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SHEKHAWATI INSTITUTE OF ENGINEERING & TECHNOLOGY

7665010105
www.sietsikar.com
siet@btu.ac.in

Behind Circuit House, Jaipur Road
Sikar (Raj.)-332001

HR POLICY MANUAL

INDEX

1. INTRODUCTION

The objective of the Shekhawati Institute of Engineering & Technology is to provide the best education which will enable young countrymen, boy and girls to build their career as professional managers, to equip them with the latest concepts and up to date knowledge, to develop in them managerial skills and aptitudes to instill business ethics and thus to roll out competent managers to perform superbly. Shekhawati Institute of Engineering & Technology have been promoted by the Gurukul Shikshan Santhan a non-profit making organization, founded in 2002 in Sikar. The organization is dedicated to promote professional and technical education in the state and is presently conducting various programmers at under-graduate and postgraduate levels. Shekhawati Institute of Engineering and Technology established in 2009. Shekhawati Institute of Engineering and Technology of Engineering & Technology is approved by AICTE, New Delhi & affiliated to Bikaner Technical University, Bikaner. SIET offers the various courses in the field of Engineering & Technology. Teaching and learning approach to the following courses is totally professional and industry oriented.

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2. VISION & MISSION:

SHEKHAWATI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Vision: "To be a premier institution providing transformative education in engineering and technology, nurturing competent professionals and contributing to societal development."

Mission: "To provide transformative education in engineering and technology, emphasizing excellence, ethical values, industry collaboration, research innovation, community engagement, and global perspective."

DEPARTMENT OF AGRICULTURAL ENGINEERING

Vision: "To lead innovation in agricultural engineering towards sustainable farming practices, ensuring global food security and environmental stewardship."

Mission: "To educate and innovate in agricultural engineering, collaborate with stakeholders, promote sustainability, empower communities, and lead advancements for global agricultural resilience and prosperity."

DEPARTMENT OF CIVIL ENGINEERING

Vision: "To pioneer transformative solutions in civil engineering, shaping resilient infrastructure that enhances quality of life and sustains the environment."

Mission: "To innovate, build sustainable infrastructure, collaborate with stakeholders, promote resilience and safety, and lead global advancements in civil engineering."

DEPARTMENT OF ELECTRICAL ENGINEERING

Vision: "To illuminate the future through transformative electrical engineering innovations that power sustainable progress and enrich global connectivity."

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Mission: "To innovate in sustainable technologies, empower global connectivity, collaborate for impact, and lead the evolution of electrical engineering."

DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

Vision: "To be a global leader in computer science engineering education and research, driving innovation in technology and applications for societal benefit."

Mission: "To educate innovators, advance technology, collaborate for impact, promote ethics, and empower lifelong learning in computer science engineering."

DEPARTMENT OF MECHANICAL ENGINEERING

Vision: "To establish the Department of Mechanical Engineering as a global leader in education, pioneering innovations that advance technology, sustainability, and industrial applications."

Mission: "To educate innovators, advance technology sustainably, collaborate for societal impact, promote ethics and leadership, and empower lifelong learning in mechanical engineering."

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3. COURSES OFFERED:

Under -Graduate Courses: -

1. Agriculture Engineering

2. Civil Engineering

3. Computer Science and Engineering

4. Electrical Engineering

5. Mechanical Engineering

6. Computer Science and Engineering (Data Science)

7. Computer Science and Engineering (AI & ML)

Post-Graduate Courses: -

1. Power Systems

2. Computer Science and Engineering

3. Mechanical Engineering

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4. DEFINITIONS

1. "Governing Council" (GC) is the principal organ of the Management, and gives the approval for all academic and administrative matters.

2. "Chairman" means the Chairman / Chairperson of the Governing Council who shall also be the Chairperson of the Institution, by virtue of the office held by him / her.

3. "Premises" means the entire premises of the office, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, guest houses, hostel buildings, canteen, play area, Campus / Department Stores and such other areas and precincts attached to the office.

4. "Management" means, the members of the Management Team (MT), viz., Chairperson / Director & CEO / Directors and any other person(s) vested with the authority to enforce the Rules and Regulations governing the Staff Service Rules.

5. "Appointing Authority, Disciplinary Authority, Competent Authority", under these rules means Director & CEO, Directors, Principal, Vice Principal, Registrar, Deans, Heads of Departments or any authority empowered and vested with powers by the GC to be of service.

6. "Appellate Authority" means authority higher than the Competent Authority (Chairperson).

7. "Selection Committee" means the authority nominated by the Management to select candidates for filling up the vacancies.

8. The words "Employer", "Management" and "RVSCET" shall for all purposes mean the same (i.e.) the Management of RVSCET, unless it connotes differently in a particular context in which case it will be noted and given the due emphasis as and when required.

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9. "Notice" means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to HR policy.

10. "Notice Board" means the notice board specially maintained in a designated and conspicuous place within the premises for the purpose of displaying notice(s).

11. "Salary" means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent Allowance, Conveyance Allowance, Special Allowance, and any other allowance per month exclusive of overtime payment.

12. "Leave" means authorized absence with or without pay.

13. "Absence from work" shall mean unauthorized absence from the work place, late attendance or leaving the work place early without the explicit approval of the Management / Principal.

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5. EMPLOYEE STATUS: -

Probationary/Tenure Period for New Employees:-

SIET monitors and evaluates every new employee's performance for a specific period of one year to determine whether further employment in a particular position or with the institution is appropriate.

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6. ADMINISTRATION POLICIES: -

New Employee Orientation: -

The formal welcoming process is conducted. This will be followed by the concerned department to which the employee has been appointed to work with.

Official Languages: -

1. All written communication within the Institution will be in English or Hindi language (if required local authorities).

2. All employees shall verbally communicate either with each other or with clients in the English or Hindi language or the language understood by him.

3. All publications for external circulation issued by the Institution shall be reviewed by the Principle for English content and suitability.

4. All internal communication shall be printed or written in English and in Hindi language (if required by the law).

5. All telephonic conversations regarding Institution business shall be carried out in the English or Hindi, the language understood by the called or receiver.

6. All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language.

Notice Board: -

1. It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Principal. Posted material should always be displayed in English and if required in Hindi.

2. Posting on Employee Notice / Bulletin Boards / Posters / Display of Information.

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3. No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department.

4. All the Employee related information displayed on the notice board should be in English.

5. Duty Roaster and Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department. All Notices / Advertisements / Announcements / Training Schedules / News / Events / College Magazines / Posters and other information area to be posted on the Employee Notice Boards must be related to the Group / subject connected with the Students, Examinations, Competitions, etc. only.

6. All such Notices and other information posted on the Notice Board must be reviewed by the Principal / Registrar / HoD before the same is displayed.

7. The undated Notices / Other information will remain posted for a maximum of 15 days.

8. The Principal / Registrar / HoD will ensure that Notices and other information posted / displayed must be for official purpose only.

9. Advertisements / Posters / Display of information, etc of any kind from the commercial companies will not be accepted / displayed

Communication: -

1. Channels of communication within the Institution are to be clear, comprehensive and made known to all the Employees. These agreed channels of communication must be used and Employees are to be made aware of it.

2. It is also the aim of the Institution to inform and consult with Employees as necessary on issues that concern them. Employees should be informed about plans, intensions and proposals that five information about the achievements and results and with the aim of assisting

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employees to see how they can contribute towards achieving the Institutions & Departmental goals and objectives.

3. The HoDs have a duty to ensure that all their Employees are kept informed about Employee issues and that the communication upwards of Employees" comments and suggestions are encouraged and facilitated.

4. Confidentiality should be maintained in all official and Employee related matters.

Employee Identification Cards: -

1. To ensure the security of Institution premises, Employees and Property, all Employees are required to carry identification provided by the Institution.

2. All Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information:
Name, Photograph, Designation, Department, Address & Blood Group.

3. Employees will be required to wear their ID Cards along with the lanyard at all times while on premises.

4. When an Employee leaves the employment of the Institution, will be required to return the I.D. Card to the office.

Fire Prevention: -

Following recommendations are to be followed by all the Departments to ensure a safe fire-free environment in the campus: -

1. Free access to fire extinguishers.

2. Light should never be shielded with linen or other combustible material.

3. The NO SMOKING rule shall be enforced throughout the Institution.

4. Doors of inflammable liquid storage rooms / LPG Cylinders must be kept closed and latched at all times.

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5. Always familiarize yourself with fire procedures.

No Smoking: -

Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.

Reporting: -

Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to their HoD. Concealment of such information will be construed as misconduct.

Personnel Record and Administration: -

The task of handling personnel records and related administration functions at SIET is assigned to the office. Personal files will be kept confidential at all times and include some or all of the following documents.

1. Profile
2. Appointment Letter
3. Educational Certificates & Work experience certificates
4. Joining Report

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7. STANDARDS OF CONDUCT: -

General Guidelines: -

All employees are expected to get accustomed with the institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conduction their work.

Hours of work: -

The normal hours are generally from 9.00 AM to 4.00 PM. An employee may be required to follow different work hours under special circumstances. Employee's immediate/reporting head is to be consulted if required.

Attendance and Punctuality: -

The institution expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to regularly mark their attendance through the registers and bio-metric attendance system.

Absence and Punctuality: -

In case of emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority if they will be absent or late and seek permission for late attendance. Unauthorized absence will be viewed seriously and attract strict disciplinary action.

Unscheduled Absence: -

Absence from work for three (3) consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for 3 consecutive days without proper approval.

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Gender Harassment Policy: -

The institution is committed to maintain an environment free of gender harassment which may include unwelcome advances, requests for immoral / unsocial / unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents and individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employee must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly.

Dress code & ID card display: -

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects our college reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various forums within and outside the institution.

Misconduct: -

An employee, who is found guilty of misconduct or violates the sanctity of the institution or any of its policies, detrimental or otherwise, will be dealt with in accordance with the institution rules and regulations. The institution reserves the right to take the appropriate disciplinary action as may deem fit.

Return of Institution Property: -

Any of the institution property issued to employees, such a computer equipment, keys, employee ID card, official records must be returned back to the institution at the time of

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relieving, employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.

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8. STAFF WELFARE MEASURES: -

- Financial assistance will be provided for attending FDPs, Workshop, professional and administrative development programs, along with On-duty (OD) within India.

- Financial assistance will be provided for book publishing.

- Providing financial support towards membership fees of professional bodies.

- On-duty will be provided for attending programs and PhD research work, Guidelines have to be followed to obtain OD.

- Faculty can avail the eligible vacation for his/her marriage or medical treatment.

- Faculties can avail marriage allowance as per the college norms.

- Faculties can avail petty loans (No Interest) from management.

- Employee Provident Fund (EPF) – a popular welfare/saving scheme by the EPFO, according to that a certain amount is deducted from the salary and the management too contributes in the money deposited.

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9. EDUCATION QUALIFICATION FOR TEACHING FACULTY: -

Note- All Degrees must be from UGC approved institutions

1. ENGINEERING &TECHNOLOGY DEPARTMENT

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E. / B.Tech. / B.S. and M.E./ M. Tech. in relevant branch with first class or equivalent in any one of the degrees.	Experience not mandatory
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND At least 4 research publications in SCI journals/UGC/AICTE approved list of journals.	Minimum of 8years of experience in teaching /research/ industry
Professor	Ph.D in the relevant field and first class or equivalent at either UG or PG level in the relevant branch. AND At least 6 research publications at the level of Associate Professor in SCI journals/ UGC/ AICTE approved list of journals and at least 2 successful Ph.D guided as Supervisor/Co-Supervisor till the eligibility of promotion.	Minimum 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor

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	OR At least 10 research publications at the level of Associate Professor in SCI journals/ UGC/ AICTE approved list of journals till the date of eligibility of promotion.	
Principal	Ph.D in the relevant field and first class or equivalent at either UG or PG level in the relevant branch. AND At least two successful Ph.D guided as Supervisor/Co-Supervisor and minimum 6 research publications in SCI journals/ UGC/ AICTE approved list of journals.	Minimum 15 years of experience in teaching/ research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

NOTE:

- The incumbent faculty members shall have to meet the necessary conditions as per 6th Pay CPC of AICTE

- Incumbents recruited as faculty with the basic minimum qualifications can continue in the same college in the same post. For considering promotions and movement to other colleges, the faculty should satisfy the conditions of 7th pay CPC of AICTE.

- Maximum Age limit for all Cadre of faculty members/Principal is 65 Years.

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2. HUMANITIES AND SCIENCE DEPARTMENT

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	For Sciences, Commerce & Humanities: M.Sc. /M. Com/ M.A with first class or equivalent & NET, SET/SLET/Ph.D	Experience not mandatory
Associate Professor	Same as that of Assistant Professor and PhD or equivalent, in the appropriate discipline	Minimum of 8years of experience in teaching/ research/ industry
Professor	Same as that of Associate Professor. Post PhD publications and guiding PhD students is highly desirable.	Minimum 10 years of experience in teaching/research/industry

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10. RECRUITMENT, DESIGNATION, JOINING, PROMOTION AND RESIGNATION: -

RECRUITMENT: -

- Recruitment is normally done during June/ July

- The number of vacancies in the different cadres shall be communication by the Principal / Designated authority based on the student strength / existing faculty / resignations staff members to the management approval.

- Vacancies shall be advertised in leading newspapers and employment websites.

- Screening of applications shall be done by the respective screening committee.

- Screening will be done as per the qualifications, experience and other credentials prescribed by the AICTE & BTU University

- Shortlisted candidates shall be informed through call letters and over telephone by the college office.

- Selection committee for interview shall be constituted of the following members:
  - Principal
  - Head of the Department / Senior Professor
  - Subject Expert

Designation: -

Designation for the selected candidates in teaching cadre shall be followed (given below) as per the education qualification and experience.

- Professor

- Associate Professor

- Assistant Professor

- Librarian

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- Physical Director

Ministerial Staff: -

Office in charge / Training Coordinator / Student Trainer / Office Assistant / Junior Assistant / Telephone Operator

Technical Staff: -

System Admin / System Analyst / Lab Technician / Programmer / Lab Assistant / Instructor

General Services: -

Electrical Supervisor / Electrician / Electrical Technician /Attender /Turner / Carpenter / Welder /Security/House keeping

Mode of Selection of Support Staff: -

All the positions are advertised in the Newspaper. After scrutiny of applications received and short listing by a committee consisting of (a) Administrative Officer (b) HODs (C) Section In charges.

Promotion: -

The Promotions under Career Advancement Scheme of teaching faculty will follow the guidelines given below Subject to the condition that the candidate possesses the prescribed minimum qualification the candidate should present herself / himself before the selection committee.

- Self-appraisal reports (required)
- Research contribution, books, articles, etc published. (At least 2 papers in referred journals required)

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- Seminars/Conferences attended. Must have attended at least 4 seminars /conferences at national or international level or must have attended summer /winter schools (short-term courses) of total duration of 4 weeks. ·

- Significant contribution to teaching / academic environment / institutional corporate life.

- Development of course material / monographs.

- Participation in Continuing Education programme

- Any other academic contributions.

- For every upward movement, a selection process as per the rules and regulations of AICTE / University to which the institution is affiliated will be followed.

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

Resignation: -

- Any member of the faculty 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 month's 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.

- Any member of the Support Staff in permanent service shall give Two month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salaries in lieu thereof. The resignation shall come into force from the

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date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.

- Any member of the faculty/Support staff during probation shall give ONE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay ONE month's 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.

However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

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11.CODE OF CONDUCT: -

Principal: -

- Assisting the Management in making the policies and taking decisions on setting goals and achieving them.

- Coordination the activities with the University, AICTE, Government and NAAC for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.

- Making the short term and long-term plans in setting out the priorities based on the 5 years strategic plan of the institution.

- Carrying out the mission, goals and the policy of the institution approved by the governing council giving top priority for discipline and quality education.

- Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution thus nurturing the institute with high potential and excellence.

- Managing the curricular, academic and other related activities.

- Monitoring the overall discipline, growth and development of the college. Arranging HOF and staff meetings periodically and also monitoring the university examinations.

- Encouraging Research / consultancy activities in the college by interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MoU.

- Encouraging and motivation the staff and students by identifying the hidden talents within them.

- To support in all aspects pertaining to the development of the individual and the institution.

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- To take necessary steps to improve the placement services for the students.

- Coordination with the management for the recruitment of teaching and non teaching staff.

- Attending other works assigned by the Management.

Head of the Department: -

- Coordinating the activities of the faculty in the department to offer quality education to the students and achieve the desired goals of the college.

- Planning and monitoring the overall department's activities.

- Time schedule for the syllabus coverage, internal tests and opening and closing of semesters.

- Arranging for the departmental requirements such as staff, equipment's, library books, and other infrastructural facilities.

- Developing, installing and maintain department laboratories.

- Convening departmental meetings.

- Counseling and guiding students.

- Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.

- Assisting the Principal in all administrative, academic and other matters.

- To motivate staff and students to become members in professional organizations.

- To take necessary steps to develop industry institute interaction.

- To check the course files of the faculty members and suggest corrective measures.

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- Maintain all records as stipulated by University, NBA and equivalent Accrediting bodies.

Administrative Officer

- Administrative Officer has the responsibility of the overall administration of the office personnel of the college.

- Financial benefits/aids/concessions such as scholarships/first graduation from Government/Private shall be notified and availed for the best interest of the students, especially to the students of deprived class such as SC/ST/MBC

- Maintain the documents related to leave/qualification/University/students/faculty.

- Coordinate/supervise all activities related to maintenance of the college.

- Addressing/implementing HR rules in the campus

- Recruit personnel as per Department requirements in comply with the guidelines of the interview/selection panel.

- Admission/Approval/Communication related to University shall be taken care of.

Librarian: -

- Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.

- Preparation and co-ordination of annual budget of the library and library activities.

- Collection of indents from various departments and processing them for procurement, purchase and maintenance of books, new journals and renewal of subscriptions.

- Administration of library records, furnishing information on all matters relating to library, updating the records, books and computers.

- Arranging annual stock verification, collection and preservation of statistical records related to library and planning for changes and reorganization whenever need arise.

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- Maintenance of library Automation and digitization of library.

- Maintenance of good inter-departmental relationship for better co-ordination.

- Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

Technical / Supporting Staff: -

- Assisting in installation, operation and maintenance of laboratory equipment's and their calibrations.

- Assisting in scheduling and conducting practical and drawing classes.

- Helping in indenting and purchasing of stores and consumables for laboratories and workshops.

- Helping the faculty in research, consultancy and testing works in respect of projects.

- Assisting the faculty in matters relating to design, fabrication and computer work.

- Assisting in the operating of telephones, intercom, Internet, Audio visual aids and other housekeeping activities in the campus.

- Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to them.

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12. SERVICE CONDITIONS: -

- Every member of the staff shall agree to abide by all the conditions may be stipulated from time to time by the competent authority.

- Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal / Registrar or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid.

- Every member of the staff shall devote his / her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal / Registrar.

- Notwithstanding anything contained above, whenever any consultation work for any private institution firm or undertaken by the college, such members of the staff as are required will be commissioned by the College from time to time.

- Any staff member, on appointment, except on contract, shall be on probation for a period of one year. The probation period may be extended by another year based on his / her performance.

- All the teaching staff recruited as per AICTE norms shall be paid AICTE scale of pay and other allowances as per college norms. After successful completion of probation period, contribution shall be made by the management towards the employees" provident fund at a rate fixed as per EPF Act.

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13. LEAVE RULES: -

Permission: -

- Maximum of 3 permissions per month of 1 hour each can be availed. Permission will be granted for 1st and last hour and not in between.

- Half a day casual leave will be deducted for exceeding three permissions. Late at attendance will be treated as permission.

- More than 1 hour permission on single day will be treated as half day CL.

Casual leave: -

- Staff members can avail 12 days of casual leave in the academic year

- For staff members who join in the middle of the academic year, casual leave will be credited on pro-rata basis. i.e. one day of CL after completing one full month of service from the Date of joining. Casual leave cannot be combined with any leave other than OD

- Balance of casual leave, if any, at the end of the academic year will not be carried over to the next academic year and it will lapse.

- Members, who have completed one full year of service, are eligible to avail two days of advance CL any time.

On duty Leave: -

- For teaching staff, a Maximum of 12 days of OD with pay will be granted per academic year for higher study related activities, parent University Exam related work, for attending seminars, conferences and paper presentations. An additional 12 days of OD per semester may be granted to those who have executed bond to the college for pursuing higher studies.

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- For Non-Teaching staff three days of OD per semester may be granted to those who are doing Part Time (Diploma or B.E/B.Tech) course.

- OD certificate is to be produced on return from OD; otherwise it will be treated as loss of pay.

- OD cannot be combined with any leave other than CL

- Balance of OD if any at the end of academic year will lapse.

Vacation leave: -

- Teaching staff members are permitted to avail 7 days of winter vacation and 14 days of summer vacation in an academic year and non-teaching staff may avail 6 days of Winter Vacation Leave and 10 days Summer Vacation Leave.

- Un availed vacation leave at the end of the semester will not be carried over to the next semester. Shifting of vacation will not be granted on any grounds.

- Vacation leave should be availed within the stipulated period only, otherwise it will lapse. However, for genuine reasons, a relaxation may be given up on approval by Principal

- For availing vacation leave, staff members must have completed one full semester of continuous and active service (a semester runs from the day one of instruction to the last day of university exam).

- Vacation leave cannot be combined with any other leave.

- Intervening holidays and Sundays will be counted as vacation leave.

- Prefixing and / or suffixing holidays with vacation leave will be counted as vacation leave.

- Vacation leave application should be submitted in advance

- Vacation leave will be sanctioned in rotation without affecting smooth

- Functioning of the college and can be availed only on approval of authority.

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Compensatory leave: -

- Compensatory leave will be granted to employees when they are required to work on holidays. The leave shall be availed within 2 months, otherwise it will lapse. Paid duties on holidays will not be eligible for compensatory off, like Exam duty etc.

- Alternate arrangement is to be made before proceeding on any kind of leave/ OD

- All these rules will not apply to hostel supervisors. CL rules are applicable to them as given above.

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14. EMPLOYEE COMMUNICATIONS: -

Open Communication: -

The institution encourages employees to solve any issues with a co-worker amicably that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the issue is not properly addressed, employees should contact the principal. Any information discussed in an open communication meeting is considered confidential, still allowing management to respond to the problem. At no point will an employee use offensive methods against any employee for appropriate usage of open communication channels.

Suggestions: -

SIET welcomes employee's suggestions and innovative ideas about making the institution a better place to work and enhancing service to the society at large as envisioned. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

Closing Statement: -

Pleasant working environment and relationships solely rely on communication success. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at SIET.

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15. E-GOVERNANCE POLICY: -

Scope: -

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Accounts and Finance
- ICT Infrastructure

Objectives: -

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

Policy: -

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedure:

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Website: -The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission: - The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-Ordinator.

Accounts: - The office continues to maintain its account on Tally and Q-fix. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Q-fix which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can

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be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Administration: -

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination: - The University has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Hardware Infrastructure: -

- The College to ensure that it has adequate number of desktops and laptops for students and staff.

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- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure: -

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages

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16. INSTITUTIONAL SCHOLARSHIPS POLICY: -

The Institute awards scholarships based on the demonstrated merit of the enrolled students. The policy takes into account scholarships and/or tuition fee modifications for eligible students in each discipline each academic year. As part of the selection process, deserving students with specific skill sets—such as those in athletics, academics, or differently-abled categories—may be eligible for a partial tuition waiver. Meritoriously enrolled students must apply. The scholarship committee will review the application and, if necessary, suggest names of eligible candidates for scholarships or tuition price waivers. The chairperson's final approval is required before the scholarship can be awarded.

The organization provides the following scholarship programs:

- Merit Scholarship;
- Sports Scholarship;
- Complicated to Move
- Financially Difficult
- Single or without parents
- Previous Learners
- Young Girl, Unmarried
- Others (Recommendations made by Staff, Management, Trust, or NGO; School Headmaster)

Guidelines/standards for awarding students with internal scholarships: -

Students in the following categories are eligible for the internal scholarship program offered by Shekhawati institute of engineering and Technology society.

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A. SCHOLARSHIP TO THE MERITORIOUS STUDENTS: -

(1) B.Tech. All Branch Semester-1 (BOTH FOR GIRLS AND BOYS)

ABOVE 90%   -   50% ON FEES (FOR B. Tech All Branch)

(FOR BOTH GIRL AND BOY CANDIDATE)

ABOVE 80%   -   30% ON FEES (FOR BOTH GIRL AND BOY CANDIDATE

ABOVE 75-79%   -   20% ON FEES (FOR BOTH GIRL AND BOY CANDIDATE

(2) B. Tech -II, III, Year AND P.G. PREVIOUS (BOTH FOR GIRLS AND BOYS)

Such students who secured first petition in class with minimum 70% marks in Semester I, II and previse will also be considered for scholarship by committee as per its discretion with approval of the management.

DOCUMENTS REQUIRED: -

- No dues certificate/all fees receipt photocopy.
- 12-mark sheet photocopy.
- Aadhaar card photocopy.

VARIOUS SCHOLARSHIPS: -

1. The scholarship of 10% on fees will be considered if any brother or sister (sibling) of applicant is studying in the college.

2. The scholarship of 15% on fees will be considered to the students sibling admission in PG. courses for current session.

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DOCUMENTS REQUIRED: -

- Death certificate or other relevant document in case of single parent student.
- Aadhar card/Rashaan card Photocopy
- U.G. final year mark *sheet*
- No dues certificate/ all fees receipt

1. Students who wish to apply for a scholarship must do so using the college's prescribed application form and submit it with the necessary supporting documentation.

2. Up until January 15, 2023, students wishing to apply for scholarships may turn in their completed application to the college office.

3. Applications that are incomplete, submitted after the deadline, or without the necessary supporting documentation may be rejected outright without further discussion.

4. The application will be denied if it contains any misleading information.

5. Students who want to apply for internal scholarships must show up in person for an interview with the committee that was formed.

The committee may short list eligible candidates at its discretion; claims on this matter will not be considered. The committee's or management's decision is final.

Students enrolled in undergraduate programs with grades above 90% will receive 50% of the scholarship on fees; however, there are only a limited number of seats available, so first-come, first-served basis will apply. Students with grades above 90% who were not able to secure a spot will receive a 30% scholarship on fees.

Scholarship checks for self-index will be given to the chosen students upon full deposit of lees

A student may only get several internal scholarships during a single session.

No appeal or claim against the committee's or management's decision will be accepted.

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1. Scholarship of Merit

a) Students who receive the best percentage on their Higher Secondary Examination are awarded merit scholarships.

b) Students that receive the best percentage in their previous semester examination are given merit scholarships. Merit scholarship recipients are required to keep up strong academic standing.

2. Sports Scholarship

a) Students who have been recognized at the District, Division, State, or National levels are eligible to apply for this grant.

b) Students who place in district or state competitions receive a waiver of their semester and mess fees.

c) Students who had strong records and competed in an open match are only eligible for one fee reduction per semester.

3. People with Physical Disabilities

Students with physical disabilities are eligible to apply for this specific scholarship.

4. Financially Struggling

Parents and students from economically disadvantaged families are eligible for a fee discount.

5. Single or without parents

a) Students living with a single parent of any gender are eligible to apply for this scholarship.

b) Scholarships are available to students who are orphans.

6. Alumni

a) Students are eligible for scholarship admission to graduate school upon completion of their undergraduate studies at our college.

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b) The completion of the Shekhawati Institute of engineering & Technology Merit Scholarships for Postgraduate Programs for University Rank Holders UG.

7. A young girl who is unmarried

a) If a girl is the only child of her parents and has no siblings, she is eligible to apply for this award.

8. Additional (Recommended by the Trust, Management, Staff, Students, NGO, or School HM)

There are the following kinds of scholarships available:

Referred by staff scholarship, a grant offered to those who work in shekhawati Institute of engineering & Technology;

a) Referred by institutional scholarship, a grant awarded to offspring of faculty members;

b) Referred by staff scholarship.

c) Recommendations from Trust/NGO/School HM: Students who have received a recommendation from a trust are eligible for this award.

Required Documents: -

1. Copy the Mark Statements

2. A duplicate of the certifications obtained at the state, federal, and local levels

3. The student's profile;

4. A copy of the family card;

5. An Aadhar card copy;

6. A copy of the physical disability certificate

7. A duplicate of the blood relation certificate;

8. A duplicate of the proof of income

9. A duplicate of the certificate of parentless death

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17. ACKNOWLEDGEMENT: -

I acknowledge that I have received a copy of the SIET employment policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding SIET policies I should direct them to my immediate superior or the principal.

I know that SIET policies and other related documents do not form a contract of employment and are not a guarantee by SIET of the conditions and benefits that are described within them. Nevertheless, the provisions of such the institution policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that SIET at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

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Organizational Structure

```
Governing Council ──────► Chairman ◄────── Board of Trustee
                             │
                             ▼
                         Principal
                             │
                             ▼
                           IQAC
                    ┌────────┴────────┐
                    ▼                 ▼
                Academic      Administrative Officer
```

Academic
- HOD
  - Teaching Faculty
    - Non-Teaching Faculty
- Grievance Cell, Anti-Ragging Committee and other Cells & Committees
  - Club and Association Incharge
- Training & Placement Cell
- Exam Cell Coordinator
  - Department Exam Cell Coordinator
    - Exam Cell Assistant
- Librarian
  - Librarian Assistant

Administrative Officer
- Office Superintendent
  - Office Assistant
    - Attender
- General Maintenance Supervisor
  - Electrician
  - Plumber
  - Security
  - House Keeping
- Hostel Warden
  - Deputy Warden
    - Mess Supervisor
- Transport Officer
  - Drivers

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