaves will not be encashed and will lapse at the end of the year.
2. **Administration: One Semester Break in a year (maximum 7 days).** All Admin staff who have completed 6 or more months with the institute are eligible for one week semester break in a year. This should be availed in one slot. These holidays can be availed only on dates notified by the institute. CL cannot be pre-fixed or post-suffix with the semester break. These leaves will not be encashed and will lapse at the end of the year.

## LEAVE PROCEDURE

1. Prior Permission should be taken for CL. Substitution of classes/any other work should be made in advance. The leave form has to be submitted for each leave availed. This form can be collected from the reception. The form has to be duly filled, signed by the immediate head and submitted to the reception.
2. It is mandatory to inform **HOD/VP/Principal in case of emergency leave (Full day leave/Half day leave/ Short Leave) before 9:15 am**, and duly sanctioned leave form should be submitted on the day of reporting.
3. No leave will be granted while serving notice period.
4. **Whom to contact to check leave status:** The leave status of all employees is available with the accounts department.

## OUT DUTY LEAVES

1. **OD:** Faculty is eligible for 4 full days ODs or 8 half day ODs in a year. This facility is available only when they have been asked to go for external vivas or duties assigned by RGPV. (All other events like attending seminars or workshops are to be decided by the Principal or Vice Principal). In case of non-submission of participation certificate OD will be treated as LWP.
2. **OCD:** The OCD (On College Duty) will be approved only for inter-group activities at the discretion of the immediate head. The OCD form has to be approved by the Principal or Vice Principal.

## ACCOUNTS/ SALARY

1. **Salary Procedure:** Attendance sheet is used as basis for salary. Salary is directly getting credited in Bank account.
2. **Expected salary dates:** After 12th of every month.
3. **TDS:** TDS is deducted when the salary amount increases by the prescribed limits of the standard deduction & rebates. Staff shall submit their investment details to the accounts before 1<sup>st</sup> December every year in the prescribed form to enable them to deduct TDS.
4. **EPF:** The new joinees can contact Accounts/ Admin Managers for EPF related queries.
5. Contact person for salary/ TDS/ EPF related queries: Accounts Head.

## WORK TIMINGS

Following are the working slots for employees:

- **Principal, Vice-Principal, HODs** : 09:15 AM to 05:00 PM
- **Faculties** : 09:15 AM to 04:10 PM
- **Administration** : 09:00 AM to 05:00 PM
- **Support Staff** : 08:30 AM to 05:00 PM
- **Security Guards** : 08:00 AM to 08:00 PM (Morning);  
08:00 PM to 8:00 AM (Night)

## HALF-DAY TIMINGS

- **Faculty** : 12:45 PM
- **Administration** : 01:30 PM
- **Support Staff** : 12:45 PM

**Late Comers Penalty:** A grace period of 5 minutes shall be considered from 09:15-09:20 am,

- 09:21 – 09:30 AM - **Late**
- 09:31 – 12:45 PM- **Half- Day** & after 12:40 pm, it shall be marked as **Full-day leave**.
- Every 3 late arrival entries shall invite deduction of one day's salary of that month. The employee shall be permitted to convert two late comings into Short Leaves in a month for which he/she has to submit a written application to the Admin Manager on the same day.
- It is mandatory to sign on the attendance register on a daily basis.

## DRESS CODE

- **Faculties & Admin Staff**

- **Monday to Friday** : Formals (Men), Sari or Salwar suit (Women)
- **Saturday** : Casuals
- **Support Staff and Security Guard**
  - All days: Complete uniform as prescribed.

## **WELFARE FACILITIES FOR STAFF**

- Staff quarters are provided at the minimum charges towards accommodation and electricity.
- Free Transport for institute staff excluding administration staff.
- Staff members are covered under Provident Fund.
- A set of stitched uniforms are provided to the supporting staff and the maintenance staff per academic year.
- Free Tea / Coffee is provided to the staff twice in a day.
- Staff members are permitted free travel by college vehicle for training programs, meetings, etc.
- Internet facility is made available in the campus.
- Special permission is granted to the staff participating in indoor or outdoor games during inter collegiate tournaments.
- Children of the employee are entitled 50% discount in tuition fees in other institutions of the group.
- Special gifts are given by management on occasion of Teacher's Day and Deepawali to all the staff members.

## **DISCIPLINARY PROCEDURE**

1. Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
2. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc.

5. He shall proceed with issuing a Show Cause Notice, fully describing the office and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
7. The course of action for disciplining a teacher shall be under the following categories:
  - Memo and Censure.
  - Warning in writing, with recovery of monies, where financial loss is involved in the act. Suspension from work without remuneration.
  - Dismissal or discharge from service.
8. Any staff member receiving more than two memo or warning will be given punishments .Where the punishment proposed is in this categories Principal/ chairman shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

## EXIT POLICY

All resignations shall be submitted to Principal, Vice Principal and Human Resource Deptt immediately through official email. Upon discussion with the Principal or Vice Principal, the terms of notice period shall be decided. Principal or Admin Manager or HR shall convey information on notice period to the accounts department.

All employees who have resigned shall submit the following before leaving:

1. **Resignation Letter:** Faculty should submit the resignation letter to the Principal copying it to the Vice Principal and HR.
2. **No dues certificate:** The form shall be issued by the HR Department. It has to be duly signed from all departments and submitted to the Human Resource Department. The employee should submit his/her **ID CARD, Institute, TG and Faculty Files** to the **HOD**.
3. **Exit Interview Form/Interview:** The form can be collected from the **Front Desk team**. **Exit Interview shall be conducted by the HR Department**.