

JHULELAL INSTITUTE OF TECHNOLOGY



POLICY HANDBOOK (2021-22)



Chairman's Message



Shri Mahesh Sadhwani

Chairman

Governing Council Member - RST Cancer Hospital, Nagpur

IPP - BAI, Nagpur

Ex President - Vidarbha Contractors Association, Nagpur

MD - Nanik Group (Contractors & Builders), Nagpur

VP - CREDAI Nagpur Metro

Jhulelal Institute of Technology is one of the leading educational institutes in central India. Our initiatives are mainly based on creating strong academic foundation for social, cultural, economic & technological development, which in turn, shall establish benchmark in academic excellence and shall prepare our students to face career challenges successfully.

We, at JIT, are committed to imbibe in our students, the need to become a superlative human being, helping them to lead life of dignity & prosperity. The institution through a team of dedicated & highly qualified faculty strives to widen the students' horizon of learning, helping them to achieve their goals.

In a short span of its existence, the college has achieved many university merits. The placement scenario of the college has been commendable & many premier companies have visited our college and recruited JIT students.

JIT has hosted 5 international conferences till now & we are leaving no stone unturned to impart quality technical education to our students. I am extremely pleased to welcome you, to be a part of our fast expanding family & pray the almighty to bless you with a great future.

Director-Technical's Message



Shri Pramod Pampatwar

Director Technical

B.E (Mechanical)

MBA (Finance)

Ph.D. Pursuing

Director VNIT Alumini

Executive Director VED

Chairman - Vidharbha Region, Engg College Management Association, Maharashtra

Executive Director - AMMI, Maharashtra

I'm extremely pleased to introduce JIT to all aspiring Engineers. Since the inception of JIT, we have aimed at developing competent technocrats committed to excellence and groomed them to understand their social responsibilities also. To achieve this aim, we have selected best of the faculty members delivering their quality inputs & thus making our students a cherry picked group, for the recruiters. The institution holds a glorious feedback & a proven track record of running institutions in the eld of Engineering, Management and M.Tech. courses, successfully. The kind of training provided to the students not only trains our students for technical superiority, but also prepares them to face global challenges. Various awards and accolades bestowed upon us depict a lot about our great institution. Having MOU with industries, Institutions and Govt. organizations is our priority. Students are enriched with these interactions and this certainly helps them fetch outstanding placements. Mentoring done for specific companies, specialized training helps the students to get good jobs.

Director HR & Admin's Message



Dr. M. P. Wairagade

Director- HR & Admin

B. Tech.(Chem. Engg.),
MBA(HR),
Ph. D.(HR)
Director, Tantransh Solutions.

Education enables a student to face new challenges, achieve progress & lead a satisfied & successful life. We at JIT groom our students to thrive for the best to make them knowledgeable in their respective branches of Engineering & post-graduate courses, preparing them not only for academic brilliance but also to enhance their hidden skills in engineering & management. This is achieved through student participation in various personality development programs conducted throughout the year. JIT has also hosted four international conferences so far & produced more than 215 university rankers in a short span, creating a bench mark. It is the aim of the management and faculty who are committed to continually upgrade the students in every possible manner.

Principal's Message



Dr. Narendra G. Bawane
Principal

B.E. from Nagpur University in 1987
M. Tech. in 1992 from IIT, New Delhi
Ph. D. in 2006 from VNIT, Nagpur

JIT is committed to the holistic development of students, nurturing their latent talents, ingenuity and creativity and instilling sense of discipline and orality. Our aim not prepare our students for university examination but to ensure their 360-degree overall development. Our emphasis is to provide outcome based education that will make our students employable and help them to become lifelong learner. Our entire teaching and non-teaching staff as well as Management are committed to the welfare of the students to help them in exploring and enriching excellence within themselves.

Vice Principal's Message



Dr. Debashis Bhowmick

Vice-Principal

M.Phil (2007) & Ph.D.(2011) in Physics, RTM Nagpur University

MBA (2006) (HRM & Personnel Mgmt, Corp.), National Institute of Management, Mumbai

PPGD (2012)Nanoscience & Nanotechnology, RTM Nagpur University

B.Ed.(2000), RTM Nagpur University

PPGD in Nanoscience & Nanotechnology, RTM Nagpur University, Nagpur

It gives me pride & satisfaction to welcome you to one of the fastest progressing Engineering College in Central India. It is an institute where discipline and punctuality with conducive environment will provide quality education development in frontier areas of Engineering and Technology. With strong team work we would achieve technological excellence in a highly competitive environment around us. We have high class infrastructure with well equipped Laboratories, Class rooms, Library, Computer Centre, Cafeteria, Sports, transportation facilities, medical help on campus and a sprawling lawn. I'm sure you all will enjoy your stay on the campus & transform yourself in the best possible way for the benet of society in general & potential recruiters in particular. May God bless you all with all the wisdom & successful profession. To be the most preferred Institute of Engineering & Technology equipped with state of the art facilities, to develop technically quailed techno-entrepreneurial class of value based global industry leaders, imparting comprehensive technical education, through highly competent and dedicated staff, ensuring continual improvement of quality in education.

HR POLICY

OVERVIEW/ PREFACE

We take pride to introduce ourselves as “**Jhulelal Institute of Technology (JIT)**”, Nagpur, a premier educational organization established in 2008 by Samridhi Sarwajanik Charitable Trust (SSCT) providing education in Engineering and Management Studies. There has been rapid growth since establishment of Jhulelal Institute of Technology. Starting with a meager strength of 180 students in 2008, making rapid strides and expanding by leaps and bounds, the Society has grown into a large group of Jhulelal Group of Institutions (JGI) having strength of more than 1500 students at Nagpur. The JIT is accredited by NAAC. All courses offered by JIT are approved by All India Council for Technical Education, Director of Technical Education and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur.

JIT has tie-ups with many Industries and reputed organizations. The JIT have MOU with Persistent, TAL, GRACE EDUNET, S2P EDUTECH and many more. Students are deputed for internships in reputed industries and organizations.

UG (Batch) Courses: Artificial Intelligence & Machine Learning, Computer Science & Engineering, Electrical Engineering, Electronics & Tele-communication Engineering. Mechanical Engineering.

PG (Batch) Courses: MBA, M.Tech. (CSE), M.Tech. (VLSI), Ph.D. Centre

Institute is having well qualified, energetic, dedicated faculty & supporting staff. State of the art Infrastructure facilities are in existence to cater the need of stake holders.

Looking forward to welcome you, to become a valuable member of our team and to contribute your best to the Institution.

ABOUT SAMRIDHI SARWAJANIK CHARITABLE TRUST (SSCT)

The vision, dedication, global outlook, tenacious struggle and undaunted spirit of the Chairman, Shri. Mahesh Sadhwani and the forward looking, untiring energy of the Secretary, Shri. Virendra Kukreja have now transformed the Samridhi Sarwajanik Charitable Trust (SSCT) into a noteworthy educational organization, The Society now manages Engineering, Architecture educational

institutions providing quality education up to Engineering undergraduates, Post graduate and Ph.D. (Doctoral) professional courses in the faculties of Engineering, Architecture & Management. About 1500 students are looked after by about 84 Teachers and 50 Non-Teaching Staff. All institutions managed by SSCT have excellent Professional Faculty, World Class Infrastructure, State-of-the art laboratories, well stocked libraries, computer centers with internet connectivity, cafeteria, gymnasium and playgrounds.

Excellent results, placements, interaction with the corporate world and global exposure are some of the special features of the institutions run by Samridhi Sarwajanik Charitable Trust (SSCT).

ABOUT THE TRUST

- a. **Name of the Trust:** Samridhi Sarwajanik Charitable Trust(SSCT)
- b. **Registered Address:** Dava Bazar, GandhiBagh,Nagpur440002
- c. **Registration Number:**1-3516302564
- d. **Board of Trustees:** Jhulelal Institute of Technology, Nagpur is running under the umbrella of SSCT trust. Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body.

Appendix I- Board of Trustees

- e. **Governing Council:** The trust and society has a Governing Council which assist Board of Trustee for effective management of the trust activities which include employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises and all financial and legal requirements.

Appendix II- Governing Council

- f. **Advisory Committee:** The Advisory Committee comprises of renowned and eminent personalities. The committee assumes a role of scientific and intellectual leadership and evaluates new scientific perspectives. It evolves policies and strategies for generation of innovations & development of technical programs. The main work of this committee is to give vision about new technology and courses that are to be initiated at the institute.

Appendix III- Advisory Committee

- g. **Information of Office Bearers:** Office bearer is the team who carries the office administration task and activities. The team comprises of Executive Director / Principal / Dean

/Management Nominee, Registrar, and Office superintendent.

Appendix IV-Office Bearer

h. **Vision of the Trust:** “To be a leader in educational excellence by imparting knowledge and skills to ensure seamless transitions and enrich quality of life in the communities we serve. Our focuses are people, intellectual transformation, learning, innovation and life- long improvement”

i. **Mission of the Trust:**

- To create benchmarking educational environment determined by consistent commitment towards fostering total career enlightenment for student and personnel.
- By imparting education at par with international standards and global expectations, enable students to make effective contributions to society.
- By significantly contributing to the welfare and economic development of the local community, help to raise the standards of life.
- To achieve paramount stake holders satisfaction and be a part beneficiaries.

About the Institute- Jhulelal Institute of Technology, Nagpur

Jhulelal Institute of Technology is affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University and governed by Samridhi Sarwajanik Charitable Trust with a noble cause of providing quality technical education to the students in Central India. It is a premiere technical institution established in 2008 offering five undergraduate courses in engineering disciplines and three postgraduate courses including MBA & Ph.D. The college has marched towards the pinnacle of glory through its remarkable achievements and laurels in the field of engineering education of high quality and caliber. It envisages becoming an eminent institution through knowledge & research.

We believe that a successful engineer is one who complements his deep theoretical knowledge with an intuitive practical approach. It is established on 5.11 acre of lush green campus with 14161 sq. m. of built up area having spacious class rooms, well-equipped laboratories, workshops, new age computer facilities and a well-stocked library provide a stimulating educational environment within the College.



JIT's Vision:

“To become an eminent institution through knowledge & research”.

JIT's Mission:

- To produce world class engineers with academic & moral excellence who are not only equipped with cutting edge technology, but also possess immense sense of social responsibility.
- To inculcate awareness & acceptance of ethical values through co-curricular activities for overall personality development of students.

JIT's Core Values

- | | |
|---------------------|--------------------------------|
| • Integrity | • Strengthen Faculty and Staff |
| • Leadership | • Ethical Decision-Making |
| • Reliability | • Empowerment |
| • Transparency | • Commit to Diversity |
| • Excellence | • Quality |
| • Focus on students | • Empathy |
| • Accountability | • Engage Alumni |
| • Service | • Reverence for All |

Quality Statement:

We at Jhulelal Institute of Technology, strive to bring out and nurture the talents and skills of youth with technical education, motivate them to be self-disciplined and develop their competence to face the challenges of globalization.

Goals-Long Term:

- Sponsored and collaborative research with industries, tailor-made training for working professionals, testing and calibration services.
- Involving external experts to offer special courses to the students in the college.
- Motivating & transforming faculty from teaching to research, development and innovation.
- Inviting industry to start beyond syllabus to fill gap.
- Offering online and offline courses through video conferencing, electronic library, World Wide Web etc.

Goals-Short Term:

- Constant up gradation bridge courses/ enrichment programs to minimize gaps between learning outcomes and employability.
- Upgrading quality of faculty and staff through extensive training in content, and ragogy, Managerial Capabilities and qualification.
- Improving interaction with industry and alumni and involving them in a variety of institutional activities and growth.
- Special support to weak students, focusing on ensuring equity among all categories of students.
- Inculcating team spirit and helping fellow students through Peer Learning Groups.
- Improving employability of students through strong training and placement services.
- Encouraging innovation and self-employment through entrepreneurship development and creation of incubation cell.
- Organizing conferences, Tech fest, and Social activities and Offering value-added courses beyond the curriculum during off hours for students as well as local community.
- To get Quality Assurance through NBA Accreditation by 2020-21.

GENERAL INFORMATION

- Name of the Institute: Jhulelal Institute of Technology, Nagpur
- Address of the Institute: Jhulelal Institute of Technology, KhNo68&72, OffKoradi Road, Village Lonara, Nagpur-441111
- Contact Details Tel:9284747863
- Website: jitnagpur.edu.in
- AICTE Permanent ID: Jhulelal Institute of Technology, Nagpur is approved by AICTE under the PermanentID:1-2757921
- CollegeIDNumberbyDirectorateofTechnicalEducation,Maharashtra:JhulelalInstitute of Technology, Nagpur is registered under DTE (Directorate of Technical Education), Maharashtra and the College ID number is: 4139.
- RTM Nagpur University's CollegeIDnumber:407

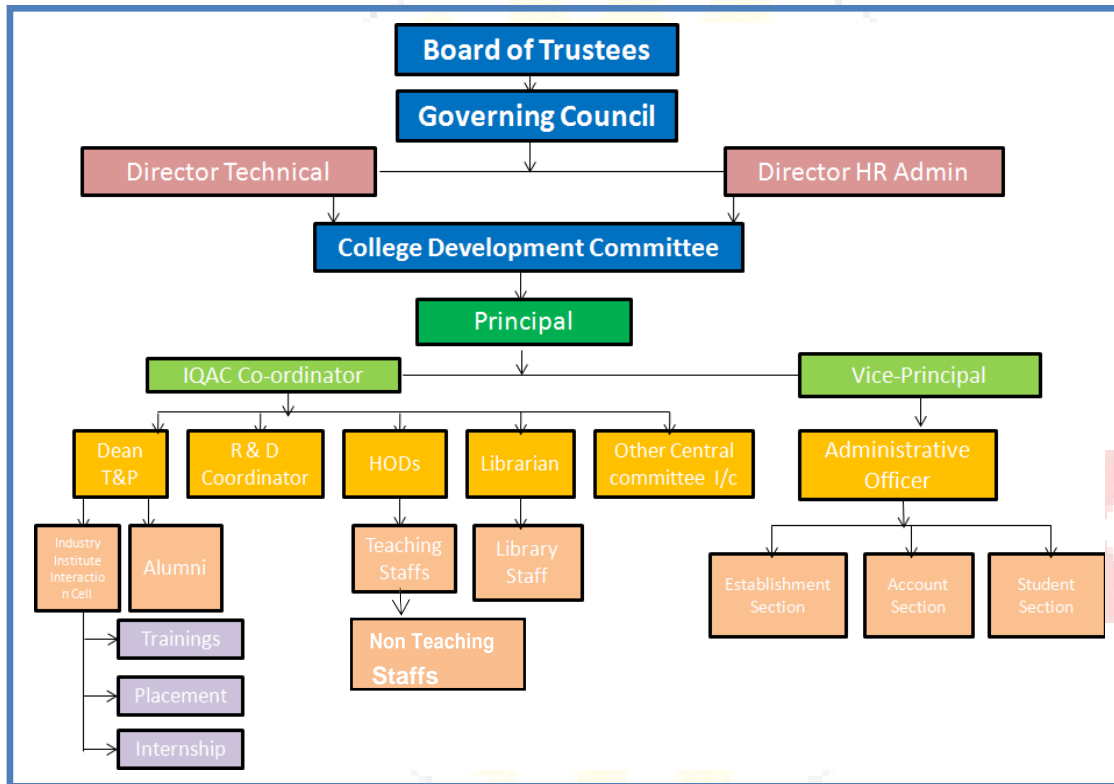
Table No. 1 Sanctioned Intake

Courses	Students
Undergraduate Courses (UG)	
Computer Science & Engineering	120
Electronics and Telecommunication Engineering	30
Artificial Intelligence & Machine Learning	60
Mechanical Engineering	60
Electrical Engineering	60
Postgraduate Courses (PG)	
MBA	120
M Tech. (Computer Science & Engineering)	24
M Tech. (VLSI)	24
Ph.D. (Electronics Engineering)	10
Ph.D. (Master of Business Administration)	20

Accreditations and Affiliations:

- Accredited by NAAC ‘B++’ grade for fulfilling the academic standards and providing holistic education.
- Approved by the All India Council for Technical Education (AICTE), Government of India. Affiliated to the Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur, India.
- An ISO 9001:2015 certified Institute.

ORGANOGRAM:



(A) Governing Council:

It is the duty of the Governing Council to oversee the creation and delivery of the strategic vision and direction of the institution.

The Governing Council is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved. The body meets twice a year and proceedings of the meetings are maintained properly. The college is governed by the governing council which is constituted as per AICTE

Its responsibility is to:

1. Monitor institutional performance and quality assurance arrangements
2. Discuss and approve recommendation of college development committee.
3. Monitor and evaluate the teaching programs in the college and suggest remedial measures, to improve the academic performance to confirm to the standard of teaching and the progress of studies in the college as laid down by the University.
4. Appoint the Principal / Director, the teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
5. Approve yearly budget and to sanction budgets for major purchases of the Institute.
6. Accord approval for appointment of teaching and non-teaching staff required for smooth functioning of the academics.
7. Promote faculty development, placement and industry-institute interaction activities in the Institute/college and suggest remedial measures wherever necessary
8. Perform such other duties and exercise such other powers as may be entrusted by the management and the University
9. Give necessary approval for appointment of additional staff for value added activities.

Appendix II - Governing Body

(A) College Development Committee (CDC):

As per the Maharashtra University Act 2016, a separate College development Committee is constituted with an objective of having an empowered system of administration and to ensure the faculty feels involvement into the administration of the college. The term of the committee is five years. This committee meets twice in a semester and proceedings of the meetings are maintained properly. Members elected or nominated have a term of five years. The committee comprises of the Chairman of the management, Secretary of the management, four local members nominated by the management, three teachers from institution, one non- teaching employee and Principal Member Secretary.

The functions of the college Development Committee are:

- i. Prepare an overall development plan regarding academic, administrative and infrastructural growth and enable college to foster excellence in curricular, co-curricular and extra- curricular activities.
- ii. Decide about the overall teaching program or annual calendar

- ii. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- iv. Take review of the self- financing courses in the college, if any and make recommendations for their improvement.
- v. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities
- vi. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- vi. Make specific recommendations regarding the improvement in teaching and suitable training programs for the employees
- vii. Prepare annual financial estimates(budget) and financial statements & recommend the same to the management for approval
- ix. Formulate proposals of new expenditure not provided for in the annual financial estimates(budget)
- x. Make recommendations regarding the student's and employee's welfare activities
- xi. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- xi. Frame suitable admissions procedure for different programs by following the statutory norms
- xii. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- xiv. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
- xv. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit reports, report of National Assessment and Accreditation Council, etc.
- xvi. Recommend the distribution of different prizes, medals and awards to the students
- xvii. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university.
- xvii. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Appendix V- College Development Committee

PLANNING

1.1 HUMAN RESOURCE PLANNING

1. The Principal/Vice Principal/Management shall assess in the month of April-May every year the staff requirement for the subsequent academic year.
2. The Principal / Vice Principal / Management shall receive the lists of personnel requirements from all Heads of Departments and shall arrive at the number of faculty and administrative staff needed in the light of the following guidelines.
3. In the appointment of a Professor / Asst Professor, the Principal / Vice Principal / Management may find the Head of each discipline or department, in addition to the number of Assistant Professors needed in accordance with the student teacher ratio specified herein.
4. The teaching faculties shall consist of Assistant Professors, Associate Professors, and Professors to preserve the desired student-to-teacher ratio.
5. A teacher's workload should not be less than 40 hours a week, of which teaching engagement shall be as follows:

Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

Relaxation of 5 hours per week for teaching contact hours shall be granted to faculty handling additional responsibilities like HOD

All statutory clearances & formalities if any required for the same to be obtained by Principal with the help of staff.

1.2 RECRUITMENT AND SELECTION

Procedure of appointment of UGC approved faculty:

1. Department-wise requirement are obtained well in advance before starting of every academic year
2. After receiving the vacancy position from the department it is been consolidated and sent

- for approval to management.
3. After getting approval from the management NOC for advertisement is applied to University online.
 4. On receipt of NOC and draft advertisement from University it is published in local and national newspapers.
 5. On receiving the applications from the qualified candidates (as per AICTE & University norms) same is scrutinized and communicated to university online.
 6. University then appoints UGC panel for interview.
 7. On finalizing the interview date all the eligible candidates are called for interview.
 8. List of duly selected candidate by the UGC panel is communicated to University online with their qualification documents to obtain Approvals.
 9. Appointment letters are issued to the selected candidates by the college.

Procedure of appointment of Management regular faculty:

1. In case any vacancy created in midsession then approval is seek from the management and the post is advertised in the newspaper.
2. News paper advertisements in leading dailies inviting applications from qualified and competent persons are given.
3. Received applications are scrutinized and shortlisted.
4. Call letters are sent to short listed candidates to appear for an interview before selection committee.
5. The list of selected candidates is finalized based on approval by the appropriate authority.
6. Appointment letters are sent to selected candidates after approval of relevant authorities.

Recruitment of non-teaching staff

Recruitment of non-teaching staff is done strictly on merit.

The following are the steps involved in selection of non-teaching staff-

1. As and when vacancy arises it is informed to Management for permission and once it is granted the advertisement is published in leading Newspapers
2. On receipt of applications within prescribed time, applications are scrutinized by a designated committee.

3. Resume of prior (throughout the year) received suitable candidates are also considered for the selection. Selection Panel is constituted. It includes
 - (a) Director HR & Admin
 - (b) Director(Technical)
 - (c) Principal
 - (d) Respective Head of Department
4. Once the date of Interview is fixed, intimations are sent to all eligible candidates by emails and telephonic calls, few days prior to the interview.
5. Interviews are held and candidates are shortlisted on merit as per HR policy.
6. Appointment letter is issued to the selected candidate.
7. Joining formalities are done.

1.3 INDUCTION PROGRAM

Upon completion of the formalities, all newly joined employees undergo an induction program designed to familiarize them with the organization's dynamics. In recognition of their experience and expertise, senior staff members would often be asked to participate as facilitators in the Induction Program, on a need basis.

The induction process may be phased over a few days so as not to disrupt the daily work of staff and those conducting the induction. A package of training module will be developed and put in place for induction process. The following are to find place in the package.

1. Explain the Vision, Mission and code of conduct of JIT
2. Present briefly the key ideas of Teaching –learning process in Education.
3. Provide access for the new employee to read the policy documents such as HR Manual.
4. Explain the duties and responsibilities in force
5. Review the job description with the employee
6. Clarification on reporting relationships with respect to higher ups and peers

2. DUTIES AND RESPONSIBILITIES OF EMPLOYEES-

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him to the full of his ability.

Responsibilities of Principal

As the head of the institute, Principal should have the vision and leadership ability to keep a college developing. Principal is an ex-official member of the Governing council, College development committee etc,

Duties and responsibilities of the principal are to be delivered in rational:

1. Oversee and ensure that the academic and administrative functioning of the colleges smooth and satisfactory.
2. Plan & implement development policies as per rule.
3. See that the Institute complies with the rules of AICTE and DTE.
4. Monitor & manage the administration of the institution, organize meetings of Governing Body and College Development Committee.
5. Review Institute policies, procedures, and recommendations for appointment, salary, retention and/or promotion of faculty, and ensuring that all policies are followed.
6. Assure quality of teaching & allied requirement of administration at every level by guiding and working in close coordination with the HODs and in-charges of committees to devise effective means of measurement of quality through the Internal Quality Assurance Cell(IQAC).
7. Maintain co-ordination between management and staff.
8. Make the employee and students aware of the rules, policies and procedures of the Institute and see to it that they are enforced.
9. Provide leadership and motivation to all staff to use job related work as an opportunity for learning and self-development externally and internally.
10. 10. Promote industry institution interaction and research and development activity.
11. 11. Create an environment of team spirit and help all to take ownership of their work while offering complete freedom for innovations in day to day academics and administration

12. Initiate recruitment of teaching staff and non-teaching staff.
13. Maintain harmony amongst staff members.
14. Work in the interest of the institute & must be loyal to the institute.
15. Admission of students and maintenance of discipline of the college.
16. Recommend appraisal of staff members.
17. Attend to the problems of the staff and students through appropriately constituted committees for prompt redressal.
18. To maintain confidentiality of the discussions with management.

Responsibilities of Vice Principal

1. Vice- principal will look after Principal office in his absence.
2. Vice Principal shall look after administrative staff and related work.
3. Vice Principal shall look after statutory requirement of university related matter such as appointment, affiliation, LEC, LEC visit etc.
4. Any other work assigned by Directors and Principal.
5. To look after college promotion and consultancy/funds management.

Responsibilities of Dean-Training & Placement, Corporate Relations

Industry Interaction should continue to remain the sole responsibility of the Institution. In other words each Institution will continue to be responsible and accountable for the Placement of its graduating students, for which they will perform all activities including liaison with Corporate and Companies.

1. Interaction with potential recruiters
2. Design and printing of the Placement of the brochure
3. Budgeting campus drives.
4. Preparation of annual plan & report of T& P activity.
5. Developing the electronic copy (PDF version of the Placement Brochure)
6. Conducting recruitment survey(s) during the Summer Internship
7. Placement Presentation (s) at various Companies
8. Organizing resume Writing/GD/Interviews skills development sessions
9. Developing and maintaining student resume books
10. Allocation of companies to student groups

11. Coordinating all the activities related to Placement
12. Monitoring the progress of Placement activities at regular intervals
13. Regular communication with Alumni and organizing Alumni meet
14. Take initiatives for MOU with industry
15. Ensure better Internship of students
16. Identify requirement of industry
17. Ensure proper training of students.
18. Exclusive closed campus, paid internship, improvement in number and quality of recruiters every year.
19. Providing placement in core companies.
20. Providing international internships and placements.

IQAC Coordinator

1. The primary aim of IQAC is
2. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
3. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
4. To maintain quality, arranging awareness & training programs as & when required & to ensure adherence to these practices.

IQAC shall evolve mechanisms and procedures for

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
2. Relevant and quality academic/ research programs;
3. Equitable access to and affordability of academic programs for various sections of society;
4. Optimization and integration of modern methods of teaching and learning; e) The credibility of assessment and evaluation process;
5. Ensuring the adequacy, maintenance and proper allocation of support structure and services;
6. Sharing of research findings and networking with other institutions in India and abroad.
7. Functions: Some of the functions expected of the IQAC are:

8. Development and application of quality benchmarks
9. Parameters for various academic and administrative activities of the institution;
10. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
11. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
12. Dissemination of information on various quality parameters to all stakeholders;
13. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
14. Ensuring that documentation of the various programs/activities leading to quality improvement is maintained & submitted by concerned departments to IQAC;
15. acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
16. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
17. Periodical conduct of Academic and Administrative Audit and its follow-up & to take corrective steps
18. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC to management, principal & all statutory bodies as per the schedule.
19. Time to time reporting on regular basis to principal & management.

Academic Progression Cell Incharge

Academic Progression cell is responsible for:

1. Monitoring the academic progress of the departments.
2. Effective curriculum delivery through smooth conduction of regular classes
3. Achievement of learning outcomes
4. Development of a positive work environment – one that is innovative and responsive to student needs.
5. Monitor adherence to academic calendar

6. Approving the internal assessment marks for all students in all classes of both UG&PG.
7. Monitoring the students' on-line feedback.
8. Monitoring the faculty performance in University results.
9. Ensuring that monitoring and controlling students discipline maintained by all the departments in the campus.

A) Responsibility for Daily Routine:

1. Smooth conduction of classes
2. Discipline of department
3. Strict conduction of starting classes on time

B) Responsibility for Weekly Routine:

1. Daily diary maintenance of all departments
2. Maintaining strict implementation of schedule of unit test and PUT exam of all departments

C) Responsibility for Monthly Routine

1. To maintain data and tracking of all the portfolios according to Academic calendar
2. To ensure Syllabus completion of all the departments as per planning.

Head of the Department

Head of the department will be the in-charge of a particular department. All activities within the department will be carried out in supervision of HOD.

Responsibilities of HOD are to -

1. Monitor and conduct academic activities of the department under the guidance of the Principal.
2. Monitor the day to day activities of the department.
3. Plan and take the necessary actions for improvement of department results and academic performance.
4. Prepare the department requirements and budget needed.
5. Maintain discipline and enforce rules as laid down by the institute, in the department on daily basis.
6. Plan for all semesters and academic session, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.

7. Conduct regular meetings with teaching and non teaching staff as well as the Students Representatives to sort out any issue and queries related to academics.
8. Report to the Principal regarding all the requirements of the department such as Faculty Member, supporting staff, equipments, books & journals, maintenance etc.
9. Coordinate continuous assessment and conduction of practical examinations as per instructions by RTMN University, Nagpur.
10. Oversee the purchase and deployment of any resource allotted for the department.
11. Promote industry interaction.
12. Execute any other work assigned by the Management/Principal. Take department and faculty feedback and accordingly take the remedial actions
13. Forward self appraisal report of faculties to the principal with necessary comments and evaluation.
14. Work in the interest of the institute & maintain loyalty to the institute.
15. Ensure students participation in all the co-curricular & extracurricular activities related to placements, value added education, social responsibility etc.
16. Mentoring of students on routine basis.
17. Maintaining all the records & documentation as per the requirement of statutory bodies & IQAC requirements.
18. Motivate staff for R & D, higher education and accreditation work.
19. External cooperation to principal may be given.
20. Maintaining team spirit in the department.
21. Ensuring every faculty available is in working.
22. Stock of department & ensuring safety of the same.

Responsibilities of R & D Cell In charge:

1. The development and enhancement of the Institute's research capacities.
2. Motivate all Faculties & students to pursue research in their respective areas of expertise.
3. Consultancy activities related to R&D.
4. Monitor the application of Research funds to ensure that the funds are properly and formally accounted for.
5. Promote emerging areas of research and development and also research/projects.
6. To prepare and submit proposals to government agencies like AICTE, UGC etc. for

obtaining funded projects.

7. To motivate students & staff for copyrights & patents.

Responsibilities of Women Grievance Cell In charge

1. To create awareness among male as well as female staff & students about do's & don'ts of sexual harassment, gender biasing, respecting women etc.
2. To equip the female students, faculty and staff members of their legal rights.
3. To safeguard the rights of female students, faculty and staff members.
4. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college campus.
5. To organize various types of training programs and create awareness about self-employment schemes for the encouragement of self-reliance among women.
6. To prevent sexual harassment and to promote general well being of female students, teaching and non teaching staff of JIT.
7. To address grievances, if any, in rational manner.

Responsibilities of Anti-ragging Cell coordinator

1. To be vigilant at all hours all around the campus and other places vulnerable to incidents of ragging and shall be empowered to inspect such places.
2. To ensure the display of posters on institution and Department Notice Boards and other prominent designated places.
3. To offer services of counseling and create awareness to the students.
4. To monitor and oversee the performance of anti ragging squad in prevention of ragging in the institute.
5. To conduct on the spot enquiry in to any incident of ragging.
6. To create awareness about ill effects of ragging & to discourage it.

Teaching Staff

1. Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor.
2. The Duties and responsibilities of an Assistant Professor are as follows:

3. Comply with all rules and regulations as set by the management.
4. Perform all duties towards academics that include organizing and performing lectures and practical, preparing for the assigned course, conducting internal assessments and maintaining the course file and personal file in suitable format.
5. Use creative methods support novel methodologies for teaching–learning.
6. Student counseling and conducting extra lectures / review lectures for students who need support.
7. All the intellectual property must be registered in college.
8. Evaluate, monitor and mentor student academic progress and activities.
9. Organizing and participating in various seminars / workshops / STTP / training programs.
10. Become proactively involved in any departmental research and development activities.
11. To carry out other academic / administrative tasks assigned by Head of Department
12. /Principal/ Director.
13. Look after assigned department and institute level portfolios
14. Works in the Institute interest.
15. Upgrade qualification as required for career enhancement.
16. To take initiative & volunteer for anything required over and above for the benefit of students & institute at large.
17. Not to take up any assignments outside other than college responsibilities else suitable action will be taken which may lead to termination of services in college.

In addition to Assistant Professor's duties and responsibilities, Associate Professor will have the following duties-

1. Developing creative and engaging courses and participating in curriculum development programs, and contributing to the course analysis.
2. Contributing to the Institute's intellectual life with their high core teaching standard.
3. To contribute actively to the administration of departmental academics.
4. Act as a member of departmental, interdepartmental committees and/or chairing them.
5. Engaging with outside agencies, organizations, and the wider community to promote strategies for research and teaching.
6. Working in the Institute interest.

7. In addition to Assistant Professor and Associate Professor's duties and responsibilities, Professor will have the following responsibilities-
8. Engage in efforts which contribute to the Institute's vision & mission.
9. Providing guidance in his / her area of specialization in both PG & UG courses.
10. Contribute widely to the Institute's research activities.
11. Mobilization of funds for research activities.
12. Policy Management and Supervision.
13. To work for the benefit of the Institute.
14. Getting funds from outside agencies for R& D, industry projects, industry sponsored labs, grants from affiliating bodies & government, private sector. Timely delivery all the responsibilities up to the desired standards & satisfaction of higher-ups.
15. To maintain a diary & daily activities carried out & present it as & when required.
16. Contribute to anything & everything to bring laurels & honor to the institute.
17. Not to involve in any kind of gossips, internal politics or malpractices.

Non-teaching technical staff IT Assistants-

System Technical Assistants will work under IT Coordinator and will execute following duties -

1. To update and maintain institute website with institute data.
2. To administer and maintain servers, firewalls, routers, LAN, manageable switches etc.
3. To ensure continuous internet during assigned hours.
4. To give support to On-line exam, Seminar, Workshop, technical training program.
5. To maintain a record of daily work done & present it to higher ups as & when required.
6. To ensure the safety & working condition of the entire IT infrastructure available in respective laboratories.

Laboratory Assistant

Laboratory Assistant will work in laboratory and assist teachers for smooth conduction of practical.

Their duties are–

1. To prepare the laboratories for smooth conduction of laboratory session.
2. To maintain stock register.
3. To conduct installation of new equipments and maintenance of existing equipments.

3. PERFORMANCE MONITORING SYSTEM

The college duly recognizes the efforts of the faculty members for any academic achievement or innovative practice. Such innovations are evaluated and are given due acknowledgements in the annual appraisals for faculty members. The college has put in place a well-designed convenient Self appraisal system for its faculty.

Each faculty members is required to submit a self appraisal form annually on the basis of parameters such as teaching hours, number of subjects taught, research papers/articles/books published, conference attended, papers presented in the conferences, participation in extra-curricular/ co- curricular activities, extra responsibilities assigned by the college.

The self appraisal form of the teaching staff is duly verified by the Heads of the respective teaching Departments and thereafter at the Principal level before its final acceptance by the Hon'ble Director HR and admin. The self appraisal report of the Head of the Departments is forwarded to the principal for further assessment. The performance appraisal of the non- teaching staff is equally important for efficient running of an institute.

Appendix VIII-Self Appraisal Form Grievances & Redressed Process

This cell was developed with the aim of providing employees with a simple and open process for resolving their day-to-day grievances.

The following is the grievance process for redressing grievances: Complaints affecting one or more individual workers in respect of their

1. Salary
2. Payment of overtime allowance
3. Promotion
4. Increments
5. Leave
6. Seniority
7. Work assignment

8. Working conditions
9. Working hours
10. Workload
11. Training
12. Settlement of terminal benefits.

Different stages for Redressed of grievances are: First stage (Department level):

The aggrieved employee submits a Staff Grievance Form to the concerned Head of Department in writing, which is accepted. Within 15 days, the employee receives a written response signed by the HOD.

Second stage (Administration level):

If the employee is not satisfied, he/she may request the HOD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following

- a. Vice Principal
- b. Academic In charge / IQAC
- c. Principal

Along with concerned HOD, any two among the other three members assigned by Principal would address the issue/grievance and the recommendations of the grievance committee shall be communicated to the concerned employee within 15 days. A copy of the minutes of the grievance committee meeting is also supplied to the employee.

Third stage (Management):

If the employee is dissatisfied with the Grievance Committee's response at the second level, he or she will take the matter to Management.

The employee's complaint or representation is referred to the Chairman of the management committee at this stage, where it is also addressed by the Secretary/Chairman and other management members.

4. CODE OF PROFESSIONAL ETHICS

4.1 Code of Conduct for the Governing Body/Directors

The code of conduct for the Governing Body/Directors of the college is:

The members should behave, and be perceived, as ethical people. Integrity, honesty, and trust are essential elements of the institutional progress. Special Ethical Practices: Each Board member shall:

Look for alternative solutions and discuss in each meeting on all issues coming to the Board to the maximum extent possible without any fallout.

1. Commit to monitor the administrative and academic work, financial sanctions, allocation and utilization without any prejudice.
2. Discuss and balance the short-term and long-term result of the decision taken by the body.
3. Should adopt fair practice in all of its judgment.

4.2 Code of Conduct for Principal

1. Motivates and monitors a team of faculty and staff to realize the institute's vision admission.
2. Creates a climate that is challenging, satisfying and ensures faculty retention, ensures faculty competency and encourages team building Ensures availability of infrastructure and other facilities to satisfy academic and administrative requirements.
3. Shall not discriminate staff in terms of department/Caste/Gender.
4. Shall ensure maintenance of quality in all areas of the institute as per the Institute's Quality Policy.
5. Sets up rules & regulations of the institution for effective governance, transparent administration and participatory decision making for collective responsibility.
6. Principal should promote participative management.
7. He shall ensure maintenance of quality in all areas of the institute as per the Institute's Quality Policy and guide lines from NBA, NAAC, AICTE, and affiliating University.
8. Create a climate conducive for faculty to absorb the spirit of the institute's values and sustain it.
9. Shall work for the common goal of providing effective technical education and guiding to

- enable the students to carve out promising career and lifelong learning.
10. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
 11. Shall hold meetings of the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic outcome.
 12. If necessary shall instruct the heads of the departments to conduct remedial classes academically to support the slow learners.
 13. Principal shall also ensure quality assurance and he/she should be assisted by coordinator IQAC.
 14. Shall monitor, evaluate research, development and consultancy activities. He/ She should advise faculty to get sponsored research projects from various funding agencies.
 15. The principal should promote industry-institute interaction for better employability of the students.
 16. Shall promote internal revenue generation activities with the help of staff and students.

4.3 Code of Conduct for teaching staff

1. Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by College management from time to time.
2. Every teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.
3. No teacher shall absent himself/herself from duties at any time without prior permission from higher ups. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week
4. No teacher shall accept any honorary or other assignment given to him by any external agency without permission of college management.
5. The staff shall make themselves available for duty/other work if required by management on notified/government/weekly holidays.
6. Faculty should not leave the job during academic session.
7. Faculty behavior with colleagues and entire staff should be polite, gentle and co-operative.
8. Faculty should not appear for any examinations/job without prior permission of higher authorities.

9. Faculty will not take any part in politics.
10. All employees shall be dressed appropriately at all occasions. Shall wear respectable attire, befitting the society's expectations.
11. All teachers shall be punctual to their duties and shall strictly adhere to the College timings.
12. All the teachers shall strictly obey the instructions and circulars issued by the authorities from time to time.
13. Faculties shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.
14. Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understand the system in a better manner
15. Any teacher who is violating the code of conduct defined in above Section of this manual will be subjected to appropriate disciplinary action by the Principal/Management.
16. If a teacher violates the code of conduct by committing an act of harassment or neglect, anyone can complain to the Principal in writing.

4.4 Code of Conduct for Non Teaching Staff

1. Every employee shall be dedicated to his / her duties at all times and shall maintain absolute integrity, discipline, impartiality and a sense of belonging. No employee shall behave in an uncomfortable manner from an educational institution's employee.
2. Non teaching staff working in college office or departments should remain on duty during college hours.
3. Non teaching staff assigned to laboratories should keep the labs well arranged.
4. Any loss or damage of article in the lab or classroom should be reported to HOD.
5. Non teaching staff, working in lab, shall maintain a stock register for all the articles, equipments, chemicals etc.
6. Non teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
7. No staff shall absent himself/herself from duties at any time without prior permission from higher-ups.
8. No staff shall accept any honorary or other assignment given to him by any external agency without permission of college management.
9. Any employee holding a supervisory position shall take all practicable measures to ensure

- the honesty and commitment to the duties of all employees under his supervision.
10. Until specifically stated otherwise in terms of tenure, each employee is a full-time college employee and may be required to perform the duties assigned to him by the competent authority outside regular working hours and on closed holidays and Sundays.
 11. An employee shall observe the regular working hours during which he / she must be present at his / her place of duty.
 12. Any employee shall act other than his/her best judgment in the performance of his/her official duties or in the exercise of the powers imposed on him / her, except when he / she was acting under his / her superior's guidance, in writing wherever feasible and where it is not possible to obtain the direction in writing, shall obtain written confirmation of the direction as soon as possible thereafter.
 13. Conducting or participating or supporting or instigating any faculty staff / students / others directly or indirectly on any activities based on religion / caste / racial / nation / gender / untouchability is strictly prohibited by any employee either in the premises of the University or elsewhere. Faculty / staff found guilty can be terminated from institution's services.
 14. Any college employee shall indulge in strike or encouragement to do so or other action resulting in the absence of duties, slowing down the work, directly or indirectly causing other employees to abstain from work or slowing down the work.
 15. Any employee shall send any job application under any other entity except through the authorities of the organization in consideration. Each employee shall normally be allowed to apply for an external post twice in a year even if he / she may hold a permanent post.

4.5 Code of Conduct for Students

1. All students admitted to the Institute are subject to the discipline and control of the Institute authorities. The students are required to adhere strictly to the rules and regulations.
2. Every student shall carry his/her Identity Card and shall produce whenever asked for.
3. The student should adhere to the dress regulations prescribed by the Institute. Wearing accessories like junk jewellerys, scarves, hats, glares, or any other excessive items is not permissible.
4. Usage of abusive/offensive language is unacceptable and must be avoided.
5. Ragging is banned on the college campus. Anyone found guilty of ragging and /or abetting

- ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the college and a case will be filed with the local police authorities as per recommendation of anti-ragging committee.
6. Smoking, drinking alcohol and use of drugs are strictly prohibited.
 7. Every student should be punctual in attending the classes, tutorials, submission of assignments and mid-tests or otherwise they will lose marks proportionately.
 8. Mobile phones should be switched off during lectures and must not be kept at the time of conduction of examinations.
 9. Students are not supposed to bunk lectures or take leaves frequently. For availing leave, one has to inform the class teacher. In case of medical leave, submission of medical certificate along with the medical prescription given by registered/certified doctor is must.
 10. Students must drive safely within the college premises or elsewhere and park vehicles at designated parking area. Everyone is responsible for their own valuables.
 11. Any damage caused to college property/infrastructure/facilities will be regarded as a serious misconduct and punishable act.
 12. Writing, carving or sticking something on benches or on college walls will invite strict action to the guilty.
 13. Students should be respectful and obedient to their teachers and other college staff and carry out their instructions carefully.
 14. A student shall not be permitted to appear for the University Examination unless he/she has paid all his/her dues of the Institute and his/her progress, conduct and attendance are found to be satisfactory.
 15. The Institute authorities under no circumstances shall accept any liability in respect of an accident/suicide which a student may meet with or commit during his stay at the Institute or on an educational visit. The students are, therefore, cautioned to conduct themselves in a careful manner.
 16. No student is permitted to leave college during college hours without a valid permission slip from the class teacher/Head of Department.
 17. In case of violation of discipline, decision of discipline committee will be final and accordingly action will be initiated.

5. BENEFITS AND INCENTIVES:

5.1 Yearly increments

1. Staff members are eligible to the increments prescribed at the end of 12 months service in the institution after completion of probation. The increments will be effected in the month of October of every year with arrears subjected to minimum satisfactory appraisal report.
2. Additional increments shall be given to staff members based on their contributions.
3. In addition, staff can be given additional benefits of two increments for his/her additional skills and with the due recommendation of higher authorities.
4. Necessary incentives shall be given to the non-teaching staffs for the duties assigned to them other than their duty responsibilities like college promotion activity.

5.2 Staff Benefits

1. All Faculties and Staff Members are covered under Group Insurance Policy.
2. The Management shall provide subsidized transport facilities to all faculty and staff members on consolidated pay.
3. Fees concession to the ward of staff if studying in JIT.
4. Staff members can avail the loan facility without interest, if required.
5. Birthday of all faculties and staff members are celebrated every month on last working day.

5.3 Incentives and Rewards

1. Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the institution.
 - a. Yearly, GURUJAN AWARD, Refer Appendix VII
 - b. Yearly, BEST NON-TEACHING AWARD, Refer Appendix VIII Yearly, SWACHHATA DOOT AWARD, Refer Appendix IX
 - c. Professional Society Life Membership Fee-50% paid by the Management for Faculties (Maximum One Professional Society membership per Staff Member).
 - d. Publication Incentives
2. For participation in the FDP/Refresher Program/National/ International Conferences and

for publishing research papers in the National or International Journals, 50% registration fees for the participation is borne by management.

3. Publication in highly reputed journal is encouraged through incentives. Sponsorship for knowledge up-gradation -Faculty members are sponsored for attending STTP, workshops, and seminar for up-grading their knowledge.

5.4 Staff Welfare Fund

The institution has effective welfare measures for teaching and non-teaching staff

Group Insurance

College has taken an initiative to have the group insurance for those who are willing to be the part of this initiative.

Maternity Leave

College renders a maternity leave to eligible lady staff as per institute policy.

Fee Concession

Under the institutional social responsibility, college provides the financial aid in the form of fee concession to the needy students.

Sponsorship for higher studies

Faculty members, if opting for higher studies, leading to enhancement of quality, are sponsored in terms of paid leaves.

6. PROMOTION

6.1 Promotion Policy

1. All promotions are considered on the basis of merit-cum-seniority basis.
2. The Principal appoints a committee for promotion that includes Director, with two Professors and invited experts from Industries/Other Institutions and send recommendation to the Management for approval.
3. The Committee considers promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidates for promotion, for any misconduct he/she has committed during the service.
4. Under norms circumstances the senior most member of the staff are considered for promotion to the next higher level position based on the Promotion Committee Decision, subject however, he/she had completed the years of service as prescribed below and should have obtained AICTE prescribed qualification given below.

Professor: a) Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have satisfied any one of the below mentioned set of requirements.

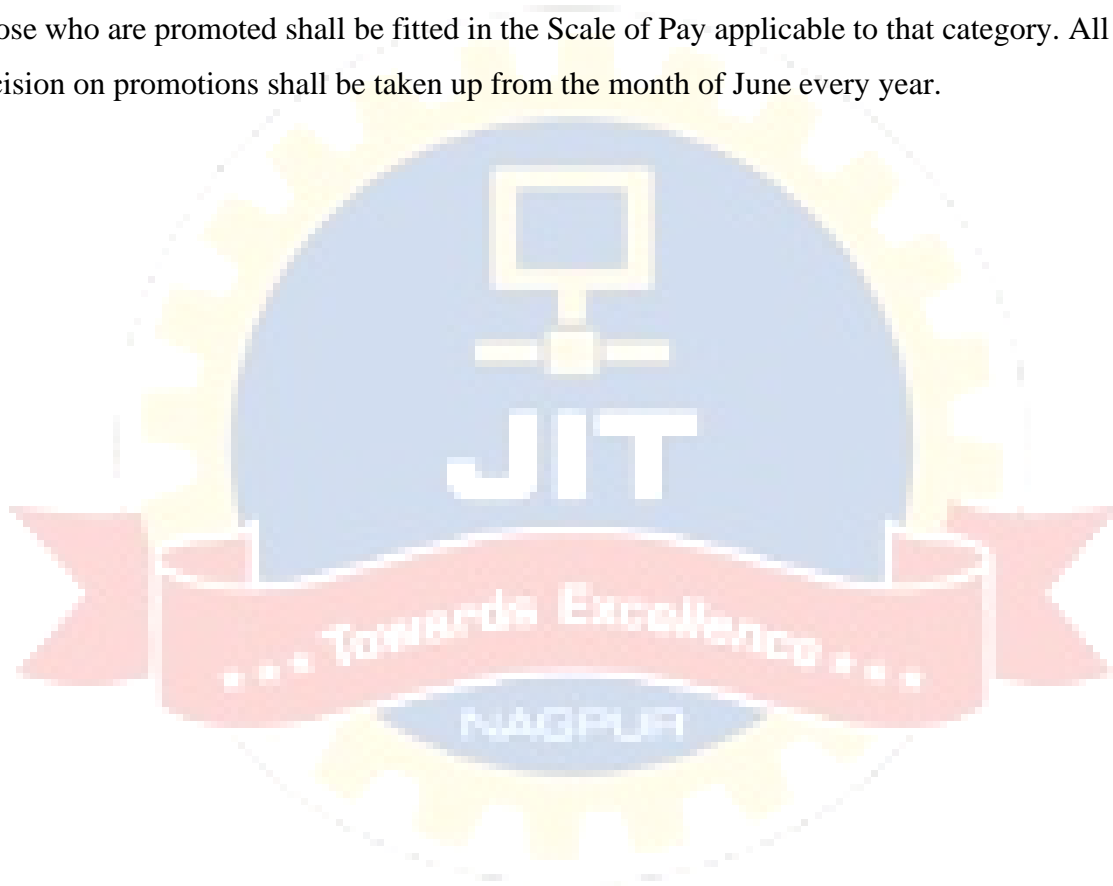
Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

Associate Professor:

- a) Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
- b) Should have completed minimum training requirements as per Annexure-III of 7th pay GR.
- c) Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

Those who are promoted shall be fitted in the Scale of Pay applicable to that category. All decision on promotions shall be taken up from the month of June every year.



7. VACATION AND LEAVE POLICY

7.1 GENERAL

1. These rules shall be called “JHULELALINSTITUTE OF TECHNOLOGY – Leave Rules”.
2. These leave rules shall be deemed to have come into force w.e.f. year 2009 and applicable to all employees of JIT.
3. An employee of JIT may find fit into any of the following categories.
 - Regular employee appointed against an approved post and on Probation.
 - Regular employee with probation completed.
4. A leave account shall be maintained for each employee of JIT in an appropriate format.
5. Leave is earned by duty only. Duty for the purpose of leave does not include:
 - Any period of absence on casual leave and special casual leave.
 - Any period of absence on Public holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these leaves.
 - Any period of absence during vacation either during a continuous period spent on duty or where permitted to be either prefixed or suffixed to leave under the rules.
2. Leave cannot be claimed as a right and is solely the discretionary power of the sanctioning authority to refuse or revoke leave of any category when the situation so demands.
3. The sanctioning authority may recall an employee to attend duty before the expiry of the employee's sanctioned leave.
4. Unauthorized absence from duty may be treated as misbehavior and may invite disciplinary action.
5. An employee on leave shall not take up any service and accept any employment outside without the prior permission of the appointing authority.
6. Every application for leave on medical grounds shall be accompanied by a medical certificate issued by a Registered Medical Practitioner/Asst. Civil Surgeon and such an employee may return to duty after submitting a fitness certificate issued by a registered Medical Practitioner/ Assistant Civil Surgeon.
7. An employee of JIT who leaves headquarters of his/her place of duty during vacation is liable to be recalled if required.
8. The Head of Jhulelal Institute of Technology or any person designated by him during his

absence; shall be the authority competent to grant leave to all its employees. In lieu of the head of the JIT, the competent authority will be the Secretary cum Correspondent of JIT or his/her nominee to sanction leave.

9. An employee of JIT can return to duty before the expiry of the sanctioned leave period.

7.2 VACATION:

1. The regular faculty members after the completion of probation period are eligible for the vacation for a time decided by the head of the institution/management at the semester's end (vacation period). The Head of the Institute will determine the dates for each employee's vacation. Only teaching staff members are eligible for this facility.
2. Principal, Vice Principal and Dean Training and Placement are treated as non-vacational staff. They are entitled to have 30 days earned leave.

7.3 CASUAL LEAVE (CL):

1. Casual leave shall be admissible to an employee of JIT for a total no. of 8 days in a calendar year for teaching staff and 10 for non teaching staff. The quantum of casual leave admissible will be on prorata basis. CL may be granted for a period of not exceeding 4 days at a time including public or other holidays. The period of unutilized CL shall lapse with the calendar year.
2. CL should not be combined with any kind of other category leave or with vacation period.
3. Granting of CL requires advanced sanctioning and the incumbent has to make alternate arrangement for his/her workload during his/her intended leave period.
4. Employees may avail CL for half-day also.

7.4 EXTRA-ORDINARY LEAVE (EOL)

1. An employee of JIT may be granted EOL in some special circumstances at the discretion of the JIT Management to help the employee in attending to medical care at an immediate family member/ in improving his/her academic/professional qualification.
2. EOL cannot be debited against any leave head. No salary is admissible during such leave period. However, the management of JIT may take a lenient view and relax this condition on specific grounds.

3. An employee on Extra-Ordinary leave is not entitled to claim any leave salary.

7.5 ON DUTY LEAVE (OD/DL)

1. Leave on Duty may be granted to teaching faculty for academic Purposes such as attending conferences/ seminars/ workshops/ exam-duty etc.
2. OD/DL may not be granted during vacation period.

7.6 MATERNITY LEAVE:

1. Women employees of JIT after completion of probation are eligible to avail maternity leave for 90days.
2. This leave may also be granted in case of abortion or miscarriage for about two weeks on submission of a medical certificate.
3. Leave may also be granted in case of illness of a newly born baby for about six days.
4. This leave is not admissible in the case of those employees who have two or more surviving children.
5. In case an employee is covered under ESI Act, The maternity benefits will be provided as per the ESI Act.

7.7 PATERNITY LEAVE:

All male employees are eligible for paternity leave for 7 days up-to 2 children only. This will be special leave at the discretion of management.

7.8 SPECIAL LEAVE (SL)

1. For an employee of JIT undergoing sterilization operation under the family planning scheme, a leave for a period of 7 consecutive days will be sanctioned; however, employees having more than two children are only eligible to this leave.
2. SL for a period of 4 days will be sanctioned to an employee if his/her spouse undergoes family planning operation for the first time for those who have one/two children.
3. SL of 7 days may be sanctioned for an employee of JIT getting married for the first time on production of marriage wedding card for those employees who completed probation.
4. SL of 5 days may be granted for a faculty during the confinement of his wife.

5. The above leaves will need special approval by the Principal and management.

7.9 ACADEMIC LEAVE

Study leave (Fulltime) is granted:

1. To faculty with not less than 5 continuous years of service in the college to pursue PhD / post doctoral research.
2. To Non-Teaching staff possessing not less than 3 years of continuous service in the college to pursue Diploma / Degree courses.
3. However the course pursued should be direct advantage to institute's interest.
4. The employee on return should submit full report on the work done during study leave period.
5. The employee availing study leave has to execute a bond agreeing to serve the institute for three years after the leave period is over.
6. The issue of paid leave or LWP will be at the discretion of management

Study Leave (Full Time) is not admissible

1. For studies out of India.
2. For an employee who is for retirement within 3 years after returning from study leave.
3. Study Leave (full time) is for maximum period of 36 months in case of PhD degree / post doctorate research and 24 months for PG degree.
4. Study Leave (part-time)
5. Study Leave (part-time) is granted to employees who have more than 2 years of continuous service in the college and are eligible to pursue PhD / Diploma courses provided they are of definite advantage to the institute interest.
6. Permission to study leave is accorded only when regular class work is not disturbed.
7. Study leave shall be granted for attending coursework, reviews, examinations etc.

7.10 Compensatory Leave (CCL)

1. Non-Teaching Employees who work for extra hours / holidays will be eligible for Compensatory off at the rate of hours worked. (i.e. 1 CCL for 6hrs & half CCL for 4hrs of

- work)
2. Teaching staff if required to work on holidays will be eligible for Compensatory off equivalent to the days worked. This can be availed at any time except when regular teaching is in progress.
 3. CCL should be availed during the calendar year and not to be carried forward to the next year.
 4. CCL should be pre sanctioned by the HOD & Principal office.

7.11 EARNED LEAVE (EL)

Teaching staff

Earned leave admissible to a teaching staff shall be 1/3rd of the period of the un availed vacation leave subjected to maximum ceiling limit of **10** days in an academic year.

7.12 MEDICAL LEAVE

1. An employee working on regular basis who has successfully completed probation period without break is entitled for ML. Eligible employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining.
2. ML is calculated on half yearly working period (1st July to 31st December , 1st Jan to 30th June)
3. ML cannot be taken as half day.
4. At once minimum 3 days ML will be deducted & maximum 3 times in a year.
5. ML shall be carried forwarded in the next calendar year.
6. For ML, a medical certificate is required to be furnished along with fitness certificate at the time of joining (From registered medical practitioner–MBBS/MD).
7. Submission of fictitious medical certificate shall lead to disciplinary action.

7.13 Leave policy for Non-Teaching Staff from session 2019-20: From session 2019-20, following leave policy will be implemented for Non-Teaching Staff:

No. of years of service in JIT	CL	ML
>10 yr	10	10
> 7 yr	10	5
>5 yr	10	5
<5 yr but > 1 yr	10	0
< 1 yr	0	0

1. ML cannot be availed less than 3 days at a time and not more than thrice in a year.
2. From session 2019-20, CL will lapse at the end of session and will not be accumulated.
3. Existing CL can be availed latest by June 2020
4. ML shall be carried forward in the next calendar year.
5. For ML, a medical certificate is required to be furnished along with fitness certificate at the time of joining (From registered medical practitioner –MBBS/MD).
6. Submission of fictitious medical certificate shall lead to disciplinary action.

8. CONSULTANCY, R&D AND TEACHING

8.1 Funded Projects and Consultancy Work:

1. Funded Projects: The depth of R&D culture, in any institution is judged by the number of grants approved and funds generated via various projects. A large number of new research projects are initiated every year with funding from various national and international governmental organizations and industries. The R&D cell keeps the faculties, abreast of all such information encourages them to submit proposals for funding.
2. Consultancy Assignments: Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and the benefit of the consultancy to the institute; both intellectually as well as financially. The revenue deposited to college is distributed to the faculty consultant & involved staff members as per the policy faculty (60%) and institute (40%) share the profit.
3. Research or consultancy project:
 - All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.
 - Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R&D committee before submission to the funding agency.
 - All applications related with R&D shall be routed through the R&D Coordinator along with one hard copy for R&D records. A soft copy shall also be emailed to the R&D Coordinator, department representative in R&D cell and also to the Head of the Department.
 - Separate dead stock registers shall be maintained for the entire R&D for the externally funded projects in every department.
 - Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.
 - Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/department.

- The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- In case the Principal Investigator leaves the institute all the items, instruments, software etc. purchased shall remain as an asset of the institute.
- All Head of the Department must regularly and diligently update the R&D information on the institute website for department and give reports to R&D Coordinator.
- Progress Report submissions: The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department by 1st of June every year. The Head of the Department along with some senior faculty members shall then Carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.
- The project or consultancy work should be in the name of the institute.

8.2 Patents:

Receiving patent for one's research work is one of the most important factors denoting the quality of research. Full financial and legal assistance shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the name of JIT with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher. Patents should be in the name of institute. If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the institute. If patent is filed by Institute, then 100% expenses are borne by Institute. If filed jointly then 100 % expenses are borne by Institute after approval of higher authorities.

8.3 Teaching Assignments

1. The College permits its teachers to take up teaching assignments with other educational institutions subject to the conditions stipulated in this section else it may invite disciplinary action.
2. A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal who will go through the nature of the assignment and approve the same prior to taking up the assignment.

3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.
4. The teaching staff on scale pay shall not take any teaching assignment in private teaching institution/coaching classes without prior permission of Principal/Management.

8.4 Research & Development Policy

Preamble

We at Jhulelal Institute of Technology (JIT), Nagpur believe that improvement in high quality research is necessary requirement for growth of individual and any organization. The objective of Research & development (R&D) initiatives undertaken by JIT is to build research careers, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute should aim to be of a good quality. The goal of creating technological and social innovations has emerged alongside R&D-based activities.

Objectives of R&D

- To develop research skills among the students and faculty.
- To coordinate between various departments, faculty members and research students of the institute.
- To identify the funding agencies and communicate the same to various departments to apply for it.
- To promote and to encourage the budding technocrats and faculty members to do innovative research for society and to participate in seminars/workshops/FDP/STTP.
- To conduct research work in collaboration/linkages with other industries.
- To support the students and faculty members in terms of finance/ possible requirements with proper approval of higher authorities to serve their research or to file patent/copyright.
- To encourage students to opt for sponsored projects.
- To ensure the smooth functioning of R&D activities, Implementation, follow-up, progress and monitoring of on-going activities in the institute.

Constitution of R&D Cell

The R&D Cell comprise of the following members :

- I. Principal - Chairman
- II. R&D Cell Incharge - would be the Member Secretary of the Cell.
- III. Member From each Department.

Guidelines

General guidelines

- As per the AICTE guidelines and real life requirements, each faculty has to participate in every research activity which helps in the overall development of the institute.
- R&D related activities to be routed through R&D cell.
- Monthly progress will be checked during audit.
- Half yearly report must be submitted by every department to R&D cell through departmental R&D coordinator.

Following guidelines are prepared to encourage R&D activities and to streamline the work.

A. Guidelines for Faculties

1. Research Publication:- Per department publish atleast 2 research papers in the reputed SCI/ESCI/SCIE/Scopus indexed journals and every faculty atleast 2 research papers either in ICI or UGC indexed journals in a year. If faculty publishes research paper in the SCI/ESCI/SCIE/Scopus, then there is exemption in the ICI/UGC/Conference publication.
2. Book or Book chapter:- Publish at least 2 books or book chapters per department in a year.
3. Qualification upgradation:- As per the AICTE guidelines, Ph.D. is compulsory for every faculty. Each department has to take care of enrolling faculties for the Ph.D. Ph.D. registered faculties have to submit progress report to avail duty leaves.
4. Attending STTP/FDP/Workshop/Industry training:- Every faculty must attend STTP/FDP/Workshop/Industry training once in a year (atleast one or two weeks) on the thrust areas as per the AICTE guidelines during non-teaching period. After completion of the training faculty has to submit a report on training and give short presentation in the department to avail duty leaves. Industry training minimum 1 and other minimum 1.

5. Organization of STTP/FDP/Workshop/Training:- Every department must organize one STTP/FDP/Workshop/Training in a year.
6. Research Proposal:- Every department has to submit quality research proposals to funding agencies like AICTE, DST, UGC, CSIR, BRNS, etc.
7. Paper/Poster presentation:- Faculty must present paper in the renowned conference. Also promote student to participate in the conference for paper or poster presentation (Scopus or Web of Science indexed).
8. Organization of the conference:- Atleast one conference must be organized at Institute level (National or International). Preparation work must start before one year.
9. IPR (Patent / Copyright):- Every department must file atleast 5 best innovative patents (department can apply more than 5 also) along with copyright (lab manuals, prototype, etc.)
10. Research lab/ Industry funded lab:- Every department has to establish research or industry funded lab.
11. Establishment of CoE:- Every department has to start Centre of Excellence on the thrust areas given by the AICTE and conduct research activities under CoE and has to submit half yearly report to the R&D cell (through IQAC audit).
12. Consultancy:- Every department has to fetch maximum consultancy from outside sources.
13. Faculty participation in the outside world:- Every faculty has to improve their growth like working as a resource person in the conference (like reviewer, program committee member, general chair, session chair, etc.), editor for journal, BOS member, etc.
14. Citations:- Every faculty must improve their citation count (Google Scholar, Scopus and Web of Science)
15. Collaborative research:- Every faculty must try for collaborative research with outside world.
16. Professional membership:- Every faculty must be member of atleast one professional society (IEEE, ACM, ASME, etc.).
17. Faculties must try to design courses for Virtual Lab / SWAYAM/ MOOCs/ GNYAN.

B. Guidelines for Students

18. Patent must be filed on innovative idea.

19. Promote students for participation in the national / International level competitions and project exhibitions organized by reputed organizations like IIT/IIM/NIT/Research organizations.
20. Encourage student to present their work in conferences.
21. Every student from UG and PG must publish 2 papers in either journal or conference.
22. Projects must be 100% live and innovative.
23. Encourage students for interdisciplinary project. Atleast 2 projects from every department.
24. Encourage students to become member of any one professional society.

The following R&D Policy is constituted for achieving our aims and objectives:

SN	Categories	Sub-Categories	Incentives
1.	Paper Publications in reputed journal	SCI / e-SCI /SCIE/ Scopus	Publication in SCI/e-SCI/SCIE =5000/-, Scopus= 3000/- only With prior approval of higher authorities. No incentives for publications in ICI/UGC journals.
		ICI / UGC	
		Conference	50 % of Registration fee + TA (III AC)+ DL for paper presentation in International conference indexed by IEEE/ Springer/ ACM/ Elsevier/ SCI/ Scopus/Web of Science with prior approval of higher authorities. Only DL for other local International /National conferences with prior approval of higher authorities.
		Book/Book Chapter	Publication of Book = 5000/- book and Book chapter =3000/- in IEEE/ Springer/ ACM /Elsevier/reowned publishers like TMH, Pearsons, EEE, etc. with prior approval of higher authorities. No incentives for local book Publications.
2.	Intellectual Property Rights (IPR)	Copyright	Registration fee with proper approval of higher authorities.
		Patent Filing	<ol style="list-style-type: none"> 1. Deserving first 3 patent (amongst all patents at institute level) filing amount will be given by Institute after approval of higher authorities 2. 50% fees will be paid to faculty , if faculty files the patent with affiliation as Jhulelal Institute of Technology.
3.	Proposals funding agencies like AICTE/ DST/ SERB/ CSIR/ UGC etc.	Research Grant filling (RPS, MODROBS)	As per the guidelines given by respective agency, amount/honorarium will be granted to respective coordinator / faculty members if grant received from funding agencies like AICTE/ DST/ SERB/CSIR/ UGC etc.
		Seminar/Conference	As per the guidelines given by respective

			agency, amount/honorarium will be granted to respective coordinator / faculty members if grant received from funding agencies like AICTE/ DST/ SERB/CSIR/ UGC etc.
		FDP/STTP	As per the guidelines given by respective agency, amount/honorarium will be granted to respective coordinator / faculty members if grant received from funding agencies like AICTE/ DST/ SERB/CSIR/ UGC etc.
4.	Participation in	NPTEL/Online Certification	No incentives but it is compulsory for faculties.
		FDP/STTP	50% of Registration fee + 50% TA + DL if the participation in the renowned institutes like IITs/ IIMs/ NITs/ IIITs/ Research Organizations/ Centrally Funded Institutes with prior approval of higher authorities. For local participation= only DL
		Industry training program	50% of Registration fee + 50% TA + DL (only in the renowned industries) with prior approval of higher authorities.
5.	Collaborative Research / Linkages	Publication/Product Development with Institute of Eminence or Industry, Project with Industry	To be decided by the institute. Publication depends on the impact factor of the peer-reviewed journals indexed by SCI/Scopus. Project depends on the grant received from the funding agencies like AICTE/ DST/ UGC etc.
6.	Training Program for Industry persons	Minimum 20 Hrs Training program	1000/- per faculty (min 6-8 hrs). If dept has organized training program for Industry people and income generated then incentives will be given with prior approval of higher authorities with 5% of income generated to the organiser.
7.	Resource Person	Reviewer / Program committee member/ Keynote Speaker/ Editor/ Session Chair/ BOS member / Delivery of guest lecture	50% of TA + DL if working as a Session chair / Program committee member/ Keynote Speaker for outside conference, Local region = DL with prior approval of higher authorities.
8.	Inter-disciplinary project		100% Hardware cost will be reimbursed (For innovative or research based projects only) max upto 10,000/- with the prior approval of the higher Authorities.
9.	Student participation		Students are encouraged to publish research paper in the international conferences like IEEE/ ACM/ Springer/Elsevier and in journals indexed by Scopus / Web of Science, etc.
10.	Ph. D. guidance	Only for Ph.D. supervisor	5000/- to Ph.D. guide (if Ph.D. awarded to research scholar at Institutes research center)

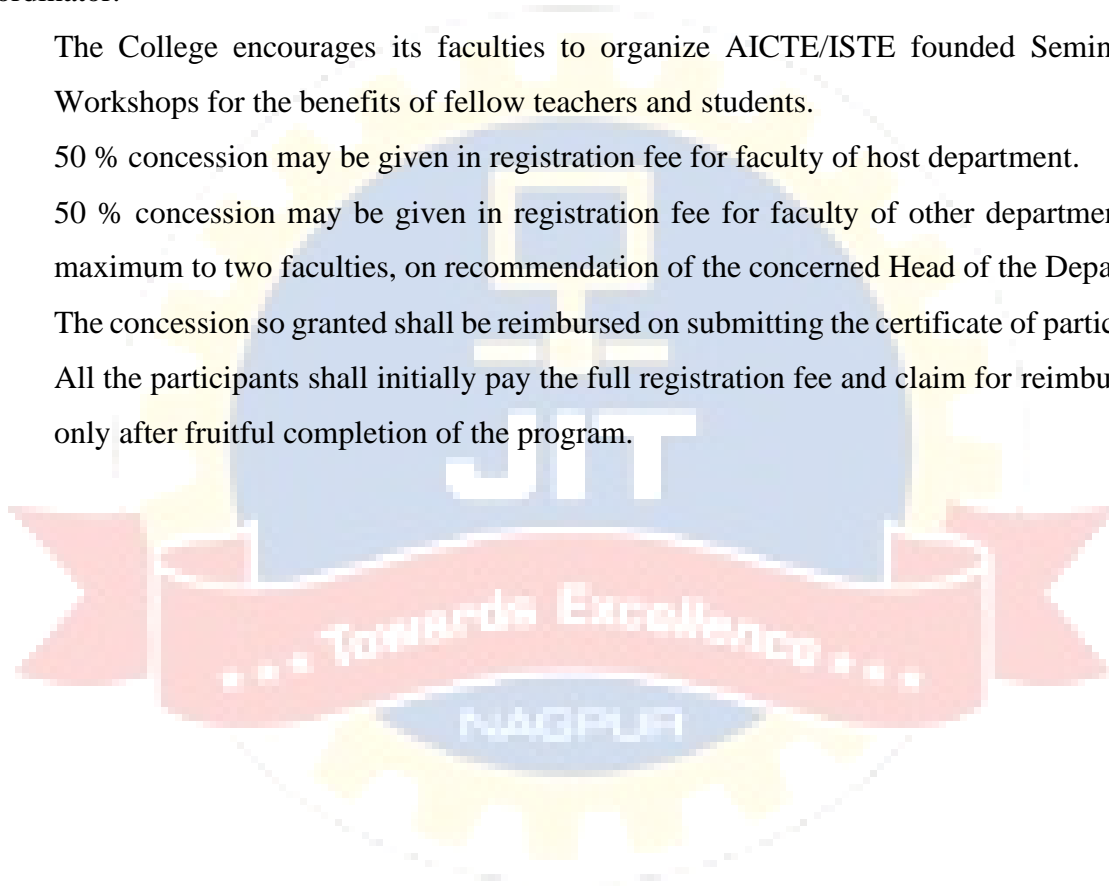
			per research scholar with the prior approval of higher authorities.
11.	CoE / Research Lab/ Industry funded lab		To the key person of the lab as per amount of lab if amount >10,00,001 then 15000/- if 6,00,001 to 10,00,000 then 10000/- if 1,00,001 to 6,00,000 then 5000/- if 50,000 to 1,00,000 then 2000/- and if revenue generated through training or workshop under this lab then 1000/- per faculty (internal faculty as a trainer and min 6 to 8 hrs giving training) with the prior approval of higher authorities.
12.	Designing of virtual lab / Courses like GYAN, Swayam, MOOCS, etc		5000/- per faculty with the prior approval of higher authorities.
13.	Qualification upgradation	Related to the job profile as per the governance	Duty leaves / Study leaves with related qualification as per the governance related to the college profile with the prior approval of higher authorities.
14.	Video Lecture		No incentives. Youtube hosting is compulsory
15.	Membership in Professional Bodies		50% by institute (max 3000/-) + 50% by faculty (for only one professional society) with the prior approval of higher authorities. Special cases to be discussed with the higher authorities before granting permission.
16.	Department Projects		100% Hardware cost will be reimbursed max upto 10,000/- (only innovative or research based projects) with the prior approval of the higher authorities. The reimbursed amount may vary for special projects with prior approval of the higher authorities.

9. TRAINING & DEVELOPMENT- R&D, SEMINARS

9.1 Norms for organizing seminar, conference etc. in the Institute:

For In-house R&D events, the following guidelines may be used with the approval R&D Coordinator.

1. The College encourages its faculties to organize AICTE/ISTE founded Seminars and Workshops for the benefits of fellow teachers and students.
2. 50 % concession may be given in registration fee for faculty of host department.
3. 50 % concession may be given in registration fee for faculty of other departments, to a maximum to two faculties, on recommendation of the concerned Head of the Department.
4. The concession so granted shall be reimbursed on submitting the certificate of participation. All the participants shall initially pay the full registration fee and claim for reimbursement only after fruitful completion of the program.



10. RETIREMENTS, RESIGNATION, SUSPENSIONS

10.1 Retirement from Service

1. Retirement policy is applicable for both teaching and non teaching staff.
2. For teaching faculty the retirement age is 60 years or as per university norms and after the retirement if Management wants the faculty can be continued.
3. For Non-Teaching staff the retirement age is 58 for Class III and for Class IV the age is 60 Years if Management wants the staff can be continued.

10.2 Resignation /Termination of Employees

1. Employee wishing to resign should inform his /her Head of the Department and tender his/her resignation in writing to the Principal.
2. Any voluntary resignation is accepted only during the end of the academic year with proper notice period.
3. The faculty members who have completed 3 years of service will have to either serve a notice period of 3 months or will have to pay 3 months' gross salary.
4. The faculty members who have served the institute for less than 3 years, have to either serve a notice period of 1 month or 1 month's gross salary.
5. Exit Interview is conducted for every faculty submitting resignation and the reason for leaving the institute is identified. Employee leaving without a notice period will not receive their pay for have to deposit salary for the notice period.
6. Before resigning the employee must complete all the prescribed formalities &submit their No Dues form duly signed by the concern Head of the Department, other related department heads and submit to the Principal office before the relieving date.
7. The employee will be relieved only after submitting the "No Dues Certificate".
8. Employees interested in resigning cannot utilize any leaves except OD.
9. The Management reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the Institution.

10.3 Exit Interview

1. Exit Interview of the employee who has resigned will be conducted by Head of the Department and Principal. After one to one discussion with the resigning employee, HOD or Principal will fill the Exit Interview Form.
2. Purpose of conducting Exit Interview is to find out the exact reason for resignation and to suggest remedial measures to management, which will reduce future attrition. Attempt should be made to open up the mind of the employee to get real, frank and free feedback.



Appendix I

BOARD OF TRUSTEE

Name of Trustee	Designation
Mr. Mahesh Nanikram Sadhwani	Chairman
Mr. Virendra Ghanshyamdas Kukreja	Secretary
Mr. Jayprakash Valiram Sahajramani	Treasurer
Mr. Rajesh Jairam Tejwani	Member
Mr. Girish Nanikram Sadhwani	Member
Mr. Pramod Keshavrao Wairagade	Member
Mr. Pramod Vasanttrao Pampatwar	Member
Mr. Praveen Inder Balany	Member
Mr. Ghanshyamdas Assan and Kukreja	Member
Dr. Hemant Muralilal Asrani	Member

BOARD OF DIRECTORS

Name of Director	Designation
Mr. Mahesh Nanikram Sadhwani	Chairman
Mr. Virendra Ghanshyamdas Kukreja	Secretary
Mr. Jayprakash Valiram Sahajramani	Treasurer
Mr. Rajesh Jairam Tejwani	Member
Mr. Girish Nanikram Sadhwani	Member
Mr. Pramod Keshavrao Wairagade	Member
Mr. Pramod Vasanttrao Pampatwar	Director (Tech.)
Mr. Praveen Inder Balany	Member
Mr. Ghanshyamdas Assanand Kukreja	Member
Dr. Hemant Muralilal Asrani	Member
Mrs. Madhavi Pramod Wairagade	Director (HR&Admin.)

Appendix II

GOVERNING COUNCIL MEMBERS:

Sr. No.	Name	Designation
1	Mr. Mahesh Sadhwani	Chairman
2	Mr. Virendra Kukreja	Member (Nominated by Trust)
3	Mr. Pramod Pampatwar	Member (Nominated by Trust)
4	Mr. S E Choudhary	Vice-president, Global Logic Member (Nominated by Trust)
5	Dr. Vivek Nanoti (VC Nominee)	Principal PIET, Nagpur
6	Dr. Abet Singh (Nomination Required)	Regional officer, W R C of AICTE Nominee of AICTE (Ex-officio)
7	Dr. Abhay Wagh (Nomination Required)	Director of Technical Education Maharashtra State, Mumbai Nominee of State Government (Ex-officio)
8	Mr. Vinod Takarkhede (State Govt. Nominee)	Director Tantransh Solutions, Nagpur
9	Ms. Madhavi Wairagade	Assistant Professor (MBA Department)
10	Dr. Narendra Bawane	Principal, Jhulelal Institute of Technology, Nagpur Member Secretary
11	Dr. Debashis Bhowmick	Professor (Department of Applied Science & Humanities)

Appendix III- Advisory Committee

Adviser

- Hon'ble Shri Chandrashekhar Bawankule

Corporate Advisers

- Shri. Ajay Sancheti
- Shri Vilas Kale
- Shri. Vishnu Mulchandani
- Shri Nitin Bawankule
- Shri Raghupati Cavale
- Shri. Murali Chirala
- Shri Krishnan R.G
- Shri Anand Veerkar
- Shri Santosh Balany
- Shri Kishor Vikhe
- Shri Sameer Bendre
- Shri Hemant Jambhekar
- Shri Anjan Dixit
- Shri Ajay Bangde
- Shri Sanjay Kukreja
- ShriAnand Mendhekar

Academic Advisers

- Dr. Chandrashekhar Thorat
- Dr. S. S. Limaye
- Dr. Tapan Chakraborty
- Dr. K.G. Rewatkar
- Dr. Vinky Rughwani

Professional Adviser

- Adv. Kishore Dewani
- Ar. Vijay Salankar
- Dr. Pramanand Laharwani

Appendix IV- Office Bearer Composition

Sr. No.	Name	Designation	Post
1	Dr. Narendra Bawane	Principal	Head of the team
2	Ms. Madhavi Wairagade	Director HR & Admin	Management Nominee
3	Dr. Debashis Bhowmick	Vice Principal	Co-ordinator
4	Mr. Dhananjay Tiwari	Incharge, Student Section	Member



Appendix V- College Development Committee

College Development Committee Constitution

The college development committee is formed with an objective of having an empowered system of administration and to ensure that the faculty feels involved into the administration of the college.

Composition:

Sr. No.	Designation	Name	Position held in the Institution
1.	Chairperson of the management/Trust nominee	Shri Pramod V. Pampatwar	Director (Tech.)
2.	Secretary of the management or his Nominee	Smt. Madhavi P. Wairagade	Director (H.R. & Admin.)
3.	Head of department nominated by the principal or the head of the institution	Dr. Debashish Bhowmick	Vice-Principal & Head, Dept. of Sc. & Humanity
4.	Teacher representative	Dr. Swati N. Rahate	Head, Dept. of M.B.A.
5.	Teacher representative	Mr. Rohan M. Ingle	Head, Dept. of Electrical Engg.
6.	Teacher representative	Ms. Mayuri A. Sehgal	Head, Dept. of ETC & EN
7.	Non-teaching representative	Mr. Dhananjay Tiwari	Sr. Clerk
8.	Local member nominated by the management (Education)	Mrs. Amrita Kungwani (Asst. Prof. & Alumni)	--
9.	Local member nominated by the management (Industry)	Mr. Raghu Khemka (Industrialist)	--
10.	Local member nominated by the management (Research)	Dr. Sucheta Rai (Scientist , NEERI)	
11.	Local member nominated by the management (Social Service)	Dr Shamik Ambatkar (Medical Practitioner)	--
12.	Coordinator, IQAC	Ms. Mona V. Mulchandani	Head, Dept. of C.S.E.
13.	President, Student Council/SRC	Mr. Mukul Naiyak	--
14.	Secretary, Student Council/SRC	Ms. Gargi Kundu	--
15.	Member Secretary	Dr. Narendra G. Bawane	Principal

Nature of Selection: Election / Nomination **Frequency of Meeting:** Twice in a semester

Term of the committee: Five Years

Replacement of Member: If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.





SSCT's
Jhulelal Institute of Technology
 Off Koradi Road, Lonara, NAGPUR
SELF APPRAISAL FORM

100 Marks

(Period: From June 2020 to May 2021)

A General Information

- A.1 Name
 A.2 Date of Appointment:
 A.3 Experience (Yrs):Total: Teaching: Industry:
 A.4 Designation
 A.5 Department
 A.6 Area(s) of Specialization
 A.7 Qualification with year
 A.8 Date of Joining the Institution:
 A.9 Date on which Designated as Professor/ Associate Professor:(If any)

B Teaching Learning

B.1.1 Classes Taught

6

Current semester subjects								
Semester & Section	Subject	Periods					Result % (if any)	
		No of Lecture /Practical Expected ** L/ T / P	No of Lecture /Practical Actual Taken ** L/ T / P	No. of units / Practicals of Syllabus covered	Feedback (%)	Last year	Current year	

B.1.2 Result (Last 02 semester Exam-Excluding Practical)

10

Semester & Section	Subject	No of Students appeared	No of Students passed	Subject Result in % of semester/s (1)	% Overall Result of this class in earlier semester	Average Subject Result in % of last three exam (2)

If (1)< (2) , Specify the reason:

B.2 Steps taken for the teaching of lecture/practicals missed during leave or absence:

- 1.
- 2.
- 3.

1

B.3 MOOCS Certification(Perfably NPTEL, Swayam) done by students under your subject or beyond (yes/no give details how many students participated and completed) 5

B.4 Portfolio Details

Sr.no	Institute Level	Re of Principal	Departmental Level	Re of HOD
1				

5

B.5 Participation in the following: (Write Yes or No)

6

B.5.1 University Examination:

B.5.2 Internal Evaluation:

B.5.3 Paper setting:

B.5.4 Assessment of assignments:

B.5.5 Conduct of internal examinations:

B.5.6 Did you participate in activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies: Yes/No (Mention details)

B.6 Teaching Methodology

8

B.6.1 Whether you teach every concept in detail?

B.6.2 Do you solve numerical in classroom till final solution/answers?

B.6.3 Do you include Real Time examples in notes & teaching?

B.6.4 Do you motivate students to ask technical questions in class?

B.6.5 Do you provide/dictate notes in regular class?

B.6.6 Do you use ICT enabled tools for effective teaching-learning process.(Mention Details)

B.6.7 Are you aware of the stated Programme and course outcomes of the Programmes offered by the institution to students?

B.6.8 Did you provide special programmes for advanced learners and slow learners?(Yes/No) if yes give details

B.7 Innvoation

12

B.7.1 Design of curriculum/ Content beyond syllabus:

B.7.2 Evaluation methods for Test/Assignments:

B.7.3 Preparation of resource material including reading materials, laboratory Manuals , Working

B.7.4 Whats your contribution in achieving the IQAC Quality Initiatives?

B.7.5 Contribution towards learning/spreading awareness of OBE and practicing OBE

B.7.6 CO/PO Attainment

B.7.7 Steps taken for CO/PO attainemnt Improvement

B.7.8 Highlight innovative assessment tools used to strengthen attainment process

C	Contribution (Write Yes/ No, if Yes, specify details)		
C.1	Contribution towards Industry – Institute interaction.	<input type="text"/>	8
C.1.1	Consultancy:		
C.1.2	Placements of Students:		
C.1.3	Guidance for competitive examinations and career counselling (if yes mention details)		
C.1.4	Sponsored Projects:		
C.2	Contribution towards Revenue generation in institute (Specify):	<input type="text"/>	4
C.3	Contribution towards Library (Specify):	<input type="text"/>	4
C.3.1	How much time you spend in Library for updating knowledge? (Specify):		
C.3.2	How many books did you donate:(if yes specify details)		
C.4	Research Contributions (specify details):	<input type="text"/>	10
C.4.1	Participation in Conference (In box specify number if done otherwise write 0)		
	1. Institute Level: <input type="text"/> 2. International: <input type="text"/> 3. National : <input type="text"/>		
C.4.2	No. of Research Papers published in International journal: (In box specify number if done otherwise write 0)		
	1. SCI: <input type="text"/> 2.Scopus <input type="text"/> 3.UGC: <input type="text"/> 4.Conference Proceeding: <input type="text"/>		
C.4.3	No Patents filled or approved:(If yes mention details)		
C.4.4	Details of Seminars, Conferences, Symposia, FDP/STTP attended(offline/online give details of both)		
	1.		
	2.		
	3.		
C.4.5	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings :		
	1.		
	2.		
C.4.6	Membership of professional bodies/ Editorship of Journals (Mention Details)		
	1.		
	2.		
C.4.7	Work done in Research Laboratory or contributed towards some product development :		
C.4.8	Are you provided with financial support to attend conferences/workshops,towards membership fee of professional bodies		
	1.		
	2.		
C.4.9	Ph.D. Guidance given (Yes/No)		
C.4.10	If you have received Ph.D. during the assessment year: (if yes mention details)		
C.5	Contribution towards Extension Work/Community Service(Give details of events organised / attended for extension work /Community Services)	<input type="text"/>	2

<p>C.6 Contribution towards co-curricular /Extracurricular activities Please give a short account of your contribution to</p> <p>C.6.1 Co-curricular: C.6.2 Enrichment of Campus life (sports, games, cultural activities): C.6.3 Students welfare and discipline:</p>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> <p style="text-align: right;">3</p>
<p>C.7 Contribution towards College Promotion and Branding</p>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> <p style="text-align: right;">3</p>
<p>D Leave Record (Tick ✓ for appropriate answer)</p> <p>D.1 Number of leaves availed in academic session D.2 Number of leaves availed during teaching months: D.3 Number of leaves availed without pay D.4 Number of leaves availed attached to Holidays & Sundays D.5 Do you take prior permission before attending any Conference, Workshop,STTP? D.6 1. Always 2. Occasionally 3. Never 4. Not needed D.7 Do you take prior sanction for Casual Leave? D.8 1. Always 2. Occasionally 3. Never 4. Not needed D.9 Do you intend to consume Casual Leaves at the end of session, if remain balance D.10 1. Always 2. Occasionally 3. Never</p>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> <p style="text-align: right;">5</p>
<p>E General (Tick ✓ for appropriate answer)</p> <p>E.1 Upward – Downward communication 1. Excellent 2. Good 3. Poor 4. Not interested E.2 Do you maintain Hierarchy in institute? 1. Every time 2. Sometime 3. Never E.3 Needs reminders for completion of work? 1. Every time 2. Sometime 3. Never E.4 Ability to coordinate with other staff in department. 1. Excellent 2. Good 3. Poor 4. Not interested E.5 Punctuality in conduction of Lecture 1. Start & end exactly as per time table 2. Start on time & end before the completion time 3. Start & end as per own time E.6 (Assessment of your knowledge and administrative ability 1. Over utilized 2. At par 3. Underutilized 4. Not utilized at all E.7 How friendly you are with students? 1. Very much 2. Up to certain extent 3. Not at all E.8 Involvement in the events organized by college on Holidays and/or outside college 1. Very much 2. Up to certain extent 3. Not at all</p>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> <p style="text-align: right;">8</p>
<p>F Self Analysis</p> <p>F.1 Number of Memo received? If yes, mention reason. F.2 SWOT Analysis Strengths: Weakness: Opportunities Threats</p>	

F.3 Any other significant information

TOTAL	/	100
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Date:

(Signature of the teacher)

Comments of the Head of Department.

- a) Points disagree:
- b) Complaints of students about teaching
- c) Students feedback related to
 - i. Classroom Teaching
 - ii. Knowledge
 - iii. Overall behavior
- d) Leaves during session - i) WP - ii) LWP -
- e) Sincerity towards teaching
- f) Portfolio Performance
- g) Self Analysis

Remark:

Recommendation: Excellent / Good / Satisfactory/ Not satisfactory
 Excellent (>=80) / Good (79-60)/ Satisfactory (59-40) / Not satisfactory (<39)

Name and Signature of Head of Department:

Remark by Principal:

Recommendation: Excellent / Good / Satisfactory/ Not satisfactory

Name and Signature of Principal:

Remark by Director (HR & Admin):

Signature of Director (HR & Admin):



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Vision: To become an eminent institution through knowledge and research

Financial Assistance Form

Date:

To,
The Director (HR & Administration),
Jhulelal Institute of Technology,
Lonara, Nagpur.

Subject: Request to sanction partial fees against participation in Conference / Workshop / FDP / STTP

Respected Ma'am,

I, the undersigned, wish to attend understated Conference / Workshop / FDP / STTP. Details about the same are mentioned below. I therefore request you to kindly sanction partial fees against participation. The amount for the same is Rs: _____

Conference / Workshop / FDP / STTP Details: _____

Thanking you in anticipation.

Your's sincerely

Asstt. / Asso. Professor, JIT

To Account Section,
Kindly sanction above mentioned
amount towards FDP

HOD

R&D
Coordinator

Principal
JIT

Director, HR & Administration