



Dr.J.J.MagdumTrust's

# Dr. J. J. Magdum College of Engineering, Jaysingpur.

An Autonomous Institute

**7.1.10:** The Institution has a prescribed code of conduct for students, teachers, NAAC for Quality and Excellence in Higher Education

AQAR format for Affiliated/Constituent (UG) Colleges, administrators and other staff and conducts periodic programmes in this regard.

INDEX Metric No: 7.1.10

Sr.No.	Particulars
01	The Code of Conduct of college
02	Leave Management Policy
03	College Discipline Committees (Department wise)

PRINCIPAL

Dr. J. J. Magdum College of  
Engineering, Jaysingpur-416101



☐ Approved by A.I.C.T.E., New Delhi ☐ Recognized by Govt. of Maharashtra (D.T.E.) ☐ Affiliated to Shivaji University, Kolhapur.

**NAAC 'A' Grade Institution & ISO 21001: 2018 Certified**

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Dr. J. J. Magdum Trust's

**Dr. J. J. Magdum College of Engineering, Jaysingpur.**

# **The Code of Conduct of College**

## **Leave Management Policy**

## **Departmental Discipline Committees**



# **H.R. MANUAL**

**2009 ONWARDS**

**Dr. J. J. Magdum College  
of Engineering,  
Jaysingpur**

(H.R. Manual is being amended, as per approval of BoG, given vide Resolution No. 06 in its meeting dated 18<sup>th</sup> August, 2010)

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### ***Vision***

*To contribute to the growth of technical education by providing competent technical manpower with high ethical values.*

### ***Mission***

*To have a holistic development all the courses by following participating management methodology, healthy H.R. practices, strong industry participation and continuous development in physical resources.*

### ***Quality policy***

*We promise a conducive environment to our faculty, staff and students to realize the vision.*

### ***Environment Policy***

*Our institution strives not only for betterment of education activities but also for creating environmental awareness among the youth, so as to make the world a better place to live in.*

## **CHAPTER 1**

### **Dr. J. J. MAGDUM COLLEGE OF ENGINEERING**

#### **1.1 COLLEGE AT A GLANCE –**

Dr. J. J. Magdum College of Engineering (JJMCOE) started in 1992 by Dr. J. J. Magdum Trust, is a non-profit organization dedicated to the cause of imparting Quality Education.

JJMCoE is a self-financed Engineering College and it is affiliated to Shivaji University, Kolhapur, approved by All India Council of Technical Education (AICTE), New Delhi vide AICTE approval letter no. F. 27-59/91-AICTE/BH-223 dated 15/06/1992 and recognized by the Government of Maharashtra. The institute has been awarded the status of 'A' Grade by the Government of Maharashtra. The institute is reputed for its high academic standards, excellent infra-structural facilities, knowledgeable and dynamic faculty and an atmosphere of well maintained discipline.

The Institute has a beautiful campus with 1,88,000 sq. feet built-up area, separate hostel for boys and girls, canteen, mess, 24 hours wi-fi internet connectivity etc.

#### **1.2 LOCATION –**

The institute is situated in Jaysingpur town. Jaysingpur is located on Kolhapur-Sangli state highway. It is 38 kms. from Kolhapur and 10 km away from Sangli. Jaysingpur is well connected by rail and road network.

## CHAPTER 2

### BOARD OF GOVERNORS

2.1: The College is governed by the Board of Governors, the constitution of which is shown below:

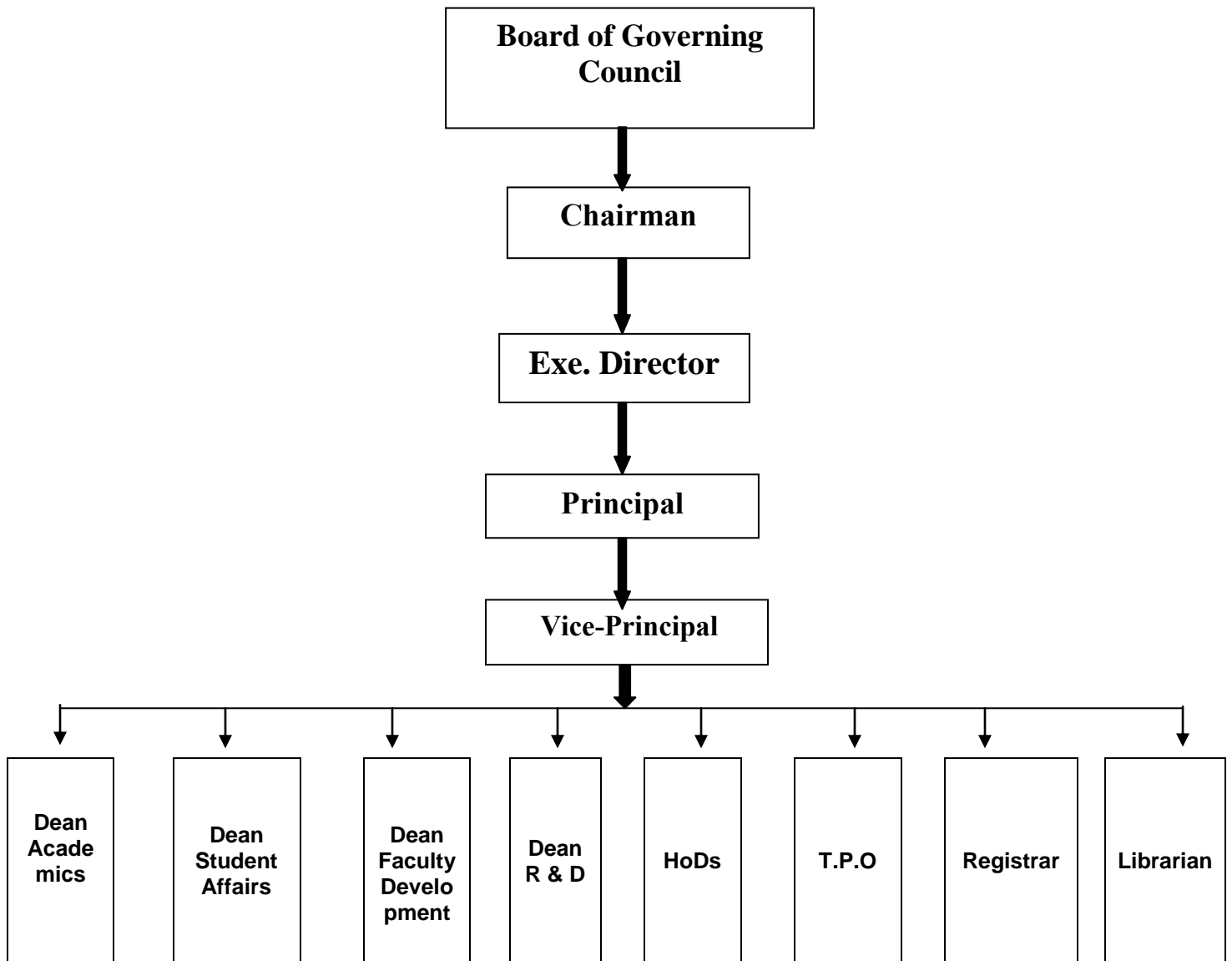
<b>Sr. No.</b>	<b>Name of Governing Council Member</b>	<b>Governing Council Members Designation</b>	<b>Office Address, Phone Number Mobile if any</b>	<b>Selection procedure Through</b>
1	<b>Dr.J.J.Magdum</b>	Chairman	Dr.J.J.Magdum Trust, Jaysingpur- 416 101 Ph.No- 02322-222873 Mobile- 9422711171	<b>Founder Trustee</b>
2	<b>Mr. V.J.Magdum</b>	Member	Exe-Director, Dr.J.J.Magdum College of Engineering, Jaysingpur 02322- 221825,221828,221830 Mobile-9960644731	<b>Trust Nominated</b>
3	<b>Mr.R.S.Kulkarni</b>	Member	“Trimurthi” KPT Housing Society, Shirol-Kolhapur bye pass Road, Jaysingpur Mobile- 9763727624	<b>Trust Nominated (w.e.f- 26.02.2007)</b>

<b>Sr. No.</b>	<b>Name of Governing Council Member</b>	<b>Governing Council Members Designation</b>	<b>Office Address, Phone Number Mobile if any</b>	<b>Selection procedure Through</b>
4	<b>Dr. P. J. Kulkarni</b>	Member	Dy. Director, WCE, Sangli	<b>Trust Nominated (w.e.f. 01/04/2011)</b>
5	<b>Dr. Awale S.D.</b>	Member	Ex-Director, NIETI	<b>Trust Nominated (w.e.f. 2/07/2011)</b>
6	<b>DR. D.M. Dewaikar</b>	Member	Professor, (Civil) Indian Institute of Technology, Powai, Mumbai. 400076	<b>Trust Nominated (w.e.f. 04/08/2008)</b>
7	<b>Dr. A. K. Shukala</b>	Member	Regional officer, & M.S. Western Regional Committee, A.I.C.T.E, Churchgate, Mumbai	<b>Ex-Officio of A.I.C.T.E. (Regional) officer , WRC Mumbai</b>
8	<b>Prof. G.A. Patil</b>	Member	Prof. in Department of Computer Sci. & Engg. Dr. D.Y. Patil College of Engg. Kolhapur	<b>Nomination of the Affiliating body / University</b>
9		Member	Director, Tech. Education-Maharashtra State Directorate of Tech.	<b>Ex-Officio - Director, Technical Education,</b>



<b>Sr. No.</b>	<b>Name of Governing Council Member</b>	<b>Governing Council Members Designation</b>	<b>Office Address, Phone Number Mobile if any</b>	<b>Selection procedure Through</b>
	<b>Dr. S. K. Mahajan</b>		Edu.- Mumbai 022- 22620601/22641150	<b>Mumbai</b>
10		Member	Awaited	<b>AICTE Nominee</b>
11		Member	Awaited	<b>DTE Nominee</b>
12	<b>Prof. A. K. Gupta</b>	Member	Vice-Principal, Dr.J.J.Magdum College of Engineering, Jaysingpur 02322-221825,221828 Mobile-9372720011	<b>Institute Level</b>
13	<b>Dr. A.S. Yadav</b>	Member	Associate Prof. Dr. J. J. Magdum College of Engg. Jaysingpur	<b>Institute Level</b>
14	<b>Dr.Prakash R.Mutgi</b>	Member Secretary	Principal, Dr.J.J.Magdum College of Engineering, Jaysingpur 02322-221825,221828 Mobile-9860716413	<b>Ex-officio</b>

## 2.2: ORGANIZATIONAL CHART



## 2.3: RECRUITMENT

### ELIGIBILITY CRITERION:

**With reference to AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff. (05<sup>th</sup> March 2010)**

**2.3.1 For Faculty members:** Faculty Members are recruited based on the qualifications prescribed by AICTE and Shivaji University, Kolhapur for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated 05/03/2010

#### Engineering and Technology

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
02	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline.  Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech. and PhD or equivalent, in appropriate discipline.  Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry.

			<p>In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p>
04	Principal	<p>BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech &amp; PhD or equivalent, in appropriate discipline.</p> <p>Post PhD publications and guiding PhD students is highly desirable Qualification as above that is for the post of Professor as applicable.</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p> <p>Flair for Management and Leadership is essential</p>



## Humanities & Science

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience require
02	Associate Professor	Qualification as above that is for the post of Asstt.Prof, as applicable and PhD or equivalent, in appropriate discipline  Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline  Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry.  In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the

			<p>Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p>
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If a class/division is not awarded at BE/ME/equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to First class/division. If a grade point system is adopted the CGPA will be converted into equivalent marks as given below.

<b>Grade Point</b>	<b>Percentage Equivalent</b>
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

**2.3.2: Staff/Non-Teaching: The eligibility criteria for various posts of staff are given below.**

**a) Librarian**

Sr. No.	Cadre	Qualification	Experience
	Librarian	<p>Master's degree in Library science/information science/ Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record.</p> <p>Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree</p>	

**b) Director of Physical Education**

Sr. No.	Cadre	Qualification	Experience
01.	Director of Physical Education	<p>A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and consistently good academic record.</p> <p>Passed the physical fitness test. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>However, candidates , who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET</p>	<p>Represented the university/College at the inter-university/inter-collegiate competitions or the State in national championships.</p>

**c) Administrative**

Sr. No.	Cadre	Qualification	Experience
01	ADMINISTRATIVE OFFICER /REGISTRAR	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	At list 5 years experience in academic Institution or equivalent post in academic administration
02	SUPERINTENDENT	A Bachelor's Degree or equivalent	3 years of experience of administration
03	SENIOR ASSISTANT	A Bachelor's Degree or equivalent	2 years services in the lower category.
04	SENIOR STENOGRAPHER	A Bachelor's Degree or equivalent Technical I) Typewriting English Grade Higher and II) Shorthand English Higher Grade III) Knowledge of MS Office	2 years of service as Stenographer.
05	STENOGRAPHER	A Bachelor's Degree of equivalent Technical I) Typewriting English Grade High e and II)Shorthand English Lower Grade III) Knowledge of MS Office	1 or 2 years of service as Stenographer is desirable.
06	JUNIOR ASSISTANT (TYPIST)	A Bachelor's Degree or equivalent Technical 1) Typewriting English Higher Grade II) Knowledge of M.S. Office	1 year experience is desirable
07	JUNIOR ASSISTANT/CLERK	A Bachelor's Degree or equivalent and knowledge of MS Office	
08	Senior Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	
09	Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	
10	Laboratory Instructor (Science)	First Class B.Sc in branch of Science concerned	



11	Workshop Instructor	A certificate from I.T.I. in relevant Trade	
12	Electrician/ Plumber Welder	A certificate I.T.I in relevant Trade	
13	DRIVER	10 <sup>th</sup> Standard, and should posses professional driving license	1 or 2 Years experience as Driver is desirable.
14	PEON	10 <sup>th</sup> Standard Able to ride a bicycle in respect of male members	
15	HOUSE KEEPING ASSISTANT	No formal education is required	

## **2.4: MODE OF SELECTION.**

### **2.4.1: Faculty Members**

#### **A) PROCEDURE**

**The procedure as specified by AICTE in their regulation dated 05th March, 2010 is followed-**

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

1. Shivaji University approval for filling the post is obtained.
2. Advertisement in leading Newspapers.
3. Scrutiny of applications received till the last date mentioned in the advertisement.
4. Selection committee is constituted by the Shivaji University Kolhapur.
5. Fixing of schedule for conduct of interview.
6. Intimation to candidates about the date and time of interview.
7. Reporting of candidate and verification of certificates.
8. Process of interview.
9. Submission of recommendation report to university for consideration and approval.
10. Issue offer of Appointment to the selected candidate.
11. Inclusion of the candidate in regular muster roll.
12. Submission of report on "Change in Staff" for university approval. On receipt of approval, regularization of appointment.

#### **2.4.2: Non-Teaching Staff**

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

- (a) Executive Director
- (b) Principal
- (c) Vice - Principal
- (d) Respective Head of Department
- (e) Registrar

The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue offer of Appointment to the selected candidate.
8. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.

## CHAPTER 3

### SERVICE RULES AND REGULATIONS

#### 3.1: SERVICE CONDITIONS INCLUDING PROMOTION POLICY

- I. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.

Assistant Professor	15600-39100 AGP 6000, 7000 & 8000
Associate Professor	37400- 67000 AGP 9000
Professor	37400-67000 AGP 10000

- IV. The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by Government,

Sr. No.	Designation	Pay Band	AGP
01	Registrar	9300-34800	4400
02	Stenographer	9300-34800	4400
03	Superintendent	9300-34800	4300
04	Accountant	9300-34800	4300
05	Stenographer (Lower Grade)	9300-34800	4300
06	Head Clerk/Assistant Superintendent	9300-34800	4200
07	Deputy Accountant	9300-34800	4200
08L	Library Assistant/Assistant Librarian	5200-20200	2800
09	Technical Assistant /Laboratory	5200-20200	2800



	Technician		
10	Senior Clerk	5200-20200	2400
11	Accountant/Assistant Accountant	5200-20200	2400
12	Steno Typist/Stenographer	5200-20200	2400
13	Senior Laboratory Assistant	5200-20200	2400
14	Skilled Technician	5200-20200	2400
16	Laboratory Assistant	5200-20200	2400
17	Store Keeper	5200-20200	2000
18	Library Assistant	5200-20200	2000
19	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
20	Semi-Skilled Technician/ Wiremen / Plumber	5200-20200	1900
21	Laboratory Attendant/Library Attendant / Field Collector	4440-7440	1600
22	Peon/Hamal	4440-7440	1300

- V. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- VIII. Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Principal and copy thereof shall be furnished to employee concerned.
- IX. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

### **3.2: POLICY RELATED TO PROBATION**

- i. Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management incase of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- iv. If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- v. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

### **3.3: POLICY RELATED TO INCREMENTS:**

- i. Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- ii. In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.

### 3.4: POLICY RELATED TO PROMOTION

Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution. Other things being equal, seniority will be the deciding criterion.

### 3.5: POLICY RELATED TO RETIREMENT

An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.

However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

### 3.6: POLICY RELATED TO RESIGNATION

- i. Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally they will not be relieved in the middle of a semester.**
- ii. Any member of the Support Staff in permanent service shall give two months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay two months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Again, normally they will not be relieved in the middle of a semester.**

- iii. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally Teaching faculty members will not be relieved in the middle of a semester.**
- iv. However, the management reserves the right to waive the notice period or the compensation thereof.

### **3.7: POLICY RELATED TO TERMINATION OF SERVICES OF AN EMPLOYEE**

- i. The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- iii. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity, or in a criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.
- iv. A service file shall be maintained in case of all employees.
- v. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vi. The Management, subject to the ratification of the BoG, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.

### 3.8: CODE OF CONDUCT:

- i. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- iii. No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
- iv. No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
- vi. Any faculty/staff members, who reports incidents ragging will be given a certificate of appreciation, which will part of service record.  
(As per decision taken by BoG in its last meeting dated 07/09/2011)
- vii. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the College.
- viii. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- ix. **No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.**

- x. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- xi. The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- xii. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xiii. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
- xiv. No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

### **3.9: DISCIPLINARY PROCEEDINGS**

No order imposing any punishment on a Member shall be imposed except after.

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii. Such representation, if any, is taken into consideration by the competent authority.

No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

### **3.10: TEACHING FACULTY JOB RESPONSIBILITIES – AICTE GUIDELINES**

The job responsibilities as a faculty consist of four components viz.

- a) Academic
- b) Research & Consultancy
- c) Administration and
- d) Extension Services.

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components.

### **3.11: JOB RESPONSIBILITY OF FACULTY**

As per AICTE Pay Commission recommendations. The job responsibility of faculty consists of the following components

- a) Academic
- b) Research & Consultancy
- c) Administration.
- d) Extension Services.

Each of them is described below.

#### **3.11.1: Academic**

- Class Room Instructions.
- Laboratory Instructions.
- Curriculum Development.
- Development Learning Resources Material & Laboratory Development.
- Student Assessment & Evaluation including examination work of University.
- Participation in Co-curricular & Extra Curricular Activities.
- Students' guidance & Counseling & helping their ethical, moral, and overall character development.
- Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books publication, seminars, etc.
- Counting Education Activities.
- Self development through upgrading qualification, experience and professional activities.

#### **3.11.2: Research & Consultancy**

- Research & Development Activities and Research Guidance.
- Industry sponsored Projects  
Provide Consultancy and Testing Service Promotion of industry institution interaction and R & D.



### **3.11.3: Administration**

- Academic and Administrative management of the Department/Institution.
- Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
- Design and development of new programs.
- Preparing project proposals for funding in areas of R & D work. Laboratory Development, Modernizations, Expansion, etc.
- Monitoring and Evaluation of Academic and research activities.
- Participation in policy planning at the Regional/National level for development of technical education.
- Helping mobilization of resources for the institution.
- Develop, update and maintain MIS.
- Plan and implement Staff Development activities.
- Conduct Performance Appraisal.
- Maintain accountability.

### **3.11.4: Extension Services.**

- Interaction with Industry and Society.
- Participation in Community Services.
- Providing R&D Support and consultancy services to industry and other User agencies,
- Providing non-formal modes of education for the benefit of the Community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Providing technical support in areas of social relevance.

Any other relevant work assigned by the Head of the Institution.

### **3.12: WORKING HOURS OF THE COLLEGE**

The college's working week consists of 38 working hours. This excludes lunch break. The normal working hours of the College is from 9.30 a.m. to 4.30 p.m. with a 45 minutes lunch break. The College remains closed on second and fourth Saturdays.

### **3.13: TEACHING DAYS**

The College shall have at least 180 full teaching day per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/ tours/ sports etc.

### **3.14: WORK LOAD**

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

Principal	:	4 hours/week
Professor	:	8 hours/week.
Associate Professor	:	12 hours/week.
Assistant Professor	:	16 to 18 hours/week.

## CHAPTER 4

### PERFORMANCE APPRAISAL OF EMPLOYEES

**4.1 : PERFORMANCE APPRAISAL SYSTEMS** : Annual Staff Performance Appraisal Systems have been introduced. The System consists of

- Appraisal by Students
- Appraisal by Head of Department
- Appraisal by Peer group

The weight age for various levels of appraisal will be as follows-

- |                                   |     |
|-----------------------------------|-----|
| • Appraisal by Students           | 50% |
| • Appraisal by Head of Department | 25% |
| • Appraisal by peer group         | 25% |

#### 4.2: TRANSPARENCY

The Management, Principal and vice Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- Internal promotions.
- Selection to HOD's/Chairman's of Committees
- Selection Grade Promotions.
- Eligibility for Study Leave and other benefits.
- Awards.

Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with.

### **4.3: LEAVES RULES**

It may please be noted that any leave or compensatory off including permission/movement is not a right of the employee by a privilege and should be treated as such

#### **4.3.1: Casual Leave**

- All Faculty and staff are eligible for 15 days CLs in a year during the calendar year.
- Faculty and Staff who have not completed one year of service can avail CLs only on pro-rata basis.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in a calendar year will lapse.
- Half a day casual leave can be availed if an individual starts working immediately after lunch for the afternoon session or going for the lunch immediately after half day's work, in the forenoon, and not returning for duty for the rest of the day.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- Saturdays (if not a working day), Sundays/public holidays/restricted holidays/weekly offs can be prefixed and/or suffixed to casual leave.

Casual leave is availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after informing concerned authority or telephone immediately on rejoining duty. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telegram or by telephone to the competent authority. The competent authority for all employees will be the concerned Heads of the Department. For all the Heads of the Departments, the competent authority is the Principal or Vice-Principal (in absence or Principal).

It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will

monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal or Vice-Principal.

- HOD should maintain the casual leave register and permission granted for the faculty/staff under his/her control and should submit before the last working day to the Accountant for preparing the pay bill.
- The rules and regulations given above may be followed while working out the pay bill for that month,
- Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

#### **4.3.2: Permissions/Movements**

Depending on urgency of the matter faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the \*competent authority. Such permission can be given two times per month only.

#### **\*Competent Authority:**

**For all teaching faculty- Principal/Vice-principal (in absence of principal)**

**For all other staff - Respective Heads of Department/section**

#### **4.3.3: Vacation Leave**

Faculties who have completed 1 year of service are eligible for a vacation leave of 70 days.

#### **4.3.4: Earned Leave**

Support Staff and Principal, Librarian, TPO & Physical Director will be eligible for 30 days of earned leave per year. Teaching faculty (other than those mentioned above) will not be eligible for Earn Leave)

#### **4.4.: APPOINTMENTS TO IMPORTANT FUNCTIONAL POSTS.**

The position of Head of Department, Deans, Chairman of Committees, representation in management Committee, etc, if any, to be made by rotation on tenure basis. This gives to all the Senior Professors faculty members a sense of involvement and enhances their commitment to the institution.

## **CHAPTER 5**

### **FACULTY DEVELOPMENT & WELFARE MEASURES**

#### **5.1: FACULTY DEVELOPMENT**

##### **5.1.1: Higher Studies.**

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at institutions like IITs and IISC, Bangalore and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

- 1) Preference will be given to those opting for doctoral programs, followed by Master's degree and second master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program and 3 years after completion of masters program.
- 2) In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

##### **5.1.2: Seminars/ workshops/Conferences**

Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as "ON DUTY".

The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.

The period of absence is treated as “ON DUTY” during the period of attending the courses.

### **5.1.3: Promotion of Research**

The College aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations.

### **5.1.4: Awards**

Excellent Teacher Awards and Excellent Support Staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been be put in place so that no abuse or misuse of the provisions may take place.

Faculty members are encouraged to take up minor research and development projects. Grants will be sanctioned to the extent possible. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

## **5.2: STAFF DEVELOPMENT AND TRAINING: SUPPORT STAFF (ADMINISTRATIVE)**

Arranging in house training programme for improving communication skills, particularly skills of writing (with such inputs as grammar at basic level) with the help of the Department of English.

Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training

programme covers different functional and ministerial skills as required by the office of a private engineering College.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

### **5.3: STAFF DEVELOPMENT & TRAINING: SUPPORT STAFF (TECHNICAL)**

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads. Service Benefits & Welfare Measure.

### **5.4: WELFARE MEASURES**


The following are service benefits and welfare measures extended to the employees of the College.

- Provision of canteen in the campus.
- In the event of death of an employee while in service, an ex-gratia of Rs.10000/- is granted to the dependants of the deceased employee, towards funeral expenses.
- The Management grant maternity leave to the women employees, for a period of 180 days and limited to the first two living children.

### **5.5: GRIEVANCES REDRESSAL CELL**

- To redress the genuine grievances of staff and students/ so that congenial atmosphere for studies and smooth working of administration, the College has constituted a grievances redressal cell.

=====\*\*\*\*\*=====

  
**PRINCIPAL,**  
Dr. J. J. Magdum College of  
Engineering, Jaysingpur-416 101



## **19. LEAVE/LEAVE MANAGEMENT POLICY** **(LEAVES/VACATION/HOLIDAYS)**

1. To accommodate the varying needs of its employees, JJMCOE offers a variety of leave options.
2. If taking a leave of absence, it is important to give adequate notice so that the organization's work is not hampered.
3. The authority, who sanction leave, has the right to refuse or cancel any type of leave.
4. Leave cannot be requested as a matter of right.
5. Leave will not be granted to staff under suspension.

The following types of leaves are available for employees :

### **19.1 CASUAL LEAVE-**

#### **19.1.1- REGULAR TEACHING STAFFS**

1. Only one CL per month, If CL is not availed in a month it can be carried forward to next month
2. Eligible after completing one month of service in JJMCOE
3. Eligible for one CL per month (15 Days per Year)
4. Out of 15 days, maximum of 7 days CL will be granted in a semester

#### **19.1.2. - ADHOC TEACHING STAFFS**

1. Only one CL per month, If CL is not availed in a month it can be carried forward to next month
2. Eligible after completing one month of service in JJMCOE
3. Eligible for CL as per experience of faculty at JJMCOE.

Experience > 5 yrs      15 days

Experience 3- 5 yrs      12 days

Experience 2- 3 yrs      10 days

Experience < 2 yrs      08 days

4. Out of eligible casual leaves, maximum of 50% days of CL will be



granted in a semester

### **19.1.3.**

### **REGULAR NON - TEACHING STAFFS**

1. Only one CL per month, If CL is not availed in a month it can be carried forward to next month
2. Eligible after completing one month of service in JJMCOE
3. Eligible for one CL per month (15 Days per Year)
4. Out of 15 days, maximum of 7 days CL will be granted in a semester

### **19.1.4.**

### **ADHOC NON - TEACHING STAFFS**

1. Only one CL per month, If CL is not availed in a month it can be carried forward to next month
2. Eligible after completing one month of service in JJMCOE
3. Eligible for CL as per experience of the staff at JJMCOE.

Experience > 5 yrs	15 days
Experience 3- 5 yrs	12 days
Experience 2- 3 yrs	10 days
Experience < 2 yrs	08 days
4. Out of eligible casual leaves, maximum of 50% days of CL will be granted in a semester.

### **GENRAL**

- A. An employee can get a half-day of casual leave.
- B. For unusual circumstances three casual leaves at once may be permitted with the Director's / Principal's permissions.
- C. A holiday or series of holidays may fall between the time of casual leave and may be preceded or suffixed with any number of Sundays and/or public holidays. However, the entire amount of time spent on casual leave and holidays at once should not exceed seven days, unless there are extraordinary circumstances and Director/Principal approval in advance,



in which case it may be extended up to nine days.

- D. Mass-scale casual leave is not to be considered casual leave. It will be handled as an unlawful absence and treated as such. Mass casual leave is considered a form of indiscipline and misconduct.
- E. Unused casual leaves are not carried over to the following year's calendar.

## **1.1 MEDICAL LEAVE**

1. A permanent teaching or non-teaching employee are entitled 10 days of medical leave in an academic year.
2. If not availed, Medical leave can be accumulated up to a maximum of 180 days.
3. Medical Leave must not be prefixed or suffixed to vacation or other type of leave.
4. Holidays and weekly off falling in between shall be treated as Medical leave.
5. For one to three days of ML, there is no need to produce Medical Certificate.
6. If an employee requests medical leave more than three days, they must provide a medical and fitness certification at the time of joining. The medical officer must certify it. When returning to work after a hospital stay, the admission and discharge cards as well as the certificate must be given to Establishment.
7. An oral or written request will be required to avail ML due to illness or injury.
8. The Management has the right to refer the application to a doctor/hospital of their choice in case of doubt on the genuineness of the application.

## **1.2 EARNED LEAVE**

1. Permanent employee who are not entitled to vacation, are eligible to 30



days of earned leave per year subject to maximum accumulation as per Government norms.

2. During the semester's non-teaching periods, employees may use such EL.
3. The unused ELs may accumulate for up to 300 days during the service year and will be carried over to the following year at the end of the calendar year.
4. EL may be used for a period of at least three days.
5. Prefixed /and suffixed weekly off and/ holiday shall be treated as earned leave.
6. Employees who retire on superannuation, pass away while in service, or resign from their positions are not eligible for the cash equivalent of unused paid time off that was accrued to their account as of the date of their retirement, death, or resignation.

### **1.3 MATERNITY LEAVE**

1. Maternity leave is available to all permanent women employees for a total of 90 days or as per government norms subject to the submission of a medical certificate from registered medical practitioner.
2. A female employee who uses the aforementioned leave but doesn't return to work within the allotted time will need to defend herself in front of head of Institute. The Head of Institution reserves the right to take service continuity into consideration. Even if the employee is reinstated, the maternity pay benefit may still be lost.
3. This leave shall be applicable only one in the total career.
4. Leave application has to be submitted at least one month before proceeding on leave.
5. Maternity leave may be granted to temporary employee on without pay basis and will be at the discretion of the management

### **1.4 ON DUTY LEAVE**



The Director/Principal alone has the option to grant Duty leave on any applicants' requests with relevant supporting documents.

For the following circumstances, on-duty leave may be authorized:

1. Representing the Institute at meetings, seminars, and conferences.
2. External Exam Duty (UR / Invigilation / Practical exam), Attending Workshops & Conferences, and Higher Studies & Research purpose.
3. To participate in committee meetings or invited lectures.
4. Faculty or non-teaching staff members assigned by the institute to work on institute-related matters.
5. Teachers may do professional enhancement courses.
6. The faculty members who are pursuing Ph. D can avail On Duty to carry out any Ph. D related activity.

### **1.5 COMPENSATORY OFF**

1. The employee will be entitled to compensatory off, if the appropriate authorities notifies them in writing that they must work on Saturdays, Sundays, or public holidays for any assigned work of the Institute.
2. The Director/Principal has complete discretion over who is eligible for compensatory time off for work done on the aforementioned dates.
3. Compensatory time off can be added before or after any other type of leave, such as casual leave, earned leave, or medical leave.
4. It is necessary to take compensatory time off within the same calendar year.
5. One day compensatory leave cannot be split into half days.
6. Compensatory leave cannot be claimed for outside office hours to complete work left undone due to the negligence of employee in prescribed time.

### **1.6 LEAVE SANCTIONING AUTHORITY**

Sl	Employee	Type of leave	Recommended	Approved by
----	----------	---------------	-------------	-------------

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1	Campus Director	All types applicable	by N/A	Management
2	Principal	All types applicable	N/A	Director
3	Dean	All types applicable	Principal	NA
4	HOD	All types applicable	Principal	NA
5	Section Heads	All types applicable	Principal	NA
6	Faculty	CL, ML, Vacation, Maternity	HOD HOD, Principal	Principal Director
7	Non-Teaching Staff	CL, ML, EL, Vacation, Maternity	HOD, Registrar HOD, Registrar , Principal	Principal NA

## **1.7      HOLIDAY**

A holiday is a day that the institution observes as a paid day off. In accordance with instructions from the affiliating University, the list of holidays, including National Holidays, will be distributed to the staff.

**Imp Note :** Any changes to the aforementioned list of holidays may be made at the sole discretion of the Director/Principal (or the qualified person nominated in his place).

### **1.      Vacation Employees:**

Faculty members, HOD, Section Heads, Non-teaching staff, Technical assistant & lab assistant.

### **2.      Non Vacation Employees :**

Director, Principal, Librarian, Training & Placement Officer,



## **21. HOURS OF WORK**

1. The institution works six days a week, which excludes two tea breaks one in the morning and one in the evening for 15 minutes each and a lunch for 30 minutes.
2. The weekly off will be on 2<sup>nd</sup> Saturday, 4<sup>th</sup> Saturday and all Sundays.
3. The Director/Principal may choose working hours in consultation with management, taking into account institute necessities as well as statutory authority regulations. However the following table lists the work hours for office, teaching, and non-teaching workers. However, the Director/Principal is permitted to reschedule working hours or days in order to complete particular responsibilities.

The College shall function from 9.30 AM to 4.30 PM for Faculty, Technical and Administration Staff. For Peons it will be from 9.00 AM to 5.00 PM.

### **21.1 GRACE TIME, HALF DAY & LATE COMING**

#### **21.1 GRACE TIME**

1. After their official in-time, employees have up to 15 minutes of grace time if they arrive late at their assigned workplace.

#### **21.2 LATE COMING**

1. Any employee who arrives beyond the grace period up to 15 minutes will be regarded as tardy and otherwise will be treated as leave.



2. Three (3) late assignments result in the loss of one (1) half-day of leave.
3. If an employee is running late, they must notify their reporting authority.
4. If an employee will not be reporting to work due to an emergency, they must notify their reporting authority as soon as they become aware of the emergency.

### **21.3 HALF DAY**

1. A half-day is four hours of work, not including lunch.

For information  
to all  
TALB  
04/11

Jr

I. W.

CS  
AA

BP





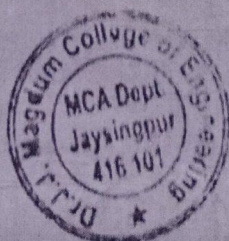
Dr. J.J. Magdum Trust's  
Dr. J.J. Magdum College of Engineering, Jaysingpur 416101  
Department of Master of Computer Application

Date: 11/08/2023

## Discipline committee

Following faculty and staff members are hereby informed to note your position and timing mentioned in the table for maintaining the discipline of the students in the college premises. Kindly follow the mentioned time at the respective locations.

Sr. No.	Name of faculty / staff	Mobile Number	Location	Days	Timing
01	Prof. S. B. Patil	9767332722	Department Corridor	Monday	@9:25am
	Prof. S. A. Bhagwat	8830349720	College Canteen		@11:35am & @2:25pm
02	Prof P. N. Patil	7218991809	Department Corridor	Wednesday	@9:25am
	Prof. S. B. Patil	9767332722	College Canteen		@11:35am & @2:25pm
03	Prof. S. A. Bhagwat	8830349720	Department Corridor	Friday	@9:25am
	Prof P. N. Patil	7218991809	College Canteen		@11:35am & @2:25pm



*(Signature)*  
11/08/23

Prof. N. C. Desai

HOD MCA





**DR. J. J. MAGDUM COLLEGE OF ENGINEERING, JAYSINGPUR**  
**DEPARTMENT OF CIVIL ENGINEERING**

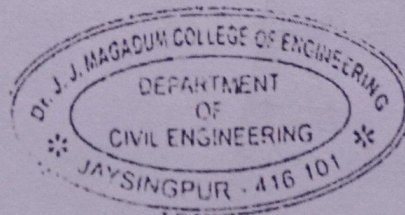


**Discipline Committee**

Following faculty and staff members are hereby informed to note your positions and timing mentioned in the table for maintaining the discipline of the students in the college premises. Kindly follow the mentioned time at the respective location.

Sr. No.	Name of Faculty /Staff	Mobile No.	Location	Days	Timing
01	Prof.Mrs.D.A.Lathe	7249593925	Second Floor Department Lobby	Monday	@ 9.25 am
	Prof.V.A.Patil	9689695628	College Canteen & Civil Department Ground Floor lobby		@ 11.35am & @ 2.25 pm
02	Prof.Mrs.S.P.Madanik	9075769391	Second Floor Department Lobby	Tuesday	@ 9.25 am
	Mr.A.V.Patil	9309798209	College Canteen & Civil Department Ground Floor lobby		@ 11.35am & @ 2.25 pm
03	Prof.R.S.Pawar	9767308580	Second Floor Department Lobby	Wednesday	@ 9.25 am
	Prof.K.G.Ghodake	9422343536	College Canteen & Civil Department Ground Floor lobby		@ 11.35am & @ 2.25 pm
04	Prof.V.K.Wandre	8805847960	Second Floor Department Lobby	Thursday	@ 9.25 am
	Mr.G.G.Kolap	9890624396	College Canteen & Civil Department Ground Floor lobby		@ 11.35am & @ 2.25 pm
05	Prof.Ms.S.S.Khot	9730837523	Second Floor Department Lobby	Friday	@ 9.25 am
	Prof.Mrs.A.P.Chougule	8421004258	College Canteen & Civil Department Ground Floor lobby		@ 11.35am & @ 2.25 pm

Date: - 10<sup>th</sup> August 2023.



Head,  
 Department of Civil Engineering





Dr. J.J. Magdum Trust's (No. E/902)  
**Dr. J.J. Magdum College of Engineering, Jaysingpur**  
*Department of Computer Science & Engineering*

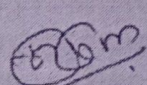
**Discipline Committee**

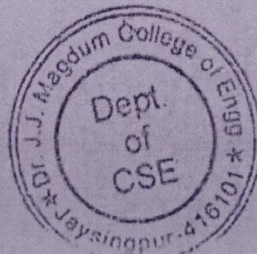
Following faculty & staff members are hereby informed to note your positions and timing mentioned in the table for maintaining the discipline of the students in the college premises.

Kindly follow the mentioned time at the respective location.

Sr. No	Name of Faculty / Staff	Mobile No.	Location	Days	Timing
1	Prof. Mrs. S. A. Narde	9096171935	Mech Porch	Monday	@9.25 am
	Prof. P. S. Ambupe	7767037632	Canteen		@11.35 am @2.25 pm
2	Prof. Mrs. A. V. Gundavade	9423290436	Mech Porch	Tuesday	@9.25 am
	Prof. R. D. Mane	8668551484	Canteen		@11.35 am @2.25 pm
3	Prof. Mrs. S. V. Zargad	9766466273	Mech Porch	Wednesday	@9.25 am
	Prof. P. V. Kothavale	7038690399	Canteen		@11.35 am @2.25 pm
4	Prof. A. N. Magdum	8625871348	Mech Porch	Thursday	@9.25 am
	Mr. S. M. Swami	8888853800	Canteen		@11.35 am @2.25 pm
5	Prof. Mrs. S. D. Mule	9422408496	Mech Porch	Friday	@9.25 am
	Mr. C. A. Mane	8668814051	Canteen		@11.35 am @2.25 pm

Date. :- 11<sup>th</sup> August 2023.

  
Dr. Mrs. D. A. Nikam  
HOD CSE







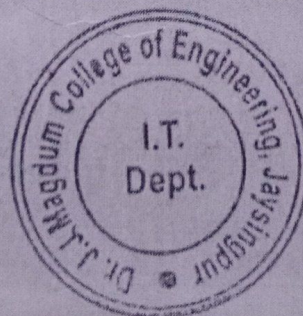
Dr. J.J. Magdum Trust's (No. E/902)  
**Dr. J.J. Magdum College of Engineering, Jaysingpur**  
Department of Information Technology

Date- 09<sup>th</sup> Aug 2023

### Discipline Committee

Following faculty and staff members are hereby informed to note your position and timing mentioned in the table for maintaining the discipline of the students in the college premises. Kindly follow the mentioned time at the respective location.

Sr No.	Name Of Faculty/Staff	Mobile No.	Location	Days	Timing
1	Prof.P.R.Desai	9822170623	Department Corridor	Monday	@9.25 am @11.35am & @2.25pm
	Prof.J.T.Patil	9325313127	College Canteen		
2	Prof.S.J.Chougule	7774009161	Department Corridor	Tuesday	@9.25 am @11.35am & @2.25pm
	Prof. P.A.Tamagve	9119454504	College Canteen		
3	Prof.A.S.Patil	8087311727	Department Corridor	Wednesday	@9.25 am @11.35am & @2.25pm
	Prof.P.R.Patil	878809623	College Canteen		
4	Prof. A.G.Chendake	7768936111	Department Corridor	Thursday	@9.25 am @11.35am & @2.25pm
	Prof.S.B.Holkar	9665397982	College Canteen		
5	Mrs.V.S.Patil	9975031658	Department Corridor	Friday	@9.25 am @11.35am & @2.25pm
	Mrs.P.A.Basannawar	8421522064	College Canteen		



Prof.R.A.Bhartiya  
HOD (IT)





Dr. J. J. Magdum Trust's (No. E/902)

Dr. J.J.Magdum College of Engineering, Jaysingpur

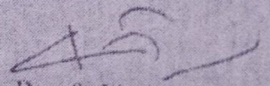
Department of Electronics & Telecommunication Engineering

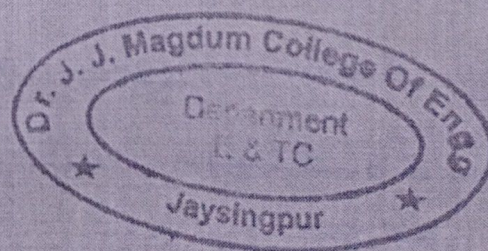
Date :-11-08-2023

### Discipline Committee

Sr. No	Name of Faculty	Days Time:- 9.25 am. ,11.35 am. & 2.25 pm.
1	Dr. S.R.Mahadik Prof. P. P. Belagali	Monday
2	Dr. T.H.Mohite Prof.M.U.Phutane	Tuesday
3	Prof.V.T.Kamble Prof.A.A.Sutar	Wednesday
4	Prof.S.S.Karadge Mr.Upadhye P.K.	Thursday
5	Mr. Kulkarni K.M. Mrs. Swami H.S.	Friday

Note:- Faculty & staff positions at canteen & department corridoor.

  
Prof. Kolap M.M.  
(HOD, ETC Dept.)







Dr. J. J. Magdum Trust's

# Dr. J. J. Magdum College of Engineering, Jaysingpur

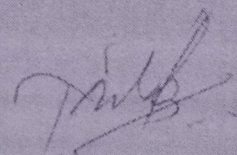
## First Year Engineering & Technology Department

### Discipline Committee

Following faculty and staff members are hereby informed to note your positions and timing mentioned in the table for maintaining the discipline of the students in the college premises. Kindly follow the mentioned time at the respective location.

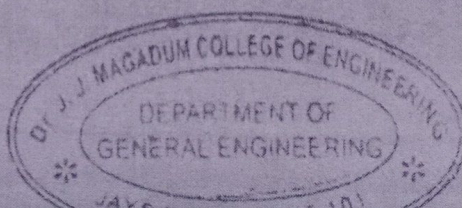
Sr.No.	Name of Faculty/Staff	Mob.No.	Location	Days	Timing
01	Prof.P.A.Chougule	9881251285	F.Y.B.Tech. Department premises	Monday	@9.25am
	Mr.K.G.Jadhav	9765952035	Canteen/ Chemistry Lab		@11.35 am
	Mr.V.S.Chavan	9404128189	Canteen/ Physics Lab		@02.25 pm
	Mr.S.P.Khade	9730591881	Canteen/Electrical Lab		
02	Dr.A.M.More	9970055034	F.Y.B.Tech. Department Premises/Language Lab	Tuesday	@9.25am
	Mr.K.G.Jadhav	9765952035	Canteen/Chemistry Lab		@02.25 pm
	Mr.S.P.Khade		Canteen/ Electrical Lab		02.25 pm
	Mr.V.S.Chavan	9404128189	Canteen/Physics Lab		
03	Prof.M.R.Naik	9665436996	F.Y.B.Tech. Department premises	Wednesday	@9.25am
	Mr.K.G.Jadhav	9765952035	Canteen/ Chemistry Lab		@11.25am
	Mr.V.S.Chavan	9404128189	Canteen/Physics Lab		@02.25 pm
	Mr.S.P.Khade	9730591881	Canteen/Electrical Lab		
04	Dr.S.M.Attar	9579709900	F.Y.B.Tech. Department Premises/Language Lab	Thursday	@9.25am
	Mr.K.G.Jadhav	9765952035	Canteen/Chemistry Lab		@11.25am
	Mr.V.S.Chavan	9404128189	Canteen/ Physics Lab		@02.25 pm
	Mr.S.P.Khade	9730591881	Canteen/Electrical Lab		
05	Prof.B.N.Shinde	9421175569	F.Y.B.Tech. Department Premises/Physics Lab	Friday	@9.25am
	Mr.K.G.Jadhav	9765952035	Canteen/Chemistry Lab		@11.25am
	Mr.V.S.Chavan	9404128189	Canteen/Physics Lab		@02.25 pm
	Mr.S.P.Khade	9730591881	Canteen/Electrical Lab		

Date : 1<sup>st</sup> September, 2023



HOD

F.Y.B.Tech.Department

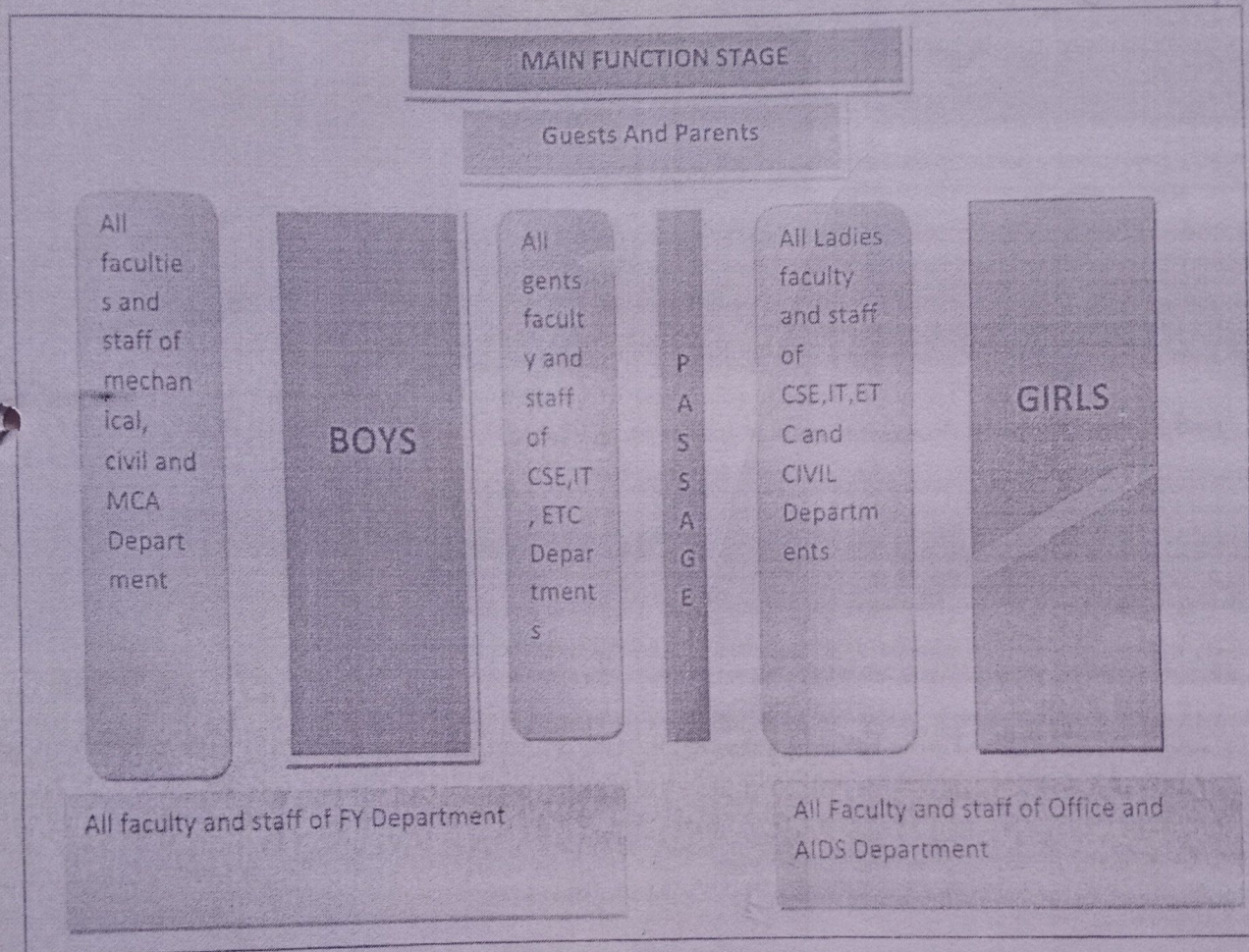






Dr. J.J. Magdum Trust's (No. E/902)  
Dr. J.J. Magdum College of Engineering, Jaysingpur  
DISCIPLINE COMMITTEE

Following is the seating arrangement of respective department for Annual Social Gathering "MRUDAGANDH 2023-24"



- All HOD's should take care that their respective faculty and staff will occupy as per above location.
- The Discipline committee Head's and members are supposed to take continuous round throughout the college campus including Basketball Ground and Parking areas, Main Gate etc.

Prof. R.A. Bharatiya  
Head Discipline Committee

Prof. P.P. Patil  
Dean Students

Prof. S.T. Jadhav  
Registrar

Dr. Mrs. S.B. Patil  
I/C Principal

Dr. S.S. Admuthé  
Campus Director





Dr. J. J. Magdum Trust's  
**Dr.J.J.Magdum College of Engineering, Jaysingpur.**  
Discipline Committee

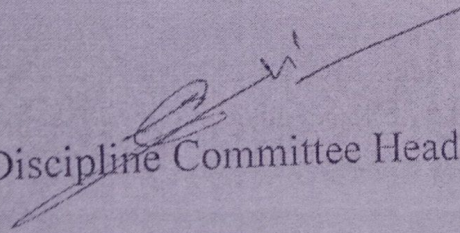
Date:26/10/2023

NOTICE

All **Students** are hereby informed that, Discipline Committee has arranged Lecture on Rules of Discipline for you all on 27<sup>th</sup> oct 2023, at 04.00 PM sharp.

All the faculty and staff members should attend the same without fail.

Thank You.

  
Discipline Committee Head

Principal