

NMIET "DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF NON TEACHING STAFF"



ESTD : 1906

Nutan Maharashtra Vidyha Prasarak Mandal,
Talegaon Dabhade, Pune



Nutan Maharashtra Institute of Engineering and
Technology, Talegaon Dabhade, Pune

- Approving Authority:
1. Savitribai Phule Pune University, Pune.
 2. All India Council for Technical Education, New Delhi.
 3. Higher and Technical Education, Government of Maharashtra, Mumbai.



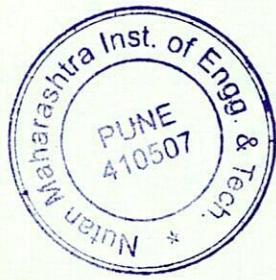
CONTENTS

Sr.No.	Particular	Page No.
1.0	SCOPE	1
2.0	DUTIES & RESPONSIBILITIES FOR ADMINISTRATIVE WORK	1 - 9
2.1	GENERAL ADMINISTRATION RELATED	1 - 2
2.2	BUDGET, ACCOUNTS AND FINANCE RELATED	2 - 4
2.3	PERSONNEL RELATED	4 - 6
2.4	ACADEMIC RELATED	6 - 7
2.5	EXAMINATION RELATED	8
2.6	STORES AND PURCHASE RELATED	8 - 9
3.0	DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF	10 - 17
3.1	PRACTICAL CLASSES	10 - 14
3.2	CLEANLINESS AND MAINTENANCE	14
3.3	RECORD KEEPING	15
3.4	INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES	15 - 16
3.5	EXAMINATION RELATED ACTIVITIES	16
3.6	WORKLOAD	16 - 17
4.0	CODE OF CONDUCT	17 - 20
4.1	APPLICABILITY AND VIOLATIONS	17
4.2	RELATIONSHIP WITH STUDENTS	17 - 18
4.3	RELATIONSHIP WITH FACULTY	18
4.4	RELATIONSHIP WITH COLLEAGUES	18 - 19
4.5	RELATIONSHIP WITH MANAGEMENT	19 - 20
4.6	RELATIONSHIP WITH SOCIETY	20



[Handwritten signature]

5.0	USE OF INSTITUTE RESOURCES	20
6.0	REPRESENTATION AND GRIEVANCE REDRESSAL	20 – 21
7.0	CONFLICT OF INTEREST / COMMITMENT	21
8.0	MISCELLANEOUS RULES OF CONDUCT	21



Handwritten signature or initials in blue ink.

1.0 SCOPE

As employees of the Nutan Maharashtra Institute of Engineering and Technology, the administrative, technical, supporting staffs have to follow the rules & regulations and code of conduct prescribed in performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part time staff members working either on time scale of pay or on consolidated pay attached to the Institute.

2.0 DUTIES & RESPONSIBILITIES FOR ADMINISTRATIVE WORK

2.1 GENERAL ADMINISTRATION RELATED

2.1.1 Secretarial Work

- i) Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority.
- ii) Calling for subjects for inclusion in the agenda from the Dean / Director / Principal / Head of Department, compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
- iii) Sending agenda and notes to the members of various committees.
- iv) Keeping record of the minutes of the meetings and communications of minutes / orders issued, after obtaining approval.
- v) Maintenance of all important documents such as Memorandum of Association (MoA), Bye-laws, Agreements, and carrying out changes / modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.
- vi) Seeking the approval of / information to the UGC, AICTE, SPPU, DTE, ARA, FRA and other bodies, as the case may be, wherever necessary for the changes / modifications made.
- vii) Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the Institute.
- viii) Communicating and putting up notes in English / Marathi, unless or otherwise required.



AMS

2.1.2 Dealing with UGC, AICTE, SPPU and Other Agencies

- i) Initiating all necessary actions in time to get extension of the Institute status since the conferment has to be extended after the expiry of the stipulated period.
- ii) Furnishing all returns called for by the UGC, AICTE, SPPU and other bodies who have supervisory / overseeing powers with regard to the programmes offered by the Institute.
- iii) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the Institute may decide to get.
- iv) Furnishing of compliance reports and providing the details called for by the agency.

2.1.3 Collaboration with other Universities / Institutions

- i) All correspondences and pursuing actions relating to collaboration dealings with other Universities / Institutions in India and abroad.
- ii) Taking steps to sign of Memorandum of Undertaking (MoU) with industries and other institutions and following it up.
- iii) Keeping of all records relating to collaboration and following it up with the Deans / HODs of the Institutes.
- iv) Looking after all other related activities pertaining to collaborations.

2.2 BUDGET, ACCOUNTS AND FINANCE RELATED

2.2.1 Budget preparation

Budget is an important instrument for the control of expenditure and financial management of the Institutes. The duties and responsibilities of administrative staff include,

- i) Calling for budget details both for consumables and non-consumables from the Departments of the Institutes.
- ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- iii) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.



Handwritten signature/initials in blue ink.

- iv) Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.

2.2.2 Account keeping and compilation

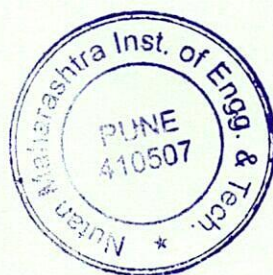
- i) Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure / manual.
- ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
- iii) Management of accounts receivables by taking prompt action to recover the amount due to the Institute.
- iv) Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
- v) Accounting of caution deposit of students and refund / adjustment as the case may be.
- vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
- vii) Management of all payables by the Institute by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.

2.2.3 Fund Management

- i) Investment of funds received from parent body and from income realized from students as per the decision of the Institute.
- ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
- iii) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.

2.2.4 Salary and wages

- i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.



Handwritten signature or initials in blue ink.

- ii) Maintenance of accounts pertaining to statutory deductions like provident fund, profession tax, Income tax, etc.
- iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.
- iv) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
- v) Deduction of professional tax and remittance to appropriate authorities under the Act.
- vi) Drawl of payment towards encashment of leaves; leave salary, statutory payment like gratuity and recovery of dues from employees.
- vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the Institute.
- viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

2.3 PERSONNEL RELATED

2.3.1 Recruitment of staff

- i) Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.
- ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.
- iii) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.
- iv) Issuing of advertisement, receiving applications, short-listing candidates by test / experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.



gmg

- v) Issuing of appointment orders to the selected candidates after approval by the competent authority.
- vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

2.3.2 Service related matters

- i) All matters relating to probation, regularization for all categories of staff promptly.
- ii) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.
- iii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- iv) Arranging for special reviews for career advancement / promotion by the committee constituted and issue of orders thereafter.
- v) Maintenance of all service records of all employees and periodic updating.
- vi) Matters relating to deputation of employees for higher studies in India or abroad.
- vii) All matters relating to deputation of faculty to attend conferences seminars / workshops either in India or abroad.
- viii) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

2.3.3 Retirement, severance and disciplinary action

- i) Processing of resignation request of employees after checking his / her condition of appointment and the policy of the Institute.
- ii) Issuing relieve order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.
- iii) Maintaining the retirement date of employees and taking prompt action to relieve him / her following the due procedure prescribed.

Amg



- iv) Issuing certificate / experience certificate only on completion of all formalities.
- v) All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.
- vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the Institute.

2.4 ACADEMIC RELATED

2.4.1 Admission of students

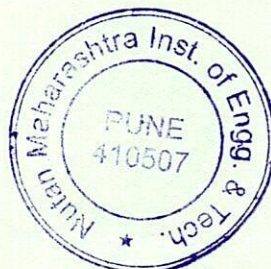
- i) Issuing advertisements calling for application for various programmes offered by the Institute and processing of applications as per ARA guidelines.
- ii) All correspondences relating to admission of students in various programmes and all issues relating to admission.
- iii) Verification of all certificates of students for validity before admission as per ARA guidelines.
- iv) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities / Boards.

2.4.2 Maintenance of student records

- i) Maintenance of all information relating to every student pursuing programme in the Institute in proper form and to retrieve them as and when necessary.
- ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.

2.4.3 Scholarships, bank loan and research fellowships

- i) Issuing certificates to students on demand, to secure loan from Banks for pursuing education in the Institute.
- ii) All matters relating to securing scholarship for students, who apply to various government / private agencies awarding scholarships.
- iii) Matters relating to award of merit scholarship, fee waiver, etc., by the Institute for meritorious students.



amg
R.T.

- iv) Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of Institute.
- v) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.

2.4.4 Disciplinary action

- i) Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action, securing the report and pursuing disciplinary action against the student(s) concerned.
- ii) Pursuing matters relating to cases filed by student in the courts to defend the Institute.
- iii) Processing of complaints received from parents of students and others and pursuing action till completion of the process.
- iv) Dealing on priority basis disciplinary action relating to ragging by students.

2.4.5 Student professional bodies

- i) All matters relating to student professional bodies in the various Departments with regard to approval from administration.
- ii) Sanction of advance for various events organized by the professional bodies and final settlement / adjustment of accounts by the Department concerned.

2.4.6 Issue of Transfer certificates & Hall tickets, etc.

- i) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the Institute after completion of programme / as per demand of the student.
- ii) Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the semester examinations.
- iii) Any other issues relating to students' academic activities.



ama

2.5 EXAMINATION RELATED

As an affiliated institute, the responsibility for scheduling and conducting of in and end semester examinations, declaration of results, distribution of mark sheets and degree certificates as declared by the University. The duties and responsibilities include,

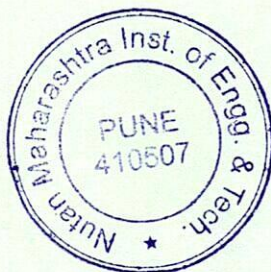
- i) Scheduling and conducting continuous assessment tests for all programmes. Checking the answer scripts from subject teachers for evaluation and assign marks in examination section.
- ii) Scheduling of in & end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.
- iii) Making arrangements to conduct examinations and evaluations as per the procedure of the University envisaged.
- iv) Arrange for convocation and award of degree certificates to the students present in the convocation as guided by University.

2.6 STORES AND PURCHASE RELATED

2.6.1 Purchase of items

The duties and responsibilities under this item shall include,

- i) Though Departments take action to purchase both consumable and non-consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the Institute.
- ii) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- iii) Checking the short listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration / negotiation with the parties' concerned and final decision.
- iv) In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.



[Handwritten signature]

- v) Placing before the purchase committee the tender evaluation by the Department for consideration / negotiation if necessary and approval.
- vi) Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester / annual as the case may be.
- vii) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Institute.

2.6.2 Stores stocking & distribution

- i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the Institute.
- ii) Printing / purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments.
- iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
- iv) Maintenance of stock register and arranging for annual stock verification in all the Departments of the Institute.
- v) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

2.6.3 Bills processing

- i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque.
- iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

gms



3.0 DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF

3.1 PRACTICAL CLASSES

3.1.1 Science Laboratories

The technical supporting staffs are employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for,

- i) Arranging the equipment / instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
- ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
- iii) Receiving of the gadgets / instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.
- iv) While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.
- v) While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.
- vi) After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
- vii) In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned.
- viii) Wherever items/chemicals which are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students.
- ix) Carry out any other work assigned to them by staff in charge and HOD.



2019

3.1.2 Workshops

The technical staff such as Instructors and Technicians is employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical staff is responsible for,

- i) Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.
- ii) Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.
- iii) Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it.
- iv) Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.
- v) Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.
- vi) Coaching the students in fitting and welding activities, and other works.
- vii) Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory / practical class.
- viii) Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students.
- ix) Technical staff should communicate with the students in English during Lab Classes.
- x) Carry out any other work assigned to them by staff in charge and HOD.

3.1.3 Testing and machine oriented laboratories

- i) There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support



Handwritten signature or initials in blue ink.

services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,

- ii) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.
- iii) Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.
- iv) Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.
- v) Keeping the testing equipment / machinery in operable condition by checking them when the laboratory classes are not held.
- vi) Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over.
- vii) Maintenance of the laboratory.
- viii) Carry out any other work assigned to them by staff in charge and HOD.

3.1.4 Electrical and Electronics laboratories

- i) to assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.
- ii) to ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.
- iii) to ensure the safety of the students during lab classes by carefully following the safety instructions.
- iv) to issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.
- v) to help the students in the circuit debugging measurement observation, etc., in the regular lab classes.
- vi) keeping the Kits, Components etc in their respective labs always in working condition.



Handwritten signature

- vii) to help the students in the fabrication of working models, as a part of their project work.
- viii) Maintenance of the laboratory.
- ix) Carry out any other work assigned to them by staff in charge and HOD.

3.1.5 Computer related laboratories

- i) Routine maintenance of all computer systems, UPS and other peripherals related to laboratory.
- ii) Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.
- iii) If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects.
- iv) Maintenance of computers attached to the Institute office and senior officials like Director, Principal, Registrar, HOD and Deans.
- v) Maintenance of networking of the laboratory concerned.
- vi) Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.
- vii) Attending the problem faced by students with respect to hardware and system softwares.
- viii) Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- ix) Loading specific software and upgrading of system to meet the specific requirement of students during project works.
- x) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- xi) Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- xii) Reporting to the faculty member if the technical staff notice any misuse of the system by students.



[Handwritten signature]

- xiii) Keeping the laboratory clean.
- xiv) To carry out work assigned to them by staff in charge of Laboratory or HOD.

3.2 CLEANLINESS AND MAINTENANCE

With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,

- i) Ensuring that the laboratory / workshop, in which the technical staff are posted is kept clean and neat by using the sweepers posted for the purpose.
- ii) All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault / defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- iii) The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Institute posted for the purpose.
- iv) All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.
- v) Many equipment / measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.
- vi) Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.
- vii) The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He / she should also help him / her in taking action to dispose them.
- viii) All the machineries and equipment are to be cleaned regularly by technical staff.

amp



3.3 RECORD KEEPING

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for,

- i) Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.
- ii) Keeping the store room / cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.
- iii) Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.
- iv) Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.
- v) Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

3.4 INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES

3.4.1 Laboratory development

- i) The technical staff should contribute in the efforts of the faculty member in developing new experiments as and when needed.
- ii) Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental set up or developing gadget using the laboratory facilities.
- iii) Whenever new equipment/machinery are purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.

3.4.2 Research related

- i) Whatever experimental set up needed by the Ph.D./ M.S./ M.Phil./ M.E. researchers, the technical staff should assist the research scholar with the approval of the laboratory in charge.



4/20/24

- ii) Not only help in preparing the experimental set up wherever needed, the technical staff shall assist the researcher in taking readings / measurements and in the operation of the gadget.
- iii) As an Institute, emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help to the project co-ordinator and project associates in their endeavor.
- iv) Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project co-ordinators.

3.4.3 Testing for outside agencies

The institution may get request for testing components, materials etc., for certification from different sources. While conducting testing along with the faculty member, the technical staff should take utmost precaution in preparing samples and careful in testing, so that the credibility is ensured in certification.

3.5 EXAMINATION RELATED ACTIVITIES

The duties and responsibilities during practical examination are as follows:

- i) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.
- ii) Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.
- iii) Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.
- iv) Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.

3.6 WORKLOAD

- i) A full time technical staff should perform a minimum of 40 hours of work per week for the Institute on a 5 / 6 day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.



Handwritten signature in blue ink.

- ii) The 40 hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,
- iii) It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD concerned will redeploy the technical staff depending on the need so that the workload is even out among the staff of the department.

4.0 CODE OF CONDUCT

As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the Institute and in the administration of the Institute is enormous. They are responsible for sustaining the highest ethical standards of the Institute and the broader community in which they function. This code serves as a guide to all the members of both the category.

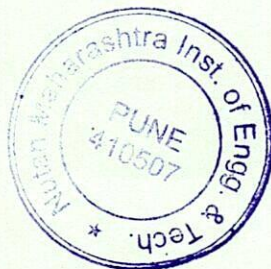
4.1 APPLICABILITY AND VIOLATIONS

The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the Institute and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action upto and including termination from employment of the Institute. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.

4.2 RELATIONSHIP WITH STUDENTS

While the aim of the Institute is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,

- i) According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
- ii) Making regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) Not disclosing confidential information about students, which the member knows, to anyone other than to authorized persons / agency or in the interest of law.



4/19

- iv) Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behavior, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
- v) Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.
- vi) Dealing with parents / guardian of wards politely and compassionately when they approach the administrative staff, in connection with his / her ward's educational matters, thereby ensuring proper public relations.
- vii) Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the Institute values them.

4.3 RELATIONSHIP WITH FACULTY

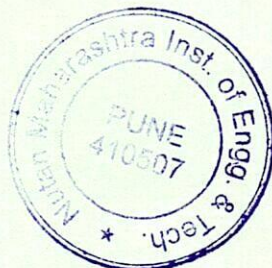
As the technical and administrative staff are expected to work closely with the faculty of the Institute in day to day activities, the staff should,

- i) respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his / her duties in imparting education.
- ii) develop friendly and co-operative relationship with the faculty members.
- iii) understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.
- iv) not to transgress his / her defined role in the interest of discharge of assigned duties and responsibilities.
- v) provide full co-operation and support to the faculty members for the development of laboratory / workshop and in the maintenance / calibration of equipment.

4.4 RELATIONSHIP WITH COLLEAGUES

A member of technical and administrative category is expected to develop fraternal relationships with his / her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he / she should,

- i) move with his / her colleagues in the Institute in a manner that he / she expect them to move with him / her.



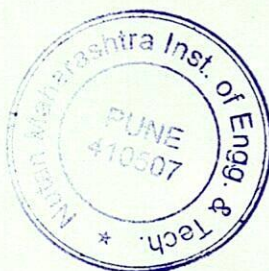
4/10

- ii) extend co-operation to his / her colleagues in activities relating to academic and administrative matters and the development of his / her profession.
- iii) eschew writing anonymous letters in self interest to the authorities about his / her colleagues thereby harming others in self interest.
- iv) desist spreading rumors or wrong news about his / her colleagues to express his / her displeasure.
- v) refrain from passing information about colleagues to any individual or agency without his / her express permission.

4.5 RELATIONSHIP WITH MANAGEMENT

A member is expected to develop proper rapport with the employer viz. Management of the Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channels.
- ii) Do not discuss with unauthorized individuals about professional and other information pertaining to the Institute.
- iii) Look for promotion / elevation only on grounds of competence / performance.
- iv) Do not expect appointment or promotion out of turn, based on favoritism or against professional interest / ethics.
- v) Honour the provision of the bilateral agreement viz. bond / Institute, which the member committed / entered with the employer viz. Institute.
- vi) Do not undertake any responsibility / work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.
- vii) Co-operate whole heartedly with the authorities of the Institute in the fulfillment of mission and goals of Institute by performing his / her role in a professional manner.
- viii) Avoid condemnation of authorities, behavior through anonymous communication to outsiders / newspapers and also conversational conflicts which harm the interest of Institute.



9/10

- ix) Every member is required to conduct the Institute's transaction with utmost honesty, integrity and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- xi) Should follow all norms and job details assigned by the Institute to the member from time to time with dedication.

4.6 RELATIONSHIP WITH SOCIETY

The activities of a member of technical and administration are not only related to the Institute but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

- i) Adherence to desirable standards expected of the Institute by the society.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the educational programmes of the Institute.
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

5.0 USE OF INSTITUTE RESOURCES

The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, institute domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the Institute. They should not be used for personal gain and for personal purposes, except in a manner that is incidental and reasonable in the list of employee's duties.

6.0 REPRESENTATION AND GRIEVANCE REDRESSAL

- i) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his / her department.



9/19

- ii) Reports / representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.
- iii) The affected member should address his / her problem through channel to the grievance committee. If he / she is not satisfied with the committee's outcome, only then, he / she can appeal to higher authorities.

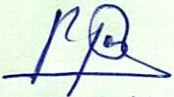
7.0 CONFLICT OF INTEREST / COMMITMENT

A staff member owes his / her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research and extension activities. He / she is committed to devote his / her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the Institute working hours.

8.0 MISCELLANEOUS RULES OF CONDUCT

The following are the miscellaneous items of rules of conduct, which a member is expected to follow.

- i) If any member wishes to stand for election to any local body, State Assembly or Parliament, he / she shall seek the permission from appropriate authority and take leave for the period of his / her election campaign. He / she shall also take such leave as is due to his / her or leave without pay so long as he/she remains a member of the elected body of which he / she is a member.
- ii) A staff member shall not indulge in any adverse criticism of the Institute and its officers by means of any article, broadcast or any other document or statement.
- iii) A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his / her duty.
- iv) Use of cell phones by students in the Institute campus during working hours is discouraged and hence a technical staff member should not use them during practical class hours, meetings, etc.
- v) Notwithstanding rules and regulations and code of conduct specified in this document, all technical and administrative staff should follow the various rules and regulations framed, instructions issued by the Institute from time to time in true letter and spirit.


Shri Rajesh Mhaske,
Executive Chairman
NMVPM Trust



