



G.N.I.E.T.Nagpur

Metric No.6.1.1

The Institutional Governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation , sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.



GURU NANAK INSTITUTE OF ENGINEERING & TECHNOLOGY

APPROVED BY AICTE, DTE & AFFILIATED TO RTM NAGPUR UNIVERSITY, NAGPUR
Dahegaon, Opp. IOC Petrol Pump, Kalmeshwar Road, Nagpur – 441501 Ph. 07118-661400
Website: www.gniet.ac.in Email: gnietnagpur@gmail.com



NAAC 2nd Cycle SSR

INDEX

6.1.1

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Sr. No	Particulars	Page number
1	GNIET Management	1-13
2	Vision and Mission	14
3	Committees, Cells	15-32
4	Role and Responsibility Handbook	33-48
5	Portfolio Distribution	49-78


Principal
Guru Nanak Institute of Engineering &
Technology Nagpur- 441501

GURU NANAK INSTITUTE OF ENGINEERING & TECHNOLOGY



List of Governing Bodies of the Institute:-

Sr.No.	Names	Designaion
1	S. Navneet Singh Tuli	Chairman
2	S. Tanpreet Kaur Tuli	Treasurer
3	S. Rabjyot Singh Tuli	Director
4	Dr. Sudhir N. Shelke	Director
5	Mr. Kunal Padole	Director
6	Haji Mohd. Yusuf Sheikh	Member
7	Dr. Narendra Chaudhari	Principal
8	Prof. Rajendra Bhombe	Vice-Principal

Our Inspiration



Sardar Tavindar Singh Kohli

The Promoter of Guru Nanak Institutions is actively involved in the management of various education institutions. Working with a missionary zeal for the cause of education, he is a visionary with rich experience in the field of academics and industry. His dreams of establishing world class institution took shape in the form of Guru Nanak Institute of Engineering and Technology (GNIET), Guru Nanak Institute of Technology (GNIT) & Guru Nanak Institute of Hotel Management & Catering Studies (GNIHM) in Nagpur

Our Visionary



Sardar Navneet Singh Tuli, Chairman, GNI & GNES

Sardar Navneet Singh Tuli, Chairman Guru Nanak Institutions & Guru Nanak Education Society, has always demonstrated how a focused perseverance can leave an impression on whatever endeavor is undertaken. He is indeed multi-faceted personality with incredible success. And fame in field of education, business, politics, religious and social work. His commitment, planning, drive and zeal to excel are the motivating force for the present development of GNIET, GNIT & GNIHM. He is also the President of Guru Nanak Bahu-Uddeshiya Shikshan Sanstha, Guru Nanak Shikshan Sansthan, HUM Foundation & Lt. Smt. Tejinder Kaur Tuli Memorable & Charitable Trust Nagpur. Under his inspiring leadership, GNI Nagpur has achieved several milestones and aims to be one of the comprehensive groups of institutions in India

Our Motivation



Sardarni Tanpreet Kaur Tuli, Secretary, GNI & GNES

Sardarni Tanpreet Kaur Tuli, Secretary, GNI & GNES is charismatic and the vibrant motivating force behind the growth of the three institutes, Guru Nanak Institute of Engineering and Technology (GNIET), Guru Nanak Institute of Technology (GNIT) & Guru Nanak Institute of Hotel Management & Catering Studies (GNIHM) at Dahegaon, Nagpur. She is the energy personified whose sustained efforts have been responsible For the development of these Engineering colleges and other institutions run by the Guru Nanak Educational Society. She believes that education is the fundamental requirement for the complete development of individuals and strives for academic excellence and versatility in a way that meet the ever increasing needs of the stakeholders.

Trustee – GNES



Sardar Rabjyot Singh Tuli, Director & Trustee – GNES

We at GNI believe in continuous and holistic education. Students from varied backgrounds are integrated in the societal mainstream and are empowered with lifelong skill and knowledge. For years GNI has been educating young men and women who entered its community and attained their transformation into responsible citizen and leaders of various corporate. We continue to bring the cutting edge technology and a research aptitude to our multidisciplinary academic programs ranging from engineering, Management and hospitality. We believe in the true potential of the youth of our country and nurturing these young minds will create wonders.

Director



Dr. Sudhir Shelke Director GNI & GNES, Principal GNIT (B.E., M.E., Ph.D-Electronics Engg)

Every profession demands pioneering, dynamic, knowledgeable, adaptive, sincere and committed professionals. Each and every industry and profession requires these human assets in its corporation. In my view, to become employable or a successful person, there are some basic demands that are required to be professional such as setting and scheduling goals, preparing the task diligently by managing time and stress, thinking critically, developing self discipline and motivating oneself. We at GNI, are devoted to induce these qualities in our students. Our team at GNI is committed to provide quality education through well defined academic planning, monitoring and controlling which include active classroom participation, enhancing latest trend and technology, importing knowledge by providing practical training along with the Indian value system. I believe joint effort of student and staff member will lead the atmosphere of GNI towards the best of the academics and achievement in our life.

Director



Prof. Kunal Padole, Director, GNES & GNI

We understand the importance of student's involvement in their college activities for greater academic achievement. GNI offers a number of opportunities for students to get involved outside of the classroom through sports, clubs and community service. We would expect that you venture beyond your "comfort zones" both inside and outside the classroom. Take maximum advantage of these facilities, participate fully and evolve into a brand yourself, Once again, welcome to the GNES Family and welcome to our community of shared principles and values. Looking forward to welcome you to the Institute.

Principal



Dr. Narendra Chaudhari , Principal GNIET. [M. Tech, Ph. D- (C.S.E.) MA. Gandhian Thought]

The aim of Engineering Education is to create a pool of Engineering Talent contributing to the Prosperity and Security of the Nation! So far in India, the emphasis has been more on general education, with technical and vocational education at the back seat. And this has resulted in large number of educated people remaining unemployed. But now for the economic development and to ensure a place for India in the community of prosperous Nations, technical education has been given its due importance. Besides this, in this age of unemployment, only technical education can assure one of a job and a comfortable living. Those who are still in the conventional institutions, passing examination that have little relevance in the modern systems, find no opportunities of employment. It can be foreseen that in coming days, Technical and Vocational education will play a major role in bringing our Honorable Prime Minister's dream come true!! We, at GNIET open heartedly invite and welcome the aspiring Engineers to join us; we shall help you in becoming a quality Engineer and Be Partner in the Transformation of the Nation! Improve quality of your own life and help in improving quality of life of the people of India.

Vice-Principal



Prof. Rajendra Bhombe, Vice Principal GNIET (B.E., M.Tech.-Electrical Engg.)

At GNIET, we provide quality education which enables our students to force challenges at global level. Our systematic approach in classroom, laboratory-teaching and unique teaching learning process enhances comfort level of students in understanding. We have Wi-Fi campus and all the laboratories are well equipped. Our library is enriched with large number of books, international journals and magazines. Expert/Guest Lectures by professionals are regularly organized to bridge the gap between structured curriculum and current industry needs. Additional training is provided to students to develop their interpersonal skills and soft skills to enhance their employability potential. Institute is also successfully running Teacher-Guardian Scheme for overall development of students. Our faculty member are highly motivated, experienced and are encouraged for higher education, research and consultancy.



Guru Nanak Educational Society's
**GURU NANAK INSTITUTE
OF ENGINEERING & TECHNOLOGY**

MEMBER AICTE, OTE & ASSOCIATED TO HYM NAGPUR UNIVERSITY, NAGPUR
Bhamburda, Coll. Rd. PUNE-441112, Maharashtra, India. Phone: 91-20-2611501 Ph. - 020-2611502
Website: www.gniet.ac.in Email: gniet@gni.ac.in



GNIET/4D/Circular/21-22/1726

Dated: 11/01/2022

The Board of Governors is a statutory body formed under Dr. Hemant Hajare (Chairperson College Development Committee) as per direction 2016 Act 96 (1) of RTMNU for smooth conduction & development of activities in the institute for the Academic year 2022-23, 2023-24, 2024-2025.

Board of Governors

Sr. No.	Name	Profession	Designation
01	SardarNavneet Singh Tuli	Educationists/ Industrialist,Chairman,GNES	Chairman
02	Mrs. Tanpreet Kaur Tuli	Social Worker,Secretary,GNES	Member
03	SardarRabjot Singh Tuli	Industrialist &Director, GNES	Member
04	Dr. SudhirShelke	Director, GNES	Member
05	Dr. HemantHajare	Principal GNIET	Member
06	Dr. RajendraKakde	Advisor, AICTE	Member
07	Dr. ManojDaigavane	Joint Director DTE, Nagpur	Member
08	Er. Milind Pathak	Director Elesun System Pvt.Ltd	Member
09	Dr. Pranav Mehar	Prolific System & Technologies Pvt.Ltd.	Member
10	Prof. RajendraBhombhe	HoD, EE	Member
11	Prof. Neha Chourasia	HoD, ETC	Member
12	Prof. Sadaf Gauhar	HoD, ASH	Member


Principal, GNIET
Guru Nanak Institute of
Engineering & Technology




GNIET/4D/Circular/21-22/1701

Dated: 11/01/2022

LOCAL MANAGEMENT COMMITTEE

A list of Local Management Committee members and the period of tenure from 2021 to 2024 in each case.

Sr. No	Name	Designation
01	Sardar Navneet Singh Tuli	Chairperson
02	Mrs. Tanpreet Kaur Tuli	Secretary
03	Sardar Rabjyot Singh Tuli	Director GNES Member
04	Dr. Hemant Hajare	Principal, GNIET
05	Dr. Sudhir Shelke	Member Secretary Director GNES
06	Prof. Kunal Padole	Member Director GNES
07	Prof. Rajendra Bhombe	Member (Faculty Representative)
08	Prof. Neha Chourasia	Member (Faculty Representative)
09	Prof. Sadaf Gauhar	Member (Faculty Representative)
10	Mr. Prashant Jaulkar	Member (Representative of Nonteaching staff)

Chairman, GNES




Dated: 11/01/2022

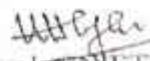
GNIET/4D/Circular/21-22/1703

COLLEGE DEVELOPMENT COMMITTEE

The College Development committee is a statutory body formed under Dr. Hemant Hajare (Chairperson College Development Committee) as per direction 2016 Act 96 (I) of RTMNU for smooth conduction & development of activities in the Institute for the academic year 2021-22, 2022-23 & 2023-24.

Sr. No	Post	Staff Name	Designation
1	Chairman CDC GNIT	Dr. Hemant Hajaare	Principal
2	Ex-Officio Member (DHE)	Dr. Manoj Daigavane	Ex-Joint Director DTE
3	Member Nominated by Management from Education	Dr. S.G.Bhirud	Ex-AICTE Officio & Prof.VJTI
4	Member Nominated by Management from Industry	Mr. Rajwardhan	M.D JDM Technology,Nagpur
5	Member Nominated by Management from Research	Dr. G.L.Bodhe	Senior Scientist NEERI,Nagpur
6	Coordinator IQAC GNIT	Prof. Yogesh Likhar	Asst.Professor EE
7	Principal Nominee	Prof. Rajendra Bhombe	HOD, EE
8	Representative of Teaching staff	Prof. Neha Chorasia	HOD,ETC
9	Representative of Teaching staff	Prof. Sadaf Gauhar	HOD,ASH
10	Representative of Teaching staff	Prof. Manish Agrawal	Asst.Professor, EE
11	Representative of Non-Teaching staff	Mr. Prashant Jaulkar	Clerk
12	Representative of Student	Mr. Saurabh Shambharkar	Student ETC


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Principal, GNIET

GURU NANAK INSTITUTE OF ENGINEERING & TECHNOLOGY

Vision:

To become a world class, globally competitive and flexible, technical and management institution, responsive to the growth of an individual, society, and the institute itself, satisfying the developmental needs of the people of Maharashtra and India.

Mission:

- > To educate students from all over India & other countries especially those from the local & rural areas, so that they become enlightened individuals, improving the living standards of their families, industries & the society. We will provide the world class quality education & pay serious attention towards the development of an individual for character building & the nation building.
- > To implement a program of education in Engineering Technology and management studies, relevant to the current needs of the industry, alive the long term requirements and responsive to the anticipated changes and developments.
- > To serve as a centre for fostering the co-operation, exchange of ideas between the academicians and the research community.
- > To create linkages between institute, industrial community and Government organizations to promote the entrepreneurship and skill development among the students.



GNIET/4D/Circular/21-22/1719

Date : 17/09/2021

Anti Ragging Committee

What is Ragging?

Ragging is neither a means of familiarization, nor an introduction with freshers, but a form of psychopathic behavior. Ragging is a violation of human rights. Ragging is a heinous crime, heavily punishable under law. Ragging may spoil your career forever. All measures for prevention of ragging in campus are being taken as per the Anti Ragging Supreme Court verdict 2007. As per regulations dated 1.7.2009 of All India Council for Technical Education (AICTE), the student has to sign and submit an anti-ragging affidavit at the time of registration to semester/year. The parent also has to sign and submit an anti-ragging affidavit.

Ragging Involves:

- Any disorderly conduct whether by words or written or by an act which has the effect of teasing or handling with rudeness a fresher or a junior student or an admission aspirant student.
- Indulging in rowdy or indiscipline activity which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student.
- Asking a junior or fresher student to do any act or perform something which a student will not do in an ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student
- Asking a junior or fresher student to copy and/or prepare notes, lend money or any act that may adversely affect the psyche of a fresher or a junior student.
- Any act of corporal contact, touching, pushing, thrashing, scratching, beating or any physical harm to fresher or junior student.

1
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Who is Culprit?

Any student or group of students who tries to harm or intent to harm directly or indirectly a fresher or junior student as pointed out above is an offender and liable to be punished fittingly.

- Immediate suspension from the college
- Cancellation of admission
- Information regarding participation in ragging will be mentioned in the Transfer Certificate, if issued.
- Ragger will not be given admission in any institute of India for the next five years. Previous school/college will be informed about the action taken and no duplicate TC will be issued to the ragger by that institute.
- Awaited examination result will be withheld. Action like stay or suspension and recovery of all the scholarship if paid any, will be taken.
- An FIR of the incident related to ragging will be lodged against ragger in the Police Station. A case of violent and heinous crime will be registered suitably to proceed in the Honorable Court.

Anti Ragging Committee

Sr No.	Name of the Faculty	Designation	Committee Post	Contact Number
1	Prof. Kishor Wagh kishor_25may@rediffmail.com	Asst. Professor	Chair Person	9881204567
2	Prof. Kalpana Malpe kmalpe@gmail.com	Asst. Professor	Member	9970086417
3	Prof. Ayaz Khan ayazkhan.gniet@gmail.com	HOD, CSE	Member	7020667537
4	Dr. Jonathan Joseph josephjonathan51@gmail.com	HOD, MBA	Member	9665810350
5	Prof. Ekta Meshram meshramekta962@gmail.com	Asst. Professor	Member	9764093405

GNIET/4D/Circular/2021-22/1723

Date- 18/04/2022

Institute Innovation Council

Dear Sir,

This is to inform that Institution's Innovation Council (IIC) for our institution is formed as per prescribed format under the presidentship of Dr. Hemant Hajare, Principal, G.N.I.E.T. As an Institution we are committed to support activities suggested for Innovation Council as per prescribed schedule and timelines. Please find below the details regarding council members.

Sr. No.	Experts	Designation	Name	Email id	Contact No.
1.	Senior Faculty Member of Institution	President	Dr. Hemant Hajare, Principal, GNIET.	gnietnagpur@gmail.com	988171321
2.	Faculty Members	Convenor	Prof. Sandip Buradkar, ETC Department Prof. Manish Agrawal, EE Department	sandipburadkar2@gmail.com agrawal.manish@rgeer.edu.in	989072199 997557862
3.	Faculty Members	Member	Prof. Rajendra Bhombe, EE Department Prof. Ayaz Khan, CSE Department Prof. Sadaf Gauhar, ASH Department Prof. Neha Chourasia, ETC Department	rnsbhombe@gmail.com ayazkhan.gniet@gmail.com hod.fy.gniet@gmail.com gnietetc123@gmail.com	988120456 702066753 982226924 951165276
4.	IICS Coordinator (Student)	Coordinator	Mr. Ritik Gedam, EE Department	ritikgedam04@gmail.com	855104315
5.	Technical Expert from nearby Industry	Member	Mr. Vikas Wadnerkar, Head Technical Consultant & Expert Training in Centre for Industrial Solution & Advance Training	vikas@cisat.co.in	770901281
6.	Alumni Entrepreneurs from the Institution (Optional)	Member	Mr. Sumit Gawande Entrepreneur, Royal Smart Future Token	gawandesumit11@gmail.com	860500579
7.	Students from host institution	Members	Mr. Sumit Kathe, EE Department Ms. Shraddha Samrit, EE Department	sumitkathe17@gmail.com smaritshraddha92018@gmail.com	952771036 721872497

1

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	Ms. Swati Khadse, CSE Department	swatikhadse60@gmail.com	93597296
	Ms. Ashwini Kirme, CSE Department	kirmeashwini@gmail.com	87668325
	Ms. Abha Dhore, MBA Department	abhadhore@gmail.com	77698774
	Ms. Ashwini Raut MBA, Department	ashwiniraut512@gmail.com	94043562
	Ms. Jasleen Dhillon, ASH Department	shampidhillon84@gmail.com	96731444
	Mr. Tarun Iragavarapu, ASH Department	tharuniragavarapu@gmail.com	84079109
	Mr. Sourabh Shambharkar, ETC Department	sourabhshambharkar1@gmail.com	89568500
	Ms. Papiha Ajmire, ETC Department	papiha.ajmire20@gmail.com	75584947



W. G. G.
Principal

GNIET, Nagpur
Principal
Guru Nanak Institute of
Engineering & Technology

W. G. G.
Principal
Guru Nanak Institute of
Engineering & Technology
Nagpur - 441101

GNIET/4D/Circular/21-22/1721

Dated: 17/08/2021

SC/ST Committee

As per The Scheduled Castes and Tribes - Prevention of atrocities Act committee is established under Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) Act. 1989, No.33 of 1989, Dated 11.09.1989) committee is constituted for Guru Nanak Institute of Engineering & Technology, Nagpur. To comply with AICTE regulations for the establishment of the Committee for SC/ST (as per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No.33 of 1989, 11/09/1989) the committee is as follows-

Sr. No.	Name of faculty	Designation	Committee Post	Mobile No.
1	Prof. Amar Banmare amarbanmare1978@gmail.com	Asst. Professor	Chair Person	8329276450
2	Prof. Ekta Meshram meshramekta962@gmail.com	Asst. Professor	Member	9764093405
3	Prof. Akshay Pilewan akshu1712@gmail.com	Asst. Professor	Member	8390578055
4	Prof. Vijaya Kamble sairamvijaya@gmail.com	Asst. Professor	Member	9850917133
5	Prof. Ankita Bhimgade ankitabhimgade21@gmail.com	Asst. Professor	Member	9146119764
6	Dr. Roshni Halmare roshnihalmare10@gmail.com	Asst. Professor	Member	9527663723

Principal

Principal

Guru Nanak Institute of Engineering & Technology Nagpur- 441501

Copy to (For Information):-

- 1) Hon. Director, GNES
- 2) Vice - Principal, GNIET
- 3) All HODs (ETC/EE/CSE/ASH/MBA)

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Nagpur - 441501

GNIET/4D/Circular/21-22/1720


Dated: 17/08/2021


Student Counsellor Committee

The Students counsellor committee attempts to address the day to day issues of concern relating to academics and routine activities. Counselling is a process that aims to facilitate personal well being of the students through support and guidance of trained counsellors, for a healthy mind and body.

With the intent to address and help resolve emotional and psychological issues of the students of Guru Nanak Institute of Engineering & Technology, Nagpur the college has initiated the "Students Counsellor Committee" in the college premises with the help of a trained team of faculty members as Counsellors. Students Counsellor Committee of Guru Nanak Institute of Engineering and Technology is as follows-

Sr. No.	Name of faculty	Designation	Committee Post	Mobile No.
1	Prof. Ekta Meshram meshramekta962@gmail.com	Asst. Professor	Member	9764093405
2	Prof. Diksha Khare dipavali_786@yahoo.co.in	Asst. Professor	Member	9421919837


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- 1) Hon. Director, GNES
- 2) Vice - Principal, GNIET
- 3) All HODs (ETC/EE/CSE/ASH/MBA)

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GNIET/ 4D/Circular/21-22/1724

Date: - 03/01/2022

Academic Advisory Committee

Academic Advisory Committee at Institute level, responsible for regulating and implementing different academic activities has been formed for the Academic Year-2021-22.

The Members are as under

- Chairman : Dr. Hemant Hajare, Principal, GNIET
- Coordinator : Prof. Neha Chourasia, Associate Dean (Academics) & HOD ETC
- Members : Prof. Rajendra Bhombe, Vice-Principal & HOD EE
- Dr. Jonathan Joseph, HOD MBA
- Prof. Ayaz Khan, HOD CSE
- Prof. Sadaf Gauhar, HOD ASH

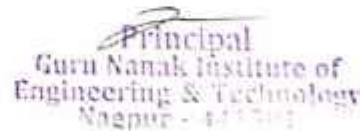
Advisory Member: - Dr. Nitin Ghawghawe,
Professor & Head of Department, Electrical Engineering,
Government College of Engineering, Nagpur.

Dr. Rajesh Dhoble,
Professor, Civil Engineering Department,
Priyadarshini College Of Engineering, Nagpur

Dr. Mangesh Kotambakar,
Associate Professor, Mechanical Engineering Department,
Visvesvaraya National Institute of Technology, Nagpur.



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Copy to (For Information):-

- 1) Hon'ble Director, GNES
- 2) Vice - Principal, GNIET
- 3) Associate Dean, GNIET
- 4) All HODs (ETC/EE/CSE/ASH/MBA)


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GNIET/4D/Circular/21-22/1717

Date: 17/08/2022

Grievance Redressal Committee

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. The function of the cell is to look into the complaints lodged by any student, Parent or staff and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the faculty members in person, or the officer in-charge "Students" Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box kept at the Main Block entrance. They can also submit their grievance online through College login portal allotted to them.

Grievances Redressal committee shall receive and redress grievances reported of following issue:

- Academic issues: pertaining to teaching learning activities.
- Student-teacher, student - student relationship.
- Internal evaluation and assessment marking.
- Complaint related to library and IT services.
- Grievances related to hostel, food, water, electricity, safety, security etc.
- Grievance related to transport facilities.
- Grievances related to sports, cultural, and selection process etc.
- Grievances related to women issues and harassment. However they are specifically redressed by women welfare and anti-sexual harassment committee.
- Grievance related to ragging; however, the matter is referred to anti-ragging committee for appropriate redressal.
- Grievances related to internal examination.
- Grievances related to behavioural of office staff.
- Grievances related to delay in issuance of records and documents

Members

Sr No.	Name	Designation	Committee Post	Contact Number
1	Prof. Rajendra Bhombe rnsbhombe@gmail.com	Vice-Principal /HOD, EE	Chair Person	9881204567
2	Prof. Neha Chaurasia gnietetc123@gmail.com	Dean/HOD, ETC	Member	9130007084
3	Prof. Ayaz Khan ayazkhan.gniet@gmail.com	Hod, CSE	Member	7020667537
4	Prof Sadaf Gauhar hod.fy.gniet@gmail.com	HOD, ASH	Member	9822269240
5	Dr. Jonathan Joseph josephjonathan51@gmail.com	HOD, MBA	Member	9665810350

Principal

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Principal
Guru Nanak Institute of
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Nagpur

GNIET/ 4D/Circular/2021-22/1725

Date:- 24/03/2022

Research Advisory Committee

Research Advisory Committee at Institute level, responsible for regulating and implementing different Research activities has been formed for the session 2021-22.

Committee	Name	Designation
Chairman	Dr. Hemant Hajare	Principal, GNIET
Coordinator	Prof. Sandip Buradkar	Assistant Professor, ETC
Members	Prof. Rajendra Bhombe	Vice Principal, GNIET & HOD, EE
	Prof. Neha Chourasia	HOD, ETC
	Prof. Ayaz Khan	HOD, CSE
	Prof. Sadaf Gauhar	HOD, ASH
	Dr. Jonathan Joseph	HOD, MBA
	Prof. Diksha Khare	Assistant Professor, EE
	Dr. Vivek Korde	Assistant Professor, ASH
	Prof. Manish Agrawal	Assistant Professor, EE
Advisory Members	Dr. Anant Pande	Director, R & D, Y.C.C.E., Nagpur
	Dr. Neeraj Khaty	Professor, L.I.T., Nagpur


Principal

G.N.I.E.T., Nagpur

Copy to (For Information):-

- 1) Hon'ble Director, GNES
- 2) Vice – Principal, GNIET
- 3) Associate Dean, GNIET
- 4) All HODs (ETC/EE/CSE/ASH/MBA)
- 5) R & D Coordinator


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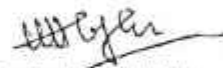
GNIET/4D/Circular/21-22/1702

Dated: 11/01/2022

COLLEGE COUNCIL

The College Council is a statutory body formed under Dr.Hemant Hajare (President College Council) with the preview of establishing academic and administrative governance at the Institutional Level.

Sr. No	Post	Staff Name	Designation	Contact No
1	President	Dr. Hemant Hajare	Principal	9881713211
2	Secretary	Prof. Rajendra Bhombe	HOD, EE	7620465940
3	Coordinator	Prof. Neha Chourasia	HOD, ETC	9511652769
4	Member	Prof. Ayaz Khan	HOD, CSE	7020667537
5	Member	Dr. Jonathan Joseph	HOD, MBA	9665810350
6	Member	Prof. Sadaf Gauhar	HOD, ASH	9822269240
7	Member	Prof. Yogesh Likhar	Head , IQAC	9425845444


Principal, GNIET

Principal
Guru Nanak Institute of
Engineering & Technology
Nagpur - 441501



Guru Nanak Institutions, Nagpur
• ENGINEERING • MBA • M.TECH • SCHOOL
ISO 9001 : 2008 Certified Institutions

Guru Nanak Educational Society's

GURU NANAK INSTITUTE OF ENGINEERING & TECHNOLOGY

APPROVED BY AICTE, DTE & AFFILIATED TO RTM NAGPUR UNIVERSITY, NAGPUR
Dahegaon, Opp. IOC Petrol pump, Kalmeshwar Road, Nagpur-441501 Ph.: 07118-661400
Website : www.gniel.ac in E-mail : gnielnagpur@gmail.com



GNIET/4D/Circular/21-22/1729 .

Date : 11/01/2022

Student Council

A Student Council is a group of elected and volunteer students working together with an Faculty advisor, within the framework of a constitution or by laws to provide a means for student expression and assistance in college affairs and activities, give opportunities for student experience in leadership and encourage students. The student council helps share ideas, interests and concerns with teachers and institute administrative authorities. It also help raise funds for college activities, including social events, mini & major projects and helping people in need .


Sr. No.	Name	Designation	Committee Post	Mobile No.
01	Atharva Wankar	Student/ 6 sem CSE	President	8552994261
02	Prashant Mishra	Student/ 3 sem CSE	Vice President	9399906946
03	Bhavna Ikhar	Student/ 6 sem CSE	Secretary	7397954361
04	Mahesh Musale	Student/ 6 sem EE	Member	8379077084
05	Gaurav Dakhare	Student/ 6 sem EE	Member	8261990449
06	Dhanashree Charpe	Student/ 8 sem EE	Member	9309904119
07	Prof. Diksha Khare	Asst. Professor/ EE	Faculty Advisor	9421919837


Principal

G.N.I.E.T., Nagpur

Copy to (For Information):-

- 1) Hon. Director, GNES
- 2) Vice - Principal, GNIET
- 3) All HODs (ETC/EE/CSE/ASH/MBA)


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GNIET/4D/Circular/21-22/

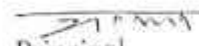
Dated: 25/01/2022

Institution Industry Cell

Interaction between the Industry and Institute is essential to strengthen the relationship between Industry and Institute, the Industry-Institution Interaction Cell provides an excellent platform for students to be aware of Industry expectations from the graduates.

As students it is important to get exposure to Industry and subsequent placement in various disciplines. On the other hand even Industries also need good students who are well aware of Industry standards and capable of achieving so. Therefore, bridging the gap between Industry and Institute Industry Institute Interaction Cell is formed at Guru Nanak Institute of Engineering & Technology, Nagpur. Its cell of GNIET is as follows -


Sr. No.	Name of faculty	Designation	Committee Post	Mobile No.
01	Prof. Manish Kumar Agrawal mkmanish64534@gmail.com	Asst.Professor	Chair person	9975578626
02	Prof. Puja Nagpure pujanagpure7@gmail.com	Asst.Professor	Member	9356649705
03	Prof. Harana Bodele haranawaghuare@gmail.com	Asst.Professor	Member	9604345551
04	Prof. Shubhangi Ghadinkar shubu861995@gmail.com	Asst.Professor	Member	9175447705
06	Prof. Rajendra Katole raju_katole@rediffmail.com	Asst.Professor	Member	9788612881


Principal

G.N.I.E.T., Nagpur

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- 1) Hon. Director, GNES
- 2) Vice - Principal, GNIET
- 3) Associate Dean, GNIET
- 4) All HODs (ETC/EE/CSE/ASH/MBA)


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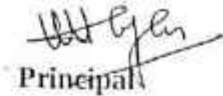
GNIET/ 4D/Circular/2021-22/J 727

Date:- 04/01/2022

Intellectual Property Rights Cell

Intellectual Property Rights Cell at Institute level, responsible to create awareness and educate on Intellectual Property Rights (IPR) among faculty and students of the Institute has been formed for the Academic Year 2021-22.

Committee	Name	Designation
Chairman	Dr. Hemant Hajare	Principal, GNIET
Coordinator	Dr. Jonathan Joseph	HOD, MBA
Members	Prof. Rajendra Bhombe	Vice Principal, GNIET & HOD, EE
	Prof. Neha Chourasia	HOD, ETC
	Prof. Ayaz Khan	HOD, CSE
	Prof. Sadaf Gauhar	HOD, ASH


Principal

G.N.I.E.T., Nagpur

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- 1) Hon'ble Director, GNES
- 2) Vice-Principal, GNIET
- 3) Associate Dean, GNIET
- 4) All HODs (ETC/EE/CSE/ASH/MBA)


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Nagpur - 441501

GURU NANAK INSTITUTE OF ENGINEERING & TECHNOLOGY



GNIET/ 4D/Circular/2021-22/1728

Date:- 04/01/2022

Media Cell

This Cell is responsible for handling Public Relations activities of the college. It caters to the three major domains of the institute including Public Relations, Website and Facebook Page Management and Official Newspaper/Newsletter of the institute. The Cell manages the media relations of the institute and keeps the media updated with the happenings at the institute. This primarily involves covering various events of the college, writing press releases, taking photographs and ensuring that each and every event of the college gets its due media coverage. The Cell provides content for periodic updating of the college website. Also the official Facebook page of college is managed by this cell. The Cell also organizes various interesting events at the institute as well as during the academic session such as Orientation Program, Induction Program and various such activities.

Committee	Name	Designation
Chairman	Dr. Jonathan Joseph	HOD , MBA
Members	Prof. Shweta Wasnik	Assistant Professor, MBA
	Prof. Harna Bodole	Assistant Professor, ETC
	Prof. Pallavi Barekar	Assistant Professor, Electrical
	Prof. Vijaya Kamble	Assistant Professor, CSE
	Prof. Vijay Tayde	Assistant Professor, ASH
	Mr. Aditya Parate	Technical Co-coordinator


Principal

GNIET, Nagpur

Copy to (for Information):-

1. Hon'ble Director, GNES
2. Vice principal, GNIET
3. Associate Dean, GNIET
4. All HODs (ETC,EE,CSE,ASH, MBA)
5. R&D Coordinator

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GURUNANAK INSTITUTE OF ENGINEERING & TECHNOLOGY

Dahegaon, kalmeshwar Road, Nagpur-441501

Institute Level Portfolios (Coordinators)

Academic Year 2022-2023

Date:-01/07/2022

1 Academic and Administrative head :

- 1) Principal
- 2) Vice Principal
- 3) Associate Dean (Academic)
- 4) Associate Dean (R & D)
- 5) Associate Dean (Students)
- 6) HOD Electrical
- 7) HOD Computer Science
- 8) HOD Electronics & Communication
- 9) HOD Master of Business Administration
- 10) First year coordinator
- 11) Registrar
- 12) Administrative Officer

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Sr. No.	Name of Portfolio	Name of Faculty	Responsibilities
1)	Academic Excellence Cell	Prof. Neha Chourasia Prof. Rajendra Bhombe Prof. Neha Chourasia Prof. Ayaz Khan Prof. Sadaf Gauhar Prof. Vinita Dighorikar Prof. Diksha Khare Prof. Yogesh Likhar Dr. Nandkishor Sawai (Registrar)	1) To form Academic Advisory Board 2) Preparation of Academic calendar 3) Load Distribution 4) Subject Distribution 5) Examination :CAT-1,CAT-2 , sessional Exams 6) Verification of subject File/Personnel File 7) Academic Monitoring 8) Feedback Analysis/ Student satisfaction Sarvy 9) Preparation for NBA/NAAC /LEC 10) Apply For PG Courses 11) Awards to be finalized 12) Faculty development Program, Teacher Guidance Scheme 13) Monitoring Question Bank 14) Remedial Classes 15) Project Seminar 16) Industrial Visit 17) Parents meet 18) Prepare guideline for teaching learning process
2)	Research & Development Cell	Dr. Sushma Telrandhe 1) Prof. Manish Agrawal 2) Prof. Sadaf Gauhar 3) Prof. Vijaya Kamble 4) Prof. Kishor Wagh 5) Dr. Jaspal Gidwani 6) Dr. Sanjay Uttarwar 7) Dr. Nandkishor Sawai	1) To form a research advisory body. 2) To motivate R&D Activity 3) Preparation of guidelines for R&D activity 4) Conduction of Guest lectures/Workshops for R & D. 5) To apply for research grants.(AICTE/DST/IE etc.) 6) To apply for 12(b) 2(f) of 1956 act for UGC grants 7) To apply for grants for student's project 8) MOU with research Laboratories 9) To conduct Project competition for diploma holders/B.E students. 10)To form research group containing list of expertise faculty for conducting a research workshop to other institution. 11)To implement the scheme of project based learning at second year level. 12) To motivate & publish paper in journal. 13) To organize the international conference.

3)	Training & Placement/Students Career Guidance	Mrs. Meher Lalwani 1) Prof. Akshay Pillewan 2) Prof. Shweta Wasnik 3) Prof. Shubhangi Ghadinkar 4) Prof. Deepak Deshpande	1) Collection of data of placed students in various companies 2) Correspondence to various companies for placement 3) Correspondence to various T&P officers of various institutes. For pool campus 4) Preparation of timetable for aptitude test. 5) Conduction of aptitude test of final year students 6) Collection of data of Alumni 7) Conduction of Alumni meet. 8) Summer Training program for 3 rd year students 9) Conduction of personality development classes
4)	Admission Cell	Mr. Prashant Wankhede 1) Prof. Ankasha Kale 2) Prof. Vijaya Kamble 3) Prof. Shweta Wasnik 4) Prof. Vijay Tayade 5) Prof. Deepak Deshpande 6) Prof. Akshay Pilewan	1) Visit in various schools and tuition classes. 2) Collection of data of students. 3) Preparation of request forms. 4) Program for 12 th school students. 5) Preparation of action plan for marketing. 6) Preparation of PPT about management & college. 7) Counseling program at various places along with marketing team. 8) Project competition / models for 12 th class students. 9) To apply for ARC center 10) To promote online submission of JEE/CET exam form for students at our college. 11) To conduct crash course for 12 th class students.
5)	Industry Institute Interaction/Entrepreneurship Development Cell	Prof. Manish Kumar Agrawal 1) Prof. Gunjan Nema 2) Prof. Yashraj Chopkar 3) Prof. Puja Nagpure 4) Prof. Yogesh Borate 5) Prof. Rajendra Katole Advisory – Prof. Rajendra Bhombe	1) Formation of advisory board of industry experts 2) MOU with industries. 3) Arrange guest lectures from industry person. 4) To apply for sponsorship for grants for final year BE projects from industry 5) Arrangements of industrial tour. 6) To conduct job fair in association with industry. 7) Workshop on entrepreneurship. 8) To apply for grants for conduction of seminar /workshop for EDP to various agencies 9) To organize conference on industry institute interaction 10) To produce the list of industries in MIDC area 11) Membership of industry association

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6)	Extra-Curricular Activities	Prof. Kalpana Malpe	1) To prepare calendar of extra-curricular activities month wise for session 2022-23.
		1) Prof. Diksha Khare 2) Prof. Akansha Kale 3) Prof. Pranali Kharwade 4) Dr. Jaspal Gidwani	2) To conduct extra-curricular activity informed by RTMNU, DTE & AICTE. 3) Formation of student council. 4) Teacher and Engineers day celebration. 5) Forum formation in each department. 6) Annual function, festival celebration extra should be organize 7) Organize farewell function for Final year students 8) Founder Day celebration. 9) To motivate the student for participating in extra-curricular activity at University level, inter college completion etc 10) Wall magazine
7)	Anti Ragging/Disciplinary Committee	Prof. Rajendra Bhombe	1) Awareness program for students for Anti Ragging.
		Prof. Neha Chourasia Prof. Ayaz Khan Prof. Sadaf Gauhar Prof. Vinita Dighorikar Prof. Diksha Khare	2) Display of rules for Anti Ragging. 3) To maintain the discipline in the campus.
8)	Short Term Training & Continuous Education/Skill Development	Prof. Rajendra Katole	1) To promote the activity of STTP /continuous education program.
		1) Prof. Kajal Dhawale 2) Prof. Yogesh Likhar 3) Prof. Shweta Ramteke 4) Prof. Sanadip Bhogade	2) Certification of laboratory from MSBTE 3) Conduction of technical training programs for internal students /external students./ industry person/ faculties 4) To apply for grants for STTP
9)	Sports Activity	Mr. Rakesh Karmarkar	1) Preparation of schedule for student's participation in sports activity at university level, college level, state level.
		1) Prof. Ayaz Khan 2) Prof. Rajendra Katole 3) Prof. Deepak Deshpande 4) Prof. Akshay Pilewan 5) Prof. Motiram Bannagare	2) To make the provision of the facility of sports to students. 3) To conduct practice session for students. 4) To conduct sports meet annually
10)	Mahila Takrar	Prof. Kajal Dhawale	1) Formation of inquiry committee during crisis.

	Nivaran/Grievance Cell & Women Development	1) Prof. Diksha Khare 2) Prof. Jonophar 3) Prof. Kalpana Malpe	2) Counseling and resolving issues. 3) To ensure the fair and timely resolution of complaints
11)	Publicity Cell/ Media Cell	Mr. Shital Likhar (Deputy Registrar) 1) Prof. Ankita Bhimgade 2) Prof. Vijay Tayade 3) Prof. Akansha Kale 4) Mr. Yogesh Borate	1) To contact to media person. 2) Collection of press note for event organized by various departments for publicity. 3) To arrange a meeting of journalist with Director & Principal
12)	Professional Society Activity	Prof. Yogesh Likhar Prof. Rajendra Bhombe Prof. Neha Chourasia Prof. Ayaz Khan Prof. Sadaf Gauhar Prof. Vinita Dighorikar Prof. Diksha Khare	1) To promote professionals society activity for faculties and students. 2) Preparation of faculty data for membership of professional societies 3) Guidelines for affiliation to various society ISTE/ IEEE etc. 4) Student's membership for professional society.
13)	Consultancy Incharge	Prof. Kishor Wagh 1) Prof. Akshay Pilewan 2) Prof. Ayaz Khan 3) Prof. Meenakshi Dhage 4) Prof. Suharshana Somkuwar	1) To prepare Guidelines for consultancy. 2) To prepare list of laboratories eligible for consultancy. 3) To apply for consultancy to various agencies. 4) To apply for NABL for certificate of Lab. 5) To visit the MIDC for consultancy
14)	Canteen Committee	Prof. Suharshana Somkuwar 1. Ms. Sushama Mandale 2. Ms. Ritiksha Pund 3. Mr. Vilin Kumar Shende 4. Mr. Prashant Wankhede	1) Preparation of guidelines for canteen. 2) To monitor the quality of Snacks, tea, coffee, in a canteen. 3) To conduct surprise visit fortnightly
15)	Library Committee	Mr. Prashant Wankhede	1) To prepare list of requirements of books as per AICTE requirements.

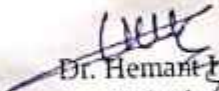
		1. Dr. Sushma Telrandhe 2. Dr. Jaspal Gidwani 3. Prof. Kishor Wagh	2) List of journals. 3) To motivate the students for use of library. 4) Library automation.
16)	LEC/DTE/ACITE Committee/ EOA of AICTE	Prof. Rajendra Bhombe Prof. Neha Chourasia 1) Dr. Nandkishor Sawai (Registrar) 2) Prof. Yogesh Lihkar 3) Mr. Shital Lihkar (Deputy Registrar)	Preparation of document required during submission as well as at the time of visit of committee of all statutory bodies and documents related to extension of approval.
17)	College Magazine/Annual Report	Prof. Diksha Khare Prof. Rajendra Bhombe Prof. Neha Chourasia Prof. Ayaz Khan Prof. Sadaf Gauhar Prof. Vinita Dighorikar Prof. Diksha Khare	1) To update the website. 2) To display of events to be conducted. 3) Achievements, Latest news, Photos of events to be updated on website. 4) Facebook Page should be created and updated regularly.
18)	Ambience of Campus and Classrooms	Mr. Prashant Wankhede Prof. Rajendra Bhombe Prof. Neha Chourasia Prof. Ayaz Khan Prof. Sadaf Gauhar Prof. Vinita Dighorikar Prof. Diksha Khare Dr. Nandkishor Sawai (Registrar)	1) Maintenance of classrooms ambience (Desk Benches, black -boards, fans, lights, etc.) 2) Maintenance of College Campus Ambience (Ground ,Lawn,Etc) 3) Maintenance of Computer section(Software, Hardware etc)
19)	Alumni Cell	Prof. Vinita Dighorikar 1) Prof. Kalapana Malpe 2) Prof. Vijay Tayde 3) Prof. Ankita Bhimgade	1) To prepare data base . 2) To turma registration Alumini cell. 3) To conduct alumini proposal programs.

		4) Prof. Aknasha Kale	
20)	Unnat Bharat Abhiyan	Prof. Akshay Pilewan 1) Prof. Minakshi Dhage 2) Prof. Puja Nagpure 3) Prof. Pranali Khawade 4) Mr. Yogesh Borate 5) Dr. Nandkishor Sawai	1) To do the summary of five villages mentioned in the scheme by the students and staff. 2) To fine out the requirement of villages. 3) To prepare the project for reimbursement of amount from AICTE. 4) To implant the scheme as per direction of AICTE.
21)	Disciplinary Action Committee	Prof. Rajendra Bhombe	As suggested by statutory bodies.
22)	Website Networking /College/ Annual report/ Magazine/ Facebook	Prof. Ayaz Khan Prof. Rajendra Bhombe Prof. Neha Chourasia Prof. Ayaz Khan Prof. Sadaf Gauhar Prof. Vinita Dighorikar Prof. Diksha Khare	1) To update website from time to time according to requirements. 2) To up lode the report of academic with photocopies within two days. 3) To coordinate with all in charges activities & HODs .
23)	Faculty Development Committee	Dr. Jaspal Gidwani 1) Prof. Pallavi Barekar 2) Prof. Vijaya Kamble 3) Prof. Yashraj Chopakar 4) Prof. Divya Lande	1) To organize workshop for faculty. 2) To apply for grunts. 3) To prepare guideline for welfare scheme & faculties.
24)	Co- Curricular Activities	Prof. Kishor Wagh 1) Prof. Diksha Khare 2) Prof. Shubhangi Ghadinkar 4) Prof. Pranali Kharwade 5) Prof. Minakshi Dhage	
25)	Competitive Exam	Prof. Neha Chourasia	To organize the competitive examination as per requirement.

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	Committee	Dr. Nandkashor Sawai (Registrar) Mr. Shital Lihkar (Deputy Registrar) Mr. Prashant Wankhede	
26)	RIMNU Exam Winter/Summer	Prof. Rajendra Katole	
27)	Social Activities Committee NSS/NCC/Rotract	Prof. Vijaya Kamble	
		Prof. Shweta Wasnik Prof. Akansha Kale Prof. Divya Lande Prof. Ankita Bhimgade	

Note: The Portfolio in charges are requested to submit the action plan for the respective portfolios allotted to them.


Dr. Hemant Hajare
Principal



GURUNANAK INSTITUTE OF ENGINEERING & TECHNOLOGY

Dahegaon, Kalmeshwar Road, Nagpur-441501

ODD Semester

Institute Level Portfolios (Coordinators)

Academic Year 2023-2024

Date:-14/07/2023

- I Academic and Administrative head :**
- 1) Principal
 - 2) Vice Principal
 - 3) Associate Dean (Academic)
 - 4) Associate Dean (R & D)
 - 5) Associate Dean (Students)
 - 6) HOD Electrical
 - 7) HOD Computer Science
 - 8) HOD Electronics & Communication
 - 9) HOD Master of Business Administration
 - 10) HOD Applied Science & Humanities
 - 11) Registrar
 - 12) Deputy Registrar
 - 13) Administrative Officer

Sr. No.	Name of Portfolio	Name of Faculty	Responsibilities
1)	Academic Excellence Cell	Dr. Satishchandra Ragit 1) Prof. Rajendra Bhombe 2) Dr. Balram Timande 3) Dr. Sushama Telrandhe 4) Prof. Sadaf Gauhar 5) Prof. Puja Nagpure	1) To form Academic Advisory Board 2) Preparation of Academic calendar 3) Load Distribution 4) Subject Distribution 5) Examination :CAT-1,CAT-2 , sessional Exams 6) Verification of subject File/Personnel File 7) Academic Monitoring 8) Feedback Analysis/ Student satisfaction Sarvy 9) Preparation for NBA/NAAC /LEC 10) Apply For PG Courses 11) Awards to be finalized 12) Faculty development Program, Teacher Guidance Scheme 13) Monitoring Question Bank 14) Remedial Classes 15) Project Seminar 16) Industrial Vist 17) Parents meet 18) Prepare guideline for teaching learning process
2)	Internal Quality Assurance Cell	Dr. Satishchandra Ragit 1) Prof. Soniya Milmilo 2) Prof. Puja-Nagpure 3) Prof. Yashraj Chopkar 4) Prof. Swati Gajbhiye 5) Prof. Shubhangi Ghadinkar Invitee Members- All HoDs	1) To distribute the activity criteria wise. 2) To upload the activity day to day basis. 3) To start the procedure for cycle of NAAC.
3)	Research & Development Cell	Dr. Sushama Telrandhe	1) To form a research advisory body. 2) To motivate R&D Activity

		1) Prof. Rajendra Bhombe 2) Dr. Balram Timande 3) Prof. Sadaf Gauhar 4) Prof. Puja Nagpure <i>K. V. V. V.</i>	3) Preparation of guidelines for R&D activity 4) Conduction of Guest lectures/Workshops for R & D. 5) To apply for research grants.(AICTE/DST/IE etc.) 6) To apply for 12(b) 2(f) of 1956 act for UGC grants 7) To apply for grants for student's project 8) MOU with research Laboratories 9) To conduct Project competition for diploma holders/B.E students. 10) To form research group containing list of expertise faculty for conducting a research workshop to other institution. 11) To implement the scheme of project based learning at second year level. 12) To motivate & publish paper in journal. 13) To organize the international conference.
4)	Institute Innovation Council <i>Prof. Sadaf Gauhar</i>	Prof. Sadaf Gauhar 1) Prof. Vaishali Dhanwate 2) Prof. Soniya Milmile 3) Prof. Shubhangi Ghadinkar	1) To carry out the activities as per IIC council, Ministry of Innovation, Government of India. 2) To upload the activities on the Website/ College Website.
5)	Industry Institute Interaction/Entrepreneurship Development Cell <i>Prof. Manish Kumar Agrawal</i>	Prof. Manish Kumar Agrawal 1) Prof. Shubhangi Ghadinkar 2) Prof. Pranjali Markand 3) Prof. Sandip Buradkar <i>Prof. Tiwar</i>	1) Formation of advisory board of industry experts 2) MOU with industries. 3) Arrange guest lectures from industry person. 4) To apply for sponsorship for grants for final year BE projects from industry 5) Arrangements of industrial tour. 6) To conduct job fair in association with industry. 7) Workshop on entrepreneurship. 8) To apply for grants for conduction of seminar /workshop for EDP to various agencies 9) To organize conference on industry institute interaction 10) To produce the list of industries in MIDC area 11) Membership of industry association
6)	Training & Placement/Students Career Guidance <i>Mrs. Meher Lalwani</i>	Mrs. Meher Lalwani 1) Prof. Ankita Shende 2) Prof. Vaishali Dhanwate	1) Collection of data of placed students in various companies 2) Correspondence to various companies for placement 3) Correspondence to various T&P officers of various institutes. For pool campus

1) *Abhishek*
 2) *Mayani*
 3) *Kulde Chitragade*

		3) Prof. Deepak Deshpande - <i>AS</i>	4) Preparation of timetable for aptitude test. 5) Conduction of aptitude test of final year students 6) Collection of data of Alumni 7) Conduction of Alumni meet. 8) Summer Training program for 3 rd year students 9) Conduction of personality development classes
7)	Extra-Curricular Activities (Cultural + sports)	Prof. Deepak Deshpande - <i>AS</i> Prof. Rakesh Karmarkar - <i>AS</i> 1) Prof. Shamina Siddique - <i>AS</i> 2) Prof. Mayuri Shringare - <i>AS</i> 3) Prof. Swati Gajbhiye - <i>AS</i> 4) Prof. Meher Lalwani - <i>AS</i>	A) 1) To prepare calendar of extra-curricular activities month wise for session 2022-23. 2) To conduct extra-curricular activity informed by RTMNU, DTE & AICTE. 3) Formation of student council. 4) Teacher and Engineers day celebration. 5) Forum formation in each department. 6) Annual function, festival celebration extra should be organize 7) Organize farewell function for Final year students 8) Founder Day celebration. 9) To motivate the student for participating in extra-curricular activity at University level, inter college completion etc 10) Wall magazine B) 11) Preparation of schedule for student's participation in sports activity at university level, college level, state level. 12) To make the provision of the facility of sports to students. 13) To conduct practice session for students. 14) To conduct sports meet annually
8)	Co-Curricular Activities	Prof. Sandip Buradkar - <i>AS</i> Prof. Diksha Khare - <i>AS</i> Prof. Pranali Kharwade - <i>AS</i> Prof. Harsha Warhade - <i>AS</i>	1) Organize the Workshop/ Seminar/ STTP for students and faculties. 2) To collect the data from all department. 3) MoU with industries.
9)	LEC/DTE/AICTE Committee/ EOA of AICTE	Dr. Nandkishor Sawmi - <i>AS</i> Mr. Shital Likhar - <i>AS</i> Prof. Rajendra Bhombe - <i>AS</i>	Preparation of document required during submission as well as at the time of visit of committee of all statutory bodies and documents related to extension of approval.
10)	Short Term Training & Continuous Education/ Skill Development	Prof. Kalpana Malpe - <i>AS</i> 1) Mr. Prashant Wankhede - <i>AS</i> 2) Prof. Deepak Deshpande - <i>AS</i>	1) To promote the activity of STTP /continuous education program. 2) Certification of laboratory from MSBTE 3) Conduction of technical training programs for internal students /external students./ industry person/ faculties

9) Eng. Anshu M. M. M.

		<i>as per full list</i>	4) To apply for grants for STIP
11)	Unnat Bharat Abhiyan/ NSS/ Rotract <i>2) Sushama Telrandhe</i> <i>3) samir Bham</i> <i>5) Bajare</i>	Prof. Akshay Pitewar - <i>AK</i> 1) Prof. Divya Lande - <i>DL</i> 2) Prof. Puja Nagpure - <i>PN</i> 3) Prof. Sandip Burdkar - <i>SB</i> <i>Admission Officer</i>	A) 1) To do the summary of five villages mentioned in the scheme by the students and staff. 2) To fine out the requirement of villages. 3) To prepare the project for reimbursement of amount from AICTE. 4) To implant the scheme as per direction of AICTE. B) 1. To conduct social activities in campus as well as outside. 2. To organize blood donation camp, Tree plantation program. 3. To organize various activities related to RTMNU calendar.
12)	Alumni Cell <i>1) Kalpana Malpe</i> <i>2) Milind Rode</i> <i>3) Meher Lalwani</i>	Prof. Puja Nagpure - <i>PN</i> 1) Prof. Kalpana Malpe - <i>KM</i> 2) Prof. Milind Rode - <i>MR</i> 3) Prof. Meher Lalwani - <i>ML</i>	1) To prepare data base. 2) To turna registration Alumni cell. 3) To conduct alumni meet.
13)	Women Development Cell <i>1) Sushama Telrandhe</i> <i>2) Prachi Phadnis</i> <i>3) Murali Tiwari</i>	Prof. Shubhangi Ghadinkar - <i>SG</i> Prof. Swati Maske - <i>SM</i> Prof. Swati Gajbiye - <i>SG</i> Prof. Puja Nagpure - <i>PN</i> <u>Special Invitee</u> 1) Dr. Sushama Telrandhe - <i>ST</i> 2) Prof. Diksha Khare - <i>DK</i> 3) Prof. Kalpana Malpe - <i>KM</i> 4) Prof. Sadaf Gauhar - <i>SG</i>	1) To organize the woman related problems. 2) To apply for grants for woman development activity. 3) To promote and apply for research grants for woman.
14)	Mahila Takrar Nivaran/ Woman Grievances Cell <i>1) Sadaf Gauhar</i> <i>2) Diksha Khare</i> <i>3) Sushama Telrandhe</i>	Prof. Sadaf Gauhar - <i>SG</i> 1) Prof. Diksha Khare - <i>DK</i> 2) Dr. Sushama Telrandhe - <i>ST</i>	1) Formation of inquiry committee during crisis. 2) Counseling and resolving issues. 3) To ensure the fair and timely resolution of complaints
15)	Professional Society Activity	Dr. Balram Timande - <i>BT</i> Dr. Sushama Telrandhe - <i>ST</i> Prof. Rajendra Bhombe - <i>RB</i>	1) To promote professional society activity for faculties and students. 2) Preparation of faculty data for membership of professional societies 3) Guidelines for affiliation to various society ISTE/ IEEE etc. 4) Student's membership for professional society.
16)	Consultancy Incharge <i>1) Rajendra Bhombe</i> <i>2) Sushama Telrandhe</i>	Prof. Milind Rode - <i>MR</i> 1) Prof. Rajendra Bhombe - <i>RB</i> 2) Dr. Balram Timande - <i>BT</i> 3) Dr. Sushama Telrandhe - <i>ST</i>	1) To prepare Guidelines for consultancy. 2) To prepare list of laboratories eligible for consultancy. 3) To apply for consultancy to various agencies. 4) To apply for NABL for certificate of Lab. 5) To visit the MIDC for consultancy


		4) Prof. Sadaf Gauhar 5) Prof. Puja Nagpure	
17)	College Magazine/Annual Report	Prof. Diksha Khare All Cocurricular & Extra-Curricular members	1) To collect the data of all events / academic /research / awards, etc monthly. 2) To prepare the annual magazine. 3) Achievements, latest news, photos of events to be updated on website 4) Facebook Page should be created and updated regularly.
18)	Library Committee	Mr. Prashant Wankhede 1) Prof. Rajendra Bhombe 2) Dr. Balram Timande 3) Dr. Sushama Telrandhe 4) Prof. Sadaf Gauhar 5) Prof. Puja Nagpure	1) To prepare list of requirements of books as per AICTE requirements and choice based control system. 2) List of journals. 3) To motivate the students for use of library. 4) Library automation.
19)	Website Networking / Facebook	Prof. Shubhangi Ghadinkar 1) Prof. Pranjali Markand 2) Prof. Vaishali Dhanwate 3) Prof. Soniya Milmi 4) Prof. Puja Nagpure	1) To update website from time to time according to requirements. 2) To upload achievements, latest news, photos of events to be updated on website / Facebook. 3) To coordinate with all activity incharges & HODs .
20)	Grievances Cell	Prof. Rajendra Bhombe 1) Dr. Nandkishor Sawai 2) Mr. Prashant Wankhede	Prepare the guideline for Grievance Cell.
21)	Disciplinary Action Committee	1) Prof. Rajendra Bhombe 2) Dr. Balram Timande 3) Dr. Sushama Telrandhe 4) Prof. Sadaf Gauhar 5) Prof. Puja Nagpure	As suggested by statutory bodies.
22)	Ambience's of Campus and Classrooms	Mr. Prashant Wankhede Dr. Nandkishor Sawai 1) Prof. Rajendra Bhombe 2) Dr. Balram Timande 3) Dr. Sushama Telrandhe 4) Prof. Sadaf Gauhar 5) Prof. Puja Nagpure	1) Maintenance of classrooms ambience (Desk Benches, black -boards, fans, lights, etc.) 2) Maintenance of College Campus Ambience (Ground ,Lawn,Etc) 3) Maintenance of Computer section(Software, Hardware etc). 4) HoD to inform to Administration officer for maintenance.

23)	Anti Ragging/ Disciplinary Committee	Prof. Rajendra Bhombe - 1) Dr. Balram Timande - 2) Dr. Sushama Telrandhe 3) Prof. Sadaf Gauhar - 4) Prof. Puja Nagpure	1. Awareness program for students for Anti Ragging. 2. Display of rules for Anti Ragging. 3. To maintain the discipline in the campus.
24)	Publicity Cell/ Media Cell	1) Prof. Rajendra Bhombe 2) Dr. Balram Timande 3) Dr. Sushama Telrandhe 4) Prof. Sadaf Gauhar - 5) Prof. Puja Nagpure Event Coordinator at institute level	1. To contact to media person. 2. Collection of press note for event organized by various departments for publicity. 3. To arrange a meeting of journalist with Director & Principal
25)	Canteen Committee	Prof. Suharshana Somkuwar Mr. Prashant Wankhede	1. Preparation of guidelines for canteen. 2. To monitor the quality of Snacks, tea, coffee, in a canteen. 3. To conduct surprise visit fortnightly
26)	Competitive Exam Committee	Prof. Rajendra Bhombe -	To organize the competitive examination as per requirement.
27)	SC / ST / OBC Committee	1) Prof. Akshay Pilewan - 2) Prof. Vijay Tavde 3) Prof. Divya Lande	1) To apply for grants for students belongs to SC/ST/OBC 2) To provide facility for those students if required.
28)	Green Campus/ Rain Water/ E waste Management, etc	Prof. Vijay Tavde Mr. Prashant Wankhede Mr. Prakash Kanfode Special Invitee 1) Prof. Rajendra Bhombe 2) Dr. Balram Timande 3) Dr. Sushama Telrandhe 4) Prof. Sadaf Gauhar 5) Prof. Puja Nagpure	1) To find out the area in campus. 2) To apply for grants for the said issue either Government/ semi Government/ NGO/ Industry. 3) Conduct awareness program for students and staff.
29)	NPTEL/ SWAYAM	Prof. Diksha Khare Prof. Kalpana Malpe Prof. Deepak Deshpande Prof. Fouziya Anseri Prof. Puja Nagpure	1) To organize the awareness program. 2) Do registration of students / Faculties. 3) Collection of data for the same form MBA department and other department for past two years.

SPECIAL TASK

01)	Criteria (AQAR) NAAC	Dr. Satishchandra Ragit 1) Prof. Rajendra Bhombe 2) Dr. Bahram Timande 3) Dr. Sushama Telrandhe 4) Prof. Sadaf Gauhar 5) Prof. Prof. Puja Nagpure 6) Prof. Kalpana Malpe	1) Collect the data for 2022- 2023 criteria wise 2) Download SSR for second cycle. 3) Find out the lapses in the previous data & do the alternative arrangement for construction of the missing data. 4) Apply for second cycle of NAAC upto 30 th October 2023.
02)	NBA	1) Prof. Rajendra Bhombe 2) Dr. Bahram Timande 3) Dr. Sushama Telrandhe	1) To finalize strength and weakness of department wise. 2. Prepare proposal for submission to Chairman, GNES for approval.
03)	International Conference	1) Prof. Rajendra Bhombe 2) Dr. Satishchandra Ragit 3) Dr. Bahram Timande 4) Dr. Sushama Telrandhe 5) Prof. Sadaf Gauhar 6) Prof. Kalpana Malpe	1) To prepare the proposal. 2) To apply for grants if possible. 3) To prepare strategic plan. 4) MoU & correspondence with the agencies I.e. Government, Semi Government, NGO, Private Universities.

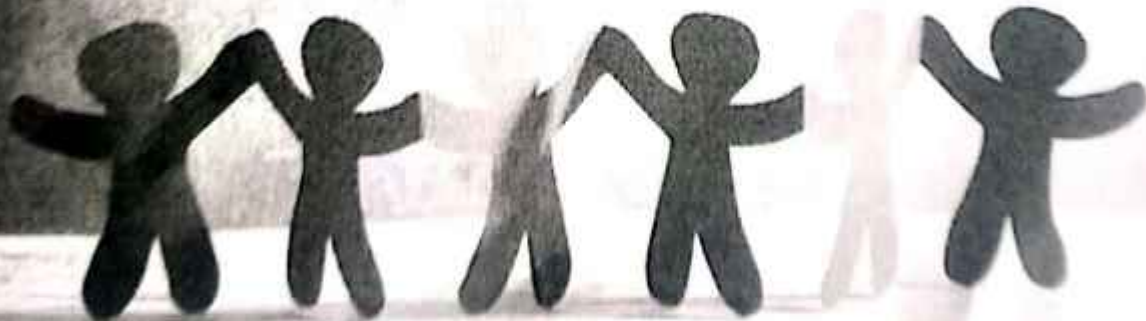
Copy to (For Information) :
Hon'ble Chairman, GNES, Nagpur.


Dr. Hemant Hajare
Principal, GNIET



**Guru Nanak Institute of
Engineering & Technology
Nagpur**

ROLE AND RESPONSIBILITY



HANDBOOK

Principal
Guru Nanak Institute of
Engineering & Technology
Nagpur - 441501

CONTENT

Sr. No.	Roles	Page. No.
1	Governing Council	1
2	Board of Trustee	2
3	Local Management Committee (LMC)	4
4	Chairman & Secretary	6
5	Principal	9
6	Training & Placement Officer	12
7	Head of Departments	15
8	Faculty Members	18
9	Administrative Officer	20
10	Registrar / Officer on Special Duty	22
	i. Student Section	23
	ii. Account Section	23
	iii. Establishment / HR Section	23
	iv. Scholarship Section	24
11.	Librarian	26
12	Technical & Administrative Staff	28


Principal
Guru Nanak Institute of
Engineering & Technology
Nagpur - 441501

Governing Council

Job Role: The Council is the governing body of the institute and exercises general oversight over the institution and its affairs. Council members bring to its deliberations a wide range of knowledge and expertise, and are expected to apply balanced and disinterested judgment to these deliberations. Their main assets are their independence and their objectivity, and their principal contributions are to see issues from all aspect, represent an external view, offer special skills, give an independent view on possible internal conflicts of interest and provide useful contacts, advice on the public presentation of the institute.

Responsibilities

- Governing council should determine and prescribe courses of study and syllabus, and restructure and redesign the courses to suit local needs, make it skill oriented and in Consonance with the job requirements.
- Prescribe rules for admission in consonance with the reservation policy of the state government/national policy/ AICTE/ UGC/ RTMNU.
- Promote research in relevant fields.
- Evolve methods of assessment of students' performance, the conduct of examinations and notification of results.
- Use modern tools of educational technology to achieve higher standards and greater creativity.
- Constitute Academic Council and Board of Studies to formulate new courses within the nomenclature specified by UGC and amend it from time to time.
- Constitute Finance Committee to evaluate, maintain and conduct the internal audit of the institute.

Code of conduct

- To set out an agreed set of ethical principles
- To promote and maintain confidence and trust in the governing body of the institute
- To prevent the development or acceptance of unethical practices
- To promote the highest legal, management and ethical standards in all the activities of the institute
- To promote compliance with best current governance and management

Board of Trustee

Job Role: The board of trustees is the governing body of institute. The board is responsible for strategic planning and oversight of the Chairman & Secretary who is responsible for carrying out the plans of the board of trustees. Under the leadership of the board chair, the trustees offer advice and counsel to the Principal As the final authority for Institute, trustees make all legal and fiduciary decisions, although they delegate some specific powers and duties to others. The board of trustees is responsible for developing and approving the institute's mission, strategic goals and objectives, and establishing policies related to programs and services.

Responsibilities

- The fundamental responsibilities of Board of Trustees is providing the institute with sound governance, fiduciary and strategic oversight, and direction.
- The board oversees the operations of the institute, ensuring the mission addresses a community need, the practices are ethical, and legal requirements are met.
- The board is responsible for assuring the financial integrity and solvency of the institute and establishing procedures to safeguard the institute from fraud and risk.
- Board members should exercise care in all activities relation to their role as board members and should commit to participate in the work of the board.
- Board members should attend board and committee meetings and carefully be prepared for meetings in advance.
- Board should review financial reports and other critical information regularly, Request information needed for decision making and exercise independent judgment in good faith.
- Duty of Loyalty requires board members to act in the interests of the nonprofit rather than their own personal interests or the interests of some other person/institute.
- Board Members should avoid the use of the institute's opportunities for personal gain maintain confidentiality of information held by the institute
- With the mission in mind, the board should establish broad policies and strategic in direction to facilitate the institute in fulfilling its purpose and evaluate it periodically.
- The board monitors the institute's adherence to all laws and regulations of the UGC, AICTE, RTMNU and Government policies.
- The board should engage in budget planning and approval to ensure financial controls are in place, and monitor and evaluate the financial success of all programs and fund raising activities.
- Potential risks to the institute and its programs should be carefully identified by the board. The board initiates thoughtful plans and programs to mitigate risk and create contingency plans.

Principal
Guru Nanak Institute of
Engineering & Technology
Nagpur

Code of conduct

- To articulate a vision with quantifiable objectives, that will position the institute as a leading institute of the country, enabling positive contributions to the economy and society.
- To set out an agreed set of ethical principles.
- To promote and maintain confidence and trust in the governing body of the institute.
- To prevent the development or acceptance of unethical practices.
- To promote the highest legal, management and ethical standards in all the activities of the institute.
- To promote compliance with best current governance and management.
- Act on behalf of the Institute and on their personal behalf, with honesty, integrity and fairness.
- Fulfill the fiduciary obligations and act in the best interests of the Institute, its stakeholders and for the protection of environment.
- Not to engage in any business, relationship or activity, which may be in conflict with interests of the Institute.
- Meticulously comply with all applicable laws, rules and regulations, in all areas and geographies where the Institute operates, both in letter and spirit.
- Confidential information, including educational strategies, commercial secrets, technologies, admission plans, advertising and sales promotion plans which is not in public domain must be held in confidence, unless authorized to do so and when disclosure is required as a requirement of law.

Local Management Committee (LMC)

Job Role The local management committee consists of a representatives of management of the society, Life member Accountant, Representative of the Board, Representative of the teaching and the non-teaching staff and the Director of the institute. The committee is appointed by the Governing Body of the institution with the representatives of the teaching and non-teaching staff elected among the staff of the institute. The LMC is the body for initiating management policy.

Responsibilities

- LMC should prepare the budget and financial statements.
- LMC should recommend to the management the creation of the teaching and other posts.
- LMC has to determine the programme of instruction and internal evaluation and to discuss the progress of academics in the institute.
- LMC should make recommendations to the management for the improvement of the standard of teaching in the institute.
- LMC should formulate proposals of new expenditure not provided for in the college budget.
- LMC should advise LMC regarding the intake capacity of various classes, preparation of timetables, distribution of the available teaching work-load and such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by, LMC, from time to time.
- LMC should consider and make recommendations on the inspection report, if required.
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Code of conduct

- LMC submit all -approval, budget and financial matters pertaining to the institute.
- LMC monitors admissions, examinations, evaluation for smooth functioning of the systems.
- LMC coordinates and motivates the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
- LMC works for the common goal of providing effective facility and guiding to enable the students to carve out promising career and lifelong learning. Act on behalf of the Institute and on their personal behalf, with honesty, integrity and fairness.
- Fulfill the fiduciary obligations and act in the best interests of the Institute, its stakeholders and for the protection of environment.
- Not to engage in any business, relationship or activity, which may be in conflict with interests of the Institute.
- Meticulously comply with all applicable laws, rules and regulations, in all areas and

- geographies where the Institute operates, both in letter and spirit.
- > Should not accept practices which are unlawful or may be damaging Institute's reputation.
 - > Dedicate sufficient time, energy and attention to uplift and better the Institute's performance.
 - > Endeavor to attend all the meetings (including committee meetings, if any), proceedings and occasions as and when required, and participate constructively and actively for the benefit, growth and development of the Institute.
 - > Never compromise the interest of the Institute.
 - > Pay sufficient attention and make sure that proper discussions are held before making any decisions, and be sure that the same are in the best interests of the Institute.
 - > Report concerns about unethical behavior, actual or suspected fraud or violation of the Institute's Code of Conduct or Ethics Policy.
 - > It is the ethical responsibility to abide by and enforce the Code.

Chairman, Secretary & Principal

Job Role: Strong academic credibility, intellectual curiosity and sympathy for the values and culture of the institute. The Chairman & Secretary are responsible for creating and nurturing a unique academic model with an equally unique pedagogy in the institute and ensure the capability of competing on the national and global stage. Make high-level decisions about policy and strategy, report to the board of trustees and keep them informed, develop and implement operational policies and strategic plan and develop the institution culture and overall institution vision and mission.

Responsibilities

- Oversee the preparation, compilation, and distribution of financial, academic and administrative reports.
- Assist in the development of the Institute's strategic plan.
- Prepare plans and reports on the Institute's short and long-range goals and operations for submission to the Board of Trustees.
- Evaluate all heads within the division of Academic, Finance and Administration, including Institutional effectiveness reports and Action plans.
- Develop procedures and policies in view with the Government norms, AICTE, UGC and R.T.M. Nagpur University for the smooth and effective working of the institute.
- Review all policy statements in Academic, Finance and Administration and coordinate development of new or revised policies.
- Represent the institute at official University, Board and community functions and meetings as required.
- Develop a public relations and marketing program that supports and advances the institute.
- Oversee and external communication program to ensure that standards of high quality are maintained.
- Develop and Implement the campus's media relations for social, print, and broadcast media at the local, state and national levels.
- Organize the institution in a manner that provides effective matches of talent and needs, as well as to ensure resources are allocated to achieve institutional priorities and purposes.
- Ensure institutional resources are used in the most effective and efficient ways and in accordance with government norms, Board policy, and standards of ethical practice.
- Lead development activities, including fund raising and the reinforcement of the institute's reputation and scope, both in India and overseas.
- To build and lead the institute with passion, conviction, and commitment and inculcate the culture and spirit of design across the institute.

- To promote the unique design-centered education, collaborations, research, development, consultancy, entrepreneurial, and outreach activities in the institute.
- To further the institute's interests by networking with academic and business organizations across the world
- To provide academic and administrative leadership to the institute and ensure that the governance and administration achieve the objectives in a timely, inclusive, and purposeful way.

Code of conduct

- Act on behalf of the Institute and on their personal behalf, with honesty, integrity and fairness.
- Fulfill the fiduciary obligations and act in the best interests of the Institute, its stakeholders and for the protection of environment.
- Not to engage in any business, relationship or activity, which may be in conflict with interests of the Institute.
- Not to exploit for their own personal gain, opportunities that are discovered through the use of Institute's property, information or position, unless the opportunity is disclosed fully in writing to the Board of Governance and approves to pursue such opportunity.
- Meticulously comply with all applicable laws, rules and regulations, in all areas and geographies where the Institute operates, both in letter and spirit.
- Should not accept practices which are unlawful or may be damaging Institute's reputation.
- Practice and encourage the spirit of free discussion and debate in the Institute and shall show respect for all the colleagues, irrespective of their grade, position, pay, authority, caste, creed, race or gender.
- Confidential information, including educational strategies, commercial secrets, technologies, admission plans, advertising and sales promotion plans which is not in public domain must be held in confidence, unless authorized to do so and when disclosure is required as a requirement of law.
- Not to receive or offer, directly or indirectly, any gifts, donations, remuneration, hospitality, illegal payments and comparable benefits which are likely to obtain business (or noncompetitive) favors or influence any business decision for the conduct of business.
- Dedicate sufficient time, energy and attention to uplift and better the Institute's performance.
- Endeavor to attend all the meetings (including committee meetings, if any), proceedings and occasions as and when required, and participate constructively and actively for the benefit, growth and development of the Institute.
- Not make any statement or any other commitment without proper authority or with full knowledge that it is false.
- Never compromise the interest of the Institute.

- Pay sufficient attention and make sure that proper discussions are held before making any decisions, and be sure that the same are in the best interests of the Institute.
- Have proper inductions, regularly update and refresh their skills, knowledge and familiarity with the Institute and the environment in which the Institute operates.
- Get proper clarification and required details of the information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of The Institute.
- Report concerns about unethical behavior, actual or suspected fraud or violation of the Institute's Code of Conduct or Ethics Policy.
- It is the ethical responsibility to abide by and enforce the Code.

Principal

Job Role: A principal shall be required to carry out a range of professional duties in accordance with the institute's policy and objectives as determined by the relevant body and shall obey the reasonable directions of the relevant body. The principal shall be responsible for the internal organisation, management and control of the institute.

Reporting to: Chairman / Secretary

Responsibilities

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- Ensure that the evaluation system for staff is carried out in each department.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained through continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.



- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.
- The Principal should chalk out a policy and plan to execute the vision and mission.
- The Principal should promote industry institution interaction and inculcate research development activities.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.

Code of conduct

- The Principal of an Institution should always be honest, fair, objective, supportive and protective and law abiding.
- Carry himself/herself with the highest integrity and he has to exhibit outstanding and strong leadership skills.
- Fulfill the fiduciary obligations and act in the best interests of the Institute, its stakeholders and for the protection of environment.
- Not to engage in any business, relationship or activity, which may be in conflict with interests of the Institute.
- Not to exploit for their own personal gain, opportunities that are discovered through the use of Institute's property, information or position, unless the opportunity is disclosed fully in writing to the Board of Governance and approves to pursue such opportunity.
- Meticulously comply with all applicable laws, rules and regulations, in all areas and geographies where the Institute operates, both in letter and spirit.
- Should not accept practices which are unlawful or may be damaging Institute's reputation.
- Practice and encourage the spirit of free discussion and debate in the Institute and shall show respect for all the colleagues, irrespective of their grade, position, pay, authority, caste, creed, race or gender.
- Confidential information, including educational strategies, commercial secrets, technologies, admission plans, advertising and sales promotion plans which is not in public domain must be held in confidence, unless authorized to do so and when disclosure is required as a requirement of law.
- Not to receive or offer, directly or indirectly, any gifts, donations, remuneration, hospitality, illegal payments and comparable benefits which are likely to obtain business (or noncompetitive) favors or influence any business decision for the conduct of business.

- Dedicate sufficient time, energy and attention to uplift and better the Institute's performance.
- Endeavor to attend all the meetings (including committee meetings, if any), proceedings and occasions as and when required, and participate constructively and actively for the benefit, growth and development of the Institute.
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- Have proper inductions, regularly update and refresh their skills, knowledge and familiarity with the Institute and the environment in which the Institute operates.
- Get proper clarification and required details of the information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of The Institute.
- Report concerns about unethical behavior, actual or suspected fraud or violation of the Institute's Code of Conduct or Ethics Policy.
- It is the ethical responsibility to abide by and enforce the Code.



Training & Placement Officer

Job Role: TPO is the interface between the stages of completion of academic program of the students and their entry into the suitable employment. TPO is responsible for arranging in plant training for students, inviting various organizations for campus recruitment and training to suit various needs of industry.

Reporting to: Principal

Responsibilities

The Training and Placement officer holds the head responsibilities of the following cells.

i. Training Cell

- Organizing training sessions in making the student community employable and to meet the corporate expectations.
- Train, develop, groom and makes student ready for final Placement.
- Prepare students to face campus interviews by arranging training in Aptitude tests, Group Discussions, Preparing for Technical and HR interviews through professional trainers
- Providing requisite training to students in the areas of Personality Development and Communication Skills.

ii. Placement Cell

- Organizing and coordinating Campus Placement Programs
- Maintaining updated database, job profiles, and recruitment patterns of the companies which help to analyse and prepare the mindset of the students.
- The Placement Cell has to maintain active file of the database with ample record of the corporate world, which should be updated continuously.
- Correspond to prospective companies for interview date and schedule of events.
- Receive the personnel and provide necessary inputs about the college and to co-ordinate placement co-ordinator for smooth functioning at various locations (interview halls, written test halls, canteen etc).
- Collect and distribute appointment letters and collect acceptance letters from the students and dispatch to employees.

iii. Industry Institute Interaction Cell

- Establishing a cordial relationship with the Industries, inviting them for Campus recruitment drives, organizing technical seminars, workshops, and other technical sessions. Industry personnel is invited periodically to enrich the knowledge of our student community with the latest technological innovations and industry practices.

- Coordinates well with the corporate sector and provides well-developed Infrastructure to facilitate the campus selection programmes.
- Bridge the gap between institutes and industries and link between the Management & Students.
- Collaborate with industry for live projects, Research Work, Workshop or Industrial visits, and academic alliance with industries.
- Industry Institute Interaction activities to develop knowledge and skills of students

iv. Alumni Cell

- Provide a forum to establish a link between the alumni, staff and students of the Institute.
- Organise events to allow students and alumni to network with area businesses for current and future career opportunities, part-time and full-time job opportunities, and potential Internship sites.
- Enable the alumni to participate in activities which would contribute to the general development of the Institute.
- Keep the alumni abreast of scientific and technological developments of national importance.
- Help the alumni with their technical problems.
- Institute prizes and scholarships, and render financial aid to deserving students of the Institute.
- Contribute towards the welfare of the alumni.

v. Career Counselling Cell

- Promoting career counselling through guidance lecture programs by suitable corporate representatives.
- Helping every student to define his/her career interest through individual expert counselling.
- Detailed career guidance considering careers in higher education or its related fields.
- Developing good career prospects for the students by briefing about various opportunities.
- Effectively allowing students to realize their true potential and find work that aligns with their natural inclinations.

vi. Entrepreneurship Development Cell

- Promoting Entrepreneurship skills, self-employment and related skills in the students.
- Briefing about Project Identification and Planning, and Financing of Projects with faculty support from institute and government schemes.
- Organize entrepreneurship awareness camps, entrepreneurship development programmes, skill development programmes
- Arrange students-to-entrepreneurs "face to face" programmes

- Initiate innovative student projects for innovative product development
- Guide and assist potential entrepreneurs in the process of setting up, growing and managing the new venture
- Arrange guest lectures by successful entrepreneurs and provide a platform for interaction between professional entrepreneurs and student entrepreneurs
- Mentor student who have business ideas by placing them under the supervision of entrepreneurs, under a mentorship scheme
- Organize faculty development programmes to sensitize the faculty members in the college regarding the importance of entrepreneurship in real life, corporate life and economic development of the country

Code of conduct

- Aid the growth of Institute by enabling students with integrity & sustainability and encourage individual ability and creativity.
- Act on behalf of the Institute and on their personal behalf, with honesty, integrity and fairness.
- Fulfill the fiduciary obligations and act in the best interests of the Institute, its stakeholders and for the protection of environment.
- Not to engage in any business, relationship or activity, which may be in conflict with interests of the Institute.
- Meticulously comply with all applicable laws, rules and regulations, in all areas and geographies where the Institute operates, both in letter and spirit.
- Should not accept practices which are unlawful or may be damaging Institute's reputation.
- Not to receive or offer, directly or indirectly, any gifts, donations, remuneration, hospitality, illegal payments and comparable benefits which are likely to obtain business (or noncompetitive) favors or influence any business decision for the conduct of business.
- Dedicate sufficient time, energy and attention to uplift and better the Institute's performance.
- Not make any statement or any other commitment without proper authority or with full knowledge that it is false.
- Never compromise the interest of the Institute.
- Pay sufficient attention and make sure that proper discussions are held before making any decisions, and be sure that the same are in the best interests of the Institute.
- Report concerns about unethical behavior, actual or suspected fraud or violation of the Institute's Code of Conduct or Ethics Policy.
- It is the ethical responsibility to abide by and enforce the Code.

Head of Department

Job Role: The prime role of the Head of Department is to provide strong academic leadership. The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities of the department.

Reporting to: Principal

Responsibilities

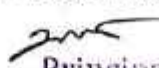
- Ensure proper functioning of the department.
- Ensure that class timetable is strictly followed. To supervise the completion of syllabus as per the university guide lines by various faculty of the department.
- Maintenance and monitoring all marks registers, absentees, non-performance of students.
- Planning and implementation of the academic program
- Plan and implement extra-curricular activities of students.
- Motivating staff and students for improvement in performance.
- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by The Head of Department.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's Interests/choices.
- The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all staff members of his/her department and submit it to The Head of Department.
- The Head of the departments shall be responsible for creating & maintaining discipline and decorum in the department.
- The Head of Department should plan the budgetary provisions and go through the financial audited statements of the department.
- The Head of Department should form departmental level committees which are necessary for the development of the Institute.



- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students.
- Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day.
- Should recommend for disciplinary action against those availing leave without prior arrangement for class work.

Code of conduct

- Exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the Faculty.
- Carry out their duties and the extent fair delegation.
- Create a dynamic and forward looking research environment for both staff and students.
- Create and exploit new opportunities for knowledge transfer activity in order to secure additional streams and new areas of teaching and/or research.
- Exercise the above responsibilities with utmost honesty, integrity and fairness.
- Not to engage in any business, relationship or activity, which may be in conflict with interests of the Institute.
- Not to exploit for their own personal gain, opportunities that are discovered through the use of Institute's property, information or position, unless the opportunity is disclosed fully in writing to the Board of Governance and approves to pursue such opportunity.
- Meticulously comply with all applicable laws, rules and regulations, in all areas and geographies where the Institute operates, both in letter and spirit.
- Should not accept practices which are unlawful or may be damaging Institute's reputation.
- Practice and encourage the spirit of free discussion and debate in the Institute and shall show respect for all the colleagues, irrespective of their grade, position, pay, authority, caste, creed, race or gender.
- Confidential Information, including educational strategies, commercial secrets, technologies, admission plans, advertising and sales promotion plans which is not in public domain must be held in confidence, unless authorized to do so and when disclosure is required as a requirement of law.
- Not to receive or offer, directly or indirectly, any gifts, donations, remuneration, hospitality, illegal payments and comparable benefits which are likely to obtain business (or noncompetitive) favors or influence any business decision for the conduct of business.
- Dedicate sufficient time, energy and attention to uplift and better the Institute's performance.
- Endeavor to attend all the meetings (including committee meetings, if any), proceedings and occasions as and when required, and participate constructively and actively for the benefit, growth and development of the Institute.
- Not make any statement or any other commitment without proper authority or with full knowledge that it is false.


 Principal
 Guru Nanak Institute of
 Engineering & Technology

- Never compromise the interest of the Institute.
- Pay sufficient attention and make sure that proper discussions are held before making any decisions, and be sure that the same are in the best interests of the Institute.
- Have proper inductions, regularly update and refresh their skills, knowledge and familiarity with the Institute and the environment in which the Institute operates.
- Get proper clarification and required details of the Information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of The Institute.
- Report concerns about unethical behavior, actual or suspected fraud or violation of the Institute's Code of Conduct or Ethics Policy.
- It is the ethical responsibility to abide by and enforce the Code.



Faculty Members

Job Role: The primary responsibility of fulfilling the mission, vision, values, strategic plan of the institute and providing a quality education for all students. Directly responsible to a discipline, academics and administration of the institute. The relationship of the faculty member to the student is one of leader, teacher, adviser, mentor, and facilitator of learning.

Reporting to: HOD

Responsibilities

- Signing the attendance register on arrival before the College begins and also before leaving the campus after the College hours.
- Reporting for any additional duty assigned by the HOD/Principal of the College, whether before or after the College hours.
- Devoting the requisite number of teaching hours as assigned by the HOD/Principal of the College according to the teaching load recommended by the Head of Departments.
- Making sustained attention in correcting class work or home-work done by the students.
- Every faculty member shall be punctual in attendance and in respect of his class-work and also for any other work connected with the duties assigned to him by the HOD/Principal of the College.
- All the Faculty Members are expected to follow the rules and regulations of the Institute as prevalent from time to time.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

Principal

Code of conduct

- Faculty members are responsible for presenting syllabi with information about all coursework, including projects, examinations, and other assignments.
- It is the responsibility of faculty and students alike to maintain the academic integrity of the Institute in all respects
- Not indulging or encouraging any form of malpractice connected with examinations or any other college activity.
- Not committing acts of insubordination and defiance or lawful orders
- Not propagating through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities.
- Indiscrimination against any student on the ground of caste, creed, language and place of origin, social and cultural background or any of them.
- Not practicing or inciting any student to practice casteism, communalism or untouchability.
- Maintaining decorum by not using abusive language, quarrelling or displaying riotous behaviour.
- Maintaining confidential matters relating to the Institute.
- Abide by the rules and regulations of the institute and also show due respect to the constituted authority.
- Faculties should cooperate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Faculties should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All Faculties of the college should maintain harmonious relations with other Faculties and students.
- Faculties must maintain high standards of punctuality, honesty and professional ethics.
- All Faculties should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All Faculties shall extend their services for the welfare of the community & society at large.
- All Faculties should properly maintain the records of respective portfolio.
- All Faculties should make an effort for the continuous development through training, programs, workshops and research and development activities.

Administrative Officer

Job Role: Primary function is office and administrative management. Manage, co-ordinate, and supervise a group of subordinates that provide the administrative support functions to the institute. This entails a wide variety of responsibilities, such as assisting, preparing, controlling, recommending and supervising all the administrative and supporting activities.

Reporting to: Principal

Responsibilities

- Plans, directs and manages the operation related to Transport, Security, Civil, Electric, Housekeeping, Store, Garden, Hostel and Medical activities.
- Supervise administrative program, which may involve coordinating the work performed in several departments.
- Supervise and train subordinate staff.
- Performs other duties as assigned by management, principal or head of department.
- Maintain and review all records of purchased goods, including their costs, deliveries, and inventories.
- Lead, direct and mentor administrative staff to achieve maximum output.
- Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (carpet cleaning, painting, etc.).
- Oversee all building-related activities, so that institute working is hassle free.
- Preservation of infrastructure, maintaining safety standards, and hassle free management of day-to-day tasks.
- Managing documentation to put out tenders for contractors.
- Crisis Management - Responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences.
- Co-ordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

Code of conduct

- Support and ensure efficient operation of variety of tasks related to the institute.
- Demonstrate behaviours that reflect the institute values of Learning, Integrity and Respect in all their interactions.
- Promote and support a respectful, inclusive and safe work environment where everyone is treated with respect and dignity.

- Act with transparency and impartiality to make sound, unbiased decisions in order to avoid any perception of conflict of interest.
- Act in a professional manner that includes meeting obligations, being truthful, being cooperative with institute management, maintaining integrity in their work and civility in their conduct and communications.
- Complying with all safety policies and by taking all reasonable precautions to ensure their own safety and that of others.

Registrar

Job Role: Primarily to plan, organize and manage all of the activities related to the records and registration of departments and institute, including serving as the official authorized keeper of the Institute's student records. Their responsibilities include administering of registration, tuition assessment and academic records, and to ensure the confidentiality and accuracy of student records. It seeks to demonstrate through action a commitment to building a sense of community.

Reporting to: Principal

Responsibilities

- A registrar should maintain the academic record of all students and plans and implement the registration process.
- Registrars need to compile enrolment statistics and advise students regarding loan and scholarship eligibility.
- Registrar will be responsible for collecting tuition and other related fees.
- Registrars need to be familiar with college, university, UGC academic policies when advising students on how to meet distribution and graduation requirements and resolving issues related to Individual academic records, such as credit attribution.
- Process new student records, including requesting transcripts and records from other schools or colleges, setting up cumulative folder, and entering student data into appropriate databases.
- Custodian of the records, the common seal and such other property of the Institute as the Management may, commit to his charge.
- Ensure communication and help in monitoring and evaluation of policies, decisions, statutes, ordinances, rules, and regulations of the Institute.
- custodian of the common seal and records of the institute
- Responsible for collecting, recording, maintaining and reporting of student records e.g., grades, registration data, transcripts, and other associated audits, and provide maximum service to students while ensuring efficient and effective workflow.
- Official correspondence on behalf of the institute on all academic, administrative, and other matters, as may be directed by the Governing Council.
- Ensure smooth function and address all issues related to infrastructure, academic and general administration, student services, law, tax, finance, HR, contractual & outsourced agencies etc.
- Maintain records of the Institute such as papers of land and maps, plans, other properties and rules and regulations.
- Exercise all such other powers and perform such other duties as may be determined by the management from time to time.

Principal

Guru Nanak Institute of Engineering & Technology
Nagpur - 441501

Role & Responsibility Handbook | 22

The Registrar shall hold the main responsibilities of the following sections.

i. Student Section

Responsibilities

- Ensure the eligibility of the students and prepare related documents to submit it to R. T. M. Nagpur University within prescribed time limit.
- Ensure the student document verification by R. T. M. Nagpur University.
- Ensure timely submission of examination forms to R. T. M. Nagpur University.
- Ensure caste certificate/caste validity from concern divisional office.
- Provide all necessary student data to prepare various committee reports.
- Responsible for online scholarship and freeship [SC, OBC, NT, SBC and Minority] work.
- Preparation of bonafide, character certificate, other certificate.
- Admission work and finalization of merit list to DTE.

ii. Account Section

Responsibilities

- Prepare, examine, and analyse accounting of records, financial statements, and other financial reports.
- Prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Establish tables of accounts, and assign entries to proper accounts.
- Report to the Principal regarding the financial status of the college at regular intervals.
- Assess accuracy, completeness, and conformance to reporting and procedural standards.
- Provide all the necessary account statements and documents for various committees of the institute.
- Provide all necessary accounting documents and financial statements for annual account audits.
- Responsible for student related account work - Collection of Fees, Refund of Fees, Scholarship/ Freeship / Stipend, Fees Structures, Prizes to meritorious students, Students' Activities and Educational loan from Nationalized banks

iii. Establishment/ HR Section

Responsibilities

- Assisting and evaluating the performance review and termination processes of faculty members and staffs, under the guidance of Principal and Management.
- Monitor and Conduct the Staff requirement/selection/appointment, University Teacher's approval process.

- teaching staff, non-teaching & clerical staff.
- Correspondence with University, Government, DTE, AICTE etc. regarding establishment.
 - Earned Leave, Medical Leave, Visiting Lecturer, Outdoor duty, Office Orders, experience certificate, circulars & Notice etc of teaching staff.
 - Maintaining of confidential report of teaching/non-teaching staff increments & its correspondence.
 - To oversee all aspects of Human Resource practices and processes, and support Institute needs and ensure the proper implementation of the management strategies and objectives.
 - To promote corporate culture in education; to enable institute success through human resources management, including job design, recruitment, performance management, training and development, employment cycle changes/job rotation, talent management, and employee benefits.
 - To bridge management and employee relations by addressing demands, grievances or other issues
 - Support current and future Institute needs through the development, engagement, motivation and preservation of human capital.
 - Nurture a positive working environment.
 - Development of uniform and comprehensive HR policy by the development of human resource, capacity building, performance appraisal and incentive manual.
 - Timely revision of HR policies and manual as and when required.
 - Design the format and develop a performance appraisal system that drives high performance.
 - Maintain pay plan and benefits program. Doing salary benchmarking for the critical positions.
 - Develop open and transparent communication channels
 - Assess training needs to apply and monitor training programs.
 - Report to management and provide decision support through HR metrics.
 - Designing and driving the reward and recognition programs for academics and non-academics employees.
 - Managing HR liasoning and statutory compliance requirements.
 - Agency tie up, negotiation and contract finalization.

iv. Scholarship

- Acts as liaison between students and government and management schemes by providing information, guidance and resources regarding scholarship activities and programs.
- Prepares scholarship application process for students and coordinates scholarship process.
- Briefing and making students aware of the various scholarship schemes and its processes.

- Preparing and maintain the scholarship related data and providing the same to the management when required.
- Updating the scholarship scheme according to the government, university and UGC norms.

Code of conduct

- Support and ensure efficient operation of variety of tasks related to the institute.
- Demonstrate behaviours that reflect the institute values of Learning, Integrity and Respect in all their interactions.
- Promote and support a respectful, inclusive and safe work environment where everyone is treated with respect and dignity.
- Act with transparency and impartiality to make sound, unbiased decisions in order to avoid any perception of conflict of interest.
- Act in a professional manner that includes meeting obligations, being truthful, being cooperative with institute management, maintaining integrity in their work and civility in their conduct and communications.
- Never compromise the interest of the Institute.
- Pay sufficient attention and make sure that proper discussions are held before making any decisions, and be sure that the same are in the best interests of the Institute.
- Get proper clarification and required details of the information and, where necessary, take and follow appropriate professional advice and opinion of Principal and the management.
- Report concerns about unethical behavior, actual or suspected fraud or violation of the Institute's Code of Conduct or Ethics Policy.
- It is the ethical responsibility to abide by and enforce the Code.

Job Role: Managing, selecting, developing, cataloguing and classifying library and learning resources as per the guidelines of the institute and management. Librarian should provide for proper organization and functioning of the library, documentation services and updating the stock of books.

Reporting to: Principal

Responsibilities

- Responsible for the overall in charge of the library.
- Maintains documentations of books, journals, magazines, newspapers, CD's & library materials.
- Prepares a periodical requirement of books and journals to students and Faculty Member.
- Responsible for maintaining and updating e-journals and all teaching aids.
- Keeps record of library materials and report to the Principal for any discrepancy.
- Arranges periodic inventory of library materials.
- Manage, organise, evaluate and disseminate information, providing support to faculty members of academic including students, researchers, faculty and staff.
- Facilitate and support learning by information retrieval skills within classrooms or virtual learning environments.
- Develop digital resources of learning and spend considerable time working with electronic resources, involving database management.
- Ensure collection of titles and journals (both paper and electronic) and assist researchers with literature searches using databases, printed resources and the internet.
- Participating in professional groups or networks; creating, updating and managing information resources, both electronic and printed; selecting, acquiring and cataloguing information using library and information software

Code of conduct

- Librarians shall promote a proper balance between the right of accessing information by users and the rights, both ethical and legal, of authors and publishers. Commit themselves to promote, in particular, the ethical use of information and the fight against any form of plagiarism.
- Pursuit his duties in accordance with the known expectations of the institute in general and the needs of the users of library in particular.
- Should not discriminate between or against library users and respect the confidentiality of each library user.
- Support and ensure efficient operation of variety of tasks related to the institute.

- Demonstrate behaviours that reflect the institute values of Learning, Integrity and Respect in all their Interactions.
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 - Act with transparency and impartiality to make sound, unbiased decisions in order to avoid any perception of conflict of interest.
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 - Report concerns about unethical behaviour, actual or suspected fraud or violation of the Institute's Code of Conduct or Ethics Policy.
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Technical & Administrative Staff

Job Role: Technical and administrative staff's primary function is following instruction of reporting authority, assist and support the institute activities for effective working.

Reporting to: Head of Department / Registrar / Administrative Officer

Responsibilities

- Responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- Follow the rules and regulations of the Institution as prevalent from time to time.
- Devote their time and their best efforts for the progress of the Institute.
- Contribute to the vision, mission and goals of Institute through engagement of working hours.
- Punctual, sincere and regular in their approach.
- Attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Refrain from any form of harassment or unlawful discrimination based on existing legislative requirements.
- Work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Maintain the confidentiality regarding the College's affairs and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff.

Code of conduct

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.