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Policy No. S01

Policy Name: Student's Participation in Technical Event	Policy Category Student
Initial formulation No. & Date: DMIMS/2015-16/189, DATED 9/11/2015.	Revision Date <i>11.11.2016</i>
Policy Statement: Financial Assistance to students for participation in technical activities organized by Premier Engineering/ Technical Institutions and paper Publications	

Policy Description:

The engineering student is expected to interact with their peers and also compete at National level. It is desired that students participate in prestigious events. This will ensure that the students are exposed to competitions which have high level of quality. In addition to participation in the technical events and competitions students are also expected to carry out research and publish their work in the journals and conferences. The publication of research work has become more pertinent in the current scenario. To encourage students to participate in such activities financial assistance is provided as per this policy.

Premier Institution: Premier Institution will mean and include Indian Institute of Technology (IIT), Indian Institute of Science, Indian Institute of Management, XLRI (for MBA students.)

Financial Assistance:

- Full registration fee :

UG & PG students :

For participation in Technical competitions (including project, design challenge, innovations) in premier Institutions.

For diploma level institutions :

- For participation in 1. DIPEX National level project competition, 2. ELECTRAMA, 3. Competitions organized by IIT, 4. ISTE – Narsee Monjee project competition at Narsee Monjee Institute, Mumbai , 5. ISTE student convention.

(Students get financial support from MSBTE for competitions organized by MSBTE in some cases.)

- 50% of registration fees.

For degree level Engineering Institutions :

For participation in event organized at NITs, BITS and deemed technical universities (SRM, VIT etc.)

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For MBA

For participation in events organized at institutes such as MDI, Gurgaon, FORE, Symbiosis, Narsee Monjee, Welingkar, IMT, Sinhadgad, GITAM, BITS, S.P. Jain, NIRMA, NIT organised Management events etc.

- Maximum number of students per group will be 5 and maximum number of groups from one department shall be three.
- In case there are more than 3 groups, department shall recommend top 3 groups for financial assistance after evaluation.
- This assistance will be provided once per year/student.

SOP:

- The students desirous of participation shall apply to the HoD.
- The faculty members who are guiding the students for the competition shall certify the relevance and quality of work done by students for the said competition.
- The respective HOD shall endorse/ recommend the application to the Principal for approval.
- The HoD will also ensure that the application is as per criteria, stated in this policy.

For attending Workshops at premier Institutions:

Full Registration fee will be supported only to those students who have also participated in competitions held in the same event (i.e. participation in competition in Techfest and Workshop in same Techfest)

Paper publications Incentives:

- The students who publish papers in IITs, IIMs will get an incentive of Rs.2000/-.
- The incentives shall be equally divided amongst the authors in case of joint authorship.
- This incentive will be given only once per year/student.

Travel Assistance:

For presenting paper in India up to two students per paper shall be entitled for II class sleeper two way rail/bus fare.

If additional authors want to attend the conference, one more student will be entitled to II class One way rail/bus fare.



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Policy No.S02

Policy Name: Bright Student Policy [For RG CER/ DMIETR/ DBACER]	Policy Category Student
Initial formulation No. & Date: DMIMS/Head Office/Policy/2015, dated 28/12/2015	11.11.2016
Policy Statement: Policy with respect to Bright Student Identification & Mentoring	

Policy Description :

In order to provide a better exposure & Learning opportunities for the meritorious students of the institute it has been decided to implement the 'Bright Student Policy' from the Academic Year 2015-16 as per the following guidelines:

1. Identification of Bright Students “

- a. The Bright student will be identified at the beginning of the second year (III Sem.) on the basis of their performance in 1st year (Avg. % of First year.)
- b. Top five students per intake of 60 students, should be identified from each Department on the basis of marks obtained in first year (Avg. of I & II Semester)
- c. The students may be bifurcated in to different sections in the third semester but the top five students on the basis of marks obtained in the first year will be identified across the department. The identification will not be as per the section.

2. Allocation of Mentors :

- a. Department wise faculty mentors will be allocated to these bright students, preferably Head of the Department. One Mentor will be allocated per batch of 5 bright students.
- b. In case, there are more than 5 bright students in a particular Department (Having an intake of more than 60 students), separate Faculty mentors should be allocated.

3. Mentoring of Bright Students :

- a. The purpose of mentoring program is to be provide guidance to the Bright students to achieve their Academic goals which may be the meritorious performance in the further semester exams, further higher education in Premier Institutions &/ or the Placement opportunities available in the desired areas of interest & the selection criterion in those companies or becoming an Entrepreneur.
- b. The mentors needs to keep the track of the Bright students in terms of their progress made in each of the assessment parameter (In Sem. Mid Sem, Eng. Sem examinations etc.) and a brief of each mentoring session done with the students, individually. A file needs to be maintained for each of the Bright student.
- c. It is also proposed that mentoring of these students be done through the Externally appointed mentors also to help them understand the available career avenues in the particular fields & academic scenario beyond Institution.
- d. If the need arises the help of the Psychological Counselor to be taken for the Goal setting exercise for the Bright Students.

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4. Participation of Bright Students in the Competitions :

- a. It is expected that these Bright students will represent the Institute in different Technical Competitions, Workshops, Quizes, Paper presentation, Project competitions etc. organized at IITs, NITs & other premier Institutions. Mentors needs to extend full support & guidance for the preparation to those students and to motivate for participation.

5. Industrial Training :

- a. Industrial Training programme (2-4 weeks) will be arranged for Bright Students during vacation right from the Second Year and will continue up to the final year. This training should also be aligned to the area of interest of the students in a particular discipline and their career aspirations.
- b. T&P Department assist in identifying and allocating these students to the top companies relevant to the particular discipline and interest areas of the Bright students. Proper guidance will be provided to these students for the preparation of the Recruitment process.


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Policy No.503

Policy Name: Weak Student Policy	Policy Category Students
Initial formulation No. & Date: NYSS/DMIMS/Head office/Policy/2016, dated 08/02/2016	Revision Date <i>(If Any)</i> 11.11.2016
Policy Statement: Policy with respect to the Academically Weak Student identification & Mentoring for the Technical Institutions of MGI.	

Policy Description :

1. **Identification of Academically Weak Students :**
 - a. The Academically Weak Students will be identified during each semester starting from the first semester.
 - b. The students will be identified based on their performance in the first Assessment Test/ Examination (MSE- I/PUT-I); subject wise.
 - c. All the Student securing less than 40% marks in the above Examination will be considered as 'Academically Weak Students'; irrespective of the number of students.
2. **Allocation of Mentors :**
 - a. The mentoring of these students will be done together by HoD and the respective subject teacher.
3. **Mentoring of Academically Weak Students :**
 - a. The purpose of the mentoring program is to provide guidance to the Academically Weak students, so as to improve their Academic performance in the further assessment examinations.
 - b. The mentors needs to understand the exact difficult/challenge being faced by the Students leading to their poor performance in the Academics.
 - c. The Mentors needs to identify the exact portion of the syllabus not being understood by the students properly in the respective subjects in which they have scored less than 40% marks.
 - d. If the need arises the help of the Psychological Counselor to be taken for understanding the exact issues and evolving solutions.
4. **Additional Efforts for improving the performance :**
 - a. Extra classes to be conducted by the Academically Weak Students in the respective subjects and will be engaged by the respective subject teacher.
 - b. The topics identified during the mentoring session will be revised again with the aid of better teaching methodology.
 - c. To evaluate the improvement in the above set of students, one extra assignment, i.e. other than the regular will be given to the students.
 - d. The evaluation of these Assignments will be done by the mentoring Faculty and the performance will be discussed with each student in a specified mentoring session again.

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5. Performance Evaluation and Further Mentoring Methodology :

- a. The performance of the above described Academically Weak students will again be monitored during the second Assessment Examination (MSE-II/ PUT –II)
- b. There will be a new pool of Academically Weak students created based on the Second Assessment Examination as some of the unique students will come under this category (Students securing less than 40% marks in MSE-II/ PUT-II) and some of the students from the previous category; identified based on the performance in the First Assessment Examination will improvise and exit the pool.
- c. The Mentoring session will be arranged again for the new pool of the Academically Weak students as described earlier.
- d. Expert lectures by the Experts from outside the Institution (YCCE Faculty in case of RGCER/DMIETR/SDMP) to be arranged on the topics identified in the Mentoring session. The help of the senior Faculty of the institute may be sought.

6. Records :

- a. The record of the identified Academically Weak students to be maintained by the mentors.
- b. Details of the mentoring session done to be maintained in a different Register.
- c. The schedule of the Extra classes to be prepared and notified by the Department.
- d. A separate record of the Extra classes conducted and the Attendance of the students to be maintained.
- e. The statistics of the assessment parameters used, performance evaluation and the observed improvement, if any, to be maintained by the Subject teacher.


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Policy No.504

Policy Name: Laptop Policy	Policy Category Student
Initial formulation No. & Date: NYSS/CEO/Policy/2013/707, dated 14/11/2013/	Revision Date 11.11.2016
Policy Statement: Laptop Scheme to award Laptops during the course of study to the meritorious students of Engineering Institutions under MGI.	

Policy Description :

Under this scheme the meritorious students of all the Engineering Institutions of MGI at II year level (1 year pass out), III year level (II year pass out) & IV year level (III year pass out) will be provided laptops as a reward & incentive for their meritorious performance in the academics as toppers.

The objective of the scheme is to motivate the students to excel in their academics and secure top ranks every year of their studies.

The number of rewards in each institute will be as per the branches offered by the respective institution as per the following:

- 2 overall toppers (I, II and III topper of the institute) & 1 topper per branch, based on the First year Examination Results
- 1 topper per branch, based on the Second year Examination Results
- 1 topper per branch, based on the Third year Examination Results

SOP:

1. The selection of the students for the allotment of the laptop will be done by the respective institute committee after the declaration of the results.
2. In case of a tie, the decision of the institute committee will be based on the following guidelines :
 - a. If there is a tie in the first year examination results, students with the higher CET or any other Engineering qualifying examination marks will be considered.
 - b. If there is tie in the second year examination results, students with higher percentage in the first year will be considered.
3. The aggregate percentage of both the semesters will be taken into account for finalization of the toppers.
4. The student should not be having any backlog and should have cleared all the papers in present semester examination in one/first attempt.
5. The laptop will be retained by the student for one year and if he/she fails to maintain the rank in the subsequent year, it will be surrendered to the institute & will be awarded to the new topper at that level.

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6. The laptop will be deposited by the student to the institute's office and he/she will seek a no dues certificate from the office on or before the last day of annual examination.
7. The laptops returned by the students shall be upgraded by the IT team of respective institution and will be utilized for current year toppers in place of purchasing new laptops.
8. The used laptops may be sold to interested students after three years at 25% of the cost. If the laptops remain unsold at the end of three years, these laptops shall be sent to stores department of HO.

Maintenance of the Laptop :

1. The responsibility of maintenance of the laptop will be of the student.
2. The beneficiary of this scheme shall use the laptop judiciously so as to ensure no damage owing to rough use/ avoidable negligence is caused.

Awareness of the Scheme:

1. To create awareness about this unique initiative of the Sanstha, the Institute should display posters on the Department notice board as well as on the website/intranet.
2. The laptops will be awarded to the students in a ceremony.
3. The press note of the event shall be given in the news papers & Meghwani.



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Policy No.S05

Policy Name: Students' Industrial & Technical Exhibitions visit	Policy Category Student
Initial formulation No. & Date: NYSS/Policy/2011/46 Dated 13/04/11, NYSS/CEO/2012/79 Dated 02/03/12, NYSS/CEO/Policy/2014/24 Dated 03/01/14, DMIMS/NYSS/HO/Policy/2016 Dated 02/07/16	Revision Date <i>11.11.2016</i>
Policy Statement: Policy with respect to Students' Industrial & Technical Exhibitions visit	

Policy Description :

This policy has been formulated to make the students aware of the work environment and actual practices of the Industry. The best way to do that is to make the students undergo in the plant / vocational training and visits in the Industries. This will enable students to inculcate attributes related to practical knowledge and exposure to recent industrial practices. Increased interaction with industry will also help the departments to collaborate in the areas of Research and Consultancy.

Terms of Policy:

Part A: Industrial visits- Local (one day):

- The visits will preferably be organized during non-teaching period/vacations so that there will not be academic loss of the students.
- Each department of the Institution will organize at least one local industrial visit for one day for second year students in each semester.
- The purpose of visit and expected outcome should be stated while obtaining permission from the HoI.
- The institution shall provide transport vehicle and driver, diesel charges and RTO charges, toll tax, if any.
- Daily allowances of Rs. 50/- per student shall be paid by the college.
- Approval of the Industrial visit will be at the discretion of the HoI.
- The students and faculty members will proceed on visit only after approval from the HoI is received. Report of industrial visit shall be submitted by HoD, on completion of visit within 3 working days.

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SOP for organizing industrial visit- Local (One Day):

- The Department shall ensure relevance of the industry being visited.
- The visit will be conducted after getting due written permission from the authorities from industry.
- The Department shall also ensure availability of buses from transport department of Institute.
- The detailed application will be made to the respective HoI for proposed visit in prescribed format along with names of Students and Faculty Members.

Part B: Industrial Tour – Out station:

- This visit/tour will be organized by the Engineering Department at least once during the complete engineering course of 4 years in either Pre final year or Final year of each admitted batch; preferably during vacations or semester break.
- The tour duration will be minimum two days and maximum four days. These days will be excluding travel time. The students will visit at least one Industry per day of the tour; depending upon the size of the Industry.
- The Industrial Tour will comprise of
 - **Industrial Visits:**
Industries relevant to each Department where the processes are relevant to the course curriculum and provides the practical exposure to the students on the basic theoretical concepts being taught at the Institute.
 - **Technical Exhibitions:**
There are some Technical Exhibitions being organized by different trade organizations to promote the specific sectors. These Exhibitions Showcase the latest technologies / products / innovations etc. These also need to be chosen to give exposure to the students on the latest trends of the Industry.
- Department may choose to organize Industrial Visits or Technical Exhibitions or a combination of both.

SOP for organizing Industrial visit /Technical Exhibition visits/tour.

- The Department shall ensure relevance of the industries being visited.
- The Department shall communicate with the proposed industries to be visited.
- The visit will be planned after getting due written permission from the authorities from industry. The registration for exhibitions, if required, shall be done well in advanced to avoid last minute rush.
- The reservation for transportation & accommodation and local transport shall be done by the Department. Organizing the Industrial Visit, in most optimized way, is itself a new experience for the

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students. It is recommended to involve students in planning and organizing the tour.

- The detailed visit schedule shall be submitted to the Principal well in advance mentioning the dates, time and place of departure and arrival, mode of travel, outstation accommodation arrangement details, list of important telephones numbers and addresses of the locations where the team is visiting and of the Hotel/place of accommodation etc.
- Each tour should maintain a student faculty ratio of 20:1. Lady faculty member should accompany the tour in the ratio of 1:15 (Girl Students). The Lady faculty should accompany the tour even if there is a single Girl Student in the tour.
- The accompanying faculty should submit an undertaking stating that the tour is arranged only for Industrial visits / Visit to Technical Exhibitions connected to Academics and students will not be taken or allowed to mountain areas, water bodies, forest areas etc. and they will be liable to any unforeseen incident taking place during the tour.
- The Parents/Guardian of the Students participating in the tour needs to submit an undertaking stating that the parent is permitting their ward to participate in the tour with their knowledge and at their own risk.
- The undertaking from the students in the attached format to be submitted on the stamp paper duly signed by all the students participating in the tour.
- Institute needs to ensure that all the participating students and faculty are insured.
- The Institute compulsorily needs to adhere to the AICTE Guidelines on the Industrial Tours / Visit relevant to Technical Institutes. Institute may please refer to the AICTE website before arranging for these tours.
- The detailed application will be made by the In charge to the respective Principal for the proposed tour in the prescribed format enclosing all the relevant documents/ requirements/undertaking etc. along with the names of the students and faculty members.
- The Principal will take final decision regarding approval of the Industrial tours.
- The student and faculty members will proceed on visit only after getting a written approval from the Principal is received.
- On completion of tour; the Industrial visit/Technical Exhibition report along with photographs validated by the escorting faculty shall be submitted to the HoD; within 7 days of the tour and further to the Principal.

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Financial Assistance for Industrial Tour:

Financial assistance of Rs. 1,000/- per student will be provided. However to avail this assistance the department shall submit the complete proposal at least ten days before start of the tour. The proposal will be submitted to Head office for approval. The assistance will be given after approval and submission of all documents/reports to the Principal's office.

The student can avail this financial assistance only once during his/her studies.

The faculty members deputed for the tour will be eligible for TA/DA as per rules.


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Policy No.506

Policy Name: Charges for Extending Lab Facility to Other Institutions	Policy Category General
Initial formulation No. & Date: NYSS/CEO/POLICY/2013/694, DATED -	Revision Date <i>(If Any)</i>
Policy Statement: Policy for charges to be collected on permitting students of MGI/ Non-MGI Engineering Institutions for conducting advanced practical.	

Policy Description :

1. Charges when students from Non-MGI Engineering Institutions are permitted :
 - A. Diploma level – Rs. 50/student/practical subject to minimum of Rs. 15,000/-
 - B. Degree level – Rs. 100/ student/practical subject to minimum of Rs. 25,000/-
 - C. PG level – Rs. 175/ student/practical subject to minimum of Rs. 10,000/-

2. Charges when students from MGI Engineering Institutions are permitted :
 - A. Diploma level Rs. 30/ student/practical
 - B. Degree level Rs. 70/-student practical
 - C. PG level – Rs. 125/student/practical.

The amount generated through this activity will be treated as IRG and will be shared with the concerned staff members in the proportion of 40 : 60 [Staff : Institution]



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Policy No.S07

Policy Name: Financial Assistance & Free Coaching for GATE Aspirants	Policy Category Students
Initial formulation No. & Date: NYSS/CE0/2013/560, Dated 26/09/2013.	Revision Date <i>11.11.2016</i>
Policy Statement: Policy to motivate Final Year Engineering students to appear in GATE Examination.	

Policy Description :

This policy has been formulated to motivate the students and to ensure larger participation in GATE examination.

Terms of Policy:

- Financial assistance of 25% amount of Application fee will be provided to final year engineering students.
- The financial assistance will be provided on submission of Score card.
- The institute will provide free coaching for preparation of GATE examination aspirants subject to minimum 10 desirous students per group.
- Trainers will be paid honorarium as per the approved norms/ budget.
- The timings for GATE coaching will be beyond classroom hours.

SOP:

- HoDs will take willingness of students at the end of VI semester regarding appearing for GATE examination.
- The finalized list will be submitted to HoI. The HoI will submit the proposed budget to HO for approval of financial assistance of GATE examination fees.
- HoDs will take willingness of students at the end of VI semester regarding GATE coaching.
- The syllabus and time table of GATE coaching to be communicated to all the willing students by the end of academic session by the respective GATE coordinator.
- Trainers list will be proposed by the HoDs, endorsed by HoI.
- The effective implementation of the activity will be monitored by HoI with a report to HO.


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Policy No.508

Policy Name: Student Project Financial Assistance	Policy Category Student
Initial formulation No. & Date: NYSS/CEO/2012/864, Dated 13/09/2012	Revision Date <i>11.11.2016</i>
Policy Statement: Providing Financial Assistance for Final year UG/PG Projects.	

Policy Description :

The policy aims at promoting innovation, R&D culture & entrepreneurship amongst the students of the institution. Under this policy financial assistance will be provided to final year student projects that exhibit R&D component, fabrication, design, prototyping etc. It is implied that the projects supported under this policy will be retained by the departments/institutions for showcasing and as a reference to the subsequent batches.

SOP:

- Institute wise approval of financial assistance will be sought by HoI from HO.
- Distribution of the approved budget will be at the discretion of HoI in consultation with HoDs.
- Financial Assistance up to maximum of Rs. 5,000 per project can be given. However, justification to be provided by the HoD for financial assistance of more than Rs. 5,000 which shall not exceed Rs. 15,000 per project.
- The purchase of project components will be done at institutional level through stores.
- Utilization certificate endorsed by the Project guide and respective HoD to be submitted to the Stores on completion of the project.
- The projects will normally be retained by the departments for 3 years. However, outstanding projects may be retained for longer duration.

Purchase procedure for project material:

1. An Indent has to be prepared by the Project Guide of the concerned Department for required for the Project as per the approved budget before the purchase of project material.
2. The Original Bill to be taken from the Vendor for purchase of material.
3. The signature of the Project Guide and the Head of the Department on the Original material purchased have to be made after due verification, Gate entry for the purchase to be made on the same day.
4. A register has to be maintained by the Project Guide wherein details of Bill no., Vendor, date of purchase, name of the project, amount etc. are to be recorded date wise.

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5. The Project Guide of the Department shall submit an Indent and all the bills with abstract as per rules to Store Department along with supporting documents after completion of the project. Thereafter the Stores department shall submit the said project bills & details to department for verification & Payment.
6. It will be the responsibility of the project guide to ensure proper and within limit utilization of allotted fund.



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Policy No.509

Policy Name: Difficult Subject Policy	Policy Category Student
Initial formulation No. & Date: NYSS/CEO/2012/1246, DATED 27/12/2012	Revision Date <i>(If Any)</i>
Policy Statement: Initiative for creation of subject wise pool of experts – starting with difficult subjects.	

Policy Description :

This policy has been formulated for identification of difficult subjects and to create subject wise pool of experts to improve student performance in examination.

Terms of policy:

- This policy is applicable to I & II year of studies.
- The HoDs will identify difficult subjects based on the result analysis.
- The HoDs will identify pool of experts from sister institutions. In some cases, faculty from other institutions may also be identified.
- The classes will be scheduled in the time table wherever possible. Additional hours beyond classroom may also be allotted for the activity.
- Experts are expected to teach at least two units of syllabus per subject.
- The honorarium will be paid to the experts as per pre approved budget.

Rs. 500 per hour will be paid as honorarium/ remuneration to the experts taking lectures under difficult subject initiative.


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Policy No. S10

Policy Name: Financial Assistance for Student Farewell	Policy Category Student
Initial formulation No. & Date: NYSS/CEO/2012/236, dated 21/04/2012	Revision Date 11.11.2016
Policy Statement: Policy for Financial Assistance to be given for farewell of Final year outgoing Students.	

Policy Description :

This policy has been formulated for giving financial assistance to organize Farewell function for Final year outgoing students.

Terms of Policy:

- Under this policy, financial Assistance will be given as per the following detail as Management contribution towards farewell of Final Year outgoing Students.
 - Polytechnic: Rs. 50 per student
 - Engineering/Architecture: Rs. 200 per student
 - MBA: Rs. 300 per student
- Prior financial approval from the Management needs to be sought for audit purpose.
- The farewell function shall be organized in Institutional campus only.


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Policy No. S11

Policy Name: Tuition Fee Waiver for Detained Students	Policy Category Student
Initial formulation No. & Date: NYSS/CEO/2012/37, dated 14/03/2012	Revision Date <i>11.11.2016</i>
Policy Statement: Policy for tuition Fee Waiver to detained student taking admission in the subsequent Year	

Policy Description :

This policy has been formulated to support detained students taking admission in subsequent year by waiving their tuition fees.

Terms of Policy:

- Tuition fees will be waived off for students detained earlier and wish to take admission in subsequent year in the same class. (for ex. If the Student is detained in the 1st year then he can take admission in the subsequent year without paying tuition fees for that particular year)
- Policy is applicable subject to receipt of full fee from the students during the year of detention.
- List of such students will have to be sent to HO for information along with the authorized documents of student detention.



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Policy No. S12

Policy Name: Project Quality Assurance Initiative	Policy Category Student
Initial formulation No. & Date: Ref: NYSS/CEO/2012/ Dated:17/02/2012	Revision Date <i>11.11.2016</i>
Policy Statement: Policy to ensure quality of Final Year UG projects in Engineering Institutions.	

Policy Description:

This policy has been formulated to ensure the quality of final year UG Projects in engineering institutions. The initiative is practiced to ensure uniform evaluation of the undergraduate projects across all institutions of the group. The activity also helps in reducing duplication of projects in the institutions.

Terms of the Policy:

- This policy is applicable to final year undergraduate engineering projects.
- The activity will be carried out department wise.
- The Evaluation Committee composition will be as follows:
 - The Committee will be uniform for all the projects in a department.
 - Evaluation Committee in each department will be as detailed below.
 - One HoD from each group Institution
 - HoD of the respective department (In case HOD is not available then HoD in consultation with HoI will nominate another senior UGC faculty member).
 - Project Guide
- 20 minutes will be allotted for evaluation of each of the project.
- Each member of the Evaluation Committee will be independently evaluation each project and in the end marks will be averaged out by the HOD of the Parent Institution.
- The project Evaluation Process will be video recorded and will be kept in the Library for 3rd year students as reference and will also be useful to show to Accreditation Committee.
- It will be compulsory for the guides to be present during evaluation of their projects. However, he/she will not be a member of the project evaluating committee. In case a member of project evaluation committee is a guide then for that particular project he/she will not be a member of the committee.
- It will be mandatory to showcase the projects made/developed before the Project Evaluation Committee. However, for the cases where it is not possible to shift/move project, video

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recording of the same should be shown before the project Evaluation Committee.

- Note sheet for approval of expected expenses on hosting this initiative will separately be put up by the Hols.
- Activity should be coordinated by host institute including logistics.

Marking Scheme:

- 40 Marks are allotted for PQAI.
- The guidelines for evaluating 40 marks for each of the projects are as follows
 - 20 marks – on Individual basis (Communication skill 5, Project knowledge 15)
 - 20 Marks – On Collective basis (Presentation 5, Competition 5, Innovativeness 5, effort 5)

Honorarium :

- It is proposed to given an honorarium **of Rs. 500/- per day** to each of the External Evaluation Committee member.

Awards & prizes:

- Overall 2 prizes (First prize- Rs. 5000 & Second Prize- Rs. 3000) as best projects on group level and One prize for best project of Rs. 3000 per department per institution.


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Policy No.S13

Policy Name: Visiting Professor Policy	Policy Category Student
Initial formulation No. & Date: NYSS/DO/2010/ Dated 21/08/10	Revision Date <i>(If Any)</i> 11.11.2016
Policy Statement: Policy with respect to Invite the Visiting Professors at the Campus to Mentor and Interact with Students / Faculty.	

Policy Description :

This policy has been formulated to bring external perspective, vision and guidance for the Faculty & Students from the IITs. It is proposed to invite visiting Professors from IITs to take Lectures / Practicals & Mentoring of Students & Faculty in the Engineering Institutions of MGI.

Terms of Policy:

- Each Department of the Engineering Institutions of MGI will invite at least 1 Visiting Professor in each Academic Year for at least 3 working days.
- There should be at least 16 contact hours of the Visiting Professor at the Campus during the Visit.
- The Visiting Professor Should be either a Professor or Associate Professor at IIT.
- It is expected that the Visiting Professor will cover some specific, mutually decided topic of the Syllabus, will conduct some experiments, will Interact with Department Students, will provide guidance on the Projects of Students & Faculty, Interact with the Faculty members; depending upon the expertise of the Visiting Professor.
- The respective HoDs will identify the Visiting Professor pertaining to the Department & will initiate the Communication. On getting the consent of the Visiting Professor, the HoD will share the Syllabus of the subject to be covered well in advance & will devise a 3 day schedule in consultation with the Visiting Professor.
- The Schedule will be communicated to the Students & Faculty well in advance.
- The Air Travel & Accommodation will be provided by the Institute to the Visiting Professor at actuals & a separate Note will be sent to the H. O. for approval. The Pick up & Drop, Lunch & Snacks etc will also be arranged by the Institution.
- An Honorarium of Rs. 10000/- per day will be paid to the Visiting Professor.

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- In some Specific Cases, if the identified Visiting Professor cannot visit the Campus, he can also deliver the lecture through Video Conferencing. The honorarium for the same will be Rs. 2500/- per 1.5 hours Lecture.
- Feedback of the Students needs to be taken after each visit & should be properly filed & documented.



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Policy No.S14

Policy Name: Providing financial assistance for publication of departmental magazines	Policy Category Students
Initial formulation No. & Date: Ref: NYSS/ Policy/2011/45, Date:13/04/2011	Revision Date <i>(If Any)</i>
Policy Statement: Providing financial assistance to departments for publishing Departmental Magazine	

Policy Description :

This policy has been formulated to encourage the departments to publish departmental magazine by virtue of which students and staff can exhibit and nurture their technical as well as literary skills.

Terms of policy:

- Financial assistance of a fixed amount i.e. Rs. 12,500/- per year will be provided for publishing Departmental Magazines.
- It will be mandatory for the departments in the Engineering Institutions to publish Departmental Magazine on annual basis.
- Department magazine will be a combination of technical and literary content with minimum 50% of technical content



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Policy No.S15

Policy Name: Innovative Teaching Learning Practices	Policy Category Faculty
Initial formulation No. & Date: DMIMS/Head Office/Policy/2016, dated 08/02/2016	Revision Date <i>11.11.2016</i>
Policy Statement: Policy with respect to the implementation of innovative Teaching-Learning (T.L.) practices.	

Policy Description :

This policy has been formulated to provide better Learning Experience to the students and also ensure students engagement in the Teaching-Learning process.

Terms of policy :

- Each institute will implement innovative T-L practices right from First year of studies. For first year students, the innovative T-L practices can be designed commonly.
- From second year onwards, minimum one innovative TL practice should be adopted per subject per teacher
- Preferably the T-L practice should be designed focusing on some complex concept in the syllabus and trying to make it easy for the student to understand by designing some innovative way of teaching it.
- Rubrics (parameters) should be developed for the assessment of impact created due to the innovative T-L practice on the student. Evidence of impact should be produced by respective teacher.
- A slide on the planned/implemented innovative T-L practices to be added in the HoD presentation.
- Head of the Institution should submit a complied report on the feedback of the students and outcome of innovative T-L practices implemented during the particular semester to the Head Office at the end of each semester.

SOP :

- At the beginning of each semester, every faculty member will submit the innovative T-L practice he/she is going to adopt to the respective Head of the Department.
- Head of the department will compile and validate the innovative practices submitted by the faculty members and will get the finalized list of innovative T-L practices endorsed by the Head of the Institution. This list should be notified to students also.
- Every faculty will maintain the details of the innovative T-L practices planned to be implemented along with the rubrics and evidences of impact in his/her course file.

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Examples of Globally acknowledged Best/Innovative Practices :

1. Unannounced peer Reviews :

Strategy :

- In refraining from announcing the exercise ahead of time, students come to class with their best possible work.
- Students see how their classmates approach the paper topic, benefit from a review of their own work and interact with their colleagues in a direct, face to face way.
- Students learn how to assess constructive criticism, deciding for themselves which advise they will heed and which they will ignore.
- Students have nothing to lose: if they feel their paper is perfect, they can simply print another copy and turn it in.
- There are ways to ensure that the reviewer takes the assignments seriously. The peer review sheets become a part of the reviewers record, in fact if they have a borderline grade at the end of the semester, their performance on the peer review will greatly determine which grade they will ultimately receive.

2. Using Online Quizzes to Encourage Students to Read Their Textbooks :

Strategy

- There is a content quiz every week and they are available for the students to take when it fits their schedule over a three to four day period.
- The students learn course content from the assigned reading.
- To teach students how to keep up with reading.
- To free up more class time for active learning and higher order thinking.
- By lecturing only on topics that the class did not do well on in the content quiz for that week Teacher can get more time for the active learning.
- Content quizzes seem to be a way to ensure that the acts are acquired before class or if not acquired can be addressed in a focused, efficient way in class.

3. Students Helping Students : Shadow Teaching.

Strategy :

The strategies involved include both experiential and service learning. Students enrolled in the higher classes are required to manage the Learning Center which is staffed by volunteer instructor students and serves as a tutor lab for students enrolled in earlier classes. Through the management functions of running a successful learning center, the students learn how to effectively communicate, organize materials and manage people. Since this entire learning center is staffed and managed by volunteers, the students also learn the valuable lesson of giving back to their community of aspiring budding engineers.

Example : Besides the regular faculty, IIT Kharagpur students would now get shadow teachers outside their classrooms to make the learning more inclusive.

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The premier engineering institute has now decided to prepare a group of best students from each class to teach other students.

A group of 10-12 students who are senior and very good in studies would act as shadow teachers. They would also be given a stipend. This would be a parallel system of learning outside the class.

4. Deploying Senior Teacher, Best Teachers or Teacher with proven credentials in their subject areas to teach Engineering Core.

Strategy :

All the students irrespective of their sections will be accommodated in a big lecture hall.

The faculty members can be assisted by TAs for work related to assessment. Main focus and intention will be to deliver core knowledge effectively which will help the students in making their foundation strong.

Due to this practice students will not learn any wrong concept which is a major concern these days.



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Policy No.F01

Policy Name: Faculty Internal Promotion Policy [For RGCER/ DMIETR/ DBACER]	Policy Category Faculty
Initial formulation No. & Date: NYSS/CEO/2012/699	Revision Date <i>11.11.2016</i>
Policy Statement: Policy for Internal Promotion to the faculty members on acquiring Ph.D. Qualification in Engineering & Technology.	

Policy Description :

This policy has been formulated to promote the faculty members to the post of Associate Professor/ Professor on acquiring Ph.D. qualification in Engineering & Technology, subject to availability of vacant posts as per AICTE/University norms.

Terms of the policy: (Applicable to Engineering Colleges other than YCCE)

- A duly constituted committee will scrutinize the applications for internal promotion submitted by aspirants.
- The Committee shall meet within 15 days from the date of receipt of request.
- The date of interview will be communicated to the candidate by the HoI.
- The composition of the committee will be as follows
 - The internal promotion will be Ad-hoc and temporary for a period of two years.
 - Competent Authority and/or Nominee - Chairman
 - Head of Institution - Member Secretary
 - One subject Expert from outside the Institute - Member
- The conditions of recommendation for promotion will be as follows
 - The faculty shall publish minimum one paper in SCOPUS indexed journal within two years from the date of internal promotion.
 - The faculty shall have minimum one interdisciplinary/ industry based project every year.
 - The faculty shall have a substantial contribution in teaching learning process in terms of value addition/ innovation.
 - The compliance as above will be reviewed by the Committee at the end of two years and based on its recommendations, the Competent Authority may approve continuation of internal promotion.
 - The decision of the Competent Authority shall be communicated to the candidate after receipt of communication from the Committee.
 - The date of implementation will be the date of meeting of the Committee.
 - On internal promotion, the faculty will be placed in payscale of 37400-67000, with Grade pay of 9000/10000 for Associate Professor/Professor respectively.
 - The candidate's eligibility will be governed as per AICTE Guidelines. The candidate will be eligible for internal promotion as Associate Professor if he is a University approved Asst.Professor having University approved experience of minimum two years in the same institution and will be eligible for internal promotion as Professor if he is a University

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approved Associate Professor having University approved experience of minimum two years in the same institution.

- The internal promotion cases will not be considered if there are more than two Phd faculty in the department with intake of 60. The nos. will increase on prorated basis if the intake is more.


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Policy No. F02

Policy Name: Assignment of faculty to teach classes at II Year level	Policy Category Faculty
Initial formulation No. & Date: NYSS/CEO/2012/165, dated 03/04/2012	Revision Date 11.11.2016
Policy Statement: Assignment of faculty members to teach subjects at II year level of study & assigning multiple teachers for the subjects having multiple sections.	

Policy Description :

The Policy is formulated considering the need of assigning expert/experienced faculty to the students in the formative year of their discipline specific course of study as per the following details:

Terms of Policy:

1. Departmental Head to mandatorily teach one subject per semester at II year level.
2. Senior/experienced faculty members shall be assigned to take classes per semester at II year level, preferably the difficult subjects.
3. Separate teachers shall be provided for multiple sections for a subject.
4. HoI will monitor the effective implementation of this policy and shall be verified during departmental level audit (DLA).



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Policy No.F03

Policy Name: Financial Assistance for Conference/ STTPs/ Workshops within/ Outside Country.	Policy Category Faculty
Initial formulation No. & Date: DMIMS/Head Office/Policy/2016, Dated- 11/11/2016	Revision Date 11.11.2016
Policy Statement: Policy for providing financial assistance to faculties for participating in Conference/ STTPs/ Workshop within/ Outside India.	

Policy Description:

A. For National/ International Conference In India

- i. Hosted by institutes such as IITs/ NITs/ IIMs/ IIITs/ Government Institutions/ Deemed Universities (NAAC/NBA Accredited)/ Autonomous Institutes (NAAC/NBA Accredited), 100% Registration fees will be given (Subject to Maximum of Rs. 5000 to first Author) & TA/DA as per entitlement.
- ii. For Self Financing Institutions (NAAC/NBA accredited), registration fees maximum of Rs. 3000 will be sanctioned & TA/DA as per entitlement.
- iii. Maximum three faculty members per Institution (Max. 2 per department) will be allowed to participate in the same Conference.

B. For International Conference Outside India

- i. Hosted by Professional Societies such as IEEE/ ASME/ ASCE/ Any other as approved by competent authority in countries like Dubai, Singapore, Malaysia & China, Rs. 35000 per faculty as overall assistance, including TA/DA will be sanctioned. For countries like USA, UK, Australia & NZ, Rs. 50000 per faculty as overall assistance, including TA/DA will be given. (The assistance can be availed by the faculty only once in a year).
- ii. Participating faculty has to apply for travel grant to AICTE/ any other funding agency prior to submission of application to the institution. In case of allotment of grant by the funding agency, the amount shall be refunded back to the institution.
- iii. Maximum 2 faculty members per year per institute will be allowed to participate.
- iv. Permission for attending international conference outside the country will be recommended by Hol and shall be approved by Competent Authority.

C. For STTPs/ Workshop

- i. Hosted by institutes such as IITs/ NITs/ IIMs/ IIITs/ Government Institutions/ Deemed Universities (NAAC/NBA Accredited)/ Autonomous Institutes (NAAC/NBA Accredited), maximum of Rs. 3000 or actual (whichever is less) towards registration fees will be sanctioned along with TA as per entitlement.
- ii. For Self Financing Institutions (NAAC/NBA accredited), maximum of Rs. 2000 or actual (whichever is less) towards registration fees will be sanctioned with 50% of TA as per entitlement.

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- iii. Maximum 4 faculties per Institution (Max. 2 per department) will be allowed to participate in the same STTP/Workshop.

Note:

1. Eligibility: Minimum one year of continuous service in MGI as UGC Regular faculty or with minimum 5 years affiliation with the institution.
2. In case of A & B, Paper presentation is mandatory and the Policy will be applicable only to the first author. In case of co-author (Max. 1) attending the same conference, only duty leave will be granted.
3. Faculty attending STTP/ Workshop will share the knowledge gained to the departmental faculties through a half day session within 2 weeks of attending the same.
4. In case of multiple applications, preference will be given to the faculty who has not availed the benefit previously.



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Policy No. F04

Policy Name: Incentive for Proposals funded by Government Agencies	Policy Category Faculty
Initial formulation No. & Date: Ref: NYSS/DO/2010/, Date:21/08/2010	Revision Date 11.11.2016
Policy Statement: Policy for Grant of Incentive to faculty members for Proposals funded by Government funding agencies.	

Policy Description :

This policy has been formulated to create & disseminate a culture of writing & submitting research proposals to various Government funding agencies, thereby developing state of art of lab facilities in the institution. The policy will facilitate the faculty members to enhance cognizance towards recent trends in their respective field.

Terms of the policy:

- Incentive of 3% on overall amount will be given to faculty members for receiving funds from MODROB project funded by AICTE.
- Incentive of 5% on overall amount will be given to faculty members for getting any proposal/ project funded by any of the Government funding agencies.
- In case of two investigators, principal investigator will get 3% incentive and the co-investigator will get 2% incentive for funds received other than MODROB projects.
- This incentive will be over & above the Sanctioned amount approved by concerned funding agencies.
- The principal Investigator will apply to the HoI for claiming the incentive within one month on receipt of D.D./Cheque/Pay Order from the funding agency.


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Policy No. F05

Policy Name: In House Minor Project Scheme	Policy Category Faculty
Initial formulation No. & Date: NYSS/DO/2011/1489 dated 06/01/2011; NYSS/CEO/Policy/2013/752 dated 16/11/2013; NYSS/CEO/Policy/2014/54 dated 09/01/2014	Revision Date 11.11.2016
Policy Statement: In-house Minor Project Scheme for Research/Product Development work	

Policy Description :

1. Introduction:

In order to promote Teaching, Research and Development in emerging areas in Pure Science, Engineering and Technology, etc., it is proposed to initiate an In-house Minor Project Scheme providing financial assistance of maximum Rs.1.00 lac/project for the projects recommended by the Selection Committee.

2. Objective:

To initiate R&D activities on short terms basis and to promote excellence in Research in the field of Pure Science, Engineering and Technology on long term basis.

3. Quantum of Financial Assistance:

Maximum of Rs.1.00 lac/faculty member for the duration of project. 50% amount shall be sanctioned in the beginning and remaining 50% amount will be released subject to submission of Utilization Certificate and the recommendation of the project Review Committee. The Project Evaluation Committee will decide the milestone and cycle of disbursement of sanctioned amount. However, if the Principal Investigator needs amount at various stages, he should propose the schedule of payment of requirement.

4. Duration of the project: Maximum 2 years. No extension will be admissible.

5. Eligibility:

For both Principal & Co - Investigator:

Faculty members on Regular Scale; either Management Regular or University approved in the Engineering (Degree & Diploma) or Management Institutions under MGI.

6. Purchase of Equipment(s):

The equipment(s) as mentioned in the proposal and approved by the Evaluation Committee/Project Review Committee should only be purchased as per the defined procedures/guidelines of the Institution/Sanstha. Once the Project is completed, the Equipments will be deposited in the Department Laboratory and will become Institutional Property.

7. Purchase of Books & Journals:

The print material/e-resources acquired by the Principal Investigator under this scheme must be

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deposited to either the departmental library or the central library at the end of project. They should become Institutional property.

8. Field work and travel:

The amount approved under this head should be utilized for implementation of this project only. The amount should not be used for attending Conferences, Seminars, Workshops etc. which are covered. The amount approved under this head may be utilized on spares, equipments, Photostat copies, typing, stationary, postage, telephone calls, internet, fax etc. as per rules/guidelines of the Institution/Sanstha.

9. Date of Implementation:

The effective date of implementation of the project will be mentioned in the sanction letter. The Project should be completed in the stipulated time period as mentioned in the proposal subject to maximum of 2 Years.

10. Procedure for applying:

All eligible faculty member(s) as mentioned in Sr.No.5 above, who wish to avail financial assistance under this scheme should submit their proposal in the prescribed proforma – Annexure I, to the Corporate Office. Applications shall be forwarded by the concerned HoD and the Principal.

The proposal will be invited twice an academic year by the H.O. preferably in the month of January & July. However, dates may be changed as per the requirements.

If in case there is some project already approved by the Evaluation Committee under the IHMP Scheme & under process, the faculty cannot submit a new project under this scheme in any capacity as P.I or C.I., until the previous project is completed and the completion report has been submitted.

11. Procedure for approval:

The Principal Investigator will have to make presentation before the Evaluation Committee as per the pre defined schedule. The proposals will be considered by the Evaluation Committee and the final decision will be taken keeping in view the recommendations made and availability of funds.

12. Monitoring & Evaluation:

Half yearly progress report of the work done shall be submitted in the prescribed proforma Annexure II within 15 days of completion of six months, failing to which the further disbursement along with the project approval may be cancelled.

13. Responsibility:

The complete responsibility for the meaningful implementation of the project lies with the Principal Investigator.

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14. General:

Since this scheme is in house, issues such as transfer of the project, acceptance of the project, recurring and non-recurring heads have not been explicitly spelled out.

15. Proposals Evaluation Procedure :

The proposals will be evaluated by an evaluation committee. The composition of the evaluation committee shall be as follows :-

1 Chairman, 3 Members, 1 Internal Subject Expert, 1 External Subject Expert & Member Secretary.

The name of the Committee Members will be proposed before every Evaluation Phase.

- Out of three members only two members to be invited by the Chairman.
- The Principal Investigator(s) & Co Investigator(s) will be invited for presentation before evaluation committee.
- The presentation/discussion time shall be for 15 minutes/proposal.
- The proposals will be evaluated in the prescribed format.
- HoD of the concerned Department needs to compulsorily attend the Evaluation Presentation.

16. Institute wise Budget allocation for each Academic year:

YCCE: Rs. 7 lacs.

RGGER, DBACER & DMIETR: Rs. 5 lacs each.

DMIMS (MBA): Rs. 3 lacs.

SDMP: Rs. 2 lacs.

Amount shall be appropriately disbursed in two selection processes; based on the no. of proposals received and recommendations of the evaluation committee. In no circumstances the budget of one Institution will be shared with another Institution.

17. Honorarium to the External Subject Expert :

Rs. 1500/- per member per day shall be paid.


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Policy No.G01

Policy Name: Mentor Policy	Policy Category General
Initial formulation No. & Date: NYSS/CEO/Policy/MS/2014/90, dated 15/01/2014.	Revision Date <i>(If Any)</i>
Policy Statement: To provide external mentoring support to the departments.	

Policy Description :

This policy has been formulated to integrate external perspective in the promotion of Research & overall quality enhancement with special emphasis on UG & PG project work. Under this scheme discipline specific Mentors will be appointed.

Terms of Policy:

- Discipline specific Mentors to be identified from the Institutes of national eminence such as NITs, IITs etc.
- The appointment of the Mentor will be for tenure of 3 years.
- The cadre of the Mentor shall be Professor/Associate Professors with Ph.D. qualification and a minimum of 10 years of experience.
- The Mentor will guide the Project work at UG & PG level starting from project allocation till its completion.
- The Mentor will visit the institution at least twice a year and will also be connected through e-mails and other communication channels.
- The Mentor will be expert member on Departmental Quality Assurance Cell [DQAC]

Honorarium :

- One time Honorarium of Rs. 10,000/- (Ten thousand only) to be paid to the mentor on the acceptance of association for a tenure of 3 years.
- Rs. 600/- per hour per visit.
- Logistic arrangements to be made by the institution.


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Policy No.G02

Policy Name: Collaborative Initiative within MGI	Policy Category General
Initial formulation No. & Date: NYSS/CEO/2012/1247, Dated 27/12/2012	Revision Date <i>(If Any)</i>
Policy Statement: Policy for Collaborative Initiatives within MGI Institutions Joint Conference, Joint Papers, Joint UG Projects, Joint PG Projects, Co-guide etc.	

Policy Description :

This policy has been formulated In order to facilitate sharing of knowledge among the peers of MGI and to make synergized efforts to integrate the expertise and facilities in the group institution. This will enhance the academic ambiance and quality of education.

The terms of the Policy will be as follows:

- It will be compulsory that each MGI Technical Institution in an Academic year shall have minimum 10% Research papers/UG Projects/PG projects in the following applicable Collaborative initiatives with other MGI institutions:
 - Jointly authored papers
 - Jointly guided UG projects
 - Jointly guided PG projects.
- Appropriate implementation of the Policy shall be done by the HoD at departmental level in consultation with the Head of the Institution.


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Policy No.G03

Policy Name: HoD/Deans/ Functional Heads Appointment	Policy Category General
Initial formulation No. & Date: NYSS/CEO/2012/1244, Dated 27/12/2012	Revision Date <i>(If Any)</i>
Policy Statement: Policy for Appointment of the HoDs/Deans/Functional Heads by the HoI in the Technical Institutions under MGI.	

Policy Description :

This policy has been formulated in the interest of administration. Under this policy an appointment of HoDs/Deans/Functional Heads will be made for the smooth conduct of various institution/department level administrative and academic activities.

Terms of Policy:

- All HoDs / Functional Heads appointment shall be made with prior approval from the Head Office.
- HoDs shall be appointed initially for three years.
- Application will be called from the faculty to be nominated as the departmental Head. In case of multiple applications, interview shall be conducted.
- HODs are also eligible for reappointment.
- Preferably the HoD will be a Ph.D holder.



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Policy No. G04

Policy Name: Contingency Expenditure authority to HoDs	Policy Category General
Initial formulation No. & Date: Ref.: YCCE/Adm/2008-09/1117-B, Dated :02 Sep, 2008	Revision Date 11.11.2016
Policy Statement: Policy for providing financial authority to HODs for Contingency Expenses.	

Policy Description :

This policy has been formulated to authorize HoDs to carry out emergent expenses or procurement (if needed).

Terms of the Policy: -

- All Heads of the Departments will have financial authority to sanction an amount up to Rs. 5000 for Emergency Work.
- A formal approval shall be sought from respective Hols.
- The Hols will take post facto approval from the Management within 15 days of the expenditure.
- The HoDs are required to submit utilization certificate with requisite documents/ receipts within 10 days in order to settle the account.
- This financial authority can be utilized by the HoD only once in a month.

All advances taken/ expenses done must be settled before 31st March of each financial year.


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Policy No. G05

Policy Name: Guest Lecture Policy	Policy Category General
Initial formulation No. & Date: Ref: NYSS/HO/2010/1183, Dated :01/10/2010	Revision Date 11.11.2016
Policy Statement: Policy for organizing Guest Lectures in the institutions & remuneration.	

Policy Description :

This policy has been formulated to involve discipline specific experts from other institutions & industry to share their knowledge with students and faculty members. A pool of discipline specific experts/ experts from other field will be identified to deliver guest lectures in the department/ institutions for facilitating an external perspective in the teaching learning process.

Term of the Policy are:

- In the beginning of the session, the HoD in coordination with the faculty members shall prepare a pool of experts from other institutions in discipline specific areas. The HoD in coordination with TPO shall also prepare a list of domain specific pool of experts from industries.
- Guest lectures will be based on Content beyond syllabus, Recent trends in particular discipline, advanced areas in specialization for PG, Practicing application of concept in industry, career option in field through competitive examination, soft skill etc.
- Each department is expected to conduct minimum three guest lectures for students per year. Minimum two guest lectures out of three shall be subject domain specific and one lecture may be on soft skills, entrepreneurship, alumni interaction etc.
- Faculty members are also expected to attend these sessions.
- Expert can be invited in Workshops on discipline specific recent technologies, organized by the department.
- The interactive Expert session shall be of minimum 2 hrs duration.
- HoDs will take prior approval from Hol for the names of Experts and the budget required for the same.

Remuneration to Experts:

- **Experts from Academia: [For Other Institutions] :**

S.No.	Designation	Remuneration
1.	Principal	Rs. 2000/- per hour
2.	Professor	Rs.1500/- per hour
3.	Assistant Professor	Rs.1000/- per hour
4.	Lecturer	Rs. 500/- per hour

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- **Experts from Academia: [From Sister Institutions]**

S.No.	Designation	Remuneration
1.	Principal	Rs. 1000/- per hour
2.	Professor	Rs. 750/- per hour
3.	Assistant Professor	Rs. 500/- per hour
4.	Lecturer	Rs. 300/- per hour

- **Experts from Industries:**

S.No.	Experience	Remuneration
1.	Above 15 years	Rs. 2000/- per hour
2.	Above 10 years	Rs.1500/- per hour
3.	Above 05 years	Rs. 1000/- per hour
4.	Less than 5 years	Rs. 500/- per hour


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Policy No. G06

Policy Name: Formal Contact hours of Heads of Institution	Policy Category General
Initial formulation No. & Date: Ref: NYSS/DO/2010/ 1061, Date:20/09/2010	Revision Date 11.11.2016
Policy Statement: Policy in respect to minimum number of formal contact hours (lectures/ project discussion) for Heads of Institution.	

Policy Description :

This policy has been formulated to ensure interaction of Hols with students to facilitate feedback related to teaching-learning process practiced in the institution. Apart from informal feedback through visits to various departments and meeting the students, the Hols are expected to have formal contact hours in their respective domain area department in the form of class room sessions/ projects.

Terms of the Policy:

- Hol shall have minimum 4 contact hours/week as per AICTE guidelines.
- The contact hour load will have to be reflected in time table & departmental load sheet.


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Policy No.G07

Policy Name: Allocation and distribution of revenue through Testing & Consultancy	Policy Category General
Initial formulation No. & Date: Ref: NYSS/ , Dated:08/01/2010	Revision Date 11.11.2016
Policy Statement: Allocation & Distribution of revenue received by the institution by means of conducting various activities like testing, external consultancy at institution or at client's premises.	

Policy Description :

This policy has been formulated to encourage the faculty members to take up activities such as testing, consultancy, research etc. for outside world and thereby share and utilize his/her knowledge and expertise for overall enrichment of the profession. This policy also aims at optimum utilization of infrastructure and facilities available at institute for internal revenue generation.

Terms of policy:

- The allocation of Amount/ Proceeds received by the institution for consultancy, testing, practical conducted, development of research activity & consultancy services provided by institutional faculty members at client's premises etc. shall be made in the following proportion :

SN	Particulars	Percentage
1	Institution (towards Contingencies & Development)	30
2	Faculty /Staff /Fund	70
	Total	100

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- The distribution of the Amount /Proceeds of 75% amount vide aforesaid shall be as under:

SN	Particulars	Percentage of 75% Amount
1	Depreciation and Development Fund	6
2	Faculty	40
3	Lab Staff /Support Staff	18
4	Head of the Department	4
5	Head of the Institution/ Principal	2
	Total	70


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Policy No. G08

Policy Name: Remuneration to Subject Expert for Conducting Interviews.	Policy Category General
Initial formulation No. & Date: Ref: NYSS/DO/2009/121, Dated:29/04/2009	Revision Date 11.11.2016
Policy Statement: Policy for Remuneration to Subject Experts on Interview Panel for the Post of Principal and Faculty Members	

Policy Description :

This policy has been formulated for remuneration to subject experts nominated either by the University or Management on the panel to conduct Interviews for the post of Principal and faculty members.

Terms of the Policy:

- Remuneration for subject experts visiting the institution for the Post of Principal and Faculty Members will be as follows:

Post to be Interviewed	Remuneration to Subject Expert
Principal	Rs. 4,000/- per head/day + T.A. as per actual
Faculty Members	Rs. 3,000/- per head/day + T.A. as per actual


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Policy No. G09

Policy Name: Authority to HoI and HoDs for placing purchase orders	Policy Category General
Initial formulation No. & Date: Ref: NYSS/2006-07/1043, Dated: 15.02.2007	Revision Date 11.11.2016
Policy Statement: Authorization to Head of the Institute, Head of the Departments for placement of Purchase Orders.	

Policy Description :

This policy has been formulated taking into consideration the growing volume and infrastructure requirement of the Institute, the need felt to authorize the HoI and HoDs for placing Purchase Orders at their respective levels for purchase of equipment for the laboratory, books and journals for library etc. to avoid delays and inconvenience caused thereby.

Terms of policy:

- The Head of the Institution is accorded authority to place a single purchase order for purchase of equipment etc. costing up to Rs. 20 lakhs at a time subject to the provision in the Budget
- The Heads of the Department are authorized for placing a single purchase order for purchase of equipments etc. costing up to Rs. 50000/- at a time subject to the provision in the Budget
- It would be mandatory to follow the purchase procedures for the purchase of such items, which would include generation of enquiries, calling of quotations, scrutiny of offers received, ensuring the quality of the equipment's to be supplied vis-à-vis costing, negotiations and finally placement of the order.
- The entire process of purchase is required to be pre-audited


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Policy No G10

Policy Name: Sub-delegation of financial authority for sanctioning expenses up to Rs. 5000 to Hols	Policy Category General
Initial formulation No. & Date: Ref.: MG/2009/260, Dated : 21/12/2009	Revision Date 11.11.2016
Policy Statement: Sub-delegation of sanctioning powers to the Hols for expenses up to maximum sum of Rs. 5,000/- at a time.	

Policy Description :

This policy has been formulated to facilitate the Hols to provide for the expenditure upto Rs.5000 at a time in his/her authority.

Terms of policy :

1. The sanctioning limit for expenditure is for a maximum sum of Rs. 5,000/- at a time limiting to Rs. 15,000/- in the month.
2. The expenses should be in nature of recurring expenditure, repairs & maintenance expenses and such other type of urgent expenses (Details of A/c heads of some of these recurring expenses are as per annexure)
3. The work order / purchase order for expenses or purchase up to Rs. 5,000/- at a time will be as under –
 - a) The purchases should be of urgent nature and the purchases should be made through purchase officer of the Institution.
 - b) Work order /purchase order is not required for Bills of expenses or purchase up to Rs. 5,000/- (at a time).
 - c) Such expenses / purchases will be admitted on the basis of a detailed note sheet duly Recommended by Head of the Departments, to be attached with the concerned bills.
 - d) The regular purchase procedure i.e. inviting quotation, preparation of comparative statement etc. will not be applicable for such expenses / purchase up to Rs. 5,000/-(at a time).

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- e) Other existing procedures e.g. security gate entry, stores, entry, certifications, etc. will continue for aforesaid expenses /purchases up to Rs. 5,000/- (at a time).
4. The accounts department will submit a list of expenses incurred under this delegation of power to The Management on monthly basis.



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Policy No.G11

Policy Name: Provision of financial assistance for supporting Networking Tours/travel of T & P Department.	Policy Category General
Initial formulation No. & Date: NYSS/CEO/Policy/2014 /781 dated 25/06/2014 & Approved Note from T & P Office Dated 12/07/16; approved by the Secretary, NYSS.	Revision Date 11.11.2016
Policy Statement: Provision of Financial Assistance to the T & P Office in terms of TA, DA, Lodging, Local Transport and Outstation Visits in & around Nagpur for Corporate Networking tours for Placement purpose.	

Policy Description:

This Policy has been formulated for supporting T&P departments to arrange Corporate Networking Tours to liaison with corporate world with an aim of generating maximum possible placement opportunities for the students of MGI institutions.

Terms of policy:

- Through this policy, Financial Assistance will be provided to the Director(s) T & P and TPOs of MGI during the Corporate Networking Tours for Placement purposes, in terms of TA, DA, and Lodging etc. as per the chart given below.

S. No.	Particular		
		Directors	TPOs
1	TA	Airfare / AC 2 Tier / AC Sleeper Bus	Airfare (In case of Emergency) / AC 2 Tier / AC Sleeper Bus
2	DA	Tier 1 (X) Cities – Rs. 1200/- Per Day	
		Tier 2 (Y) Cities – Rs. 1000/- Per Day	
		Tier 3 (Z) Cities – Rs. 700/- Per Day	
3	Lodging	Tier 1 (X) Cities – Rs. 2800/- Per Day	Tier 1 (X) Cities – Rs. 2200/- Per Day
		Tier 2 (Y) Cities – Rs. 2200/- Per Day	Tier 2 (Y) Cities – Rs. 1800/- Per Day
		Tier 3 (Z) Cities – Rs. 1800/- Per Day	Tier 3 (Z) Cities – Rs. 1300/- Per Day
4	Local Transport during Outstation Visit	Tier 1 (X) Cities – Rs. 1500/- Per Day	
		Tier 2 (Y) Cities – Rs. 1300/- Per Day	
		Tier 3 (Z) Cities – Rs. 800/- Per Day	
5	Above 100 km to 200 km (To	D.A. Rs. 400/- Per Day	D.A. Rs. 400/- Per Day

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	& Fro)	Rs. 8/- per km for Transport	Rs. 6/- per km for Transport
6	Below 100 km (To & Fro)	Rs. 8/- per km	Rs. 6/- per km

- The T & P Department needs to take a prior approval for the proposed tour along with the tentative expenditure from the Secretary, NYSS before each Corporate Networking Tour.
- After the Tour, the T & P Department needs to Submit the Consolidated Report along with the Statement of Expenditure.

Note:

1. Ministry of Finance, Government of India vide Office Memorandum No. 2/5/2014 – E II(B) / 21.07.15 has reclassified Cities into –
X – Ahmadabad, Bangalore, Delhi, Chennai, Hyderabad, Kolkata, Pune, Greater Mumbai.
Y – All Cities & Major Towns.
Z – Others.


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Policy No. HR01

Policy Name: Appointment of Ad-hoc Teaching Faculty.	Policy Category HR
Initial formulation No. & Date: Meghe Group/2015-16/39, dated 25/05/2015	Revision Date 11.11.2016
Policy Statement: The policy for Ad-hoc Appointment of Teaching Faculty (other than University Approved)	

Policy Description:

This policy has been formulated for the Appointment/ absorption of Teaching Faculty on pay scale/ confirmation of services.

Terms of Policy:

Engineering:

- **Teaching Faculty with B.E/M.Tech persuing** qualification will be appointed on Ad-hoc basis up to the end of the Academic session i.e. up to 30th April. Their services stand automatically discontinued on 30th April without any notice.
- In case if services of such faculty are required during the vacation period, the Principal on approval of Competent Authority can appoint such faculty for a limited duration during the vacation on contract services. There will be however, a break of 7 days at the start as well as at the end before joining in the next session for such contract appointments. They will be placed in pay scale of 8000 -13500 with Basic of 8000 and with Gross Salary of 15,000/- for BE and Rs.18000/- for 4th Semester M.Tech admitted & Ist, IInd, IIIrd Semester Clear pass candidates irrespective of the number of years of previous experience. Their Annual Increment will be as per the payscale. In exceptional cases, the Competent Authority may permit higher Gross Salary, however, it will be in terms of mergeable Special Allowance.
- **Faculty with M.Tech Qualification** Such faculty will be appointed in VIth pay scale of 15600-39100, on basic of Rs.15600/- , Grade Pay of Rs.6000/- and Gross Salary of Rs.24,000/-
- Those passing M.Tech in between the Academic Session, after initial joining, will continue to draw the existing salary and if appointed in next academic session, will be eligible for salary in VIth pay scale as suggested above.

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Nature of Appointment:

- Ad-hoc
- University approved.

- The Ad-hoc faculty shall have opportunity to get selected as University Approved faculty.
- University Approved teachers will be placed on probation as per rules in VIth pay scale with DA@51% and allowances as applicable for the location of the institute as per Government of Maharashtra resolutions.
- **The faculty in the subject of Management, Social Science and English** will be appointed on Adhoc basis till the end of the academic session i.e. up to 30th April. The Ad-hoc faculty shall have opportunity to get selected as University Approved faculty

For Polytechnic (SDMP/DMIETR) appointments :

SN	Qualification at the time of joining	Experience	Salary/pay scale
1	B.E./ B.Tech/ M.E./ M.Tech (1 st to 3 rd Sem.)	Irrespective of No. of years of experience	8000-13500, Basic-8000 Gross-12000
2	M.Tech/M.E. 4 th Semester admitted (three semesters cleared)	Irrespective of No. of years of experience	8000-13500 Basic-8000, Gross-15,000/-
3	M.Tech	Irrespective of No. of years of experience	8000-13500 Basic-8000, Gross-18,000/-

For Management (DMIMS & DMIETR) qualified staff appointments:

SN	Qualification at the time of joining	Experience	Salary/pay scale
1	MBA	Irrespective of No. of years of experience	8000-13500, Basic-8000 Gross-15000

For Engineering & Polytechnic appointments in humanities & Science subjects :

SN	Qualification at the time of joining	Experience	Salary/pay scale
1	M.Sc./M.A./MBA (Management Faculty)	Irrespective of No. of years of experience	8000-13500, Basic-8000 Gross-15000

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- **Teaching Faculty with Ph.D in Engineering joining from institutions other than MGI :-** The appointment of such faculty will be although Ad-hoc, yet their Gross Salary shall be protected. Those appointed in the Associate Professor Cadre will be placed in pay scale of 37400-67000 with Grade Pay of Rs.9000/- and those appointed in the cadre of Professor shall be appointed in the pay scale of 37400 -67000 with Grade Pay of Rs.10,000/ and variable DA. In addition to the protection of the Gross Salary they will be entitled for a mergeable special allowance of Rs.10,000/- per month. The Ad-hoc faculty shall have opportunity to get selected as University Approved faculty.

Note :

- Annual Increment will be as per pay scale.
- In case of any deviation from above mentioned guidelines including LPC protection related cases, the Principal shall forward a note to HO on case to case basis with explicit recommendations.


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Policy No. HR02

Policy Name: Last Pay Protection for Newly Recruited UGC Faculties	Policy Category HR
Initial formulation No. & Date: NYSS/CEO/2012/696, dated 01/08/2012	Revision Date 11.11.2016
Policy Statement: Process to get approval of Head Office for the cases involving Last Pay Protect.	

Policy Description :

This policy has been formulated to protect salary (last drawn) of teaching faculties joining the institute.

Terms of Policy:

- Note to protect Last Pay with/without increase to be put up separately and individual basis.
- Note to be put up with explicit recommendation of duly constituted Selection Committee for the purpose.
- Note should contain details such as Qualification, explicit experience details, LPC/Salary Slip, present & proposed designation; present Basic Pay & Gross, proposed Basic Pay & Gross.
- Any other relevant information.
- Based on the above, decision of the Competent Authority will be communicated on case to case basis.



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Policy No. HR03

Policy Name: Probation Period of Faculty Members	Policy Category HR
Initial formulation No. & Date: SDMP/NGP/Admin/2011/268, DATED 07.06.2011	Revision Date 11.11.2016
Policy Statement: Closure / extension of probation of University Approved faculty Members.	

Policy Description :

This policy has been formulated to review the Closure/ Extension of probation period of faculty members recruited through UGC interview.

Terms of the Policy are:

- Hols shall forward the proposal in respect of the subject mentioned above at least one month prior to the date of expected completion of probation period of the faculty members as mentioned in the appointment letter.
- The proposal shall include copy of the evaluated Annual Progress Report/ CRs for the tenure of his/ her service.
- In case the performance of the faculty member is not satisfactory, the Hols shall ensure that the warning letter are given to the faculty member during the probationary period on periodic basis to improve upon his/ her performance. After 2/3 warning letters if performance is not satisfactory, proposal for discontinuation may be submitted.
- The Hols and/ or HODs shall explicitly recommend the case either for closure or for extension of the probation period with relevant justification.


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Policy No. HR04

Policy Name: Lien/ Study Leave to Regular Faculty	Policy Category HR
Initial formulation No. & Date: NYSS/Policy/2010/1475, dated 23.12.2010	Revision Date <i>11.11.2016</i>
Policy Statement: Lien/ Study Leaves to University Approved faculty member for Ph.D.	

Policy Description :

This policy has been formulated in order to enable faculty members to pursue higher qualification in premier education institutions in India by sanctioning them Lien/ Study leaves.

Terms of the Policy are:

- The said policy will not be applicable in case where faculty members willing to join other institutions/ industries other than sister institutions on regular bases.
- Lien/ Study Leave in case of faculty member pursuing Ph.D will be as follows;
- For Full Time Ph.D Programme
 - Study Leave for doing Course Work
 - Study leave shall be granted for the duration of the course work as prescribed by the University in which the applicant is registered or proposed to be registered.
 - It is expected that the candidate will carry out his/her registration work in the institution to which he/ she belongs.
 - Maximum duration of the study leave shall be One year. The duration of the study leave shall be decided on case to case bases. Study Leave without pay will be granted for Course work extended beyond one year, if any.
 - Such candidates have to pay bank guarantee amounting to 3 years Gross Salary. The bank guarantee will be released once the candidate serves the institutions for a period of 3 years from the date of completion of Ph.D degree.
 - Study Leave to carry out Course Work & Research at the place of registration
 - Study leave will be permitted only when admission is taken on Full Time Basis in any of the IITs, IIMs, NITs and centrally funded Universities/ Institutions of National Importance.
 - Such candidates have to pay bank guarantee amounting to 3 years Gross Salary. The bank guarantee will be released once the candidate serves the institutions for a period of 3 years from the date of completion of Ph.D degree.
- For Part Time Ph.D Programme
 - Study leave will be granted as per details;

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- The undertaking from the applicant, duly forwarded by the guide stating that the Ph.D work is going to be completed very soon.
- Study leave will normally be granted during Lean Academic Record.
- Maximum duration of the Study Leave shall be Three Months from the date of registration till the award of Degree. However, study leave of maximum 15 days/ semester shall be permitted.
- The applicant will be required to complete Ph.D within Four years from the date of registration. If not so then the Study leave granted will be adjusted against accumulated Earned Leaves.
- After availing the Study leave Candidate has to submit a letter from the Guide stating that the applicant was doing his/ her Ph.D work on regular basis during period of Study leave.
- The incentive will be given on completion of Ph.D are as follows;
 - 3 Increments- If Ph.D gets complete in 4 years
 - 5 Increments- If Ph.D gets complete in 3 years
- Employees pursuing M. tech Programme at YCCE, Nagpur
 - Tuition fees of candidates will be waived off by 50%
 - Such candidates have to execute a bond to Serve the institutions for a period of One Year from the date of completion of M. Tech Degree failing which they need to deposit One Year Gross Salary.


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Policy No. HR05

Policy Name: Maternity Leave	Policy Category HR
Initial formulation No. & Date: NYSS/2010-11//1103, dated 01.07.2010	Revision Date <i>11.11.2016</i>
Policy Statement: Policy regarding Maternity Leave.	

Policy Description :

This policy has been formulated to sanction maternity leaves to female employees.

Terms of the Policy are:

- Maternity Leave shall be approved to a permanent female employee having not more than two living children.
- Maternity leave to a permanent female employee shall be given for 90 days from its commencement. During this period the employee shall be paid leave salary equal to pay drawn immediately before proceeding on leave.
- In case of employees entitled to vacation, if the confinement takes place during vacation then the maternity leave shall not run concurrently with vacation. This leave shall not be debited to leave account.
- A female employee who has not put in one year of continuous service in the institution where she is employed shall not be entitled for maternity leave and normally shall be relieved from the services.
- The probationer with less than one year shall not be eligible for maternity leave.
- Maternity leave shall not be granted to temporary, ad hoc, visiting contributory, adjunct, tenure based teaching/ non-teaching staff.
- Maternity leave shall not be granted to the female employees who are on consolidated salary.
- Maternity leave shall not be sanctioned at an interval of less than three years and not more than twice during the entire service.
- A female employee with continuous service of more than one year up to confirmation shall be entitled to maternity leave on half pay for a maximum period of 90 days.
- The application for maternity leave shall be invariably supported by medical certificates as to the probable date of confinement and an undertaking to effect that the employees shall report the date of confinement supported by a medical certificate.
- The female employees whose services are deputed or transferred by management to other sister institutions under the Group then their previous continuous services subject to terms as above

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shall be considered for deciding the eligibility for maternity leave. However, in case of other female employees the period of continuous service shall be of that institution only.



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Policy No. HR06

Policy Name: Late Coming for Work	Policy Category HR
Initial formulation No. & Date: NYSS/HR/2010-11/1002, dated 9/11/2010	Revision Date <i>11.11.2016</i>
Policy Statement: Regarding late coming on work for staff members.	

Policy Description :

This policy has been formulated for to maintain discipline as regards college timings.

Terms of Policy:

- Every employee is supposed to come for the work well within the office timing prescribed by the management.
- However a grace period of 10 minutes is given over & above the normal incoming working time.
- Employee coming after the grace period shall be considered as late for the day. For every such 3 late coming, 1 day leave shall be deducted. The propriety of deduction of leave shall be first CL & if CL is not available, deduction shall be made from EL. In case both leave are not at credit, it will be considered as LWP.
- In case if an employee comes late by more than 30 minutes than the normal incoming working time, then ½ day leave shall be deducted from CL at credit. In case CL is not available deduction shall be made from EL. In case both leave are not at credit, it will be considered as LWP.
- No grace period is applicable for early going.
- This is applicable for teaching & non-teaching staff.


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Policy No. HR07

Policy Name: Leaves and Vacation to Faculty Members	Policy Category HR
Initial formulation No. & Date: NYSS/2010-11/372, dated 19/7/2010	Revision Date 11.11.2016
Policy Statement: Entitlement of Leaves and Vacation to Faculty Members.	

Policy Description :

This policy has been formulated to provide leaves and vacation to faculty members of the institution.

Terms of policy:

- The leave rules for the vocational staff (particularly teachers) under its ‘Conduct, Discipline and Service Rule” has already been circulated to all the institution. However, to comply some issues, following details will clarify the policy implementation.
- All the teachers (except part time/ visiting/ contributory & Ad-hoc) shall be placed on probation for a period of two years, which can be extended. They shall be entitled for 8 casual leaves per academic year.
- **Entitlement of leaves :**
 - **Casual Leaves :**
 - All the teachers (except part time/ visiting/ contributory) shall be entitled for 8 casual leaves per academic year on prorata basis.
 - **Half pay Leaves :**
 - University approved teachers shall be entitled to leave on half pay for a period of 20 days for every completed year of service. However, till completion of the first year of service the teachers can not avail this leave.
 - The employee may with approval of competent authority commute leave on half pay on medical ground as per rules.

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- **Vacation :**
 - Only permanent lecturers (university approved) are eligible for vacation. The teachers who are not eligible for vacation are also not eligible for Earned Leave, if they are detained/ are working during the period of vacation and hence if the leaves are credited then such leave may be crossed out.



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Policy No. HR08

Policy Name: Implementation of Biometric System	Policy Category HR
Initial formulation No. & Date: 23.06.2009	Revision Date <i>11.11.2016</i>
Policy Statement: Procedure for implementation of Biometric System	

Policy Description :

This policy has been formulated in order to effectively implement Biometric system for staff members of the institution.

Terms of the Policy are:

- **Forgot to Punch**
 - Will not be accepted by the Management.
 - Half day Casual leave to be deducted if there is only one out going or incoming punch.

- **Machine did not accept the thump impression/ Incorrect Code No. is shown after punching/ Even after punching, the machine shows 'absent'**
 - Punching problem in the Biometric machine i.e. the Machine has not accepted thump impression or incorrect code shown after punching or even after punching the machine shows absent.
 - In case of such problem the staff is advised to try only 2 or 3 times for the thump impression and if there is any such problem then he should sign in the muster kept with the HOD of the respective departments by recording the income time. Such register be submitted to the Officer of the Attendance Cell by 10.15 am on the same day by the HOD.
 - Likewise muster will be sent in the evening to the respective departments for recording the time of leaving in case of the Biometric machine problem.

- Guidelines for some additional points for those who are on Out Duty etc.
 - If the employee has work on the next day and he is likely to join duties late, then he should obtain prior approval of the HOD on previous day mentioning therein the time at which the work is required to be done and the HODs approval should be sent to the Biometric Department on the previous day. After finishing the work whenever the staff reports to the college, he should punch and submit report about the 'out duty' to the HOD to ensure that the classes are engaged during 'out duty' of the staff.
 - The teachers who are required to go for University work like valuation, examination, paper setting, moderation, university meeting etc. then they should enclose the letter from the university and obtain the approval of the HOD and submit such approval to the Biometric

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Department in advance.

- The teaching and non-teaching staff who are required to visit Head Office should obtain the signature of officer with whom they had the work, and such letter/ document should be enclosed with their 'out duty' report and submit it to the HOD.
For Teaching and/or non-teaching Department/ office staff HOD/ Head of Section.
HoDs/ Head of Section – Principal.
 - While allowing the OD to the faculty the HOD should ensure that the classes should be conducted by making alternative arrangements. Similarly minimum hours required to be remained present in the campus by the faculty should be analyzed and justified granting them the out duty work on academic grounds. This shall be responsibility of HOD.
 - The movement register being kept in the Dept. presently shall be withdrawn.
 - Staff may not be permitted to go tea/snacks to the Canteen within the campus or outside the campus after the lunch period.
 - System of attendance based on weekly/monthly hours be discontinued for the non-teaching employees.
- The Swap Card/ Code No. issued to the employee should be immediately withdrawn/ stopped/ cancelled. No password/ Code No. shall be given without permission of management.


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Policy No. HR09

Policy Name: Entitlement of Earned Leaves	Policy Category HR
Initial formulation No. & Date: NYSS/DO/2009/1037, dated 30.3.2009	Revision Date 11.11.2016
Policy Statement: Policy for availing two days earned leaves by employees	

Policy Description :

This policy has been formulated to facilitate employees for availing two days earned leaves in case of exigencies.

Terms of Policy:

- These terms are applicable to all teaching and non-teaching staff members.
- Earned leaves minimum of 2 days can be availed subject to following.
 - If all casual leaves are exhausted
 - This minimum of 2 days leaves shall be permitted for maximum of once occurrence per term.


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Policy No. HR10

Policy Name: Relaxation for One month Notice/ Salary	Policy Category HR
Initial formulation No. & Date: NYSS/DO/2009/1037, dated 30.3.2009	Revision Date <i>11.11.2016</i>
Policy Statement: Relaxation of one months' notice/ salary in case of faculty members joining other Institution within the group institutions.	

Policy Description :

This policy has been formulated to facilitate immediate relieving of faculty members to join institutions within the group.

Terms of Policy:

- The condition of giving "One months' notice of the salary in lieu of" mentioned in the appointment order will be relaxed for the faculty members resigning from one MGI institution and joining other MGI institution.
- The Security deposit from the previous institutions will be refunded immediately and the deduction of Security deposit at new institutions will start afresh as per the rules/ policy of Sanstha.


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Disclaimer

The policies of this booklet are being made taking in to consideration the views of all the stake holders.

However, in case of any interpretation issues related to the policies in future, the decision of the Competent Authority will be final.