



**SHRI VILE PARLE KELAVANI MANDAL**  
**Institute of Technology, Dhule**

Dated: 25/05/2018

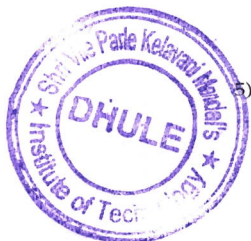
**Role and Responsibilities**

All the teaching and non-teaching staff members should note their role and responsibilities (**BEYOND TEACHING**) towards Institute and Student development.

- 1) **LAB MAINTENANCE:** - All staff members should ensure that lab/dept./office is neat and clean. All documents related to the lab should be maintained & filed for records like Notices, Circular, Equipment details, lab books/course book, attendance record, meeting register, term work files etc. and out dated records further must be placed in the concerned departmental store. **Opening and Closing of lab/office/dept by the concern person, key record must be maintained every day in Key register.** Keys must be properly placed in KEY BOX. **No one should carry keys (except their personal table/locker keys) with them while leaving institute campus.** Information of loss of keys must be reported to concerned HOD and Asst. Registrar. Power off the electrical appliances when not in use and ensure switch off while leaving lab/dept./office. **ALL THE EQUIPMENTS/INSTRUMENTS/MACHINES MUST BE CODED.** Staff members must inform in **written all the kind of maintenance related work of Lab/Dept./Office to the immediate higher authority or Administration.** Lab in charge / Lab Assistants should submit working /non-working conditions of equipments to the concerned HOD. Lab DSR must be verified in the month of July and Dec in format as prescribed by the office time to time. Separate register should be maintained for issuing of equipments / transfer of equipments in/out the campus. No equipments should be taken or issued outside campus without written permission of Principal. Dress Code, Safety, Security should be maintained by Lab staff & student during practical's.
- 2) **CLASS MANTAINANCE:** - All the staff members should ensure that the infrastructure availed in class room should be maintained and observed time to time to avoid misuse of it. Staff should ensure that students do not write / make scratches on benches. Staff must not allow students to enter in the class **WITHOUT FULL UNIFORM** on all working days & during institute events. Staff should make a compulsion to wear uniform during extra classes / term work submission / internal-university examination / any activity on holiday also. Staff should not allow students to use mobiles in class/practicals or ensure Handset in Switch off mode.
- 3) **PERFORMANCE BASED REWARDS:-** Staff's annual increment/promotion will depend on his/her contribution towards institute/student development program, students semester end feedback, additional qualification achieved, teaching Pedagogy/methodology, his/her contribution to various committees, subject results, relationships with seniors/colleagues/subordinates, technical paper presented/conference attended/research work, punctuality in work, co-ordination in team etc.
- 4) **DEAD STOCK REGISTER:** - All dead stock items must be maintained at every level i.e Central DSR, Lab DSR & Departmental DSR in consultation with HOD. Bill sanctioning procedures needs to be followed strictly as it is financial matter and one set of documents needs to be maintained. Ensuring Material/equipment is properly working before it goes to Accounts for payment. **Advances taken needs to be settled very next day regarding procurement of consumable & non-consumable items.**

5) **LEAVE:** - Leave is a right, but not privilege

- i) **Holidays declared by DBATU or State Government will be declared by institute time to time.**



- ii) **Casual Leave:** All staff members should sanction Casual Leave before taking leave, in case of 2-3 emergencies without prior sanctioning CASUAL leave will be considered.
- iii) **Sick Leave:** All eligible staff members should submit Prescription + Reports + Medical Certificate of the Doctor in case of more than 3 sick leave.
- iv) **Duty Leave:** All staff members should sanction Duty Leave in advance as per instruction given by the Authority.
- v) **Earned Leave:** All eligible staff members should sanction earned leave 15 days prior.
- vi) **Vacations:** All eligible staff members will be availed vacations time to time by the institute authority.

**Note:** All prior sanctioned leaves should be adjusted in consultation with respective HOD or higher authority.

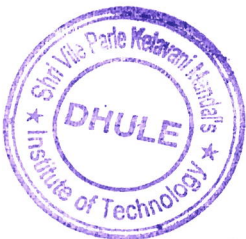
- 6) **OFFICE TIME:** All staff members should follow office timings as per instructions of their immediate authority, HOD or Principal, generally office timings of institute is 10.00 am to 5.00pm.
- i) Biometric machine installed at Institute is directly connected with SAP, so kindly follow the office timings as there is no option of editing attendance. More than 3 late marks of 10 minutes may deduct 1 CL.
- ii) Gate pass facility for personal reason or early going will be availed twice in a month (i.e 2 hrs in a month) with prior sanctioning of higher authority.
- iii) All staff members should sanction gate pass for official work before leaving institute.

7) **ACADEMIC INSTRUCTIONS:-**

- i) All the Lab Assistants/Teachers/Local Guardians/HOD must maintain and update records regarding students' statistics, change of communication address, phones etc regularly. Students' performance report must be sent to their parents periodically. **Local guardian should inform student's non-attendance daily to their parents by telephone and record of same should be maintained.**
- ii) Staff communication should be polite with the students, colleagues, parents and visitors. Staff should avoid engaging in rumors.
- iii) Staff should **not use their mobile/cell** while they are taking a class/practical & also they should not misuse the intercom facility.
- iv) Staff is required to sit in lab/dept which he/she is allotted and should be **available at the given place** during working hours.
- v) Staff must enter the campus **with pleasant personality** (gents with formal dress, clean shaved, polished shoes and ladies in saree).

8) **GENERAL INSTRUCTIONS:-**

- i) Staff members must inform their additional qualification (if any) achieved during their tenure to the HOD and Office.
- ii) Staff members must update their change in Mobile Number, Address or other information in case of emergency.
- iii) Staff is required to do the duties that are assigned by the HOD, Principal, and University in time.
- iv) Staff is bound to abide by the rules and regulations of institute/university and also those are laid down by the Principal from time to time.
- v) Staff is required to wear their Identity Cards once he/she is in the institute.
- vi) Staff should intimate to the concerned HOD/Principal regarding any antisocial activities that he/she may come across in the campus.
- vii) Staff who is assigned duties other than academics should do the same with full commitment in the larger interest of the institute and students.



viii) Every staff member should take **active part** in any event that is organized by the institute and ensure its successful completion.

- 9) **Our Future plans:-** ISO certification & NBA (before end of Dec 2011); Post graduation and Foreign University Collaboration (before end of Dec 2011)

Principal/Vice Principal will have periodical checks on all above responsibilities. Your co-ordination in this regard will be helpful in your self development, keeping disciplinary environment and maintaining healthy relationship among your seniors, colleagues, students and office. **'Effectively, let us contribute to Institute and Student development program together'**



*D. Balunke*  
Principal  
SVKM's Institute of Technology, Dhule



ROLE AND RESPONSIBILITIES			
ACADEMIC	RES. & CONSULTANCY	ADMINISTRATION	ACTIVITY EXTENSION
Class Room Instruction	Research & Development Activities & Research Guidance	Academic & Administrative Extension Services Management of the Institution	Interaction with Industry and Society
Laboratory Instruction	Industry Sponsored Project	Policy Planning, Monitoring & Evolution and promotional activities both at Departmental and Institutional level	Participation in community Services
Curriculum Development	Providing Consultancy and Testing Services	Design and development of new Programmes	Providing R & D support and services to Industry and Others User Agencies.
Developing Learning Resource	Promotion of Industry institution interaction and R&D	Administration both at Departmental & Institutional Level	providing non-formal modes of education for the benefit of the Community.
Material & Laboratory Development		Development, Administration and management of institutional facilities	Promotion of entrepreneurship and job Creation
Students Assessments & Evaluation Including examination work at University		Monitoring and Evolution of academic and research activities	Dissemination of knowledge
Participation in the Co-curricular & Extra Curricular Activities		Participation in policy planning at the Regional National level for development of technical education	providing technical Support in areas of special relevance
Students, Guidance & Counseling & helping their personal ethical Moral and overall character		Helping Mobilizations of resource for the Institution.	
Continuing Education Activities		Develop, update and maintain MIS	
Keeping Abreast of new Knowledge and skills help generate new knowledge and help discrimination of such knowledge through books publication, Seminars etc		Maintain accountability	
Self Development through upgrading Qualification Experience and Professional activities		Conduct performance Appraisal	
Preparing Project Proposals for funding in areas of R & D Work Laboratory Development, Modernization, Expansion etc.		Plan and implement staff Development activities	

And any other relevant work assigned by the Head of the Institution/Management

*Dalunke*  
Principal  
SVKM's Institute of Technology, Dhule

