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SECTION-1

BOARD OF GOVERNORS

1.1 Constitution of BOG:

- As per regulations of the AICTE, there can be a minimum of 11 members in the BOG including the Chairman and the Member Secretary.
- The trust shall nominate 6 members and the remaining 5 members will be nominated as shown below :
 - Regional Officer , AICTE, Bhopal (Ex-officio)
 - AICTE Nominee
 - RGTU Nominee - To be appointed by VC
 - Director of Technical Education, Bhopal (Ex Officio)
 - State Government Nominee
- However the maximum number of members as stipulated by AICTE is 21
- Reputed personalities related to the field of Engineering and Management from academia and the industry can be nominated as members on the BOG
- The Chairman reserves the right to have invited members in the BOG

1.2 Quorum of the BOG:

- The quorum for the meeting shall be 50 % of the total number of members on the BOG, if the quorum is not fulfilled, then the meeting shall be adjourned
- There shall be no fixed quorum for the adjourned meeting

1.3 Functions and Duties of the BOG:

The following matters will have to be ratified in the meeting of the BOG

- Policy matters of the Institutions
- Annual Budget for the institutions
- Annual increments of the staff members
- Appointments, Promotions and Resignations of staff members
- Addition and Deletion of Courses and Institutions
- Approval for applying for Increase in Intake in Institutions
- Initiating Disciplinary action against erring staff members

1.4 Procedure for Conducting Meeting:

- The BOG meeting notice shall be sent 30 days before the day of the meeting, this clause however is not applicable to emergency meetings called by the Chairman

- The meeting agenda shall be prepared by the Member Secretary in consultation with the Chairman and sent along with the meeting notice
- The BOG meeting date shall be fixed by the Member Secretary in Consultation with the Chairman
- There shall be no change in the BOG meeting date except in case of any unavoidable situation
- The Chairman shall preside over the meeting
- In the absence of the Chairman, the Vice Chairman or any other senior member designated by the Chairman will preside
- The meeting will start with a welcome by the Member Secretary
- He shall request the Chairman to preside over the meeting and conduct the proceedings
- The Action Taken Report will be presented by the Member Secretary
- Presentations through PPTs shall be made by the Dean and the Academic Head or any other invited persons
- The Chairman will invite members to take part in the deliberations
- The Chairman shall conclude the meeting with his presidential remarks
- The meeting will conclude with a Vote of Thanks by the Member Secretary

1.5 Frequency of the Meeting:

- The BOG meeting shall be conducted at least 3 times in an academic Year
- The Chairman however is empowered to call an emergency meeting to discuss urgent issues

1.6 Recording of the Minutes of the Meeting:

- The Member Secretary shall prepare the Minutes of the Meeting and circulate it among the members within 15 days of the BOG meeting.

1.7 Termination of Membership:

- Membership of the Board of Governors may be terminated if a members fails to attend Three consecutive Board meetings without the permission of the Chairman

SECTION-2

ACADEMIC COORDINATION SYSTEM

Preamble:

The Academic Coordination System is set up for the smooth functioning of the Academic System. It comprises of the following staff members:

- **The Academic Head:** He shall take care of the academic activities of all classes
- **The Academic Head will be reporting about all academic matters directly to the Dean, CDGI.**
- **The Academic Coordinator:** He shall be a senior person nominated by the Director to Coordinate various academic activities of providing relevant information and data to the Academic Head. He shall act as a Liaison between the Academic Head and various Departmental Academic Supervisors in collecting information and data from various departments
- **The Academic Supervisors:** There shall be one senior staff member from each department to provide the required information and data to the Academic Coordinator
- **The I Year Coordinator:** He shall be a Senior staff member from the Science and Humanities Department and will help in providing all relevant information and data to the Academic Head

2.1 Guidelines for Head of the institutions:

- All Head of the institutions shall submit monthly activity report of their institution to the Director
- Whenever Head of the institutions shall communicate with authorities of other outside organizations for any official purpose, it is mandatory for them to mark a copy of the mail to the Director without fail.
- This arrangement shall help to keep track of the subsequent communication with authorities of outside organizations and the follow up action going on.

2.2 Guidelines for Academic Coordinator:

- Assist the concerned Academic Head in compiling important Academic documentation like Monthly attendance Reports, Mid Sem. Marks reports, Final MST marks reports and % Syllabus covered reports of all branches and classes.
- Monitor ACCSOFT Lesson Plan, Work Record and Student Attendance records entered by faculty members regularly and report any irregularities to the Academic Head.
- Monitoring entry of MST marks by staff members of all departments in ACCSOFT and report any irregularities to the Academic Head
- Monitor the preparation of list of students with shortage of attendance and poor MST marks of all departments to be sent to their parents
- Assist the Academic Head in any other Academic related matters

2.3 Guidelines for Academic Supervisors:

- Assist the HOD in smooth functioning of the departmental academic activities
- Monitor regular conduction of theory and laboratory classes in the department
- Submission of class conduction reports to Academic Head
- Make alternative arrangements to handle classes when regular staff is absent and immediately report the matter to respective HOD and Academic Head
- Monitor ACCSOFT, Lesson Plan, Work Record and Student Attendance records entered by faculty members regularly and report any irregularity to the Academic Head
- Monitoring entry of MST marks by staff members of all departments in ACCSOFT and report any irregularity to the Academic Head
- Provide necessary academic data and information like Monthly Attendance reports, Mid-Semester Marks report, Final MST marks reports and % Syllabus covered reports to the Academic Head

2.4 Guidelines for First Year Coordinator:

- Assist the Academic Head in maintaining discipline of first year students
- Monitor regular conduction of theory and laboratory of first year classes
- Make alternative arrangements to handle classes when regular staff is absent and immediately report the matter to Academic Head
- Monitor ACCSOFT, Lesson Plan, Work Record and Student Attendance records entered by faculty members regularly and report any irregularity to the Academic Head
- Monitoring entry of MST marks by staff members of all departments in ACCSOFT and report any irregularity to the Academic Head
- Provide necessary academic data and information like Monthly Attendance reports, MST Marks report, Final MST marks reports and % Syllabus covered reports to the Academic Head
- Assist the Academic Head in any other Academic related matters

2.5 Duties and Responsibilities of the Chief MST Coordinator:

The responsibility of the chief mid-semester test coordinator is to ensure the smooth and timely conduction of mid-semester test. He will also have to ensure the quality of tests conducted. To execute the above mentioned in practice Chief MST coordinator will have following duties:

- Preparation of time table for the mid-semester tests, with proper consideration of university academic calendar.
- Preparation of calendar (declaration of dates) for departmental MST coordinators for timely execution of various activities related to the mid semester tests. These activities includes:

- Warning list to the students who have less attendance. This list will be declared almost 3 weeks prior to the tests. *(This list will give the concerned student a chance to make up his/her attendance to become eligible for appearing in the test)*
- Submission of names of examiners with names of subject and subject code. Two weeks prior. *(The names of examiners will ensure the responsibility that which faculty member is responsible for setting and submitting the question paper)*
- Date for submission of question papers, evaluation scheme, solutions and questions for online quiz.
- Date for submission of names of faculty members to be appointed as invigilators and the names of faculty members for conduction of online quiz.
- Final resolution to students regarding their complaints about attendance. The date of this will be almost three days prior to the test.
- Declaration of final eligibility list of the students who are eligible for appearing in the mid-semester test
- Date for submission of evaluated blue books.
- Date for submission of performance report, review report
- Preparing and distributing the uniform formats for collection of information regarding tests in a systematic manner.
- Result analysis of the mid-semester test and plan for remedial classes if required for any subject.
- The remedial classes will be followed by the test for the students attending the remedial classes.
- Monitoring the quality of question papers and evaluation done by the examiners.

2.6 Duties and Responsibilities of Chief Seminar Coordinator:

- Chief Seminar Coordinator has to conduct a meeting with Heads of all the Departments at the beginning of the semester and finalize the Calendar of events in consultation with Dean, to be followed for the semester.
- Chief Seminar Coordinator has to conduct a meeting with Departmental seminar coordinators of all the branches at the beginning of the semester and inform them about any changes in seminar guidelines.
- Forwarding the list of seminar coordinators and Department Seminar coordinator branch wise to the Dean.
- Forwarding the list of student nominees from each class as the Secretary and Joint Secretary of the Seminar classes to the Dean.
- Monitoring the allotment of seminar topic and Guide to the students in the prescribed format with the help of Class seminar coordinator.

- Monitoring the preparation of schedule of seminar presentation by the Department Seminar Coordinator and publishing it in e-Campus.
- Chief Seminar Coordinator must visit some of the seminar presentations and observe the modality of presentation and check the attendance.
- Monitoring the progress of seminar in each Department during each MST and advising the HOD's and Department Seminar Coordinators to adhere to the schedule.
- Reporting the progress of Seminar in each branch to the Dean.
- Chief Seminar Coordinator can sometimes request for the copy of seminar report if needed to check the quality of seminar.
- Chief Seminar Coordinator has to check the marks allotted to each student and can ask for clarification from the Department seminar coordinators if any.
- Collection of marks from the Department seminar coordinators and Submission of marks to the Dean.
- Monitoring the Planning and conduction of the Seminar competition in consultation with HOD, Department Seminar coordinator and Dean.
- Maintaining the documents regarding the seminar of all branches.

2.7 Role of Chief Project Coordinator:

- He in coordination with senior faculty and research scholars in the department should identify the thrust areas where projects can be identified, developed and commercialized.
- He should manage successful execution of major projects relevant to both industry specific and research based.
- He should direct and coordinate preparation of all relevant documents necessary for ensuring quality projects in the department.
- He should educate students and faculty regarding present research status, relevant projects in the area of industry needs, technology transfer, patent development and research publications in referred journals.
- He should establish Industry-Institute partnership cell to exchange expertise and technology and its benefits.
- His role is to bring technical consultancy that can be offered to Industry and end users.

2.8 Specific Responsibility of Chief Project Coordinator:

- To prepare the project schedule in line with the academic calendar of the Institution.
- To identify project execution alternatives that best fit the needs of the students and fit within the overall Institution capital plan and as per vision of the Institution.

- To direct technical and administrative efforts required to accomplish project deliverables in accordance with the approved project scope, design concept, design criteria, engineering standards, schedule and budget in a planned manner.
- To work very closely with the Project coordinators and Leadership Team to ensure that the student team stays aligned around the project deliverables and goals.
- To establish the project team communication structure; including technical requirements, meetings, decision criteria and roles and responsibilities for each stakeholder in the project.
- To report on project execution status to key stakeholders via written reports and face-to-face updates as required.
- To keep track on project progress, project commitments and that the project cost and schedule forecasts are communicated to the Project Leadership Team on a regular basis.
- To organize high level workshops/symposia and policy dialogues, as and when needed and arranging training, workshops for various stakeholders.
- To take care of monitoring and evaluation activities and ensure project implementation within the prescribed timeframe.
- Prepare and present periodic project progress reports for the consideration of higher management.
- To establish and maintain good working relations with the relevant expertise, research organization and funding agencies (government, NGOs and development partners etc.) in order to accelerate the outcome based projects.
- To create synergies with other development projects for optimizing the results and avoid resource duplication.

2.9 Automobile Event Facilitator:

A facilitator shall guide/help/train the team of students who are selected to participate in National level automobile events. He shall understand their common objectives, motivate and assist them to achieve those objectives.

A. Eligibility Criteria for the post:

Candidate should have a CGPA of 7.5 or above and must have participated in at least any of the two events listed below-

- **SAE BAJA** event
- **SAE EFFICYCLE** event
- At least one **GO-KART** event

Selection Process:

- A public notice shall be put up on e-campus inviting passed out students to apply for the post of team facilitator
- The applications received shall be processed and selected candidates shall be called for an interview.
- The faculty advisers of all the events along with the HOD will be on the selection panel.

B. Role of Event Facilitator:

- Event facilitator will act as a mentor of the team and share his experiences gained during participation in previous SAE competitions.
- He will monitor the team during technical discussions, project planning, design validation planning, vehicle fabrication and smooth execution of the overall project.
- He will monitor the students in each and every department of vehicle fabrication i.e. Brakes, Steering, Suspension, Power train as well as Frame design.
- He will provide total assistance to students during preparation for **VIRTUAL PHASE** of the respective event.
- He will monitor the entire fabrication phase of the event.
- He will also involve directly in the fabrication of vehicle.
- He has to create a healthy and disciplined environment inside the workshop.
- He has to report all details to the respective Faculty Advisors of the event
- He has to imbibe the time management skills in students.
- He has to supervise the House keeping aspect of work shop.
- He should maintain the attendance sheet of all team members, which will be helpful for the Faculty Advisors in awarding internal assessment marks to students.
- He has to monitor the timely submission of all technical reports and legal compliances pertaining to each event.
- The Facilitator will also act as a Personal Relation Manager of the team members.
- The Team facilitator, Team captain and Faculty Advisor will attend a meeting with the HOD, Mechanical after every 15 days and report the progress pertaining to the event.

C. Working hours:

The facilitator shall have to work from **8:00 AM to 4:40 PM** on all the working days of the college. During the peak time of fabrication the facilitator shall have to stay back during the night to help the students.

D. Benefits to Facilitator:

- He will be paid a stipend of **Rs. 10,000 to Rs 12,000** per month*
- He will be eligible for One Casual Leave after working for 30 days
- In case he works beyond college hours, he shall be provided accommodation and food.
- In case the selected facilitator is not a local of Indore, then accommodation shall be provided in the college hostel.
- He shall be eligible to use the college bus facility.
- The SAE membership fee of the facilitator shall be paid by the college.
- The facilitator shall be provided with actual Travelling, Boarding and Lodging expenses incurred during participation of our college team in any event outside Indore.

*About 70 % of the stipend will be paid every month and the remaining amount will be paid after completion of all the events of that academic year.

2.10 List of Departmental Level Committees and Associated Load in Units:

Sl No	Departmental level Committees	Maximum Number of Members	Work Load in Units
1	Course File Coordinator	1	1
2	Department Documentation Coordinator	1	1
3	Major and Minor Project Coordinator	1	2
4	Time Table Coordinator	1	1
5	e- Campus MST marks Coordinator	1	1
6	FTP Coordinator	1	0
7	MST Coordinator	2	2
8	MST question review committee member	2	1
9	Blue books review committee member	3	1
10	Objective questions Coordinator	1	1
11	Class conduction Coordinator	2	2
12	Laboratory conduction Coordinator	1	2
13	Department Furniture, Stationary Coordinator	1	1
14	Seminar Coordinator	1 per section	1
15	Department Library Coordinator	1	1
16	Student feedback Coordinator	1	1
17	RGPV Laboratory examination Coordinator	1	1
18	RGPV portal Attendance entry Coordinator	1	1
19	RGPV - IA marks entry Coordinator	1	1

20	Study Circle Coordinator	1	1
21	Result Analysis Coordinator	2	1
22	Staff In charge of Laboratory	1 per Lab	2
23	Department Audit Coordinator	1	1
24	Discipline committee	2	2
25	Attendance Registers and Syllabus coverage	1	1
26	Senior Mentor	1	4

2.11 List of College Level Committees and Associated Load in Units:

Sl. No.	College level committees	Maximum number of members	Work Load in Units
1	Sports activities	Need based	1
2	Cultural Activities	Need based	0
3	CITRONICS Committee	Need based	0
4	Samvaad Committee	3 + Students	1
5	Spandan Committee	3 + Students	1
6	NEN Faculty	3	2
7	Transportation In-charge	2	2
8	Discipline Committee Chairman	1	4
9	Anti Ragging Committee (Except HODs)	Need based	1
10	Prospectus Committee	3	1
11	Movie Club	2	1
12	Sports Club	4	1
13	Yoga Club	2	1
14	Music Club	2	1
15	Readers Club	2	1
16	Innovation Club	2	1
17	Eco-culture Club	3	1
18	College Library Committee	3	1
19	FDP Coordinator	1	0
20	e- Campus Coordinator	1	4
21	e -Campus Joint Coordinator	1	4
22	e- Campus Development team	4	2

23	e- Campus Support team	Need based	1
24	Annual Social Gathering	Need based	0
25	Gymkhana/Cultural Committee Chairman/Citronics Chairman	1 / 1 / 2	2
26	Hostel Warden / Assistant Warden	1	2 / 1
27	Technical and Soft skill Training team	Need based	2
28	Event Managers for college functions	Need based	0
29	Compeering in college functions	Need based	0
30	Joint Chief Mentor	1	4
31	Deputy Chief Mentor	2	4
32	Senior Mentor	1 for each Dept.	4
33	Mentor	Need based	2
34	HOD	1	6
35	Canteen Committee Chairman / Member	1 / 2	1
36	Industry Liaison Officer (Core branches only)	2 for each Dept.	4
37	Placement Coordinators (Core branches only)	1 for each Dept.	2
38	Chief MST Coordinator	1	4
39	Chief Seminar Coordinator	1	4
40	Chief Project Coordinator	1	4
41	NSS Coordinator	2	1
42	National Level Competitions Coordinator	1 for each event	2
43	Journal Publication Committee Chairman	1	2

SECTION-3

ADMISSION PROCEDURE

3.1 Counseling procedure:

- Online application of JEE/CMET shall be filled by students.
- Candidates shall appear for written Examination.
- Results shall be announced.
- Interested candidates shall register online.
- Choice of College and Course shall be filled online by the candidates.
- Allotment shall be done by the DTE officials online.
- Candidates shall be given last dates for reporting to the allotted college.
- Allotment of seats shall be done in 3 to 4 rounds
- College level counseling is conducted at each college within the dates announced online.
- The CLC date shall be fixed in consultation with DTE officials.
- An advertisement shall be released for College level counseling mentioning details of vacancies branch wise in any one newspaper.
- The necessary documents for CLC are prepared and submitted to DTE office.

3.2 Student Admission Procedure:

- Student will obtain the provisional admission letter from MP Online website.
- He approaches the college office with the letter.
- The allotment letter is verified with list printed from MPONLNE website.
- Student will pay the prescribed registration fees and collect the college admission form.
- Student fills the application form and attaches the necessary documents (Xerox Copies).
- Student shall also fill details of Bus route number and the Bus stop on e-campus.
- Student is allowed to pay the college fees.
- Student submits duly filled application form, documents and fee receipt to Dean for verification and counter signature.
- The application form duly signed by the Dean is collected by the office staff.
- Our College bag, Prospectus and Academic calendar is given to the student.
- The office staff will log on to the MP online web site.
- The student has to enter his Roll no (PET) and password, the website will display all details which are verified by the student and submit button is pressed.
- This completes the admission process and the website displays the admitted page.
- This admitted page is printed in two copies and the Dean signs it.

- One copy is handed over to the student and the other copy is kept in the students file.
- The student is informed orally about the uniform. The slip showing the color and other details is given to him.
- This completes the admission process.
- The Roll list branch wise and section wise is prepared alphabetically.

3.3 Lateral Entry information and procedure:

- Online application of LET shall be filled by students.
- Choice of College and Course shall be filled online by the candidates.
- Allotment shall be done by the DTE officials online.
- Candidates shall be given last dates for reporting to the allotted college.
- Allotment of seats shall be done in one round
- The student satisfied with the allotment will report to the allotted college within the specified date
- CLC can be conducted for the left over seats
- College level counseling is conducted at each college within the dates announced online.
- An advertisement shall be released for College level counseling mentioning details of vacancies branch wise in any one newspaper.
- The necessary documents for CLC are prepared and submitted to DTE office.

3.4 Admission Cell:

Objective:

The admission team at CDGI is marching ahead with a specific mission of achieving 100 % admissions with concentrated efforts to admit quality students for engineering, pharmacy and professional courses offered by the group of institutions.

Courses Offered:

Engineering		Professional Courses		Pharmacy	
Branch	Intake	Course	Intake	Course	Intake
CS	180	B.Com. (Comp. Appln.)	60	B. Pharm.	100
IT	60	BBA (Plain)	90	D. Pharm.	60
EC	60	B.Sc. (Comp. Sc.)	60		
ME	120	B.Com. (Hons.)	60		
CE	60	BCA	60		
		MBA	180		

Responsibilities of Admission Team:

- To pickup calls and respond properly to each and every enquiry.
- Arrange for proper visit/counseling/hospitality of students and parents.
- Promote our college at coaching classes, schools, MP online kiosks and all other places.
- Prepare proper write-ups for promoting college and particular departments for counseling students and their parents.
- Prepare tour plan for visiting schools and coaching centers outside Indore.
- Visit DTE websites regularly to check updates pertaining to counseling and related areas.
- Identify new catchment areas for admission.

Admission Process

Step 1: Registration of students on DTE/Higher Education portal

Step 2: Document verification from nodal centers.

Step 3: Choice filling of branches/courses.

Step 4: Choice locking of preferred branches/courses

Step 5: Announcement of common merit list

Step 6: Allotment of branch/ courses on merit basis

Step 7: Reporting at the allotted institute/Go for up gradation round.

Minimum Qualification and Mode of Admission:

Sl. No.	Course	Branch	Eligibility
1	B. Tech.	CS	Minimum XII pass with mathematics subject. Minimum 45 % marks in PCM for General Category and 40% marks for SC/ST/OBC Admission through JEE Main or qualifying examination (10+2).
2		IT	
3		EC	
4		ME	
5		CE	
6	Pharmacy	B. Pharm.	Minimum XII pass with mathematics/Biology subject. Minimum 45% marks in PCM/PCB for General Category and 40% marks for SC/ST/OBC Admission through qualifying examination (10+2).
7		D. Pharm.	
8	Professional	MBA	Minimum Graduation. Minimum 50% marks for General Category and 45% marks for SC/ST/OBC Bachelor's degree must be of minimum three years duration after passing Higher Secondary (10+2) examination. Admission through Common Management Admission Test (CMAT) /qualifying examination (Bachelor Degree)
9		BBA	10+2 from a recognized educational board with minimum 50%. Minimum 45% marks in XII for General Category and 40% marks for SC/ST/OBC

10		BCA	10+2 from a recognized educational board. XII with 50% marks and Mathematics as one of the subjects.
11		B.Com. (CA)	10+2 from a recognized educational board.
12		B.Com. (Hons.)	10+2 from a recognized educational board with minimum 60%.
13		B.Sc. (CS)	10+2 from a recognized educational board.

3.5 Material to be issued to students during admission:

During admission of students to the institute for B.E/ M.B.A/Other courses the following materials are issued:

- Student Bag.
- Academic Calendar.
- Information about Hostel facilities, Bus Routes, Dress code, Fee Structure etc.

3.6 Uniform for College Students:

Students from various regions, culture and background seek admission to pursue different courses. A dress code usually brings about unity and eliminates discrimination among them. A uniform not only represents an institute's identity but also provides the students a professional look and reflects the character and behavior of the students. A decent, smart and formal dress is expected to be worn by the students in the campus.

The details of the dress code are -

Sl. No.	Institution	Particulars	Shade No. / Detail
1	Common to all Institutions	Male Shirt (Stitched)	Mafatlal Shade no.07 Corp. Zodiac
2		Female Salwar	White filafil 785
3	Engineering	Female Kurti (Stitched)	Grey Rocknroll 31
4	Engineering	Male Pant/Trouser	Gline Suiting Shade No. 472
5	CDIPS	Male Pant/Trouser	Gline Suiting Shade No.16
6	Pharmacy	Male Pant/Trouser	Gline Suiting Shade No. 84

The color of Blazer/Sweater shall be Navy Blue and that of Apron used during Workshop/ Laboratory work shall be Khaki. Students are supposed to wear Black Leather shoes.

The students shall wear the above mentioned uniform on Monday, Tuesday, Thursday, Friday and Saturday.

On Wednesday students are allowed to wear T-Shirt - NAVY BLUE COLOR WITH DARK ORANGE FLIP along with formal pant of any color and shoes.

3.7 Orientation program for First year Students:

Institutions are established to train graduates in their respective courses of study, have a holistic outlook towards life and have a desire to work for national needs and beyond. The graduating student must have excellent knowledge and skills in the area of his study. However, he must also have broad understanding of society and relationships. Student's character needs to be nurtured as an essential quality by which he would understand and fulfill his responsibility as a graduate, a citizen and a human being.

Usually when new students get admitted to an institution, they come with diverse thoughts, backgrounds and preparations. They come into a new unfamiliar environment and many of them have little knowledge about an institution offering higher education. An important task, therefore, is to welcome the new students to the environment of higher education and prepare them for their new role. Transition from school to college life is one of the most challenging event in a student's life.

Student Induction program is actually designed to help in this entire process. On the first day even the parents are invited along with the students, separate sessions are arranged for parents in order to make them aware regarding the norms of our institute. They are briefed about their roles and responsibilities that would help in molding the future of their wards. The parents are made to interact with the mentors of their wards, so that they will be in a position to get all academic related information regarding their wards at regular intervals. The induction program is normally conducted over a period of seven days. It helps new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members as well as expose them to a sense of larger purpose and self exploration. In other words, it is a well planned event to educate the new students about the environment of the institution and connect them with the students in it. Student Induction Program is conducted for the new students as soon as they get admitted to the institution; regular classes start only after that. At the start of the induction program, the students learn about the institutional policies, processes, practices, culture, values and their mentor groups are formed.

A list of activities arranged during the induction program are-

- Familiarization with institution, Departments/Branch
- Proficiency Modules
- Lectures and Workshops by Eminent People
- Mentoring and Universal Human Values
- Creative Arts, Culture and Club activities
- Literary and Extra-Curricular Activities
- Physical Activities - Yoga and others
- Visits to Local Areas
- Feedback about the Program

3.8 Fresher's Party for First year students:

This event is arranged for the sake of first year students by their immediate senior students. It is an occasion for the First year students to mingle and interact with their seniors who will help them break the ice and get friendly with them. A lot of events are organized through which the first year students also get an opportunity to exhibit their talent.

3.9 Farewell Party for Final year students:

This event is arranged for the sake of final year students by their immediate junior students and the staff members. It is an occasion for the Final year students to be honored by the institute and bid farewell after completing their course. A lot of events are organized which provides them with an opportunity to carry sweet memories prior to the completion of their course.



SECTION-4
FACULTY AND STAFF

4.1 Staff Recruitment Process:

- The requirement of Faculty for each department shall be decided based on the teaching load of the respective departments.
- The HOD's shall submit the requirement of faculty for the ensuing academic year during the month of April to the Academic Head.
- The detailed schedule for the recruitment process shall be prepared by the Academic Head and submitted to the Chairman for approval.
- The advertisement shall be prepared by the Academic Head looking into the Faculty requirement of each department.
- Usually 15 days time shall be given to accept the online applications.
- A helpline mobile number of the Academic Head shall be printed in the advertisement.
- The advertisement shall be sent to the Chairman for approval.
- The names of the newspapers in which the advertisement should appear shall be decided by the Chairman.
- After the release of advertisement, the System Administrator shall assist the HOD's in getting the details of applications received every day.
- The applications received shall be processed looking into the requirement and the eligible candidates shall be shortlisted.
- It is recommended to invite more than Five candidates for every vacancy existing.
- The experts for each branch shall be identified and letters inviting them for the selection process shall be prepared.
- Letters shall also be prepared to invite Government Nominees and BOG members.
- Letters to all subject experts shall be personally distributed by HOD's or some prominent faculty.
- Mails shall be sent to the short listed candidates informing them the date and time of the interview.
- Invitations shall be personally handed over to the Chairman and Vice-Chairman inviting them to the interview by the Dean or Academic Head.
- All preparations for the interview shall be made by the Dean and Academic Head collectively.
- Arrangements shall be made to pickup and drop the experts from their place of work or residence as per their convenience.
- Arrangements shall be made for drinking water to the candidates.
- Arrangements shall be made for supplying Tea once in the morning and once in the evening to the candidates.

- There shall be only one technical panel for each department.
- Each candidate shall be allowed to present a technical talk on any topic for five minutes.
- Only candidates found to be up to the mark shall be forwarded to the HR panel.
- The evaluation slip of the candidate from the technical panel shall be sent to the HR panel.
- There shall be only one HR selection panel.
- The candidates selected by the HR panel shall be listed and a waiting list shall also be prepared.
- As per the decision of the HR panel the appointment orders shall be prepared and issued to the candidates by the HR executive in the office.
- Appointment orders shall be issued only to those selected candidates who agree to surrender their original documents.
- An acknowledgement shall be issued to the candidate who surrenders his/her original documents.
- Every selected candidate shall acknowledge the receipt of the appointment order and inform the probable date of joining.
- The minutes of the selection committee meeting shall be prepared by the Academic Head and signature of all the members shall be obtained.
- In case the selected candidates decline to join by the date mentioned, then candidates from the waiting list shall be called and enquired.

4.2 Activities for Faculty:

A. National Conference:

CDGI shall organize a National Conference on year to year basis. It believes in providing a value based professional environment to all its stake holders, to learn and innovate for dwelling into the new vistas of knowledge.

Objectives:

- To bring distinguished academicians, professionals and research scholars on a common platform for sharing their experiences, views, ideas and concerns related to themes of the conference.
- It will provide opportunities to the faculty members to achieve excellence in engineering and management education using latest innovative practices and research findings.

Duration:

It is carried out once in an academic session.

Operating Procedure:

- Research Paper presentations from across the Nation on various aspects like Engineering, Management of Pre-Declared Topic.
- Industry- Academia colloquium.
- Felicitation of one renowned Industrialist.

B. AICTE Approved National / International Conference:

CDGI is planning to organize an AICTE approved National/International Conference because it believes in providing a value based professional environment to all its stake holders, to learn and innovate for dwelling into the new vistas of knowledge.

Objectives:

- It gives national recognition to the institute.
- To bring distinguished academicians, professionals and research scholars on a common platform for sharing their experiences, views, ideas and concerns related to various themes of the conference.
- It will provide opportunities to the faculty members to achieve excellence in engineering and management education using latest innovative research findings.

Duration:

It will be carried out once in an academic session for one whole working day.

Operating Procedure:

- Research Paper presentations from across the Nation on various aspects like Engineering and Management.
- Industry-Academia colloquium.
- Felicitation of one well known Industrialist.

Benefits to the institute:

- AICTE will provide funds for the conference proceedings.
- The candidates will not have to incur any expense from their pockets.
- It will enhance the capabilities and knowledge base of participants.

4.3 Faculty Up-gradation System:

Preamble:

Faculty up-gradation System is an academic exercise to improve the teaching skills of faculty.

Methodology:

It is proposed to improve the teaching skills of faculty members by implementing the following measures:

- Orientation Program for newly appointed staff members
- Faculty Training Program (FTP) for all staff members - Department wise
- Faculty Development Program (FDP) for all staff members of the college
- FDP by Invited Guests for all staff members of the college
- Publishing / Presenting Technical papers in National / International Journals / Conferences.

4.4 General Guidelines for Staff members:

A. Orientation Program:

- An Orientation Program for newly appointed staff members will be organized at the beginning of every academic year before the commencement of the regular class work.
- The Director and the Dean will be addressing the staff members
- The Dean will be appraising the new staff members about the policies and programs of the institution using a PPT
- It is mandatory for all staff members, both new and old to attend the Orientation Program

B. Faculty Training Program:

- The FTP is a Departmental Program to be organized by all the Departments of the College
- It is mandatory for all Junior and Senior staff members of the department to attend the FTP
- The HOD will ensure that attendance record of staff members is maintained for verification by the Dean
- The FTP will be conducted department wise on the 1st and 3rd Saturdays of every month and the 5th Saturday also if it occurs
- FTP is also conducted during vacation when regular classes are not being conducted
- Newly appointed staff members and Junior Staff members will be delivering lectures in the FTP on topics related to the subjects allotted to them
- Senior staff members will also deliver lectures to show juniors how certain topics can be taught
- It is mandatory for all staff members to use a PPT while delivering their lectures
- The PPT to be used in the FTP will have to be submitted to the HOD at least 2 days prior to the date of FTP

C. Faculty Development Program:

- The FDP has to be attended by all staff members of all the teaching departments of the college
- The Coordinator will ensure that attendance record of staff members will be maintained for verification by the Dean
- The FDP will be conducted on the 1st and 3rd Saturdays of every month and the 5th Saturday also if it occurs
- All Faculty members will be delivering lectures in the FDP on topics related to Teaching-Learning process
- Senior Faculty members will lead the lectures and motivate youngsters to follow them

- All Senior staff members will have to deliver a lecture on Teaching and Learning process at least once in an Academic year
- It is mandatory for all staff members to use a PPT while delivering their lectures
- The PPT to be used in the FDP will have to be submitted to the Dean, CDGI at least two days prior to the date of FDP

The guidelines to be followed by the Staff, FDP Coordinator and the Computer Technician are provided below:

D. Guidelines for Presentation:

- Every faculty member of CDGI is expected to deliver a lecture on their chosen topics related to teaching and learning process.
- Lectures shall be arranged on Saturdays only.
- Maximum of two members are allowed to deliver the lecture.
- Minimum of 40 minutes of lecture is expected to be delivered.
- Faculty members who wish to deliver lecture on FDP shall give their names and topic to respective HODs and to FDP coordinator at least one week in advance.
- After the approval from FDP coordinator, the faculty member shall prepare a draft write up and PPTs on the lecture to be delivered. The draft copy along with PPT shall be submitted to Dean for approval.
- After the approval of Dean the same shall be presented on the day of lecture through the PPTs.
- Presentation should be in windows and Linux operating system only.
- Faculty members are advised to use the collar mike for better delivery.
- Laser indicator must be used for showing the important terms
- The presentation may be interactive but not in the form of questioning the members present.
- After the lecture they have to submit a hard copy of presentation to FDP program coordinator within a week's time without fail. On the cover page of the hardcopy they have to mention the following information.
 - Name of faculty:
 - Department:
 - Designation:
 - Title of the topic:
 - Date and Day of delivery:
- Hard copy of the presentations shall be maintained in the form of a document for every session.
- The speaker has to enter details of the lecture in the booklet under his signature.

- The approved PPT's shall be given to seminar hall coordinator 30 minutes in advance for uploading it on to the computer.
- The faculty may speak on latest technologies also, with the permission of the Dean.

E. General Guidelines:

- There shall be a siren at least 10 minutes before the commencement of FDP program.
- All staff members, both teaching and non teaching, shall be in the seminar hall Five minutes before the commencement of the lecture.
- No staff member is allowed to enter the hall after the commencement of lecture as it creates disturbance.
- During the presentation staff members are not allowed carry their cell phones.
- Attendance of each staff member is mandatory.
- They have to sign in the attendance register before leaving the seminar hall.
- If any staff member is found to be violating the guidelines, it shall be informed to higher-ups.

For Seminar Hall Coordinator:

- Projector, computer system, mike and audio system should be kept ready with all the necessary equipment required 30 minutes before the commencement of lecture.
- He shall check all the equipment in advance.
- He shall ask for Backup facility for computer and projector, so that the program can be conducted without any interruption.

For FDP Coordinator:

- It shall be the responsibility of FDP coordinator to ensure that seminar hall arrangement, including cleaning and projector etc, are kept ready well in advance.

F. FDP by Invited Guest Speakers:

- Trainers, Motivational speakers or any other highly acclaimed / experienced Resource persons can also be invited to deliver lectures in the FDP
- Guest Lectures may be arranged Once / Twice in an academic year
- The Director is authorized to decide about inviting guest speakers in consultation with the Dean
- It is mandatory for all staff members to attend such Guest lectures

G. Publishing / Presenting Technical Papers:

- All Faculty members must present/publish at least One technical/scientific paper in National/ International Conferences/Journals, preferably along with students of their departments
- It is important to note this condition is directly linked with annual increments of staff members.

4.5 Guidelines for Disciplinary Action:

Preamble:

An institution requires a framework of policies, rules, regulations and procedures to fulfill its responsibilities. These are absolutely necessary to function in an orderly and smooth manner. It is expected from all the staff members to collectively strive for maintaining high academic standards and carry forward the mission of the institution. Every staff member should ensure that they conduct in accordance with the ethics expected of them in an educational institution

In order to check indiscipline, misbehavior and laxity by staff members during the course of their academic duties being carried out, the possible lapses that may occur on the part of a staff member are listed and categorized. The actions that may be initiated against the erring staff members are also listed.

A. The following academic lapses on the part of staff members are considered as unethical:

- Irregular in engaging theory class and laboratory work.
- Not punctual to the class and laboratory.
- Not completing the syllabus in time.
- Not adhering to the lesson plan.
- Biased while awarding IA marks.
- Not involving in the activities of the institution.
- Using mobile phones in the corridors.
- Not following the academic norms of the institute.
- Not adhering to the dress code of the institute.

B. The following lapses on the part of staff members are considered as academic shortcomings:

- Poor presentation.
- Discuss irrelevant matters in the class.
- Not maintaining the attendance registers of the students periodically.
- Not preparing study material for the subject handled.
- Not preparing manuals for the laboratory work allotted.
- Not conducting experiments for the students during laboratory work.
- Not attending the examination invigilation duty allotted on time.

C. The following lapses on the part of staff members are considered as misconduct:

- Questionable body language.
- Misbehavior with girl students and lady staff members.
- Passing remarks on colleagues in public.

- Harassing students or colleagues.
- Quarreling with colleagues.
- Un-authorized absence.

D. The following lapses on the part of staff members are considered as insubordination:

- Arguing with higher officials.
- Not paying any attention to the advice of higher officials.
- Showing disrespect to the management.
- Showing disrespect to higher officials.
- Failing to execute the work entrusted by higher officials.

Immediately after noticing any nuisance by any faculty, the Director shall have discussions with the faculty. If, during discussions; it is found that there is a case worth enquiring, the Director will constitute an enquiry committee for the same

The committee shall conduct an enquiry. However, it shall be the duty of Chairman, Enquiry committee, to see that the entire proceedings are kept confidential and the faculty under scrutiny be treated with due respect.

The response of the committee, along with its recommendations, shall be submitted to Director by the Chairman, Enquiry committee.

The Director, in consultation with Chairman, Enquiry committee and based on the report shall take appropriate decisions.

E. Composition of the enquiry committee:

- Dean of the respective school.
- Academic Head.
- HOD of the respective department.

F. Any staff member charged with lapses listed under category A and B:

- First instance an oral warning can be given.
- Second time if repeated, a memo can be issued.
- Third time if repeated, one annual increment may be withheld.
- Fourth time if repeated, a notice may be issued for discontinuing his services.

G. Any staff member charged with lapses listed under category C and D:

- First instance, a memo can be issued.
- Second time if repeated, his services may be discontinued.

4.6 Guidelines for Conduction of Meetings:

A. Dean with HOD's:

- Dean shall send a notice for the meeting along with agenda at least a day in advance to all HOD's and Academic Head.
- Meeting will usually take place in the conference room.
- One HOD assigned by the Dean shall take the signature of the members present in a book meant for meetings.
- The HOD assigned by the Dean shall record the minutes of the meeting in the book, take the signature of the Dean and all the members. He shall be responsible for keeping track of the meetings and minutes.
- When the meeting is called, the minutes of the previous meeting shall be read and members have to respond to the action taken by them on the minutes of the previous meeting.
- The frequency of the meeting shall be once in two months or as and when needed.
- There shall be a minimum of TWO meetings in a semester.
- Any action not initiated shall have to be validated by concerned HOD.

B. HOD's with Staff:

- HOD shall send notice for the meeting along with agenda at least a day in advance to all staff members of the department.
- Meeting will usually take place in a classroom or Laboratory of the department.
- One staff member assigned by the HOD shall take the signature of the members present in a book meant for meetings.
- The staff assigned by the HOD shall record the minutes of the meeting in the book, take the signature of the HOD and all the members. He shall be responsible for keeping track of the meetings and minutes.
- When the meeting is called, the minutes of the previous meeting shall be read and members have to respond to the action taken by them on the minutes of the previous meeting.
- The frequency of the meeting shall be once in a month or as and when needed.
- There shall be a minimum of FOUR meetings in a semester.
- The meeting conducted at end of semester shall take up subject allotment for the next semester.
- The time table of FTP shall be discussed before the closure of semester.
- HOD's to encourage faculty to participate in FDP, workshops, seminars and conferences

C. General staff meeting:

- There shall be at least one staff meeting (both teaching and non-teaching) per semester.

- General rules and regulations shall be discussed.
- The opinions of faculty to be discussed and implemented, if found suitable.
- Director, CDGI, shall preside over the meeting.
- All staff of CDGI shall participate compulsorily.
- Absentee staff, without permission of Dean, shall be counseled and if need be necessary action to be initiated.

4.7 Teachers Self Appraisal:

- It is mandatory for all staff members to fill up the Staff Self Appraisal form on-line at the end of the Even Semester and submit it to the respective HODs well in time
- Details furnished in the Self appraisal form will have direct bearing on the annual increments of the staff members

A. Appraisal Format (Engineering):

Name :

Experience :

Designation :

Department :

Sl. No.	Parameters	Percentage	Points	Your points
1	Percentage of results in the previous semester (Average of all subjects)	> 95	20	
		90 – 94.99	15	
		80 – 89.99	12	
		70 – 79.99	8	
		60 – 69.99	5	
		< 60	0	
2	Actual contact hours per subject in previous semester (Average of all subjects)	100	20	
		90 – 99.99	15	
		80 – 89.99	10	
		< 80	0	
3	Percentage of portions covered in previous semester (Average of all subjects)	100	20	
		90 – 99.99	15	
		80 – 89.99	10	
		< 80	0	
4	Average Formative Feedback from students in previous semester	> 95	20	
		90 – 94.99	18	
		80 – 89.99	12	
		< 80	0	
5	Average Summative Feedback from students previous semester	> 95	20	
		90 – 94.99	18	
		80 – 89.99	12	
		< 80	0	

Sl. No.	Parameters	Number	Points	Your Points
6	Number of papers presented in National conferences (Previous academic year)	> 2	15	
		2	10	
		1	5	
7	Number of papers presented in International conferences (Previous academic year)	> 2	30	
		2	20	
		1	10	
8	Number of papers published in national journals (Previous academic year)	> 2	20	
		2	15	
		1	10	
9	Number of papers published in international journals with No Impact factor = 10 points each, Max. = 20 Impact factor > 1 = 15 points each, Max. = 30 Impact factor > 5 = 20 points each, Max. = 40 (During Previous academic year)		40	
			30	
			20	
Sl. No.	Parameters (Points 10, 11,12,13 & 14 only for Professors & Associate Professors)	Number	Points	Your Points
10	Chaired a session in Conference	1	30	
11	Number of awards/citations received	2	20	
		1	10	
12	Number of successful Sponsored/External projects guided	> 2	30	
		2	20	
		1	10	
13	Number of projects prepared and presented to various agencies seeking funds.	2	30	
		1	20	
14	Number of projects approved and funds released	2	40	
		1	30	
Sl. No.	Parameters	Number	Points	Your Points
15	Involvement in extra-curricular activities (For heading activities like, Gymkhana, Cultural, Annual Social Gathering, Citronics)	---	30	
16	Number of LWPs during the semester	1	- 2	
		2	- 4	
		> 2	- 10	
17	Issue of official memos for any indiscipline	1	- 5	
		2	- 10	
		> 2	- 30	
18	Punctuality/Regularity in engaging classes	Missed Once	- 5	
		Missed Twice	- 10	
		> 2	- 20	
19	Incidents of misbehavior with Staff & Students	Once	- 5	
		Twice	- 10	
		> 2	- 20	
20	Any other special achievement (Enclose details)	National / International	10 / 20	
Total Number of all 20 Points				

I hereby declare that all the points awarded by me as per the guidelines are correct and true to the best of my knowledge

Signature of Faculty

Certified that all the entries made by the Faculty have been verified by me and they are found to be correct.

Signature of HOD

B. Appraisal Format (Management):

Name :

Designation :

Experience :

Department :

Sl. No.	Parameter	Percentage	Points	Remarks
1.	Percentage of results in the previous two semesters	> 95	20	
		90 – 94.99	15	
		80 – 89.99	12	
		70 – 79.99	8	
		60 – 69.99	5	
		< 60	0	
2.	Actual contact hours per subject in each semester	100	20	
		90 – 99.99	10	
		80 – 89.99	6	
		< 80	0	
3.	Percentage of portions covered in each semester	100	20	
		90 – 99.99	10	
		80 – 89.99	5	
		< 80	0	
4.	Feedback from students	> 90	10	
		80 – 89.99	8	
		70 – 79.99	6	
		< 70	0	
Sl. No.	Parameter	Number	Points	Remarks
5.	Number of papers presented in National conferences (Previous academic year)	> 2	20	
		2	10	
		1	5	
6.	Number of papers presented in International conferences (SVIM, MTMI, USA)	> 2	40	
		2	20	
		1	10	
7.	Number of papers published in national journals with		40	
			30	

	No Impact factor = 10 points each, Max.=20 Impact factor < 1 = 15 points each, Max.=30 Impact factor > 1 = 20 points each, Max.=40		20	
8.	Number of papers published in international journals with No Impact factor = 20 points each, Max.=40 Impact factor > 1 = 30 points each, Max.=60 Impact factor > 5 = 40 points each, Max.=80		80 60 40	
9	Chaired a session in Conference (Only Prof/ Assoc. Prof)	1	30	
10.	Number of awards/citations received	2 1	20 10	
11.	Number of successful Sponsored/External projects guided	> 2 2 1	20 10 5	
12.	Number of projects prepared and presented to various agencies seeking funds.	2 1	20 10	
13.	Number of projects approved and funds released	2 1	20 10	
14.	Involvement in extra-curricular activities (For heading activities like, Gymkhana, Cultural, Annual Social Gathering, Citronics, Samwad)	---	20	
15.	Number of Case Studies discussed in your class	>4 2-3 1	30 15 10	
16.	Number of industry visits along with students	>2 1	20 10	
17.	Number of Special Lectures organized by you on your topic • Minor Project on Bank Reconciliation Statement, • Simulation of Time value of money on excel	>2 1	20 10	
18.	Number of certificate courses organized by you	>1 1	20 10	
19.	Number of GDs conducted by you	>3 2 1	20 10 5	
20.	Number of Seminars organized by you • Basics of Accounting for Non- commerce students • Importance of accounting software Tally • How to prepare for Examination	>3 2 1	20 10 5	
21.	Number of LWPs over past two semesters	1 2 > 2	- 2 - 4 - 10	
22.	Issue of official memos for any indiscipline	1 2 > 2	- 5 - 10 - 30	
23.	Punctuality/Regularity in engaging classes	Missed Once	- 5	

		Missed Twice	– 10	
		> 2	– 20	
24.	Incidents of misbehavior	Once	– 5	
		Twice	– 10	
		> 2	– 20	
25.	Any other notable contribution- Specify below	Marks will be awarded based on the quality of contribution and the area in which the contribution is made.		
TOTAL				

I hereby declare that all the points awarded by me as per the guidelines are correct and true to the best of my knowledge.

Signature of Faculty

Certified that all the entries made by the Faculty have been verified by me and they are found to be correct.

Signature of HOD

4.8 Prevention of Sexual Harassment of Women at Workplace:

Preamble:

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 from the date of Gazette Notification i.e., w.e.f. 23.04.2013 and the same has been published in the Gazette of India, Extraordinary, Part-II, Section-1, dated the 23rd April 2013 as Act No. 14 of 2013. The Act provides for protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. It is highly required that women are protected against sexual harassment at all the work places, be it in public or private. This essentially will contribute to the understanding of their right to gender equality, liberty and moreover, equality in their working conditions. The sense of security at the work place/study place will improve women's participation in overall progress, resulting in their economic empowerment and inclusive growth as whole.

A. Women's Grievances Redressal Committee (WGRC):

India has recently passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Sexual Harassment Act") and has made the law effective w.e.f. April 23, 2013. The law convincingly ardently states that "No women shall be subjected to sexual harassment at any workplace. The new sexual harassment act 2013 is exactly on the same terms as the Vishaka Judgment

punishable up to five years rigorous imprisonment with/without fine or both.

Chameli Devi Group of Institutions (CDGI) has adopted the guidelines in Compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“Sexual Harassment Act”) and guidelines laid down by the Supreme Court of India in its 13 August 1997 judgment on the Writ Petition (Criminal) Vishaka Vs. State of Rajasthan for prevention and deterrence of sexual harassment in the workplace.

B. Key Provisions:

The Act defines ‘sexual harassment’ to include such unwelcome sexually determined behavior (whether directly or by implication) such as:

- Physical contact and advances;
- Demand or request for sexual favors;
- Sexually colored remarks;
- Showing pornography; and
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

C. Harassment:

Women’s Grievances Redressal Committee or WGRC at Chameli Devi Group of Institutions (CDGI) has been constituted in accordance of directives of the Ministry of Human Resources, Government of India, under the directive of Supreme Court of India. Chameli Devi Group of Institutions (CDGI) is committed to ensure that a place of work / study to be free of sexual harassment, intimidation or any kind of exploitation. WGRC is meant for addressing issues/grievances/cases of sexual harassment and recommending their redressal. It is in keeping in view the Article 21 of the Constitution of India which assures every individual the right to live with human dignity, free from exploitation. It is therefore, obligatory to see that there is no violation of the fundamental right of any person. With this spirit that CDGI expects that its entire community - including students, faculty, staff and officers - will treat each other and visitors at CDGI with respect. All members of CDGI family cover all women, irrespective of her age or employment status including those who are in temporary or short term positions are subject to this policy. Anyone violating this policy is subject to disciplinary action.

D. Objectives:

The objectives of the Committee are:

- Prevent discrimination and sexual harassment against women, by promoting gender harmony among students and employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support to the victimized and termination of the harassment;

- Recommend appropriate disciplinary action against the guilty party to the Principal/ Management

The Committee seeks to achieve these goals through:

- **Dissemination of Information:** Through production, distribution and circulation of printed materials, posters and handouts.
- **Awareness Workshops:** About sexual harassment for faculty, non-teaching staff and students. The aim is to develop non-threatening and non-intimidating atmosphere of mutual learning.
- **Counseling:** Confidential counseling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

A. What is Sexual Harassment?

After the Supreme Court judgment on the landmark case of Vishaka Vs. State of Rajasthan and others in 1997, sexual harassment was legally defined as an un-welcome sexual gesture or behavior whether directly or indirectly as :

- Sexually colored remarks
- Physical contact and advances
- Showing pornography
- A demand or request for sexual favors
- Any other unwelcome physical, verbal/non-verbal conduct being sexual in nature
- Unsolicited telephone calls / e-mails with the intention of sexual harassment.

If the following circumstances exist in relation to any behavior, that is, if any act is done under the following circumstances that would also count as sexual harassment:

- Implied or explicit promise of preferential treatment in employment / awarding marks
- Implied or explicit threat of detrimental treatment in employment / awarding marks
- Implied or explicit threat about her present or future employment status
- Interferes with work studies or creates an intimidating/hostile/offensive work/studies environment
- Humiliating treatment likely to affect her health and safety
- Creating a hostile work environment

Basically it is any unwelcome words or actions of sexual nature.

The critical factor in sexual harassment is the 'un-welcomeness' of the behavior, thereby making the impact of such actions on the recipient more relevant for consideration rather than the intent of the perpetrator. Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations or permission to participate in a University activity.

Examples:

- Denial of payment or official approval in the absence of sexual favors
- Pornographic pictures/messages displayed on desks or sent by email
- Remarks made about personal appearance and dress
- Colored jokes shared in the office that make others present feel uncomfortable.

B. Functioning of the Committee:

a. The Complaint Mechanism Procedure to File/report a complaint:

- An aggrieved woman can file a complaint within one month of the incident (or later if allowed by the committee).
- At first instance, the committee shall recommend appropriate psychological and emotional support/assistance.
- The complainant will have to submit a written and signed complaint addressed to the Convener or any member of the Committee.
- The identity of the aggrieved woman, respondent, witnesses as well as other details of the complaint will be kept confidential, cannot be published or disclosed to the public/media.

b. Follow up of the complaint:

- The convener will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the committee will discuss the complaint.
- The committee shall look into the truth of the allegations contained in the complaint.
- If the case falls outside the purview of the committee, the complainant will be informed about the same by the appropriate authority.
- If the case comes under the purview of the committee, an enquiry committee will be set up.
- A three member enquiry/fact finding committee will be set up comprising of two female members and one male member of the committee.
- The enquiry committee shall have the power to summon witnesses and call for required information from any person of CDGI
- Documents / information has to be retained by the committee.
- The enquiry has to be completed within a time period of 90 days.

c. Submission of report:

- The enquiry committee will submit a report to WGRC committee and recommend the nature of

action/penalties to be taken against person found guilty at the earliest by the appropriate authority.

- As the case may be, they (Management) are mandated to take action on the report within 60 days.
- The Act provides the option of a settlement between the aggrieved woman and the responded through conciliation but only on the request of the woman. However, money compensation cannot be a basis for the settlement.
- In case of malicious complaints or false evidence, the committee may take action against the woman/person. However, simply not being able to prove an allegation will not mean that it is a false/malicious complaint.

C. Internal Complaints Committee:

The committee shall have Nine members with Six female staff members from different departments. Mr. Ajit Jain shall be in the committee as the Legal Advisor. Two executives from CDGI shall be Ex-Officio Members. Two students will also be considered as members of the committee if the victim or alleged perpetrator is a student

4.9 Guidelines for Conducting Outside Examinations:

Examinations	All Outside Online and Offline Exams other than BE, MBA, B.Sc., BBA, B.Com. examinations
Senior Superintendent	<ul style="list-style-type: none">• Dean will be the Senior Superintendent for all outside examinations• He will be SPOC from CDGI for communication with all external agencies.• He will appoint the Centre Superintendent on rotation basis.• He will be solely responsible for successful conduction of exams• He should be present in the exam centre on exam day.• He will send MIS report received from Centre Superintendent after verification to the Management and Accounts.

Centre Superintendent	<ul style="list-style-type: none"> • All HODs, Professors and Associate Professors can be appointed as Centre Superintendent. • Presently following faculty members are identified as Centre Superintendent <ul style="list-style-type: none"> ○ All HODs ○ Mr. Manish Gome ○ Mr. Arvind Kumar Shrimali ○ Mr. Sanjay Purohit ○ Any other faculty member as per designation and experience • He / She will carry out all the arrangements required for conducting Online Exam with the help Network Administrator, Invigilators and support staff. • He / She will appoint Network Administrators on rotation basis. • He / She will request HODs for list of invigilators for the said exam in proportion to faculty strength. • He /she will provide all instructions and assign duties to the staff as per their role and instructions received from Nodal Agency for the exam • After the exam Centre Superintendent, will submit a copy of duly signed Work order, Attendance of invigilators and remuneration chart to the HR after approval of Sr. Superintendent. • Centre Superintendent will submit MIS report in enclosed format to the Sr. Superintendent.
Network Administrators	<ul style="list-style-type: none"> • Faculty and Staff members having good knowledge of IT and ITES can be Network Administrators • Presently following faculty staff members are identified as Network Administrators <ul style="list-style-type: none"> ○ Dr. Chaitanya Singh ○ Mr. Nanda Kishore Sharma ○ Mr. Vishal Trivedi ○ Mr. Mahesh Kumar NS ○ Any other faculty member as per designation and experience • Network administrator will work as per instructions received from Centre Superintendent
Invigilators	<ul style="list-style-type: none"> • Centre Superintendent will request HODs for list of invigilators for the said exam in proportion to faculty strength. • HODs will provide the list of faculty members to the Centre Superintendent for invigilation ensuring proper rotation. • Invigilators will perform duties as per instruction given by Centre Superintendent
Laboratory Technicians	<ul style="list-style-type: none"> • Mostly Lab technicians of CS / IT will be used for lab support in the exam however minimum one lab technician from each department other CS/IT must be given duty.
Security and Support Staff	<ul style="list-style-type: none"> • Security and support staff will be appointed on rotation basis • Centre Superintendent will refer to previous duty sheets for ensuring rotation.

Working	<ul style="list-style-type: none"> • Work order received will be approved by the Dean. • Exams can be conducted on non-working days only • For conducting exams on working days approval from management must be taken • No exams should be accepted on the days on which college function is scheduled • Office and T&P staff can be involved in examination duties but only on non-working days. In any condition, they should not be given exam work on working days.
Payment Mode	<ul style="list-style-type: none"> • All remuneration must be accepted through account payee Cheque / Online in the college account from the external agency. • No cash will be accepted from external agency.
Remuneration to the Staff	<ul style="list-style-type: none"> • Remuneration to the staff will not be paid in Cash only • Remuneration to the staff will be made as follows: <ul style="list-style-type: none"> • On Working Days <ul style="list-style-type: none"> ○ 50% of the payment received for remuneration will be transferred to IDF. ○ Remaining amount will be distributed to the staff proportionately. • On Non-Working Days <ul style="list-style-type: none"> ○ 20% of the payment received for remuneration will be transferred to IDF. ○ Remaining amount will be distributed to the staff proportionately. • Remuneration will be paid to staff with the monthly salary. • In case examiner pays remuneration directly in to faculty bank account then we will deduct the share of IDF from respective staff salary from the month of exam held.
Others	<ul style="list-style-type: none"> • If any faculty member is unable to perform exam duties in any exam he/she can do so after providing reason for the same. In such cases he/she will be given chance later. • If faculty member denies for performing exam duty continuously three times, then it should be brought to the notice of the Sr. Superintendent.

4.10 Formats of undertaking for Faculty:

A. Undertaking (NEN):

I, Mr/Ms _____, working as _____ In the Department of _____, hereby state that I have also taken up the responsibility of co-ordinating the day to day activities of NEN Program in the college during the academic year _____. As mandated by NEN that the co-ordinator has to undergo specialized training, I on my own will and wish without any force or compulsion agree to undergo specialized professional training at specified training centers, Accordingly, I will attend the Training program that will be conducted at _____ from _____ to _____ for a period of _____ days with paid duty leave.

I am fully aware of the fact that for undergoing this training program, all the expenses of my training fees, travel, stay and food is being paid by the institution with no extra cost incurred from my side.

In view of the above stated facts, I hereby submit an undertaking on my own will and wish without any force or compulsion that I will serve the institution for a minimum duration of 2 academic years after attending the training program for which the institution has spent INR.

I, further on my own will and wish without any force or compulsion state that an amount equal to the money paid by the institution for my training may be deducted from my salary in 6 monthly installments and held back as retention money and paid back to me after 2 years.

In case, for any reason I discontinue my services from the institution, then I will be liable to repay the cost of training program incurred on me by the institution as per the following conditions:

- (i) In case I discontinue my services **WITHIN ONE ACADEMIC YEAR** after attending the training program, then I will be liable to repay the entire **100 %** amount spent on me by the institution for the training program (INR.....) from the retention money.
- (ii) In case I discontinue my services **WITHIN TWO ACADEMIC YEARS** after attending the training program, then I will be liable to refund **50 %** of the amount spent on me by the institution for the training program (INR.....) from the retention money.

Signature of staff member with date

Signature of HOD/Guarantor with date

B. Undertaking (PMKVY course):

I, Mr/Ms , working as in the Department of , hereby state that I have also taken up the responsibility of co-ordinating the day to day activities of the PMKVY Skill Development course in the Training Center allotted to our department during the academic yearAs it has been mandated by the government, that staff members involved in the training of the enrolled candidates have to undergo specialized professional training at specified training centers, I on my own will and wish without any force or compulsion agree to undergo this training program on my own will. Accordingly, I will attend the Training of Trainers (TOT) program that will be conducted at..... from to for a period of days with paid duty leave.

I am fully aware of the fact that for undergoing this TOT program, all the expenses of my training fees, travel, stay and food is being paid by the institution with no extra cost incurred from my side.

In view of the above stated facts, I hereby submit an undertaking on my own will and wish without any force or compulsion that I will serve the institution for a minimum duration of TWO academic years from the date of attending the training program for which the institution has spent INR.

I, further on my own will and wish without any force or compulsion state that when remuneration has to be paid to me for managing the PMKVY course , an amount equal to the money paid by the institution for my training may be held back as retention money and paid back to me after 2 years

In case, for any reason I discontinue my services from the institution, then I will be liable to repay the cost of TOT program incurred on me by the institution as per the following conditions:

- (i) In case I discontinue my services **WITHIN ONE ACADEMIC YEAR** after attending the TOT program, then I will be liable to repay the entire **100 %** amount spent on me by the institution for the training program (INR.....) from the retention money.
- (ii) In case I discontinue my services **WITHIN TWO ACADEMIC YEARS** after attending the TOT program, then I will be liable to refund **50 %** of the amount spent on me by the institution for the training program (INR.....) from the retention money.

Signature of staff member with date

Signature of HOD/Guarantor with date



SECTION-5

STUDENTS SECTION

5.1 Guidelines for Students:

General:

- The academic session for all classes will be started as per the academic calendar of RGTU
- End of teaching for all semesters will be as specified by the University calendar
- The college may sometimes start classes even earlier in case of any special training to be imparted to students. This will be notified on the college website
- A minimum of 75% of attendance, both in theory and practical classes, is compulsory
- Students who do not fulfill the attendance criterion will not be permitted to appear for the Mid-Semester Tests and the RGTU examinations
- Information through SMS and e-mails will be conveyed to parents in case their ward is not attending classes regularly
- The class attendance report and Mid-Semester Test report will be sent to the parents every month
- All students shall come to the college in the college buses only. If any student desires to make his/her own conveyance, they can do so only with the written permission of the Dean
- Dress code is compulsory for all students of the college.
- Students must carry their Identity card every day to the college and produce it whenever demanded by the college authorities
- If a student fails to produce his/her identity card on demand, he/she may be penalized
- Students have to strictly adhere to the rules and regulations stipulated by the college authorities
- Using Cell phones in the academic areas of the college is strictly banned
- If any student is found using cell phones, the same will be confiscated and will not be returned until the end of the semester
- Students are strictly banned from indulging in nuisance activities in the college campus and buses
- Students are strictly banned from having eatables in the class rooms, however during lunch hours, students can use the college lawn to have their breakfast or lunch
- Students are strictly banned from damaging or misusing college property. Strict disciplinary action will be initiated against students violating this rule
- Students are expected to maintain dignity and decorum in the college campus and in the college buses
- Students are strictly expected to be in the class rooms or laboratories during class hours and are banned from sitting in the canteen or playing in the campus when they have theory or practical classes

- Students are strictly banned from leaving the college campus during college hours, in case of any emergency, they can do so with the written permission of the Dean
- Strict disciplinary action as per the college rules and regulations will be initiated against students who indulge in quarrels, fights, political activities and other in-disciplinary activities in the college campus and buses
- Students shall maintain strict silence and a high level of academic discipline in class rooms, laboratories and the library
- Students are expected to strictly follow the library rules and regulations
- Students are expected to actively participate in Co-curricular and Extra Curricular activities organized by the college
- As per Supreme Court judgment, ragging is totally banned
- FIR shall be lodged with the police, against any student violating this rule

5.2 Internal Assessment Tests:

A. Non-Grading Scheme:

- Students appearing for the Mid-Semester Tests have to carry their Identity cards
- The maximum marks prescribed for the Internal Assessments is 20.
- This comprises of two components, 15 marks for the Mid-Semesters Tests conducted by the departments and 5 marks for Placement Training class attendance and tests
- Any fractional marks shall be rounded up in favour of the student
- There shall be three internal assessment tests during the academic semester
- The Mid-Semester tests shall be of 60 minutes duration
- Students indulging in indiscipline or mal-practice may be debarred from writing the tests
- Mid-Semester Test marks will be awarded by taking the best TWO of the three tests
- A student scoring less than 8 marks is entitled to appear for an improvement test only if he/she has appeared for all the 3 tests
- The improvement test shall be of 60 minutes duration
- The portions for the improvement test shall be restricted to the portions covered till the Second test only
- If a student misses any regular test, he / she can appear for an extra test only on medical grounds. In this case the student has to produce the original Doctor's certificate, Investigation reports and prescription details
- When permission is granted for an extra test, the student may have to appear for more than one test in a day
- Students will have an opportunity to go through their test books to verify the marks awarded

- Any anomalies observed can be brought to the notice of the concerned staff members and got altered
- Any discrepancies observed by the student in the award of Internal Assessment Marks may be brought to the notice of the concerned HOD in writing immediately after the announcement of marks
- No query regarding Internal assessment marks shall be entertained after the marks have been dispatched to the university

E. Grading Scheme:

- Students appearing for the Mid-Semester Tests have to carry their Identity cards
- The maximum marks prescribed for the Internal Assessments is 30 (each subject).
- This comprises of two components, 20 marks for the Mid-Semester Tests conducted by the departments and 10 marks for Placement Training class attendance and tests
- Any fractional marks shall be rounded up in favour of the student
- There shall be three internal assessment tests during the academic semester
- The Mid-Semester tests shall be of 60 minutes duration
- Students indulging in indiscipline or mal-practice may be debarred from writing the tests
- Mid-Semester Test marks will be awarded by taking the best TWO of the three tests
- A student scoring less than 8 marks is entitled to appear for an improvement test only if he/she has appeared for all the 3 tests
- The improvement test shall be of 60 minutes duration
- The portions for the improvement test shall be restricted to the portions covered till the Second test only
- If a student misses any regular test, he / she can appear for an extra test only on medical grounds. In this case the student has to produce the original Doctor's certificate, Investigation reports and prescription details
- When permission is granted for an extra test, the student may have to appear for more than one test in a day
- Students will have an opportunity to go through their test books to verify the marks awarded
- Any anomalies observed can be brought to the notice of the concerned staff members and got altered
- Any discrepancies observed by the student in the award of Internal Assessment Marks may be brought to the notice of the concerned HOD in writing immediately after the announcement of marks

- No query regarding Internal assessment marks shall be entertained after the marks have been dispatched to the university

5.3 Breakup of Marks to be awarded for Internal Assessment:

A. CBCS-Scheme: [For II and IV Semester students]:

- Total number of Theory Subjects during the Semester = 5
- Internal assessment marks per Theory subject = 40
- Break up of marks = 30 marks for Mid-Sem. Test (Best 2 out of 3) + 10 marks for Teacher Assessment
- Teacher Assessment of 10 marks each of 5 subjects ie. Totally 50 marks shall be awarded by respective department based on Quiz tests/Assignment conducted by concerned Subject Faculty.

B. Grading Scheme: [For VI Semester students]:

- Total number of Theory Subjects during the Semester = 5
- Internal assessment marks per Theory subject = 30
- Break up of marks = 20 marks for Mid-Sem. Test (Best 2 out of 3) + 10 marks for Quiz/Assignment
- The 10 marks each of 5 subjects ie. Totally 50 marks shall be awarded by respective department based on Quiz tests/Assignment conducted by concerned Subject Faculty.

F. Grading Scheme: [For VIII Semester students]:

- Total number of Theory Subjects during the Semester = 4
- Internal assessment marks per Theory subject = 30
- Break up of marks = 20 marks for Mid-Sem. Test (Best 2 out of 3) + 10 marks for Quiz/Assignment
- The 10 marks each of 5 subjects ie. Totally 50 marks shall be awarded by respective department based on Quiz tests/Assignment conducted by concerned Subject Faculty.

5.4 Student Welfare Cell:

The student welfare cell shall be headed by a Senior Professor and designated as Student welfare officer. Senior most Assistant Professors from each of the Engineering departments shall be Student counselors in the cell. One senior most Assistant Professor from the Science and Humanities department shall also be included in the cell as Student counselor.

Guidelines for functioning of the Student Welfare Cell:

- It will take care of the overall discipline of students in the Campus and college buses.

- Monitoring of students' behaviour in library, class rooms, laboratories, canteen and campus.
- There should be strict vigilance to see that students do not use cell phones in academic areas.
- If any student is found using a cell phone in academic areas, then it can be seized and handed over to the SWO immediately for further action.
- The SWO has to maintain a register and record the details of the student and the cell phone in the register and take signature of the student.
- Monitoring students' adherence to college uniform guidelines and reporting the matter to SWO in case of any violation.
- Student counselor's should go round the academic areas of their respective departments regularly and monitor the overall discipline.
- If any student is found indulging in indiscipline or nuisance then his/her Identity card has to be seized immediately and he/she has to be taken to the SWO for initiating disciplinary action
- Maintain a register (both hard and soft) to record the names of students who create nuisance in the college campus. The contact details of the student and their parents have to be recorded.
- Any problem of indiscipline or nuisance created by students will be reported to the student counselor of the particular Department and the SWO by staff or HODs. The SWO will have to call at least 3 to 4 members of the committee and resolve the issue.
- The SWO must take an apology letter from the student and maintain it as a document for future reference
- Any such matters of indiscipline or nuisance have to be immediately reported to the Dean in writing with a recommendation for punishment / fine to be imposed.
- Only the Director is authorized to impose punishment / fine to the erring students.
- Student counselors also have to take care of any problems being faced by students and report the matter immediately to the SWO
- The SWO has to record the student problem in register and contact the Dean immediately for a solution.
- The SWO should also consider any problems directly reported to him by the students and contact the Dean to resolve it.
- The SWO together with the Dean and HOD of the particular Department has to address the students at least once in a semester and apprise them of the relevance of the Student Welfare Cell and how students can be benefited by it.
- The Student welfare cell has to meet the Dean/ Director at least once in a week and apprise them of the work progress of the Cell.

5.5 Guidelines for Participation of Students in Technical Competitions / Paper Presentations:

Preamble:

In this new era of rapid development and global competition, a straightforward conventional academic approach cannot propel students to be placed in reputed organizations. The need of the hour and demand for survival and eventual progress is an out of the box learning process. This innovative academic approach can expand the knowledge horizon of the students and make them more practical minded and industry compatible. It is in the backdrop of such a demanding situation that the management of CDGI has come up with a strong initiative of encouraging students to involve in value addition activities. These activities can definitely hone their technical skills and eventually enhance their employment opportunities. As a first step towards this ambitious planning, students are being motivated to participate in technical competitions held at national and international levels. They are also being encouraged to get involved in research activities that can lead to presenting and publishing research and technical papers in national and international seminars and journals. Following guidelines have been framed to streamline this process and make it more effective.

A. Guidelines:

- HOD's need to designate one faculty member to regularly browse websites that provide information related to organization of Technical Competitions / Paper Presentations for students.
- The concerned faculty shall download the details related to such events, prepare a circular (Soft copy) and present it to the HOD.
- HOD's can discuss about the event with their faculty members and take a decision related to participation in the event and subsequent participation.
- Once a decision is taken by the department to participate in the event then detailed information related to the event should be brought to the notice of the students so that interested students can register their names in the department.
- The faculty-in-charge shall upload the information on e-campus and notice board.
- HOD shall select the team appropriate to the occasion.
- HOD's will allot one faculty to guide the students participating in the events and the concerned faculty has to maintain a detailed record of students' attendance and individual contribution.
- HOD's, after constituting the team can follow the normal official procedures to register the team for participation in the event.
- HOD's shall see that all talented students are provided opportunities to participate
- Repetition of any team may be avoided unless there are no other teams available
- Detailed information about the participation shall be sent to the Dean.

- After completion of the event, details related to the results and their performance should be sent to the Dean within seven days after the completion of the event.

B. Incentives to Students:

- The registration / participation / entry fee shall be paid by the college
- Students will be provided transportation facility to participate in any event in and around Indore
- An amount of Rs. 100/- per day, per student shall be paid as Daily Allowance for the students participating in any event in and around Indore
- If students participate in events outside Indore and within the state of Madhya Pradesh, the Train/ Bus charges, both ways will be provided
- An amount of Rs. 150/- per day, per student shall be paid as Daily Allowance for the students participating in any event outside Indore

C. Notice for Students:

- Students interested to participate in Technical Competitions / Paper Presentations notified in e-campus should meet their respective HOD's and obtain their permission.
- The registration / participation / entry fee for the event shall be paid by the college
- One faculty will be designated to guide students selected for participating in the events
- Students will be provided transportation facility to participate in any event in and around Indore
- An amount of Rs. 100/- per day, per student will be paid as daily allowance to the students participating in any event in and around Indore
- If students participate in events conducted outside Indore and within the state of Madhya Pradesh, the Train / Bus charges, both ways will be provided
- An amount of Rs. 150/- per day, per student shall be paid as daily allowance for the students participating in any event outside Indore
- If the participating team wins prizes, following incentives will be provided -
- First prize - Rs. 1,000/- per student
- Second prize - Rs. 750/- per student
- Third prize - Rs. 500/- per student

5.6 Disciplinary Rules to be followed by Students:

- General disciplinary rules of Indian culture shall apply to all the students in the campus.
- Ragging in any form is strictly prohibited within the campus and college bus.
- Wearing of college uniform in the campus is mandatory for CDGI students.

- Every student must carry their identity card to the college and produce it whenever demanded by any staff member.
- Every student must take proper care of their identity card to avoid its misuse by other students or outsiders.
- In case the identity card is lost, the matter should be immediately reported to the Dean and an application should be made for a duplicate identity card which will be issued on payment of charges.
- The conduct of the students in the classes and in the campus must not cause any disturbance to staff members, fellow students of other classes.
- Students, who happen to have no class, are not allowed to loiter around in the campus during class hours disturbing other classes.
- Use of Mobile phones is strictly prohibited in the academic area of the campus.
- Students must get their grievances addressed by approaching their respective HOD's and Dean.
- Students are prohibited from approaching the press persons directly for any grievances.
- Students must be at their respective allotted bus-stops 10 minutes earlier to the scheduled time.
- Students must be totally disciplined while travelling in the college bus.
- No Notice/Circular/Poster/Banner can be circulated/ displayed in the campus without the prior permission of the Dean.
- Outsiders are not permitted in the college premises without the prior permission of the Dean.
- Students must not bring their relatives/friends to the campus without prior permission of the Dean.
- Students should take proper care of the college property.
- Students must keep the campus neat and clean.
- Students are required to use Water and Electricity economically in the campus.
- Students must switch OFF light, fan, computer, equipment while leaving the class room/ laboratory.
- Students must not write on benches, doors or walls.
- Students must use dustbins only.
- Smoking, consuming and possessing alcoholic drinks, drugs are strictly prohibited in the campus.
- Possessing / using weapons are prohibited in the campus.
- Violence of any form shall not be tolerated in the campus.
- College/ Hostel fees must be paid by the student within the stipulated time.

A. Disciplinary Committee:

A disciplinary committee is constituted by the Director and shall consist of the following members-

1. Dean.
2. Academic Head.
3. HOD's of the department to which the students belong.
4. Senior faculty of the department to which the students belong.
5. Student welfare officer.
6. Respective student counselor.

B. Duties of the Disciplinary Committee:

Any student found guilty of the above mentioned disciplinary acts by the committee, then any of the following penalties can be imposed by the Director-

- Obtain a written apology and orally warn the student.
- Obtain a written apology and issue a warning letter which will be filed in the personal file of the student.
- Obtain a written apology and debar the student from using certain facilities of the college and debar from participating in all activities of the college.
- Obtain a written apology and suspend the student from attending classes for a week.
- Dismissal from the college and issuance of Transfer certificate.

5.7 College Hostel:

Hostel facility is made available to students in the campus. One Hostel is setup for Girl students exclusively, one for First year boys of all courses and the second for boys of higher class of all UG courses.

The three hostels in campus with actual capacity are -

1. Girl's Hostel - 52 seater
2. Junior Boys Hostel - 32 seater
3. Senior Boys Hostel - 116 seater

- The rooms available are 2 seater, 3 seater and 4 seater.
- The rooms are furnished with Cot, Bed, Study Table, Chair, Almirah and Runner
- The basic facilities are - Water cooler with Aqua guard, Solar water heater, Washing machine.
- The other facilities are - 24x7 Wi-fi facility, TV with d2h connectivity, Indoor and Outdoor games, Gymnasium, Swimming pool
- The hostels are totally secure with round the clock manual security with CCTV surveillance.
- All the hostels are provided with power backup facility
- Mess facility is available with Morning breakfast, Lunch, Evening snacks and Dinner. On all Sundays special lunch will be provided

- Transport facility is available to students in the Evening from campus to city and back.
- Guest house facility is made available to parents whenever they visit the campus to meet their wards on very nominal charges.

Admission:

- Students have to fill the hostel admission form and submit an undertaking that he will abide by the existing rules and regulations of the hostel.
- Allotment of rooms will be based on availability and allotted by hostel warden
- Rooms are allotted for a period of one academic year.
- A hostel student cannot vacate the allotted room in the middle of a semester.
- Students allotted room in the hostel has to submit a No-Dues certificate before vacating the hostel.
- Caution money shall be refunded to the student only after he submits the No-Dues certificate in the Accounts section of the office.

Hostel Rules:

- Students should sign an undertaking that they will abide by the rules of the hostel.
- Students should maintain discipline inside the hostel and in the campus.
- Students who go out of the campus for more than 12 hours should obtain prior permission from hostel warden.
- Students before proceeding to their native places should submit the Leave-pass duly signed by the warden.
- Students going out of the campus should obtain Gate-pass duly signed by the manager.
- Students proceeding to their native place or home during odd hours from the campus or returning from their native place should inform the warden or manager well in advance.
- Students using two wheelers should provide copies of vehicle registration number and driving license to the warden.
- Students riding two wheelers should wear helmets and follow all the rules and regulations.
- Students are not allowed to use electric heaters inside their hostel rooms
- Misuse of hostel furniture or damage caused to hostel property shall be viewed seriously.
- Any sort of damage to the hostel property or material shall be made good by the student.
- Students are not permitted to change the arrangement of hostel furniture in their allotted rooms.
- Allotted rooms should be maintained neat and clean.
- Students are not allowed to accommodate their Parents, Guardians or Friends inside the hostel.
- Parents of the student shall be provided accommodation in the college guest house on request and payment of stipulated charges.

- A meeting of hostel students, manager and canteen-in-charge will be conducted every month.
- Students should follow the Mess timings and are not allowed to carry food from the mess to the hostel.
- In case of problems related to the canteen, it must be brought to the notice of canteen-in-charge, manager and warden.
- Students are also required to follow the Bus timings while using the bus facility.
- Students are not permitted to play any type of outdoor game inside the hostel.
- TV timings should be strictly followed (6:00 P.M to 10:00 P.M.)
- Hostel main gate will be closed by 10:30 P.M.
- Use of alcohol, Non-vegetarian food and smoking is not permitted inside hostel rooms.
- In case of any dispute among the students, it must be immediately brought to the notice of the warden
- Students are not permitted to involve in any type of political activity inside the hostel.
- Ragging is strictly prohibited, if any, student is found involved in it, will be expelled from the hostel and college.
- Students should adhere to college timings without fail, if they are found in the hostel during class hours; they will be expelled from the hostel.
- During surprise inspections in the hostel, if any student is found to be breaking the rules of the hostel, they will be expelled from the hostel.

5.8 Guidelines for Student's Academic related grievances:

Preamble:

In the teaching-learning process, a teacher will strive to convince the students in a class about the concepts that have to be understood. If in case the students are not convinced with the way a teacher is handling the subject, then the aggrieved students must be provided with a fair chance to convey their problems to the concerned authorities and the authorities have to resolve the issue without affecting the student's academic career or damaging the academic system. Also, due care has to be taken to see that unscrupulous students do not take undue advantage of this facility and target a particular faculty.

Students have to be provided with an opportunity to approach their concerned HOD's if they have any grievances related to academics.

A. Guidelines:

The following guidelines are being laid down to address the academic grievances of the students:

- If grievances are generic in nature, the class representative along with a few students of his/her class shall meet the concerned faculty, at an appropriate time and put forth the problems orally.
- This creates a healthy relationship between the teacher and the taught.
- If the faculty's response is positive and convincing, the same shall have to reflect in the next class.
- If not, the same shall have to be escalated to concerned HOD by the class representative along with a few students.
- The HOD shall study the nature of grievance.
- If necessary, he shall sit in the class of the concerned faculty and observe the proceedings.
- If his observations are found to be true, then he shall call the faculty to his chambers and counsel.
- He shall also take care to see that the faculty does not indict the students.
- If any vindictive actions are reported then disciplinary action has to be initiated.
- After counseling, the HOD shall sit once again in the same class and observe for any improvement.
- Even a small improvement may be sufficient to prove that the faculty is in the right direction.
- Reasonable time, may be a week's time, may be given for substantial improvement.
- If no improvement is noticed with all this exercise, the matter shall be brought to the notice of Academic Head.
- The academic head shall sit in the class of the faculty; observe the proceedings in view of the grievances expressed by the students and the subsequent actions initiated by HOD.
- In case the faculty is found to be not responding to the call of HOD, then he shall be counseled again in the presence of Dean.
- The result of this counseling is also found to be ineffective the matter to be reported to Director for further course of action.
- Specific cases shall have to be discussed by the aggrieved students directly with the HOD/Academic head.
- If the student feels that no justice is done, then he may report to Dean/Director.
- In case of no action even at this level, the student can send a mail to Chairman, CDGI, directly.
- Any confidential matter, related to academics, can be discussed directly with Director.
- If no positive outcome is observed, then the student can meet the Chairman directly.

B. Student Feedback:

- The student feedback format Branch wise, semester wise and section wise with name of subjects as well as the name of teacher handling the subjects is generated online.
- The student has to give his preferences to the points appearing in the format.
- Student feedback is taken at the beginning of each semester and once again at the end of each semester.

- The final analysis of the student feedback is available with the Academic Head.

5.9 Guidelines for Study Circle and Academic Council:

Preamble:

Observing the lacuna in academics, the management has come to a decision of rejuvenating through an ideal exercise comprising of two activities, namely, The Study Circle (SC) and Academic Council (AC).

The Study Circle:

This is a novel idea of involving the students in decision making at all levels of institutional administration. It comprises of a selected number of students from each section, or combination of sections, constituting into a forum under the title “Study Circle”. The intention is to create a common platform for the students to voice their grievances so as to retrieve remedial measures by the authorities.

A. Constitution of Study Circle:

- There shall be one SC for each section or combination of two sections of a class.
- Each SC shall have 10 to 12 members.
- The members of SC shall comprise of students drawn from the cross section of the student's community in the section.
- It shall be a combination of merited, average and below average category of the class.
- There shall be a faculty attached to each SC.
- There shall not be a leader or a captain for any SC.
- All members shall have equal powers.
- Equal participation shall be given for girl students
- The students participating in the feedback session shall be by rotation so as to give opportunities for most of the students
- Students who have been involved in unethical activities in the institute shall not be selected.
- Director shall nominate members on SC.

B. Duties of SC:

- Shall discuss on issues of concern in academics, extra-curricular activities, transportation, canteen, placement, discipline etc.
- The SC shall prepare its own agenda for each meeting depending on the urgency of issues.
- SC shall discuss these issues freely in detail till a consensus is arrived on the agenda.
- Constructive suggestions are welcome for developing a unique student friendly campus culture.
- A detailed report on the deliberations shall be prepared and handed over in a sealed cover to the concerned faculty.

- The SC is debarred from discussing personal issues either of faculty or the students.
- The discussion shall be healthy and non controversial.
- Normally SC shall meet at least once in THREE months and discuss over a period of one hour.
- The students participating in SC will change in every session, so as to give equal opportunities for majority of the students in the section.

C. Conduct of SC meeting:

- There shall not be any Chairman for the SC. However, the topper amongst the members shall act as liaison between SC and Dean
- Date and time of meeting shall be fixed by Dean in consultation with Director, CDGI.
- Intimation to all student members and faculty shall be sent by Dean by E-mail, at least three days in advance so as to give sufficient time for the students to get prepared.
- It is mandatory for everyone to confirm their participation immediately.
- The meeting shall be conducted as per the prepared agenda.
- No member shall dominate the proceedings.
- Opportunity shall be given to everyone to express their views.
- Impersonation shall be treated as an offence.
- One group from each section shall be accommodated in one class room identified for the purpose
- The students shall be seated in a circular pattern so that each one can see the other participant and also listen to what he says
- Feedback shall be given in a particular format which facilitates easy consolidation
- It shall not be in the form of complaint but more of constructive in nature.
- No necessity of affixing signature or writing their names in the paper
- No over writing is allowed
- At the end of one hour the students shall complete the exercise and enclose the filled in feedback form in a sealed cover supplied by the institute
- The same shall be handed over to the designated faculty.
- The feedback shall be brief and in English only
- The students shall bring their college ID compulsorily failing which they shall not be allowed to participate

D. Duties of faculty in-charge:

- One faculty for each SC shall be designated by the Director.
- The faculty shall not participate in the discussions.

- He/she shall sit far away from the students in the same hall in order to provide freedom for the students to discuss freely.
- He/she shall only be observing the proceedings.
- He/she shall be responsible for maintaining the discipline during the proceedings.
- He/she shall collect the sealed cover from the students and hand it over to Dean immediately.
- He/she shall be present in the hall till the completion of the discussion by the study circle.
- Faculty in-charge may be rotated amongst the available interested teachers.
- He/she shall verify the identity of the students in the SC and report the attendance to Dean.
- Any discrepancy shall have to be reported to Dean immediately.
- Tea and snacks may be provided to faculty and students during meeting
- All arrangements shall be the responsibility of Dean

E. Duties of Dean:

- The Dean shall collect all the reports from SC through the concerned faculty in charge.
- He shall refer the observation made by SC to respective HODs/Placement officer/Cultural Head etc. seeking their response and suggestions.
- The responses shall have to be received by the Dean within one week from the date of dispatch from his office.
- The Dean shall consolidate the individual responses based on issues.
- The consolidated report along with his observations shall be placed before the Academic Council.

F. Duties of HODs:

- The HOD shall study the observation made by the SC on the academic and departmental issues.
- He shall call for the departmental meeting immediately within a day or two from receipt of communication from the Dean.
- All relevant issues shall be discussed in detail.
- If the observation made by the SC is found to be irrelevant, the same shall be communicated to Dean in writing within the stipulated time.
- The HOD or any faculty of the department is not authorized to deal with the members of SC directly.

G. Duties of other authorities:

Duties of other authorities, like, Placement and Training Cell, Gymkhana Chairman, Chairman Cultural activities, Annual Social Gathering Chairman, Editor-Samvaad, Editor-College magazine, etc, shall have to be executed on similar lines as mentioned under F.

[illegible]

I. Constitution of Academic Council:

- Agarwal House.
- Professors
- Professor (AICTE scale) from each dept.
- AICTE)/ Assistant Professors (6th Pay) from each
- President
- from every year
- (I)
- er, as per requirement.
- uting:**

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- The availability of service providers like sports officer, office staff, placement staff, wardens, maintenance staff, etc. is mandatory during the meeting.
- No personal issues shall be discussed unless it has wide range of applicability.
- Chairman's decision shall be final and binding.

K. Duties of Academic Council:

- It shall deliberate on all issues raised by various bodies, like, SC, HODs, Dean, other authorities, members of Academic Council etc.
- It shall resolve all issues amicably keeping in mind the overall interest of CDGI
- It shall take remedial measures to avoid the recurrence of such problems in future.
- It shall take measures to implement the valuable suggestions made by various bodies.
- It shall designate various portfolios like Annual social gathering chairman, Cultural head, Gymkhana chairman, Magazine committee chairman etc.
- It shall review the feedback of students on academic performance of the teachers.
- The performance of students in IA tests to be reviewed.
- Attendance status shall be discussed.
- It shall analyze the semester wise examination results.
- It shall fix the dates for Citronics, seminars, conferences, workshops etc. to be conducted at CDGI.
- It shall encourage the teachers who have performed well during the semester with appropriate incentives.
- It shall discuss and take a decision on addition of new courses and increase of intake.
- It shall act as a guiding star for the developmental activities of CDGI.

L. Implementation:

A Committee shall be constituted by the Director to supervise/ monitor the implementation of the decisions taken in Academic Council. The committee shall be totally responsible and accountable for all actions. The chairman of the committee shall report to the Chairman/Director, CDGI.

M. Constitution of Implementation Committee:

Dean, CDGI	Chairman,
Academic Head	Vice Chairman.
All HODs	Members
Chairman - Gymkhana	Member
Chairman - Cultural activities	Member
Chairman - Annual social gathering	Member
Chairman - Discipline committee	Member

Editor - Samvaad News letter

Member

Editor - College magazine

Member

Convener (To be nominated by Director)

N. Duties of Implementation committee:

- It is totally responsible and accountable for implementing the decisions taken in AC
- It shall meet immediately after AC meeting and work out the plan of action for implementation.
- The Chairman shall fix dead lines for each event.
- The Chairman shall monitor the progress through the convener or directly.
- The Convener shall keep track of the progress and update the Chairman regularly.
- Chairman shall guide the concerned officials while implementing the decisions, appropriately.
- Committee is authorized to summon any faculty, non-teaching staff or student to the meeting to give necessary instructions.
- Any failure on any part shall be dealt seriously by the committee while implementing the decisions.
- A final report to be prepared by the Chairman on the process of implementation and the same to be submitted to Chairman, AC, during the next meeting.

O. Penalty Clause:

- If any faculty assigned to Study Circle reports about the misconduct of any student member, then the proceedings of that meeting shall be rejected.
- Such student member shall not be permitted to participate in any Study Circle meetings in future.
- Members of Academic Council who remain absent without the permission from Dean shall be treated severely.

P. Student Council Office bearers:

The Student Council shall comprise of the following designated office bearers.

- a. President.
- b. Vice President.
- c. Secretary.
- d. Joint Secretary.
- e. Toppers from each year/section from every branch shall be nominated as members of the council.

Q. Nominations and Elections to the Student Council:

- The topper from every class shall be nominated as the Class representative and shall be a member of the student council.

- The topper amongst the Final Year members shall be nominated as the President.
- There shall be one girl student among the four office bearers.
- The next student according to merit from the Final Year class shall be nominated as the Vice President.
- Some members from the Final year classes can contest for the posts of Secretary and Joint Secretary.
- The nominated members of all classes will then cast their votes to elect a Secretary and a Joint Secretary of the council.
- The contestants securing the highest number of votes will be the Secretary and the Joint Secretary.

5.10 Chameli Devi Education Fund:

Preamble:

State of Madhya Pradesh is educationally and economically backward when compared to others. Majority of students aspiring for higher education, particularly in professional courses, are hindered for want of financial support. No doubt, banks are supporting the cause through their education loan programs. But, many deserving students are feeling the heat to meet out the stringent needs to satisfy the official requirements like surety etc. Under such conditions, they are subjected to mental agony leading to frustration and discontinuation of the program. This loss of human resources needs to be arrested. Hence, Maa Charitable Trust (MCT), having observed the miserable plight, has volunteered to extend a helping hand through its novel project titled, Chameli Devi Education Fund (CDEF).

A. Governing Council:

- a. Sri. Vinod Kumar Agarwal - Chairman
- b. Sri. Sanjay Kumar Agarwal - Vice Chairman
- c. Director, CDGI - Secretary
- d. Nominee of BoG - Member
- e. One Senior faculty - Member
- f. Dean CDGI - Convener

B. Regulations:

This is applicable for all regular students irrespective of caste, creed and sex of CDGI and other institutes coming under MCT.

C. Eligibility:

- All those who have registered in III Semester and above classes only are eligible to apply, subject to following conditions.

- Income of the parents, from all recognized sources, shall not exceed Rs. 1.20 Lakhs per annum which has to be substantiated by an income certificate issued by competent authorities.
- The student shall have passed the immediate previous examination in first class.
- He/She should have put in at least 75% attendance in their immediate previous semester.
- He/She should not have involved, directly or indirectly, in ragging either in the campus or outside.
- He/She should not have been found to be involved in mass bunking, directly or indirectly.
- He/She should not have been caught for malpractice in university examinations.
- He/She should not have been reported by concerned HoD for any misbehavior either in the class/laboratory or in the campus.
- Such of those students who are availing financial assistance from any other source are not eligible.

D. How to apply?

- The eligible student shall apply in the prescribed format (available in the institute office) only.
- All documents, as mentioned in it, shall be attached with the application.
- Incomplete application shall be rejected.
- Application shall be submitted to the office well within the stipulated date.
- Late applications shall be rejected.
- Applications shall be handed over personally by hand in the office.
- Applications sent through post/email/through messenger shall not be accepted.

E. Mode of sanction:

- All applications received on or before the last date shall be verified by the office.
- List of all applications of eligible candidates shall be prepared and submitted to Convener.
- Convener will call for a meeting of GC, in consultation with Chairman.
- All applications shall be placed before the committee for consideration.
- Normally financial assistance to a tune of 50% of tuition fee will be provided.
- Number of beneficiaries for each academic year shall be decided by the committee.
- Financial assistance shall be given for payment of tuition fees only.
- Students who have applied for assistance shall be interviewed by Director/Dean before recommending to the committee.
- The candidature of the applicant shall be forwarded by respective HoD and endorsed by Dean.
- Assistance will be made available only at the beginning of the academic year.

F. Payment of Assistance:

- The amount sanctioned by the committee shall be paid directly to the Dean, CDGI through account payee cheque.
- All cheques shall be drawn in favor of Dean, CDGI.
- Only Chairman / Vice Chairman or any authorized person shall have powers to sign the cheques.
- The college receipt shall be kept enclosed with the application of the student.

G. Voluntary Repayment:

Though it is treated as financial assistance with no tag of repayment, it is expected that the beneficiaries repay the amount as contribution to the fund in the form of donation. Such an act of generosity would not only build a healthy relationship with the institute but also creates a sense of belongingness. So, the management appreciates the gesture whole heartedly and would be cited in the institute news letter “SAMVAAD”, during college annual functions, in the alumni meet and in the college magazine.

H. Source of Income to CDEF:

Following sources of income is expected.

- Contribution from MCT.
- Interest on FDs submitted to AICTE.
- Collecting voluntary donations from philanthropic donors connected with CDGI family.
- Teaching faculty of CDGI will contribute a small part of their salaries generously.
- Co-operative store to be requested to contribute 1% of their profit every month.
- Passing out students to be induced to pass a portion of their refundable caution money to this cause in the interest of their own deserving friends.
- Parents / guardians to be coaxed through “SAMVAAD”, newsletter, and during parents meet to contribute generously.
- Alumni association can also be a regular source of income.
- All donations / contributions to be received in the name of CDEF through cheque / draft drawn in favor of CDEF payable at Indore.
- All such payments shall be acknowledged with valid receipts issued by the institute.
- Any cash payment may be made in the institute office under valid acknowledgements.

I. Custodian:

The Dean, CDGI shall be the custodian of all financial transactions and official correspondences.

J. Legal Jurisdiction:

Legal jurisdiction is restricted to Indore district only.

K. Penalty Clause:

The assistance is provided to help such students who cannot afford to manage loans through banks. Also, it is meant to encourage and nourish the budding talent. So it is expected that the beneficiary makes use of the facility and perform better in academics.

If he/she discontinues the program for any reason whatsoever, then the amount received shall have to be refunded. An affidavit to this effect shall have to be submitted to office, signed by the parents / guardians and the student, before availing the facility.

5.11 Formats of undertaking by Students and Parents:

A. Undertaking to be submitted by Student for funding:

**The Chairman,
Chameli Devi Education Fund,
Indore.**

IN CONSIDERATION of your paying or agreeing to pay me, I hereby undertake as under:-

I ----- S/o or D/o Shri ----- Age -----

R/o ----- am studying in ----- class ----- at Chameli
Devi Group of Institutions, Indore.

The sum of Rs. ----- has been received by me
from CDEF as financial assistance for tuition fees of Class ----- for the academic
session

I/We do hereby for myself and my legal guardian jointly and severally UNDERTAKE to refund/repay the financed assistance amount immediately if I discontinue the program for any reason whatsoever or I/We start getting benefited through my education in any manner. If I/We fail to refund/repay the financial assistance extended in default of any of the conditions mentioned hereinabove, the authorities managing the CDEF will be free to recover the financed amount by taking any legal recourse under the Law.

SIGNED AND DELIVERED by

SIGNED AND DELIVERED by

(Name of student)

(Guardian as Sureties)

Date:-----

Date:-----

B. Undertaking to be submitted by Student selected for pursuing PD course at MCUT, Taiwan:

I, Mr/Ms..... S/o / D/o
..... studying inSem of Department
with RGTU Enrol. No.,, hereby solemnly affirm that:

1. I am studying in the class and institute mentioned above and all the details provided above are true and authentic.
2. I have, on my own will and wish without any force or influence attended the written test and personal interview of the selection process for pursuing the MS program at Ming Chi University of Technology (MCUT), Taiwan on
3. After announcement of the admission selection on, I have on my own will and wish without any force or influence agreed to get enrolled and pursue the MS program at Ming Chi University of Technology (MCUT), Taiwan during the academic session
4. I will travel on my own will and wish without any force or influence at my own risk and responsibility to Taipei, Taiwan with the entire expenses borne by me and my parents. I will not in any case hold any of my staff or institution responsible for any accident / mishap that may occur there by.
5. I hereby declare that I have sought the total consent and clear permission and approval of my parents and guardians for attending the selection process, getting enrolled and pursuing the MS program at MCUT, Taiwan
6. I hereby assure that after getting enrolled as a student for the MS program at MCUT, Taiwan, I will fully abide by the rules, regulations and guidelines stipulated by that university and will conduct myself in a highly disciplined and dignified manner and will not get involved in any sort of objectionable activities that may create any sort of complications later on.
7. I am fully aware of the fact that neither any of the staff member or the institution will provide any financial assistance or support during the entire course duration of the MS program and assure that I will not involve them in any legal tangle in future.
8. I and my parents are fully aware of the weather, food habits, civic and political situation and problems prevailing at Taiwan and have taken a decision to get enrolled for the MS program at MCUT, Taiwan without any force or influence from anybody or anywhere.

Signature of Student with date:

Name and Signature of Mother with date:

Name and Signature of Father with date:

C. Undertaking to be submitted by Parents:

We, Mr..... and Ms parents of, Mr/Ms..... studying in Sem ofDepartment with RGTU Enrol. No.,, in Chameli Devi Group of Institutions, Indore (M.P.) hereby state that we are voluntarily, without any compulsion or influence submitting this undertaking to facilitate our son/daughter to get enrolled for MS program at MCUT, Taiwan during the academic session

Both of us, the parents of Mr/Ms.....stated above hereby solemnly affirm that:

1. We are fully aware of the fact that our son /daughter has attended the written test and personal interview of the selection process for pursuing the MS program at Ming Chi University of Technology (MCUT), Taiwan on and has been selected to get enrolled and pursue the MS program at Ming Chi University of Technology (MCUT), Taiwan
2. We are fully aware of the fact that the entire expenses of travel, stay, food, study, stationery etc. will be borne by us during his / her entire stay at MCUT, Taiwan and that the institute or any staff member is not going to support my son/daughter in financial or any other form.
3. We fully undertake the entire responsibility of his / her safety during his / her stay at Taiwan and in no way hold the institute or any staff responsible for any sort of misfortune, accident, bodily injury or personal injury whether it be fatal or otherwise involving our son / daughter.
4. We hereby declare and confirm that in case of any mishap, accident, bodily or personal injury that could be fatal or otherwise to our son / daughter, we will be entirely responsible and bound to incur any expenditure that may entail forth with and will not involve the institute or any staff member for any claim of damages.
5. We hereby declare and confirm that we will be solely responsible and accountable for any sort of misconduct, wrong doing, and misbehavior of our son / daughter that may result in accident, personal or bodily injury or damage to property or any sort of loss to others. We also affirm that we will take on the entire responsibility of compensating for the damages without involving the institute or any staff member.
6. We declare and assure that our son / daughter will fully abide by the rules, regulations and guidelines stipulated by that university and will conduct in a highly disciplined and dignified manner and will not get involved in any sort of objectionable activities that may create any sort of complications later on.

7. We are fully aware of the weather, food habits, civic and political situation and problems prevailing at Taiwan and have taken our own decision to get our son / daughter enrolled for the MS program at MCUT, Taiwan without any force or influence from anybody or anywhere.

Signature of Student with date:

Signature of Mother with date:

Signature of Father with date:



SECTION-6

TRAINING AND PLACEMENT

6.1 Placement Policy:

- The BE/BBA/B.Com./B.Sc. students will have to provide correct information regarding their 10th, 12th and semester wise percentage marks. MBA students, in addition to 10th and 12th percentage marks, will have to provide their percentage of marks at the graduation level and the semester wise percentage of marks.
- Students will have to update their marks after every semester as and when there is any change, in the department of training and placement, failing which their old status only will be considered for placement.
- All information related to placement will be displayed on e-campus. Also information will be sent through email or sms. To get sms, mobile must not have been registered on DND.
- Interested students have to register in T & P department for individual recruitment drives compulsorily. No students will be permitted without registration.
- Before registering for the recruitment drive, students are informed to go through the website of the company for detailed information.
- Once the candidate has registered, he/she must have to participate in the placement activity.
- Such of those who fail to do so, without valid reason, will not be allowed to appear in the next immediate drive.
- Students will be given opportunity to appear in interviews till he/she is placed.
- A student once placed will not be given any more opportunities to appear in the next drives.
- However, if the difference in the package is more than 30%, he/she will be allowed.
- A student once placed either through off campus drive or by his/her own effort must intimate the same to T & P department.
- The students must submit a copy of their offer letter to T & P department without fail, for updating the placement records.
- The students must inform T & P department about their joining the respective company.
- Students must maintain discipline during the recruitment drive, either on campus or off campus, and Officials of T & P have the right to take disciplinary action against any student for violation.
- Students who do not join even after getting selected will not be permitted for any further recruitment drives until the full batch has been offered with jobs.
- Once the whole batch of candidates is selected for their respective organizations, the candidate will be permitted further for next lot of companies which are offering more package than the present offer.

- Students having less than 75% attendance in the training conducted by the Training & Placement Department shall not be permitted in the campus selection process.
- Students are required to come to the sessions and the campus recruitment organized by T & P Department well groomed and in proper uniform. Students without proper grooming and uniform will not be permitted to attend the training session or the campus recruitment.
- Students are expected to take the training sessions seriously as the Management has given utmost importance to these sessions.
- Marks secured by the candidates in the assessment test shall be the criteria for being permitted to various campus recruitment drives.
- There shall be tests in Aptitude Training & Soft Skills Training.

6.2 Pre-placement Training Program Guidelines (GD, PI and Resume Preparation):

Preamble:

In today's fiercely competitive placement scenario and during a period when there is a glut in the job seekers market, reputed recruiters have umpteen options to hire the best talent for their companies. Keeping this stiff competition in mind and the criterion to present the best of the brains before acclaimed recruiters, the visionary management of CDGI has come up with a pragmatic scheme of getting their Pre Final year students of all branches (VI Semester) intensively trained by a team of professional trainers. The prime motto of hiring the best in the business is to ensure that students of CDGI who are on the verge of appearing for placement tests will be fully equipped with the most essential qualities and features that recruiters are hunting for.

Excellence in academics and technical specialization of a student are only one face of the coin. Feedback from the industry highlights the importance of ***GD, PI and Resume preparation*** of the prospective job seeker as the other most important face of the coin. A student well equipped with all the basic requirements of the recruiter has chances of improved employability and a bright career prospect.

The following guidelines have been framed to successfully implement this novel scheme of intensive pre placement training by an external professional team. These guidelines ensure that the vision of the management is precisely translated into improved employable opportunity for the students.

6.3 Conduction of Training Program:

- College authorities will intimate the date of commencement of Training by mail.
- Number of hours per week and total number of weeks required to effectively train the students will be specified to enable college authorities to frame the class time table accordingly.
- List of trainers who will be engaging training sessions and the modules handled by them will be provided before the beginning of the training sessions

- Any change in the trainers will be made known to the college authorities by mail well in advance.
- Follow up and monitoring report indicating the coverage of modules will be submitted by the Training Team Head once in a fortnight during monthly review meeting
- The training team will ensure that time slots allotted to them in the class time table will not be missed. In case of any emergent situation, the college authorities will have to be informed 24 hours in advance by mail for making alternative arrangements.
- The training team will communicate by mail with the college authorities and mail their requisition well in advance (at least 24 hours) about any infrastructure or resource requirement for smooth and uninterrupted conduction of the training program.

A. Monthly Performance Review, Pre-assessment, Post-assessment and Feedback:

- Designated college authorities will be attending training sessions to evaluate the quality of training being imparted
- Students will be providing a formative feedback after one month of training to enable the training team to assess their strengths and weaknesses, if any
- Students will provide summative feedback after completion of the training program to enable the college authorities to know the impact of training sessions and its usefulness in improving the placement opportunities of the students.
- The college authorities and the training team head will jointly scrutinize the formats of formative and summative feedback provided by the training team.
- 3 sessions per day, each of 50 minute duration will be allotted in the pre lunch session for the training program.
- The entire student strength (all branches) of VI semester classes will be divided into 3 batches as per convenience of the trainers.

B. Student Attendance in Training Sessions:

- Attendance is mandatory for all students of VI Semester (All branches)
- Consolidated average attendance of all the students during the first month of training program will be taken as the bench mark for all future official procedures.
- A separate icon will be created on e-Campus for this training program to mark student attendance.
- The training team will be marking student attendance on the college web portal regularly

C. Performance of Trainers and Student Attendance linked Payment:

In order to ensure that the training team will truly and fully get involved in the training program for achieving the desired result and to realize the vision of the management, it is proposed to link

the overall student attendance, trainers' performance and percentage of students getting placed to the payment for trainers. The payment-performance link is as follows:

Sl. No	Percentage attendance	Percentage payment
1	Up to 95% of benchmark	100 % payment
2	Above or Below 95% of benchmark	Percentage payment will proportionally vary with percentage attendance (With a cap not exceeding $\pm 10\%$)

- 10 % of the total payment will be held back as retention money until the completion of placement process and refunded after due satisfaction of placement conditions.
- Students qualifying in GD and PI tests have to be more than what it was during the previous academic year for refund of full retention money.

D. Payment terms:

- a. INR. 50 k on acceptance of proposal
- b. INR. 100 k at the beginning of training
- c. INR. 100 k at beginning of second month
- d. INR. 100 k at beginning of third month
- e. INR. 100 k at beginning of fourth month
- f. INR. 50 k will be retention money to be released after fulfilling placement criterion.

E. GD AND PI Training Course Plan:

Sl. No.	CLASSES	TIME TAKEN IN SESSION	BATCHES (A,B,C)	TRAINERS MAN HOURS
1	Resume Preparation- Theory Objective	1 Hour	3	3
2	Resume Correction	1.5 Hours	3	4.5
3	Dressing and Grooming	1 Hour	3	3
4	Self introduction- Theory	1 Hour	3	3
5	Self introduction- Practice and sharing	1 Hour	3	3
6	Detailed Study of hobbies and interests	1.5 Hours	3	4.5
7	General Awareness	6 Hours	3	18
8	Strength and Weaknesses	1 Hour	3	3
9	Demo Personal interview	2 Hours	3	6
10	GD Theory	4 Hours	3	12
11	Thinking process	1 Hours	3	3
12	Hobbies and interests	1.5 Hours	3	4.5
13	Mock GD	4 Hours	5	20
14	Mini GD	1 Hour	3	3
15	Orientation	2 Hours	3	6
	TOTAL (I)	29.5 Hours		96.5

Sl. No.	CAPSULES (WORKSHOP)	TIME TAKEN IN SESSION	BATCHES(A,B)	TRAINERS MAN HOURS
1	PI Etiquettes	2 Hours	2	4
2	Do's and Don't's of PI	1 Hour	2	2
3	Commonly asked questions	4 Hours	2	8
4	About the company			
5	What not to ask?	30 Mins	2	1
6	Mindset	30 Mins	2	1
7	Folder management	30 Mins	2	1
8	Answer Format	1 Hour	2	2
9	Recap of content shared in classes	1 Hour	2	2
10	Mock PI	240 Hour		240
11	Current Affairs and GD	4 Hours	2	8
12	Mock GD	4 Hours	5	20
	TOTAL (II)	258.5 Hours		289
	TOTAL (I+II)			385.5



SECTION- 7

LIBRARY

7.1 Library Rules:

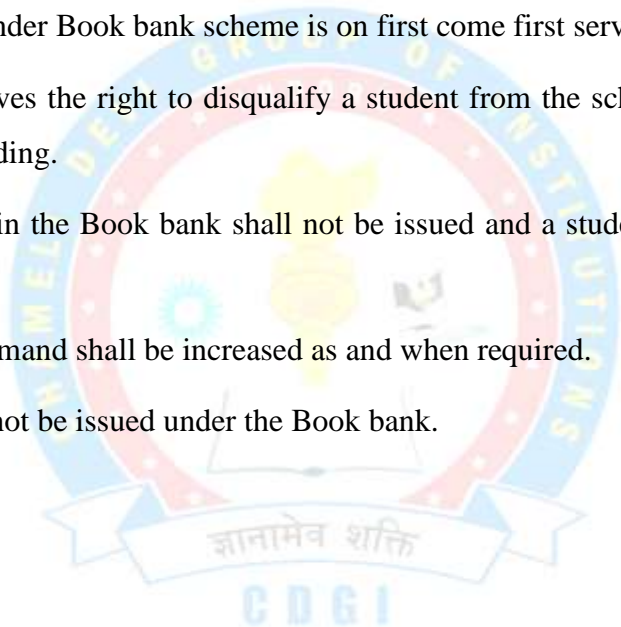
- Students should maintain silence in the Library and not disturb other students in the library.
- Smoking, Eating, Drinking is strictly prohibited inside the Library.
- All the students are directed to behave with decency and decorum. Irregularities if any may be brought to the notice of the Librarian/Library staff for needful action.
- While entering the Library, students should leave their personal belongings in the bag rack.
- Loose papers and note book may however be carried inside the Library.
- Library follows an open access system.
- The students should not, resshelf books and other materials taken from the library stack. These should be handed over to the library staff on duty.
- Students should not deface, mark, cut, mutilate or damage the reading materials in any way. Any student doing so is liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a student repeats the offence for the second time, his/her library facilities would be impounded and the membership terminated summarily.
- Student should satisfy herself/himself before leaving the Issue Counter as to whether the book is in sound condition or not. Otherwise they are held responsible.
- Student is responsible for the book issued on his/her account.
- Books will not be issued without library cards.
- Book issued will not be accepted for return on the same day.
- Fine will be imposed in case the book is not returned on the due date excluding holiday, if any.
- Library cards will be issued only once to the students. In case the student loses the library card a new card will be issued on payment of Rs.50/-
- Three books will be issued to the students for 15 days. A fine of Rs.2/-per book or per day will be charged after the due date. Fine shall not be collected for holidays.
- Students may reserve the book with the help of OPAC search, if it is not available. The reserved book on availability will be kept in the shelf of reserved books only for a period of Three days. The book will not be renewed in case the book is reserved.
- Reference books, Periodical magazine, newspapers, patents, thesis specifications, standard, rare books and other reference documents will not be issued; they have to be used in the library only.
- All the student members should show their identity card at the issue counter at the time of issue, return and renewal of books.

- For renewal of any book it is necessary that the book has to be presented at the counter. Book will not be renewed over telephone. The librarian can refuse to issue books to those who have books, which are overdue.
- In case of loss of some issue of a journal, the issue has to be replaced or double the cost of entire volume will be recovered along with postage charges(In case of loss of a single issue of a multi-volume publication, the issue has to be replaced or cost of entire set has to be recovered).
- Students must collect receipt for the payment of fine or photo copying charges from the library staff.
- New arrival of books shall be displayed on the notice board; later on it will be made available for circulation.
- No document will be issued to any student without his/her signature on the loan card.
- Whenever a library book is lost by a student, he/she has to submit a new copy of the same or recent edition of the same publication or pay double the cost of the book, if the book is not available or is out of print.
- Students leaving the library should permit the library staff to examine their personal belongings, if necessary.
- The faculty will be issued a maximum of 10 books per semester on the subject related to his topics.
- They shall return the books immediately after the tenure of the semester.
- Request for new books required by staff members should be given to the Librarian through the concerned HOD.
- Students are allowed to write their choice of new books required in the register maintained in the Library.
- Old magazines may be issued to students and faculty, if requested.
- Fresh magazines may be issued overnight to faculty only.

7.2 Library Book Bank Rules:

- Book-Bank facility will be provided only to regular students.
- Each student will be issued FIVE books for the entire duration of the semester.
- The books issued under this scheme will have to be returned after completion of the RGTU semester examination.
- If a student loses a book issued against his/her name, they will have to replace the book or pay a fine which amounts to double the cost of the book.

- Student must check the condition of the book while borrowing them and return the books in the same condition.
- If any damage is caused to the book, the student will have to replace the book.
- Books issued from Book bank account are not transferable.
- Students should produce valid ID card at the time of borrowing and returning books. The entries are to be made in the Book bank register.
- Books issued from the Book bank cannot be exchanged without the permission of the Librarian.
- Books issued from the Book bank have to be returned on or before the due date, failing which they have to pay a fine of Rs. 1/- per day per book for one week and later on at the rate of Rs. 2/- per day per book for the second week. The fine amount will get doubled after each consecutive week.
- The issue of books under Book bank scheme is on first come first serve basis.
- Librarian/Dean reserves the right to disqualify a student from the scheme and the decision of the Dean is final and binding.
- Books not available in the Book bank shall not be issued and a student cannot demand any book he/she desires.
- The books in high demand shall be increased as and when required.
- General books shall not be issued under the Book bank.



GENERAL ISSUES AND EVENTS

8.1 Details of Publications and other issues:

A. Spandan (Annual College magazine):

- This is an annual college magazine of CDGI.
- It was first launched during March 2009.
- It reflects the true spirit of the students and staff of the institution.
- It contains reports from various departments.
- It also contains reports of Training and Placement activities.
- Achievements of students and faculty of CDGI.
- Photographs of events and wonderful art created by students.
- It also contains creative articles from staff and students.
- One staff member designated by the Director shall be In charge of bringing out the College Magazine.
- An Editorial committee comprising of staff and students shall be formed to assist the Staff-in-Charge in bringing out the college magazine.

B. Samvaad (Quarterly College News Letter):

- It is a quarterly newsletter circulated among the parents of students studying in CDGI.
- The first issue was published during May 2011.
- It includes messages from the authorities of the institution.
- It carries information about all the college activities.
- Achievements of the Training and Placement department are notified.
- Certain lively contributions from the students are included.
- Information about the upcoming events is also added.
- Interesting cartoons with comments.
- Feedback and contributions from the parents are expected.
- The main motive is to have close knit relation between the parents and CDGI.
- Two staff members designated by the Director shall be In Charge of bringing out the Quarterly Newsletter.

C. College Prospectus:

- The college prospectus is brought out every year during the time of fresh admissions.
- There will be a common prospectus for both the Engineering and Management colleges.

- It is issued to all new entrants after they take admission in the college.
- Two or Three staff members drawn from both the Engineering and Management colleges will be in Charge of bringing out the prospectus.
- Information in the prospectus is to be updated every year.
- The prospectus is designed in consultation with the Coordinator and Dean.
- The content of the prospectus is also decided by the Coordinator and Dean in consultation with the Director.

8.2 Guidelines for Functions:

A. Functions to be conducted during the academic year:

Sl. No.	MONTH	EVENT
1	June 16	Maa Chameli devi's Birthday
2	July	Orientation Program for Newly Recruited Faculty
3	August 15	Independence Day
4	August	Inauguration of FIRST Sem classes with orientation program for freshers
5	September	Constitution of Students Council
6	September	Ganapati Pooja
7	September 5	Teachers' Day
8	September 15	Engineers' Day
9	October 2	Gandhi Jayanti
10	October	Lakshmi Pooja
11	January	Basant Panchami
12	January 26	Republic Day
13	February	Plan for Annual gathering
14	March 8	Women's Day
15	March	CITRONICS
16	March	Parents Meet
17	March	Annual Social Gathering
18	March	Fun Fair

B. Guidelines for Independence Day and Republic Day:

- Sports officer shall see that the National Flag is in proper condition at least a week in advance.
- Sports officer shall plan the event and check whether all the necessary things are there a day before the event. He shall ensure that proper marking are done on the ground.
- He shall in coordination with the cultural coordinator decide what sweets to be procured and what quantity.

- He shall in coordination with the cultural coordinator decide how to invite Chairman and Vice-Chairman for the event.
- On the day of the event he shall come at 7.00 am and tie the Flag to the pole and make all the necessary arrangements for the event.
- Dean shall invite the Chairman, Vice Chairman and Director to come to the place where the national flag is to be unfurled.
- Chairman shall unfurl the National Flag. In the absence of Chairman, Vice Chairman shall unfurl the flag, if Vice Chairman is absent, then Director will do it, in case of Director being absent Dean shall do the same.
- National anthem shall be sung by the participants.
- Chairman shall address the gathering
- Vice chairman shall address the gathering
- Director shall address the gathering
- Any other person interested shall talk or sing
- Sweets to be distributed to the students and staff in one of the class rooms.
- Sweets shall be distributed to VIP's in Director's Cabin
- Sweets to be distributed to all class IV staff also.
- The Sports officer shall see that the national Flag is lowered before sunset.
- The same shall be under his custody.
- Students and Staff shall attend compulsorily.

C. Inauguration of first semester classes with orientation Program for freshers:

- Dean shall decide the day for Inauguration of the first year classes in consultation with Director and Management.
- Dean shall fix a Chief-guest for the function in consultation with Director.
- Dean shall nominate a staff to coordinate the activities for the function.
- Function shall be held in multipurpose auditorium.
- Parents shall also be invited.
- This invitation shall be extended at the time of admission, orally.
- The MOC has to be chosen from the students by the staff coordinator in consultation with Dean.
- MOC shall introduce Director, Dean CDGI, Staff T&P, Academic Head.
- Dean will deliver the welcome address.
- Director will speak about CDGI.
- Chief Guest will deliver the lecture.
- Dean T&P will talk about placement.

- Dean will introduce HODs and staff engaging first year classes.
- Academic Head will talk about Campus Discipline.
- Vote of Thanks will be given by any HOD.

D. Student Council:

- HODs shall give the name of top 3 students of the immediate previous semesters to the Dean within a week after the announcement of results for each section.
- HODs shall also give the names of students who excel in Sports, cultural activities etc.
- Dean after receiving the names shall constitute the Student Council according to RGTU rules.
- A meeting of student council shall be convened within a week after constitution.

E. Ganpati Pooja-September:

- Staff-in-charge should start planning for a suitable place for Lord Ganapati Sthapana.
- He/she shall coordinate with cultural coordinator to decide about the necessary requirements for Pooja.
- Arrange for items like Flowers, decorations, agarbathi, diyas and sweets for prasad distribution.
- He shall arrange a statue of Lord Ganapati for Sthapana.
- On the first day of pooja he shall come at 8.00 AM to see all the prior arrangements.
- He shall invite all the teaching and non teaching staff members to attend the pooja.
- He shall make sure to distribute prasad to all after pooja.
- He shall follow the same routine for rest of the days.
- On the last day Anatha Chaturdasi, he shall make arrangements for Lord Ganapati Visarjan.

F. Teachers' Day - Sept 5:

- Staff-in-charge shall plan the event.
- He/She shall decide the Teacher (preferably High School Teacher) to be felicitated in consultation with Director
- The same dignitary shall also be the Chief Guest.
- He/She with a group of interested students, form a committee to distribute the work.
- Select a student coordinator to Act as MOC for the event and ask him/her to prepare the schedule.
- Supervise the MOC for the schedule to be prepared at least 7 days before the celebration.
- He/she shall coordinate with cultural head to arrange for necessary requirements like bouquets, gifts, mementos, agarbathi, water bottles etc.
- He/she shall plan the intended place where the celebration will be held.
- On the day of event he/she shall come at 7:00 AM look for necessary arrangements at the venue like arrangement of sofas, name tags, photograph of Dr. Radhakrishnan.

- On the day of event he/she shall make arrangements for Tea to the Dignitaries.
- He/she shall also make prior arrangements for transportation of guests.

G. Engineers' Day - Sept. 15:

- Staff-in-charge shall plan the event.
- He/She shall decide the chief guest or person to address the students in consultation with the Director.
- Chief Guest shall be preferably an Engineer.
- He/She shall invite the chief guest and take approval from him to come on 15th September.
- He/she shall plan the intended place where the celebration will be held.
- He/she shall coordinate with cultural head to arrange for necessary requirements like bouquets, gifts, mementos, agarbathi, water bottles etc.
- Select a student coordinator to act as MOC for the event and ask him/her to prepare the schedule and introductory speech about origin of engineer's day.
- He/she shall plan for a competition to be organized in the week and prize distribution to the winners on the day of event by Chief Guest.
- On the day of event he/she shall come at 7:00 AM look for necessary arrangements at the venue like arrangement of sofas, name tags, photograph of Dr. Mokshgundum Visvesvaraya.
- On the day of event he/she shall make arrangements for Tea to the Dignitaries.
- He/she shall also make prior arrangements for transportation of guests.

H. Gandhi Jayanti - Oct. 2:

- Staff-in-charge shall organize Social work or Shramdaan to be done by staff and students, in consultation with Director.
- He/she shall coordinate with cultural head to make necessary requirements for task which is planned to be done.
- He/she shall invite all staff members and students to participate in the Social work on the day of event.

I. Lakshmi Pooja - October / Basant Panchami – January:

- He/she shall coordinate with cultural head to arrange for necessary requirements for Pooja; Flowers, decorations, agarbathi, diyas and sweets for prasad distribution.
- He/she shall arrange a statue of Goddess Sarswati/Lakshmi for pooja.
- On the day of pooja he/she shall come at 8.00 AM to see all the prior arrangements.
- He/she shall invite all the teaching and non teaching staff members to attend the pooja.
- He/she shall make sure to distribute prasad to all after pooja.

J. Women's Day-March 8:

- Staff-in-charge shall plan the event.
- She shall decide the chief guest (female) to address the students, in consultation with Director.
- She shall invite the chief guest and take approval from her to come on 8th March.
- She shall invite Chairman's wife, Director's wife etc to come to the celebration
- She shall plan the intended place where the celebration will be held.
- She shall coordinate with cultural head to arrange for necessary requirements like bouquets, gifts, mementos, water bottles etc.
- Select a girl student coordinator to act as MOC for the event and ask her to prepare the schedule and introductory speech about the chief guest
- She shall plan for a competition to be organized in the week and prize distribution to the winners on the day of event by Chief Guest.
- On the day of event she shall come at 7:00 AM look for necessary arrangements at the venue like arrangement of sofas, name tags.
- On the day of event he/she shall make arrangements for Tea to the Dignitaries.
- She shall also make prior arrangements for transportation of guests.
- One competition for girls shall be conducted and prizes to be distributed on Women's Day.

K. Parents Meet- March:

- Staff-in-charge shall plan the event, in coordination with Chairman Annual social gathering.
- He/She shall send the invitation to all the parents for the meet.
- He/She shall send the invitation to the parents of Student president to be the Guest of honor for parents meet.
- The event shall be arranged either prior or later to Annual Social gathering.
- Function will start with PPT of the activities during the academic year.
- He/she shall plan for the intended place where the meet will be held.
- He/she shall coordinate with cultural head to arrange for necessary requirements like bouquets, gifts, mementos, water bottles etc.
- He/she shall make arrangements for an Interactive session of Parents with Management.
- On the day of event he/she shall make arrangements for Tea to the Dignitaries and Parents.
- He/she shall also make prior arrangements for transportation of guests.
- The following persons will occupy the dais Director, Dean, Management representative and the Chief Guest (Couple).
- The questions posed by the parents will be answered by the respective persons to whom it is addressed. The question answer session shall be monitored by Director.

L. Annual Social gathering and Fun Fair – March:

- Chairman for annual social gathering shall be decided by the Director, at the beginning of academic year.
- Student council has to be appraised about annual social gathering and President of student council be entrusted with the task. Student council president will interact with Chairman for annual social gathering for smooth conduction of the event.
- Director will conduct a meeting for constituting committees and instruct them for the tasks to be done by them.
- All committees shall be headed by an event head who shall be a faculty member.
- Event head shall coordinate with finance committee to make an advance budget sheet.
- Event head will plan the necessary number of persons in each event and discuss it with the Director for approval.
- Chairman Annual Social Gathering will call a meeting of all event heads and obtain from them the budget for their respective events.
- Chairman Annual Social Gathering shall prepare the budget for the annual gathering and discuss with the Director.
- He/She shall discuss with Director for inviting guests for the function.
- Event head shall be responsible for the conduction of meeting with all committee members to take note of the status of work done from time to time.
- Event head shall plan the list of competition to be conducted and assign student coordinators with one faculty in charge for each competition.
- Event head shall be responsible for making arrangements of Certificates to be distributed for winners of each competition, get them signed by Chairman annual social gathering
- On the first day of the event he will plan for the opening ceremony arrangements.
- During the days of event, he will make sure that all the events planned are going in proper way.
- On the last day of event he will plan for the Closing ceremony arrangements and plan for chief guest.
- One Day will be reserved for FUN FAIR. It will be conducted either a day before the annual day or after the annual day. The day shall be decided by the student council and Chairman annual social gathering in consultation with the Director.
- The discipline during the FUN FAIR shall be the responsibility of the Discipline Committee constituted by the Director for this purpose.
- All the programs shall be scrutinized by the annual social gathering Chairman, Director and Dean.

8.3 Guidelines for Sports, Cultural and Technical Competitions:

Preamble:

Sports and Cultural activities are essential for creating vibrant mind in a sound body. Also, participation of our students in events organized by other colleges enhances their confidence level. Participation in technical events, like, Robotic competitions, H/w and S/w designs and in academic competitions, like, quiz, essay writing, etc provide adequate practical exposure. It also improves the practical knowledge of the participants by way of having interacted with other team members in the competitions. Competitions could be in four categories, namely, sports-cultural-technical-academic. These could be further divided into two groups, In-house category and External category. Each of these categories would be headed by a faculty who is interested in such activities, nominated by Director. They could be designated as staff-in-charge. There could be several events under each category. Victory in selected events would act as brand building steps. Provisions could be made for quantifying the results through awarding points.

Guidelines:

A. In House activities: Sports:

- The staff-in-charge for sports shall prepare a detailed list of sports material to be purchased at the beginning of academic year.
- While preparing this list care should be taken to look into the materials already available with the sports officer.
- The prepared list to be got approved by respective Dean and Director.
- After the approval, the sports officer shall get at least three quotations from recognized suppliers.
- A comparative statement to be prepared and appropriate supplier, based not only on lowest cost but also on quality of materials available and reputation of the supplier, to be recommended.
- The supplier approved by Dean and Director shall be contacted to place orders.
- The goods received shall be entered in the stock register, meant for the purpose and the bill to be submitted to Office Superintendent for payment within three days after the receipt of goods.
- All entries in the stock register to be counter signed by staff-in-charge.
- Payment will be made with the approval of Dean.
- While issuing the materials to students a proper record shall be maintained by the sports officer.
- Any loss, breakage to be appropriately recorded.
- It shall be the responsibility of the sports officer to maintain the stock register in his safe custody.
- Development and maintenance of sports grounds shall be the responsibility of the sports officer.
- All such work shall be got executed by civil supervisor under the direction of Dean.
- Any delay/lapse shall have to be reported to Director for further course of action.

- Any new addition, as per the request of the students shall be discussed with the Dean with appropriate drawings and estimation by staff-in-charge.
- The Dean shall place it before Director for approval.
- After getting the approval, Dean shall get it executed.
- Sports materials to be issued to hostlers also on their request and a record to be maintained accordingly.
- It shall be the sole responsibility of staff-in-charge and sports officer to conduct sports activities for Annual Social Gathering as per dates fixed by the Dean.
- Student shall be issued materials during college working hours only.
- Staff-in-charge shall select college teams for various sports events to participate in competitions organized by other colleges. The process of selection shall be as stipulated in section D
- Transportation by bus to be provided for students who stay back in campus beyond college hours for practice session, but not beyond 6.00 pm.
- Staff-in-charge shall constitute a sports committee involving interested faculty and students with the approval of Director.
- Opinion of student council may be taken in this regard.
- At least one student from each year shall be nominated on sports committee from the student council.
- At least 40% girls' representation shall be mandatory.
- The committee shall meet at regular intervals and chalk out events depending upon the talent available.
- The staff-in-charge, in consultation with Dean, can opt for conducting University sponsored Zonal events in CDGI depending upon availability of necessary infrastructure.
- If allocated by University, it shall be the responsibility of staff-in-charge to see that the events are conducted successfully.

B. In House activities: Cultural:

- The staff-in-charge, music club shall be solely responsible for up keeping of Musical instruments purchased for the purpose.
- Any addition, as per request of students, shall be made on similar lines as that of sports activities.
- The instruments shall be kept under the safe custody with entry in stock register.
- The same may be issued to interested students for practicing with due care to see that there shall not be any damage.
- The same shall be reported immediately to Dean, and shall conduct an enquiry, and initiate suitable action if found guilty, with approval of Director.
- In case of any damage the same shall be got repaired with the permission of Dean.

- Students can practice in the room identified for the purpose after college hours or during holidays with the permission of staff-in-charge of music club.
- The keys of the practicing room shall be under custody of staff-in-charge, Cultural activities.
- A register shall be maintained by the staff-in-charge for issue and receipt of the keys of practice room.
- Handling damages shall be similar to that of sports activity.
- Staff-in-charge shall select college teams for various cultural events to participate in competitions organized by other colleges. The process of selection shall be as stipulated in section D.
- Transportation by bus to be provided for students who stay back in campus beyond college hours for practice session, but not beyond 6.00 pm.
- Staff-in-charge shall constitute a cultural committee involving interested faculty and students with the approval of Director.
- Opinion of student council may be taken in this regard.
- At least one student from each year shall be nominated in cultural committee from the student council.
- At least 40% girls' representation shall be mandatory.
- The committee shall meet at regular intervals and chalk out events depending upon the talent available.

C. External Sports, Cultural and Technical Competitions:

- The Staff-in-charge, External events shall be solely responsible for participation of students in various inter college Sports, Cultural and Technical events.
- Promotional teams from other colleges shall meet Dean regarding the promotion of events.
- Dean shall collect promotional materials in the form of posters, pamphlets etc. from the promotional team.
- Dean shall hand over all the promotional materials to staff-in-charge for further action.
- If the promotional team wishes to meet the President, Student Council, arrangements shall be made in the reception with the permission of the Dean.
- If promotional team wishes to meet the students, arrangements shall be made in the canteen only during lunch hours, with the permission of the Dean.
- Promotional materials should be displayed on the notice board meant for the purpose in the main entrance.
- The selected team/teams shall be sent to host college accompanied by a faculty member from the committee.

- The staff-in-charge shall prepare an exhaustive list of competitions conducted by colleges in Indore, in MP and at national level.
- He shall identify the event under which CDGI can perform better.
- This can be done as under:
 - Scan the website of each competition.
 - Check the list of winning teams over the past few years.
 - Identify such competitions where the winners are from IITs/IIMs and other reputed colleges.
 - Competitions from other colleges can also be considered for competing.
- After identifying the event, the selected team can be sent for competition.
- Selected team/ teams should fill the Student Participation Form (SPF), available with the staff-in-charge
- SPF signed by the Dean shall be kept with staff-in-charge for the record.
- Registration fee for the event shall be paid by the college after submitting the participation certificate.
- Transportation, if needed shall be arranged in consultation with the Office Superintendent.
- The technical project to be exhibited in a competition shall be executed in the respective department by the participating team under the guidance of a faculty.
- The total expenditure as approved by the Director, may be compensated by the college on the condition that:
 - It shall be intellectual property of CDGI.
 - To be exhibited in CITRONICS.
 - The technical design shall be owned by the department.
- After returning, team members shall submit the photocopy of certificates for the record.
- Winning Trophy/shield shall be displayed in the college.
- The name of winner shall be published on the website with details.
- Attendance and other benefits shall be given to the participating team members.
- Marking shall be made for the participants individually in the following manner:
 - Winner - 10 points
 - Runner up - 8 points
 - Consolation - 5 points
 - Active Participation - 3 points
 - Passive participation -1 point
- Student scoring highest points in sports, cultural, technical and academics shall be announced as the “**Student of the Year**” and also shall be honored during Annual Social Gathering.

D. Selection of Teams for participating in External events:

- At the commencement of each academic year, the respective staff-in-charge shall get the list of students interested in their categories.
- If there are more number of candidates willing to participate in any category/event, then process of elimination to be used to bring out a list of really interested students.
- This can be done by conducting competitions amongst the selected students.
- The winning group of students has to be selected to participate in that event outside the college.
- However, there could be more than one team, if there are more number of talented students in any event.
- Judges from colleges outside CDGI could be used to maintain transparency.
- All selected teams to be given equal opportunities to participate.

8.4 CITRONICS Guidelines:

Preamble:

CITRONICS is a Techno-management event organized annually by Chameli Devi Group of Institutions, Indore. This mega event is organized with a sole intention of providing an impetus to the talented minds of engineering and management students of the country to display their talent. In order to attract the best talent in the country, the management has instituted an attractive rolling trophy and huge prize money of Rs. 10 Lakhs to be shared amongst the winners of various events.

During 2009-10 and 2010-11 CITRONICS was organised at state level. In the year 2011-12, this mega event was sponsored by ROTOMAC and it was titled as ROTOMAC-CITRONICS. This event was organized at **National Level** and attracted good response from several states.

A. Sponsors and Guest:

- CITRONICS will be sponsored by reputed industries or organizations, such as ROTOMAC, MPCST, UCO Bank and many more.
- This event will be inaugurated by the celebrities in the field of education, industry, entertainment, literature and social status.

B. Promotion of CITRONICS:

- The event shall be promoted through both electronic and print media.
- The promotion through institution (CDGI) website and social networking sites shall start at least three months before the commencement of the event by staff and students of CDGI.
- Leaflets and posters of CITRONICS shall be sent by post to different AICTE/UGC approved institutions in India at least one month before the last date of registration.

- The student team shall visit the institutions personally to promote CITRONICS in nearby states of Madhya Pradesh such as Maharashtra, Chhattisgarh, Rajasthan, Uttar Pradesh etc, at least 15 days before the commencement of the competitions.
- The team shall make a Power point presentation during their visit.

C. Types of Competition:

- Different ROBOTICS design competitions, project design competitions for engineering graduate students will be organized based on the demand during that academic year in consultation with students and staff.
- Different types of management competitions will be organized for management students in the field of finance, selling ideas, business strategies in consultation with students and staff.
- Different types of creativity competitions in cultural segment, such as photography, classical singing and playing musical instruments will be organized for both engineering and management graduates to give an exposure on soft skills also.
- All the competitions will be designed by the organizing student coordinators of different events in consultation with the staff chief coordinator and coordinators.
- The prize money and the number of prizes shall be discussed with the organizing team and decided by the Chairman, CITRONICS.

D. Eligibility Criteria:

- All the graduate engineering and postgraduate management students studying in the AICTE / UGC approved institutions of India during that academic year shall be eligible to participate in CITRONICS
- The number of participants in the team shall be decided based on the difficulty level and the time required for implementation of the given task by the core committee of CITRONICS.
- The teams may be formed by students studying in different institutions also. However the winning points shall be distributed amongst institutions based on the ratio of participants in that team for the calculation of championship points.
- The participating teams shall register their team name through their concerned institution authorities before the last date of registration.
- Student member of the organizing committee shall not be eligible to participate in CITRONICS.
- Only regular students of the college shall be eligible.

E. Judging Criteria:

- All the competitions shall be conducted among different teams at national level.
- There may be an elimination round depending on the number of teams participating in a particular event.
- The judges shall be from different reputed institutions and industry to evaluate the competition.
- There shall be four levels of prizes declared, such as First Position, Second Position, Third Position and consolation.
- The number of consolation prizes may be more than one depending on the number of teams and the quality of the implementation of the given task.

F. Judging Championship:

- Every participating institution including parent institution (CDGI) shall earn points based on the number of events won by their team.
- Only the first three positions shall be considered for the championship evaluation and the consolation prize does not have any weight age.
- On the concluding day of the competition, the institution earning maximum number of points among all competitions shall win a rolling championship trophy along with the cash prize.
- The rolling championship trophy shall be returned in good condition by the champion institution within one academic year or before the commencement of next CITRONICS, whichever is earlier.

G. Penalty Clause:

(i) Participation of ineligible students:

Penalty: If the student has secured any award, it shall be withdrawn. The concerned college shall be informed accordingly and instructed to be vigilant while deputing their team during subsequent years.

(ii) Mis-behaviour with officials and participants:

Penalty: The disciplinary committee will enquire and submit a report to Director, CDGI. Based on the report the Director shall initiate any of the four actions:

- Withdraw the award, if any.
- Issuing a warning letter.
- Debarring the concerned college from subsequent events.
- In case of severity of the issue, it may be reported to the Police.

(iii) Failure to return the Champions trophy or delay in return within the scheduled time:

Penalty: The College to be debarred from future participation.

(iv) Damaging the trophy while returning:

Penalty: The repair charges to be recovered from the college.

H. Disciplinary committee:

The committee will be constituted by the Director, CDGI.

8.5 Commerce and Science Olympiad:

CDIPS in collaboration with Association of Commerce Teachers (ACT), Indore and Commerce Teachers Association (CTA), New Delhi, initiated the move to identify talented Commerce stream students at Higher Secondary school level through Commerce Olympiad examination. The commerce stream students would get an opportunity to showcase their knowledge and proficiency in the field of Business Studies and Accounting. This examination is planned to be conducted every year during the month of November-December for the students from more than 100 schools affiliated to CBSE and MP Board in Indore as well as adjoining districts. Students from class Eleven and Twelve are eligible to participate in the Multiple Choice Question pattern written examination of 100 marks with questions covering the subjects like - Business Studies, Accounting, Economics and Reasoning. This examination would provide an opportunity for the students to get acquainted and prepare well to attempt Multiple Choice question bank just before their board examination.

After the success of Commerce Olympiad examination, CDGI ventured upon the Science Olympiad examination which would provide an opportunity to the Science stream students to have a rehearsal before the Joint Entrance Examination (Main).

The Commerce Olympiad examination question paper will have 100 questions and the Science Olympiad examination question paper will have 60 questions. Different question papers would be set for Eleven and Twelve class students under both the categories. The top ten students from Eleven and Twelve class for both the subject streams would be awarded cash prizes, certificates and trophies.

8.6 Science Model Exhibition:

The Science model/project exhibition cum competition is conducted for 10th, 11th and 12th class science students every year. CDGI provides a platform for the science students to showcase their talent. A suitable theme is selected as per the scenario of the technological needs in the society. The top ranked team of students and their teacher who guided them are honored by recognizing their talent.

The higher secondary schools nearby Indore are invited to participate in this model competition. A team of experts in the field of techno-management are identified to evaluate the models/ projects. The motto of this exhibition is to identify and appreciate the young innovators who are dreaming for the future development of the country. The team of students is invited for participation in this event through their

respective school Principal. The registered teams are allowed to exhibit their model in our campus for one day. During this exhibition, the school students, teachers and entrepreneurs visit our campus and witness the event. The interaction between groups of talented students helps them to work out possible technological solutions for all the existing problems faced by the society.

All the students who visit our campus can also visualize the resources existing in our institute. The teachers can motivate their students to make use of the facilities available in our campus for their career growth. Science model/project exhibition cum competition is a bridge to connect the science stream school students to the engineering domain.

8.7 Vocational Courses for professional students:

Vocational Training program is an initiative aimed at making students employable and Industry ready after graduating from the college. Employability of the graduates in our country is a major concern where only 25% graduates from various streams are considered to have employability skills, indicating the need for high quality vocational education to train the youth for jobs. It has been an initiative at CDIPS to have taken up this task seriously and has designed multiple vocational courses and offered to students in every semester. The courses are diverse and can be classified into various categories like:

- **Information Technology:** Basic Computer Applications ; MS Excel ; Advance Excel and Web Designing
- **Marketing:** Digital Marketing ; Retail Marketing
- **Finance:** Basic and Advanced Accounting through Tally ; Basic Stock Market Training
- **Human Resources:** HR Software Training Module
- **Others:** Spoken English Sessions ; Language laboratory ; Six sigma

SECTION-9

ALUMNI ASSOCIATION

Alumni Chapter of CDGI is an added feather in the ever-vibrant and happening world of CDGI family.

Aim :

The alumni association has been created to effectively use the experience and knowledge of our alumni so that they may pass on their potential and capabilities as legacy to their juniors and institution by being the role models and carriers of the value system of CDGI. The Institute in turn provides free access to the library and assists budding alumni entrepreneurs to incubate their technology venture.

Mission:

- To promote and foster mutually beneficial interaction between the alumni and the present students of the Institutions and between the Alumni themselves.
- To encourage, promote and facilitate education, research and other activities of the Institutions.

Objectives to meet the mission:

- To establish a single, secure database of all the alumni of the Institute and members of the association to help people connect with each other.
- To encourage the alumni to take an active interest and participate in the work and progress of the Institute so as to contribute towards enhancement of the social utility of their Alma Mater.
- To establish, maintain, control and manage Chapters of the Association in India and abroad as a means to increase participation of alumni.
- To help the alumni with their technical problems through involvement (voluntary or otherwise) of other alumni and faculty of the institute.
- To organize and establish scholarship funds to help the needy and deserving students.
- To institute prizes and awards for outstanding project work, research papers or other professional activity by the students of the Institute.
- To recognize outstanding social and community service by the alumni and the students.
- Organizing meetings, seminars, short duration refresher courses, discussions, lectures, workshops and other programs.
- Promotion of professional interests of its members.
- Inform members of recent developments in the field of management and engineering.
- Any other activities which the members of the association decide upon to further the achievement of the objectives of the association.
- To act as a forum to further the interaction between the Institute and the alumni of the Institute.

- To accept grants or money, equipment, land, buildings, donations, gifts, subscriptions and other assistance with a view to promote and further the objectives of the Association.
- To invest and deal with the funds and money of the association.
- To print, publish and circulate articles, news letter, journals, bulletins, pamphlets, posters, that the Association deems fit/desirable for promotion and furtherance of its objectives.

Role of CDGI:

- Fix a specific date for Alumni meet.
- To organize meeting of all Alumni at least once in a year.
- Inform all regular activities to Alumni through mail.
- Extend invitation for all major functions organized under CDGI.
- Encourage healthy interaction between Alumni and Students.
- Arrange to send soft copy of “Newsletter” by mail.
- Arrange to send appreciation letters to Alumni for their career achievements.
- Arrange for family get together.
- Arrange for an exclusive Guest house for Alumni.



SECTION-10

PROCEDURES TO BE FOLLOWED WITH GOVERNMENT AGENCIES

A. Submission of proposal to AFRC:

- Application to be downloaded from AFRC site before December.
- Duly filled application along with necessary documents to be submitted during April.

B. Affiliation form submission to DAVV:

- Application to be purchased from DAVV after payment of fee as per University dates.
- Application to be filled and necessary documents to be attached.
- Affiliation fee as prescribed to be paid in the form of DD in favor of Registrar, DAVV.
- Filled application along with documents to be submitted at DAVV on or before due date.

C. Affiliation form submission to RGTU:

- Application to be filled on line.
- Affiliation fee as prescribed to be paid on line or through RTGS.
- Duly filled application form printout along with necessary documents to be submitted on or before the due date.

D. AICTE application form submission for approval of extension/variation in intake:

- Application to be filled on line.
- Processing fee as prescribed to be paid on line.
- A copy of the application with all documents to be submitted to DTE, RGTU and DAVV.
- Duly filled application form printout along with necessary documents to be submitted on or before the due date to Regional office, Bhopal.

E. DTE office:

- NOC to be obtained for increase in intake for MBA course only.
- NOC to be obtained only when any new course is to be introduced in Engineering.

SECTION-11

HR POLICY

11.1 Guidelines for Casual Leave (CL):

1. CL cannot be claimed as a matter of right.
2. Maximum of 10 CL is permissible per academic year.
3. CL cannot be clubbed with Earned Leave and Medical Leave
4. CL may be clubbed with DL only. If CL and DL are clubbed then the total leave period cannot exceed 6 days (CL 3 + DL 3).
5. Not more than 3 CL are permitted at a time.
6. Leave application to be submitted in the prescribed format only.
7. No staff member can avail the leave without the prior approval of the Dean.
8. However, in case of any emergency, the staff member may proceed on leave by informing the Dean over phone.
9. In such case, the leave application shall be submitted within two days after resuming for the duties failing which it will be treated as LWP.
10. Information on the alternative arrangements made for engaging the classes during his/her absence shall necessarily be given in the application form failing which it will not be considered by the Dean.
11. Leaves claimed beyond the stipulated number of maximum days shall be treated as on LWP.
12. In case CL is applied including the preceding and the succeeding day of holidays, then the total period of absence shall not exceed 10 days.
13. If any staff applies for CL on the preceding and the succeeding day of holiday, the holiday will also be considered as CL.
14. CL cannot be carried forward to the next academic year.

11.2 Guidelines for Compensatory Leave (CoL):

1. CoL is that leave which compensates for any additional academic/official work carried out in the college premises (or otherwise) on the specific directions of the Dean. One day CCL is allowed for a minimum duration of seven/ six and half hours duty and half day CCL is allowed if work is carried out for more than 3 and half hours.
2. Participation of all the staff members in an official function like seminar / workshop / sports activity / parents day / etc. organized by the college (even on holidays) shall not attract the provisions of compensatory leave.
3. A record of such additional academic work done by the staff member shall be maintained in the college office, indicating the number of hours of work done on that particular day.

4. This record shall have to be attested by the Dean after entry is made in Acc-soft under overtime.
5. The claim for such leave may be made in leave application form through Acc-soft under leave type CCL and must be used within 30 days from the date of additional work done.
6. CoL cannot be claimed as a matter of right.
7. However, the sanction of CoL is solely at the discretion of the Dean/Director.

11.3 Guidelines for Duty Leave (DL):

Duty Leaves shall be of three types:

11.3.1 DL-O (Duty Leave - Official Duty)

11.3.2 DL-P (Duty Leave - Personal Academic Work)

11.3.3 DL-M (Duty Leave - Management Assigned Duty)

11.3.1 DL- O (Duty Leave - Official Duty):

1. Duty Leave - O is that leave which can be claimed by a staff member who attends to official duties like HO Meetings, University Work (but not evaluation and examination), Counseling Meeting, etc. entrusted officially either by the Dean/Management/University.
2. While claiming the duty leave, the staff member shall apply through Acc-soft only.
3. Such leave application shall necessarily be forwarded through the concerned HOD.
4. If such order is not received in advance, the staff member can avail the duty leave under the condition that the same is made available immediately after the meeting/University work.
5. In case of attending official meetings also, either at the University campus or at the nodal center, or at the head office the staff member shall apply for DL in advance.
6. Whenever a staff member is assigned the official work by Management/ Dean he/she shall apply for DL before attending the work, making alternative arrangements for his/her theory / practical work.
7. However, the sanction of the duty leave is solely at the discretion of the Dean/Director.

11.3.2 DL-P (Duty Leave - Personal Academic Work):

1. Duty Leave - P is that leave which can be claimed by a staff member who attends to academic duties like examinations, supervisory squad, university work, evaluation work, entrusted officially by the University, inspection duty entrusted by statutory bodies (AICTE, PCI, NBA, NAAC)
2. A maximum of 10 DL is permissible per academic year. Each semester a maximum of 5 leaves only.
3. While claiming the duty leave, the staff member shall submit an application through Acc-soft only along with the copy of official order.
4. Such leave application shall necessarily be forwarded through the concerned HOD.
5. If such order is not received in advance, the staff member can avail the duty leave under the condition that the same is made available immediately after the examination.

6. After the completion of the entrusted duty, the staff member shall submit the Duty/ Attendance Certificate issued by the competent authority, at the place of duty, to the Dean in order to substantiate his/ her participation.
7. Whenever a staff member is assigned the evaluation work/ examination/ squad work by the nodal centre, he/she shall apply for DL before attending the work, making alternative arrangements for his/her theory / practical work.
8. DL may be clubbed with CL only. If it happens then total leave should not more than 6 days (DL 3 + CL 3) together.
9. If any staff applies for DL on the preceding and the succeeding day of holiday, the holiday will also be considered as DL.
9. However, the sanction of the duty leave is solely at the discretion of the Dean/Director.

11.3.3 DL-M (Duty Leave - Management Assigned Duty):

1. Duty Leave - M is that leave which can be claimed by a staff member who attends to official duties like college function, events, office work etc. entrusted either by the Management or Dean.
2. A maximum of 10 DL is permissible per academic year. Each semester a maximum of 5 leaves only.
3. While claiming the duty leave, the staff member shall submit an application through Acc-soft only along with the copy of official order.
4. Such leave application shall necessarily be forwarded through the concerned HOD.
5. If such order is not received in advance, the staff member can avail the duty leave under the condition that the same is made available immediately after the entrusted duty is completed.
6. After the completion of the entrusted duty, the staff member shall submit a report to the Dean in order to substantiate his or her participation.
7. Whenever a staff member is assigned any official work by Management/ Dean he/she shall apply for DL before attending the work, making alternative arrangements for his/her theory / practical work.
8. In case of attending official meetings also, either at the University campus or at the nodal centre, the staff member shall apply for DL in advance.
9. DL may be clubbed with CL only. If it happens then total leave should not more than 6 days (DL 3 + CL 3) together.
10. If any staff applies for DL on the preceding and the succeeding day of holiday, the holiday will also be considered as DL.
11. However, the sanction of the duty leave is solely at the discretion of the Dean/Director.

11.4 Guidelines for Earned Leave (EL):

1. Permanent Teaching/Non-teaching staff with more than one year of service at CDGI shall be eligible for earned leave
2. All Professors and Heads of the department shall be non-vacational staff.
3. Dean may designate other Heads of the department as non-vacational staff depending upon the situation.
4. All Office, T&P and Library staff shall be treated as non-vacational staff.
5. However, Dean will decide on who would be eligible for vacation or otherwise.
6. The maximum number of earned leave per calendar year shall not be more than 30 days for non-vacational (Non-teaching staff & HODs) and 10 days for vocational staff (Technical & Teaching staff).
7. The leave account of every employee shall be credited with earned leave in two installments of 15 or 5 days each on 1st July and 1st January every year as per their eligibility.
8. The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 240 days for Non-Teaching staff - Office, T&P and Library staff and 180 days for Teaching & Non-teaching staff (Technical).
9. An employee can claim earned leave on valid and satisfactory grounds only and the Dean is authorized to reject the request if it hampers the academic schedule of the college.
10. Staff members should apply for a minimum of 5 days EL at a time.
11. Maximum earned leave that may be sanctioned at a time shall not exceed 30 days.

11.5 Guidelines for Availing Vacation:

1. There will be 20 days of vacation in an academic year.
2. The two components of Annual vacation are: Mid-semester and End-semester, each of 10 days duration.
3. A staff member appointed on regular basis only will be eligible for availing vacation.
4. Staff members will become eligible for Vacation after completion of one year of continuous service at CDGI.
6. Vacation leave is not transferrable and also it cannot be carried forward.
7. Vacation leave cannot be clubbed with any other leave like CL, ML, etc
8. If a staff does not avail the leave during the mid-semester vacation, it may be clubbed with end-semester vacation of the same academic year with the permission of the Dean.
9. Vocational leave cannot be availed during the working days of the college.

10. If a staff member has been assigned any official work by the Dean, during Mid-semester vacation. Then he/she may request the Dean in order to avail the benefit of leave along with the End-semester vacation.
11. However, such request cannot be put forth as a matter of right and the Dean may reject the request in view of any important work in the college.
12. Notwithstanding, provision 6, if a staff member has been assigned any official work during the End-semester vacation, then he/she may request the Dean to allow for availing the benefit of leave along with either Mid-semester or End-semester vacation of the following academic year.
13. However, such request cannot be put forth as a matter of right and the Dean may reject the request in view of any important work in the college.
14. These rules are applicable for vacational staff only.
15. Non-vacational staff are not eligible for availing the vacation.
16. However, they are eligible for earned leaves (EL), as per the provisions made elsewhere.
17. The decision of the Dean, in all the matters mentioned above, shall be final.

11.6 Guidelines for Medical Leave (ML):

1. ML can be claimed only on medical grounds.
2. All teaching and non-teaching (Instructional staff like Lab. Instructor, Lab. Technician and Programmers etc.) are eligible for availing ML.
3. Maximum number of ML shall be ten only.
4. A staff member who is ill and admitted to a hospital as an inpatient only can avail this leave by producing an authenticated medical certificate by the consulting Doctor.
5. ML of ten days may be availed at a stretch depending upon the seriousness of the illness and the recommendation of the Doctor.
6. This leave may be clubbed with any other leaves such as CL, EL, etc.
7. The leave application shall be forwarded through the concerned HOD and the HOD may recommend for sanction of leave making sure that alternative working arrangements are made.
8. However, the sanction of medical leave is solely at the discretion of the Dean.

11.7 Guidelines for Maternity Leave (MtL):

1. Maternity leave may be granted to a permanent woman teaching/ non-teaching staff member, with two and less than two surviving children, up to a period of ninety days from the date of its commencement.
2. During such period, she will be entitled to leave salary equal to pay drawn immediately before proceeding on leave. (As per FD Notification No.G-3/1/96/C/TV dated 29th Mar 1996).

3. Such leave shall not be debited to the leave account.
4. Maternity leave shall not be combined with leave of any other kind.
5. Maternity leave may be granted in cases of miscarriages, subject to the condition that the leave shall be limited to the period recommended by the appropriate medical authority subject to a maximum of fifteen to thirty days during the entire cycle.

11.8 General Guidelines for Staff members:

1. They must strictly adhere to the college timings and follow dress code laid down by authorities
2. They must strictly adhere to professional ethics when dealing with students
3. They are strictly prohibited from harassing or threatening students or rebuking students, particularly in an open class.
4. They must report immediately to the concerned HOD in writing if any objectionable behavior by a student is observed
5. They must not carry cell phones to theory or practical classes or Mid-semester test rooms
6. They can use cell phones only in their cabins and must not use it in academic areas
7. They must strictly follow instructions issued by their HODs or any other college authorities
8. In addition to their regular academic work they must also carry out other departmental and college responsibilities entrusted to them by other college authorities
9. Taking theory/ practical classes must be given top priority over any other college work
10. They must be punctual for their theory and laboratory classes
11. Invigilation duty of Mid-Semester tests or RGTU exams is mandatory
12. Alternate arrangements for invigilation work / theory / practical classes must be done without fail before proceeding on leave, if not their application for leave will not be considered
13. They must have exemplary preparation for theory/practical classes
14. They must use their own study material as the basic teaching aid for any theory subject
15. They are strictly prohibited from using text books or any printed material in the class rooms
16. They must keep their laboratory manuals ready well before the beginning of the semester
17. They must effectively handle instruction classes and conduct viva voce sessions for students during every laboratory session
18. They must regularly evaluate student's laboratory files every week.
19. They must regularly update entry in e-campus after every theory/ practical class
20. They must keep their personal file/ course files updated and ready for verification at any time
21. They must set question papers for Mid-Semester Tests as per guidelines of the HOD and submit the Mid-Semester marks and blue books as per the prescribed schedule.

22. Staff members must proceed on leave only after obtaining prior permission from their HODs and making alternate arrangements for their theory/ practical classes.
23. In case of emergency, they must telephonically make alternate arrangements for their theory/ practical classes and inform their HOD about the arrangements made and submit the leave application immediately after their return.

11.9 Guidelines for Allotment of Staff Quarters:

1. Staff quarters shall be allotted on the basis of: a. Designation b. Total length of service
c. Service at CDGI. d. Marital status. e. Native place
f. Responsibilities successfully shouldered and executed in the college,
2. SQ cannot be claimed as a matter of right.
3. Preference shall be given to staff of Major Engineering departments.
4. Allotment shall be done by the Dean in consultation with the management.
5. The staff member desirous of staying in the quarters need to apply in the prescribed format.
6. The rent for the quarters shall be 10% of the gross salary or Rs.2,500/- whichever is less.
7. **Two flats fully furnished in the staff quarter shall be allotted only to Professors without any charges**
8. However, a few quarters may be allotted on rent free basis on the discretion of the management - and the management may give some additional responsibilities to the staff to whom rent-free quarter would be allotted.
9. In the college premises quarters allotment on rent or rent-free basis will be as per discretion of the management and nobody can object.
10. The tenants shall bear the electricity expenses.
11. All charges towards maintenance, except labour charges, shall be borne by the tenants.
12. The tenants shall be responsible for the upkeep of the building and furniture, electrical fittings, etc. provided by the college.
13. The tenants are expected to maintain harmonious atmosphere amongst them.
14. College bus service will be made available for the family members who wish to go for marketing in the city, once or twice in a week.
15. Optimal use of water in the quarters is essential.
16. The rent towards the quarters shall be deducted from the salary.
17. After occupying the quarters, the tenants may contact the 'Estate officer' for any help.
18. Such of those who vacate the quarters shall produce the 'No dues certificate' from the estate officer to get the relieving order from the college office.

19. The staff members shall give a 'Possession Letter' to the Dean after occupying the quarter(s) indicating the possession of all materials in the quarters.
20. Bachelor's accommodation for Faculty can be provided in the PG hostel, if rooms are found to be vacant on a monthly rent of Rs.1,000/- inclusive of electricity charges.
21. The Faculty occupying the Bachelor's accommodation in PG hostel will have to vacate as and when the students demand for accommodation.

11.10 Guidelines for Provident Fund:

1. Each and every year increment will be applicable in the month of July only.
2. PF facility will be given to all academic staff who complete one year of service up to the month of July. If not it will be applicable from July next year.
3. For non-academic staff (Office Assistants, Accounts Assistants, Librarian and Asst. Librarian, Book lifters, Instructors, Technicians in all the labs and all other Non-academic senior staff) PF will be applicable from July who complete 1 year of service, if not then from July next year.
4. Any staff either academic or non-academic having PF account earlier will be provided with PF facility immediately on joining provided he submits satisfactory proof of regular PF contribution with PF number.

11.11 Guidelines for Participating in Seminars, Workshops, Conferences, etc.:

1. Management encourages active participation of teaching staff members in national or international level Seminars, Workshops and Conferences, in short SWCs.
2. However, such of those staff members who are actively involved in presenting technical papers are preferred over those who are taking part passively as participants.
3. Further, preference is also given for those who participate either as an active or as a passive participant at the INTERNATIONAL level.
4. Also, in case of more participants desirous of taking part in SWCs in an academic year, then preference may be given to participants from major engineering departments.
5. However, while permitting the candidate to participate in any SWCs, his/her contribution in the overall development of the Institute shall be the major criteria.
6. Such of those who have been officially selected to present or participate in any SWCs shall apply, in the **prescribed format**, to the Dean requesting for the necessary financial assistances needed by him/her, enclosing along with the application, the official communication received from the organization.

7. **If the staff member is invited for presenting a paper in an international SWC, within the country then all his expenses including Registration fees and Travel expenses shall be reimbursed.**
8. **If the staff member is invited for presenting a paper in an international SWC, outside the country then he/she shall be eligible for reimbursement of Registration fees and one way air fare.**
9. If the staff member is invited as a participant at an international SWC, then the Registration fees only shall be reimbursed.
10. Guidelines 7, 8 and 9 shall be similarly applicable for national level SWCs also except that it shall be II Class (sleeper) train fare, both ways instead of air fare.
11. No reimbursement of boarding and lodging charges in case of international SWCs.
12. The staff member, while participating in such SWCs. shall see that his/her academic work in the college is suitably adjusted with the departmental colleagues.
13. Soon after his/her return, extra classes shall be arranged to make good the loss.
14. It shall be mandatory for the participating staff member to share his enriched knowledge with the colleagues and the students.
15. Also, a brief report shall be submitted by the staff to HOD which shall be maintained in the department.
16. The study materials received by the staff member in the SWCs shall be deposited in the college library for the use of students and staff.
17. After depositing the registration fees for participation in the SWC. If the staff member fails to adhere to the schedule, then the same shall not be reimbursed.
18. The staff member shall produce a certificate of participation after his/her return from the SWC.
19. A staff member can participate in an international SWC once in two academic years or TWO national level SWCs, in an academic year.
20. However, the facility of section 19 shall not be utilized in the same academic year.
21. The staff member can claim reimbursement after returning from the SWC by submitting the relevant documents in support of his/her claim.
22. The staff member shall submit his/her application for participating in SWC through the HOD and FDP coordinator.
23. The HOD shall verify the relevance of the topic of SWC while recommending the request and may reject participation in such SWCs which would not be helpful in the overall academic development of the department/college.
24. The FDP coordinator after forwarding the application shall maintain a record of the faculty recommended for attending SWCs.

24. Participation in such SWCs during the period of university examinations and IA tests is not encouraged.
25. Rejection of any application shall be substantiated by HOD.
26. The HODs shall motivate staff members belonging to different specializations to participate in the SWCs instead of promoting only his area of interest.
27. The minimum eligibility criteria for availing this benefit shall be ONE year of satisfactory service at CDGI.
28. If the staff member submits resignation within one year from the date of participation in an SWC, then all the financial assistance enjoyed by him/her for the purpose shall be recovered.
29. Decision of the Dean shall be final.
30. The rules are subjected to change from time to time.
31. Same rules (as per rule no. 10) shall be applicable for students and non-teaching staff also.

11.12 Guidelines for Sponsoring the Staff Members for Higher Studies:

A. General:

1. Only permanent staff members having completed their Diploma and who have put in a minimum of one year of service at CDGI shall be eligible for sponsorship to Part-time Degree programs, like Bachelor of Engineering.
2. Only permanent staff members who have put in a minimum of TWO years of service at CDGI shall be eligible for sponsorship to PG programs, like M.E, M.Tech.
3. Only permanent staff members who have put in a minimum of THREE years of service at CDGI shall be eligible for sponsorship to Ph.D programs.
4. When there are too many applicants, Total Seniority (at CDGI and also the overall experience) shall be considered while sponsoring a candidate for higher studies.
5. The provisions of clause '4' may be overlooked by the authorities depending upon the necessity in other departments.
6. Every staff member who is deputed for higher studies, either on full time or part time basis, shall execute a bond to the effect that he/she shall serve for a minimum period of three years after the successful completion of the program.
7. Any candidate who violates clause '6' shall not be eligible to get the experience certificate and relieving order from the Dean.
8. The candidate shall send progress reports to the Dean regularly, at least twice in a year.
10. While deputing for higher studies, preference shall be given to engineering departments which are operational (Offering university degrees).

11. The deputation of a staff member either on part time or full time shall be under the discretion of the Dean

B. Full Time Deputation:

1. Under full time deputation, the staff members shall be regular students at the institute where they would be pursuing higher studies.
2. The period of deputation shall be treated as study leave.
3. The period of deputation shall only be a maximum of two years for PG courses and three years for Doctoral programs.
4. During the period of deputation, the staff members shall be eligible for annual increments and other related fringe benefits.
5. Financial assistance of 50% of the take home salary may be extended to the deputed candidates, during their period of deputation.
 - a. The staff on deputation with financial assistance shall be eligible for yearly salary increment.
 - b. The staff on deputation without financial assistance shall be given two increments immediately on joining the college after successful completion of higher studies.
6. If the staff member desires to avail such financial assistance, he/she shall execute a bond under the signature of a surety who shall be a teaching staff working in CDGI.
7. While deputing a staff member on full time basis the Dean/HOD shall take due care to see that the work load of the deputed candidate is adjusted suitably from amongst the members of the staff in the department.
8. In case it is not feasible, substitute arrangements may be made for the sponsored period on contract basis.
9. If the deputed candidate returns without satisfactory completion of the proposed program, all the financial benefits extended during the deputation period shall be recovered from his/her salary in equal installments.
10. If substitute arrangements are made during deputation period, the expenditure towards this also shall be recovered from the salary of deputed candidate, in installments, if he/she returns without the successful completion of the program.
11. If the staff member fails to comply with the provisions of '9' & '10' the amount due shall be deducted from the salary of the surety, if necessary.
12. The number of candidates that may be sponsored shall not exceed 5% of the total teaching staff strength. For non-teaching (i.e. Instructor) staff having B.E. qualification, 5% (round off to nearest figure) of the total strength of non-teaching staff. This percentage will be spread equally in all the departments.

C. Part Time Deputation:

1. Under part time deputation, the staff member may attend to their UG/PG/Doctoral programs without hampering their regular teaching work at the institute.
2. The maximum number of candidates that can be sponsored under this program shall be 10% of the total strength per year. This percentage will be spread equally in all the departments.
3. The participation of such candidates during regular meetings, functions, academic activities in the institute etc. is mandatory.
4. The deputed staff members shall be available in the institute for any emergency work assigned by the Dean.



SECTION-12

ACCOUNTS AND AUDIT

12.1 Goods Receipt Note (GRN) for equipment/consumable:

- GRN shall be prepared when any equipment/consumable shall be received in the campus.
- GRN shall not be prepared for labor /service/repair charges.
- Equipment/consumable shall be received by the concerned department and the delivery challan/bill shall be signed by the concerned staff for acknowledgement.
- Acknowledged bill/delivery challan shall be sent to the office for preparation of GRN.
- The office staff after ascertaining the nature of material received by the respective department/maintenance cell confirms the group under which the item shall be entered after enquiring with the accounts section.
- As per the information given by the accounts section the Equipment/consumable shall be entered under the specified group.
- The GRN shall be prepared in the office as per the acknowledgment received by the department/maintenance cell.
- Only the maintenance cell prepares inward slip along with the delivery challan/bill.
- After preparation of GRN, the same shall be sent to the concerned department/maintenance cell for signature.
- After the signature of the concerned department/maintenance cell staff, GRN shall be counter signed by the Office Superintendent.
- The signed GRN shall be sent to the accounts section for payment.
- Accounts section enters the amount and prints a new GRN.
- A cheque/voucher shall be prepared for payment which shall be approved for payment by the Dean, CDGI as well as Office Superintendent.

12.2 Goods Receipt Note (GRN) for Furniture:

- GRN shall be prepared when any furniture/fixture shall be received in the campus.
- GRN shall not be prepared for labour /service/repair charges.
- Furniture/fixture shall be received by the concerned department and the delivery challan/bill shall be signed by the concerned staff for acknowledgement.
- Acknowledged bill/delivery challan shall be sent to the office for preparation of GRN.
- The office staff after ascertaining the nature of material received by the respective department/maintenance cell confirms the group under which the item shall be entered after enquiring with the accounts section.

- As per the information given by the accounts section the furniture/fixture shall be entered under the specified group.
- The GRN shall be prepared in the office as per the acknowledgment received by the department/maintenance cell.
- Only the maintenance cell prepares inward slip along with the delivery challan/bill.
- After preparation of GRN, the same shall be sent to the concerned department/maintenance cell for signature.
- After the signature of the concerned department/maintenance cell staff, GRN shall be counter signed by the Office Superintendent.
- The signed GRN shall be sent to the accounts section for payment.
- Accounts section enters the amount and prints a new GRN.
- A cheque/voucher shall be prepared for payment which shall be approved for payment by the Dean, CDGI as well as Office Superintendent.
- The furniture after being placed in the designated location shall be tagged as per the location/department, group and number.

12.3 Internal stock verification (Furniture):

- The internal audit of furniture/fixture shall be carried out every three months during June, September, December and March.
- Every department shall be provided with a list of furniture/fixture allotted to them as per the ERP software.
- Each department shall allot one non-teaching staff member for verification of stock
- It shall be the responsibility of the HOD's to report any missing items during any quarterly period.
- All the departments shall get their stock verified every three months and submit the report to the Dean.
- The furniture/fixture in the class rooms and other locations shall be the responsibility of the Maintenance-in-charge.

12.4 Internal stock verification (Equipment):

- The internal audit of equipment/consumable shall be carried out every three months during June, September, December and March.
- Every department possesses a stock register which shall be maintained by one non-teaching staff member.
- The allotted non-teaching staff member shall get the stock verified after every quarter with the help of a teaching staff allotted by the HOD.

- It is the responsibility of the HOD's to report any missing items during any quarterly period.
- All the departments shall get their stock verified every three months and submit the report to the Dean.
- The equipment/consumable in the Multi-purpose auditorium, hostels, staff quarters, canteen and other locations shall be the responsibility of the Maintenance-in-charge.

12.5 Statutory Audit (Equipment/Furniture):

- The statutory audit of Equipment/furniture shall be done during March every year.
- The Non-teaching staff member allotted for internal audit shall also look after statutory audit.
- The members of the audit team entrusted with the responsibility of verifying the stock by the HODs shall be present.
- The audit team shall be accompanied by the non-teaching staff member allotted by the HOD during the verification process.
- During the verification of equipment/furniture in class rooms and other locations the Maintenance-in-charge will accompany the audit team.
- The Maintenance-in-charge will assist the audit team during the entire stock verifying process.

12.6 Guidelines for Fees Collection:

There is a tie up with HDFC Bank for College fees collection from students of our institution:

- Students shall deposit fees in the bank by Cash/Cheque/DD using challan available in the bank. Online transfer i.e. Internet banking facility is also available for students to deposit their fees.
- Students shall deposit their semester fees within the due date. The due date for odd/even semester shall be announced at the beginning of each semester. A late fee @ Rs. 25/- per day shall be levied after the due date.
- If a cheque gets dishonored for any reason, a penalty of Rs. 100/- shall be debited in to the students account.
- Facility to drop cheque/draft is available in the campus.
- The daily fee deposited challans are collected from the bank and credit shall be given in to the students account.
- The day-to-day bank transactions are reconciled with the help of bank statements.
- In case of cheques deposited in the bank with old account name and new account number a request letter to credit the amount in to our account shall be made.
- Cash accepted in certain cases of emergency in the campus as well as during admissions to first year shall be kept in the Head Office and shall be deposited in to the bank the very next day.

12.7 College Fees collection:

As per the notification issued by Higher Education department, last date for admission to under graduate courses offered by CDIPS will be **31/July/YYYY** and as per the notification issued by Director of Technical Education last date for admission in B.Tech./ B.Pharm./D.Pharm. in CDGI and CDIPS is **15/August/YYYY**.

Fee collection plan for first semester (Newly admitted students) Odd semester

Sl. No.	Particulars	CDGI		CDIP		CDIPS		
		B. Tech.	MBA	B. Pharm.	D. Pharm.	B.Sc. (CS) B.Com. (CA)	BBA	BCA B.Com. (H)
1	At the time of provisional admission/Direct admission as per allotment	Any Amount	10000/-	15000/-	10000/-	5000/-	10000/-	8000/-
2	At the time of final admission or i.e. up to 15/August/YYYY	10000/-	5000/-	Remaining part of I semester fee		5000/-	5000/-	5000/-
3	Up to 15/Oct./YYYY	Remaining dues of I semester fee						

Fee collection plan for ODD semester (III, V and VII Semester)

Sl. No.	Particulars	CDGI		CDIP		CDIPS		
		B. Tech.	MBA	B. Pharm.	D. Pharm.	B.Sc. (CS) B.Com. (CA)	BBA	BCA B.Com. (H)
1	15/August/YYYY	10000/-	15000/-	50% semester fee		10000/-	15000/-	13000/-
2	Up to 15/Oct./YYYY	Remaining dues of I semester fee						

Fee collection plan for EVEN semester (II /IV/VI/VIII)

Sl. No.	Particulars	CDGI		CDIP		CDIPS		
		B. Tech.	MBA	B. Pharm.	D. Pharm.	B.Sc. (CS) B.Com. (CA)	BBA	BCA B.Com. (H)
1	Up to 15/Dec./YYYY	N.A.		N.A.		50% of second installment fee		
2	Up to 15/Feb./YYYY	10000/-		50% semester fee		Complete second semester fee		
3	Up to15/Mar./YYYY	Complete fee of Even semester						

12.8 Penalty for Late Fee payment:

As per the notification issued by the Admission and fee regulating authority committee, Bhopal all the students admitted to specific courses are required to pay the college fees as per the dates announced by the institution. In case any student pays the fees after the last date fixed for the payment of fees, then the student is liable to pay late fee as per the norms decided by AFRC.

Students who have applied for scholarship from the State Government will usually have the Scholarship amount released during the even semester. The students who get scholarship have to pay the amount

received from the Government within seven days after the Scholarship amount has been credited to their respective bank accounts. Late fee shall be levied after seven days till the dues are cleared. The penalty for late fee payment is applicable for any amount which shall be due to be paid. The late fee chargeable to the students shall be as given below:

Particulars	Per day	Maximum amount
Delay up to 1 month	Rs. 25/-	Rs. 500/-
Delay between 1 to 3 months	Rs. 25/-	Rs. 1000/-
Delay between 3 to 6 months	Rs. 25/-	Rs. 2000/-
Delay for more than 6 months	Rs. 25/-	Action as per university rules



SECTION-13

WEBSITE

The total rights and passwords for managing the CDGI website is with the following staff-

- Dean, CDGI.
- System Administrator.



SECTION-14

ACCSOFT (ERP Software)

The overall rights for managing the Accsoft are with the Dean and System Administrator. The Accsoft comprises of different modules, some modules are single user and in some cases there are multiple users.

Details are given below –

Sl. No.	Modules	Major User/s	Rights of the users
1	Accounts	Accounts section staff	Only Head of Accounts has complete rights on Master and Transactions menus. Others have basic rights only.
2	Library - CDGI	Librarian	Librarian shall have all rights on the entire module except for deletion. Others have only basic rights. They do not have modify and delete rights.
	Library - CDIPS	Librarian	
3	Payroll	HR. Executive	HR Executive shall have all the rights of the module except for deletion. No other employee has been given right on the Payroll module.
4	Student Section - CDGI	Office staff	Office Superintendent has all the rights except for deletion of Master. Others have all the rights except for modification and deletion.
	Student Section - CDIPS	Office Assistant	
5	Result Processing - CDGI	Academic Head	No faculty members have rights on Master menu. All the faculty members have rights on Transactions menu for entering attendance, creating lesson plan and teacher's diary.
	Result Processing- CDIPS	Principal	
6	Training & Placement	T & P staff	T & P staff have all the rights except for deletion.
7	Transportation	Transportation-in-charge	Transportation-in-charge has all the rights except for deletion.
8	Hostel	Hostel-in-charge	Hostel-in-charge has all the rights except for deletion.
9	Store (Material Management)	Office staff	Concern Office staff has only rights to create/modify item masters. No deletion and creation is allowed by any staff.
		Account Staff	Accountant & Accounts staff are responsible for entering GRN amount and to allot Assets at the locations.
10	Student Feedback (Appraisal) (Web-based Application)	All HODs	All HODs have the right to add or modify data into this module. Students have the rights to enter their feedback using this web module.
11	Training & Placement Data Collection (Web-based application)	Training & Placement Department	Only the administrator has the right to add or modify data into this module. Students have the rights to enter their details using this web module.

SECTION - 15

INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CELL (IEDC)

15.1 Guidelines to be followed for Functioning of IEDC:

A. Introduction to IEDC:

- The following points broadly provide an insight into the basic functionality of IEDC in the institute
- Students and faculty have to be educated about the advantages of involving in IEDC projects through presentations at department level.
- Creating appropriate awareness among the staff and students about IEDC projects and its career implications can motivate them to participate whole heartedly (By core committee members).
- Each year 7 to 10 innovative projects have to be identified in the institution through competitions.
- As far as possible, the projects have to be multidisciplinary.
- It is essential to involve students studying in the II year and III year in these projects
- It is quite essential that the technical committee will identify only such projects that can be made workable and can be completed within a time span of 1 year
- The identified projects have to be presented before the National Advisory Committee of NSTEDB every year (By core committee members).
- NSTEDB will be financing and supporting only 5 projects every year during the next 5 years.
- It is quite essential that the faculty mentors who are guiding the projects will ensure that the projects will be completed within the stipulated span of 1 year
- Faculty have to be well trained in the field of both technology and entrepreneurship by sponsoring them to attend training programs organized by professional institutions
- Institution will support the students in setting up business enterprises for their students and continuously monitor their progress.

B. Objectives of IEDC:

Some of the major initiatives to be adopted to successfully sustain and develop the centre have been listed below-

- To provide all types of facilities and to support budding entrepreneurs in developing innovative products and to set up an enterprise to commercialize the developed product.
- To create and promote an atmosphere of entrepreneurship in the institution so as to encourage more and more students to opt for taking up entrepreneurship as a career.
- To educate and mentor students about the advantages of taking up entrepreneurship as a notable career option.

- To motivate students for taking up entrepreneurship as a career by providing them opportunities to interact with successful entrepreneurs.
- To encourage students to come up with innovative projects that can lead to commercial viability through business enterprises.
- To mentor and support students in setting up successful business enterprises.

C. Role of IEDC in promoting innovation and entrepreneurship:

In order to successfully breed a culture of technical research and business enterprise in the institution and to motivate the students and staff to pro-actively participate in this field, the following activities have to be organized periodically to enthuse and sustain the level of motivation among students and staff to produce some significantly good results:

- Periodic activities like Entrepreneurship awareness camps, Entrepreneurship Development Programs, Faculty Development Programs and Skill Development Programs have to be organized. It is quite important that the resource persons are talented and highly experienced, so that they can really motivate the staff and students and bring out the best in them. (2 programs in each semester)
- Highly experienced resource persons have to conduct workshops for the prospective entrepreneurs in the areas of Preparing Project proposals, Obtaining project approvals, loans and facilities from supporting agencies, vital hints and tips related to innovative technology
- Interactive sessions for the students and staff with successful entrepreneurs to motivate them
- Training sessions for staff members in the field of mentoring and guiding students with a professional approach.
- Initiation of an active Entrepreneur's Club to spread a culture of proactive entrepreneurship among the students
- To establish a Regional Information Centre that can provide relevant information to the students in the fields related to business opportunities and processes, updated technologies of relevance, market trends and other related issues that can be useful to students. This centre has to maintain an updated database of relevant fields that can help students in setting up their enterprise.

D. Procedure to be adopted for functioning of IEDC:

Certain official procedures that have been listed below are to be followed for the smooth functioning and result oriented progress and successful completion of the funded projects within the stipulated time-

- A technical committee comprising of HODs/Senior faculty drawn from all the departments has to be constituted.
- Any expert from academia or the industry can be included in the committee on invitation.

- The main function of this committee is to explore the possibility of converting the proposed project idea into a workable model.
- The technical committee can also have interaction with experts from the industry or any R&D institution before finalizing the projects to be recommended for funding by NSTEDB.
- The technical committee will periodically communicate with the project mentors and take the status reports about the progress of the projects.
- The technical committee must have the ability to guide the project mentors and the students whenever they are stuck up with technical hitches.
- The technical committee must also establish contacts with industry experts in the field related to the proposed projects and seek their assistance whenever essential.
- The technical committee will be headed by a senior faculty member who will coordinate with all the project mentors to provide them with the necessary assistance from the institute.
- Only the technical committee members can communicate with the Core committee.
- Progress reports have to be submitted by project mentors to the Technical Committee once in a fortnight (Second and last Saturday of every month).
- The Technical committee will submit the consolidated progress reports to the Core committee with relevant noting and report related to the quality of work being carried out.
- The Core committee will scrutinize all the progress reports and will submit a consolidated report to Dean / Director / Management at the end of every month.

E. Infrastructure and facilities to be provided by the Institution for IEDC:

The host institution has to provide the following infrastructure and facilities to ensure the smooth and successful functioning of IEDC-

- Minimum 1500 Sq.ft of space dedicated specifically for IEDC only
- Conference hall and Auditorium
- Counseling room
- Office room with telephone and internet connection
- Laboratory and workshop facilities of the associated departments
- Library facility with relevant books and journals will be managed by students involved in the projects on rotation basis.
- Two staff members to manage the centre
- Well qualified and dedicated faculty in associated departments to support the student projects
- Good atmosphere of Entrepreneurship development and Promotion
- Encouraging and establishing industry related activities like consultancy, product development, equipment testing, maintenance, repair and calibration

15.2 Roles and Responsibilities of Core Committee:

- Core committee will be the single point contact between IEDC and any other concerned authority from NSTEDB.
- One member of the core committee will be the IEDC coordinator and convener of the advisory committee and shall be responsible for managing the meetings and documentation.
- All project commercials involved in the funded projects and purchase approvals must be submitted to the management by the core committee for further instructions and approval.
- Core committee will be accountable for all the activities being conducted by IEDC.
- Honorarium and/or remuneration due to be paid to experts/ trainers/ faculties/ staff/students must be recommended by the core-committee for approval by management.
- Purchase, expense decision not exceeding INR. 20,000.00/- can be taken by the core-committee. Any expense incurred more than the aforesaid value must be duly approved by the management.
- Members of core committee must be present during all the meetings/presentations pertaining to IEDC.
- Core committee will accept only such innovative projects which are analyzed and recommended by the technical committee.
- Core committee will analyze the commercial viability of the project before recommending it to the management and placing it before the advisory committee.
- Core committee is authorized to send back the projects for further analysis and/or explanation to the technical committee if the project contains inadequate information.
- Core-Committee will maintain all reports and development records of IEDC.
- Core-Committee will be first point of contact for all the outward or inward communication pertaining to IEDC from media, civil societies, NGOs, representatives of industries, judiciary or departments of state/national government.
- Core committee must submit progress report to Management at the end of every month.

15.3 Roles and Responsibilities of IEDC Coordinator:

- As convener, coordinating advisory board meeting twice as year with pre-marked agenda
- All the responsibilities related to core-committee
- Establishing appropriate channels between students, project mentors, technical committees, core committee and advisory board.
- Activities to motivate students for increased participation with emphasis on first year engineering students.
- Monitoring the allocation of resources to all the stakeholders of IEDC and keeping the record of it.
- Monitoring all the events organized under the banner of IEDC

- Liaisoning with professional and external vendors for the efficient functioning of IEDC.
- Coordinating meetings of core committee and Local Advisory Board.
- Monitoring of all the records and office documents
- Maintaining records of correspondences and minutes of meetings.

15.4 Roles and Responsibilities of IEDC Technical Committee (IEDCTC):

- An honorarium of INR.5000.00/- will be paid to an individual technical committee member if and only if his/her department is mentoring at least one project.
- If any HOD is mentoring a project, then he/she shall cease to be a member of the technical committee only for that fiscal year and in his/her place the senior most staff member shall be a member of the technical committee in his/her place.
- This honorarium shall not be multiplied by the number of projects being mentored by the member and will be paid only after the successful completion of the project(s) at the end of the financial year.
- The technical committee must ensure and approve that the project proposed by the project mentor is technically viable and can be developed as a marketable product.
- The technical committee will testify that the parts, appliances and materials as listed in the project requirement are appropriate.
- The technical committee can recommend alternate parts, appliances and materials as deem fit for the R&D of the prototype/project.
- The technical committee must take joint and unanimous decision on selection and/or rejection of every project.
- Once a project is approved by the technical committee, then it becomes the sole responsibility of the committee and more so the HOD of that department to ensure that the project is completed well in time.
- The technical committee can return the project to project mentor for further corrections or scrutiny with a report and a copy marked to the core committee.
- The technical committee will submit the projects to the core committee after ensuring that the project has qualified every technical test as mentioned above or otherwise.
- The technical committee will notify to the core committee for any deviation in project schedule and budget estimate before taking any decision.
- Technical committee is not authorized to make any amendments in project mentors or students involved in the project..
- The technical committee will submit the progress report at the end of every month to core committee to be placed before to the Local Advisory Board.

15.5 Roles and Responsibilities of Technical Committee Chairman:

- The Chairman will issue directions to the convener of IEDCTC to make arrangements for convening the IEDCTC meeting once in 15 days (Preferably 1st and 3rd Saturdays of every month).
- The Chairman is authorized to finalize the meeting agenda based on the current requirements and also based on suggestions put forth by members, core committee or the Local Advisory Board.
- The Chairman will ensure that minutes of the meeting are scrupulously recorded by the conveners and then mailed to all the concerned staff members involved in IEDC.
- The Chairman will ensure that all projects to be taken up under IEDC will satisfy the criterion laid down by IEDC guidelines.
- The chairman, after discussions in the IEDCTC can reject any project which does not satisfy the IEDC guidelines
- The Chairman will ensure through the HODs that all projects approved under IEDC will get completed within the stipulated time frame.
- The Chairman has to instruct HODs to regularly check the project progress reports of all the projects and verify their status reports.
- The Chairman will also instruct the HODs to ensure that the product being developed will find some commercial value.
- The Chairman can call for any document from the departments through the IEDCTC convener to ensure that the projects are progressing in the right direction.
- The Chairman has to issue instructions to the IEDCTC convener to regularly submit progress reports (1st and 3rd Saturday of every month) related to the projects under IEDC to the core committee to be submitted to the Local Advisory Board.
- The Chairman in consultation with the IEDCTC has the authority to recommend for sanction of additional funds by the management, based on the merit of the project if the Project Development cost exceeds INR. 60,000=00.
- The Chairman in consultation with the IEDCTC can call for explanation from the HOD and Project Mentor in case the project progress report is found to be unsatisfactory.

15.6 Roles and Responsibilities of Technical Committee Convener:

- The technical committee meeting will be held once in a fortnight (preferably on the first and third Saturday of every month).
- The IEDCTC conveners will consult the Chairman of IEDCTC a week prior to the meeting and make preparations for smooth conduction of the IEDC TC meeting as per the directions of the IEDCTC Chairman.

- The IEDCTC conveners will prepare the meeting agenda as per the instructions issued by the IEDCTC Chairman and any proposals given by the core committee members.
- The conveners shall mail the meeting notice and agenda to all the members at least two days prior to the meeting date.
- The conveners shall meticulously record the meeting proceedings and prepare the minutes of the meeting on the same day and obtain the approval of the Chairman, IEDCTC.
- The conveners shall then mail the minutes of the meeting to all members and core committee after scrutiny by the Chairman, IEDCTC.
- It is the responsibility of the IEDCTC conveners to provide all essential documents related to the IEDCTC meeting to the members and the Chairman. The documents may be preferably mailed to them to avoid any confusion.
- The conveners have to mail timely requests to the HODs and the project mentors about compliances to be sent by them to avoid any delay in the progress of the projects.

15.7 Project mentors and Students:

A. Criteria of membership:

- Any lab-technician or teaching staff can self-recommend to mentor a project on prima-facie basis.
- The project mentor can be designated by the HOD or recommended by the technical committee.
- Students or faculty can select projects as per their expertise, ability, technical and commercial viability.
- If students are proposing any faculty to be their project head, the concerned faculty must commit availability and guidance of the project.

B. Roles & Responsibilities of the Project mentor:

- Honorarium of INR.10,000.00/- will be paid to the project mentor on successful completion of the project and submission of a workable prototype at the end of the financial year.
- This honorarium shall not be multiplied by the number of projects and will only be paid at the end of successful completion of the project.
- Project ideas must be generated through competitions, workshops and counselling of the students.
- Idea(s) can be conceived by the project mentor or by the students or by both but in any case first party of the project will be students and immediate second party will be the project mentor.
- Project MUST be in the name of students preferably of second and third year engineering students but the same is NOT mandatory and NOT binding.
- Every student involved in the project must be aware of his/her roles and responsibilities. KRAs of every student must be predefined and should be strictly regulated.

- Project mentor will have to submit the progress report of the project at the end of every fortnight to the technical committee.

C. Roles of Office Staff and Laboratory staff:

- Office Staff & Lab Staff will maintain all the registers and office documents of IEDC.
- Office and lab staff will be jointly responsible for the lock and key of IEDC.
- Students/mentors/committee members can directly coordinate with these staff members of IEDC to access and use it.
- Lab staffs will maintain stock registers of all R&D components and equipment's.
- Lab staffs must be available in the IEDC during their office shift time.
- Lab staffs will observe and monitor the activity of the students and help them operate the machines wherever required.
- IEDC assignments are over and above to the existing KRAs of office and lab staff.
- Remunerations of INR 3000.00 shall be paid per semester to office and lab staff assigned to IEDC roles and responsibilities.

D. Role and Function of Students working on IEDC Projects:

- Incentive of INR. 30000.00 will be given to the group of three students working under one project. If there are more than 3 students then this amount will equally distributed among the number of students involved in the project. If there are less than 3 students then the remaining amount will be used for development of the project.
- This incentive shall not be multiplied and one student cannot work in two projects simultaneously.
- Student or group of students must NOT be involved in any other innovation and R&D projects for as long as they're working in present IEDC projects.
- If the student(s) want to work in more than one project they have to fast forward the projects in queue but CANNOT run two projects simultaneously.
- Student's group must submit the business plan to project mentor before the commencement of the project.
- Students must submit the detailed budget estimate of the prototype fabrication to the project mentor before the commencement of the project.
- The dateline forecasting of the creation of complete prototype must be cited and followed. Differed schedules must be notified to the project head with credible reasoning. Delay caused due to unexplainable reasons has to be made up by working extra hours.
- Students can only submit requirement for the purchase of any raw material or equipment to project mentor.

- Appliances/ Tools/ Parts damaged during the course of the project must be submitted to project mentor and must not be discarded directly.
- In case of any damage of appliance, testing machine or prototype's parts; a valid reason must be submitted to project mentor. The damaged part/appliance must not be discarded before the physical inspection of the technical committee.

15.8 Guidelines and Procedures for utilizing IEDC Funds:

- Every student will get a chance to submit his/her ideas along with business plan in project selection competition.
- These ideas must win the contest as per the guidelines of respective competition.
- These winning ideas will then qualify for scrutiny by the technical committee
- All projects approved by the technical committee (NOT Less Than 10 Projects) will be submitted to the core committee to testify the commercial viabilities of each and every project will the help of industry experts.
- Core Committee must select seven projects on the basis of technical and commercial viability and their merits to succeed. These projects will be presented before NSTEDB for funding.
- Only five of these seven projects will be funded by NSTEDB and the other two by the management of CDGI.
- Project mentor will submit a purchase, R&D and fabrication timeline which will be approved by the technical committee and recommended by the core committee to release the funds.
- Funds will be released to buy the essential materials on the first use principle i.e. buy the material when it is required.
- Honorarium, incentives and awards will only be released after the successful completion of the projects and recommendation of core committee

15.9 Guidelines & Procedures for utilizing the Contingency Funds:

- Contingency funds shall be utilized after the due approval of the core committee
- Projects mentors & Technical Committee will raise requirement for organizing competitions, expert lectures or workshops as per the calendar of events.
- The upper limits for expenses for organising such events will be according to the specified guidelines.
- These events will be synchronized with the academic calendar of the institution.
- Prior approval of the core committee has to be taken before finalizing the expenses for such events.

- Project development and contingency fund will be sanctioned only in the name of project mentors after due approval by the technical committee.
- All receipts/invoices and bills must be as per the governments norms.
- All bills and invoices must be submitted to the accounts department of CDGI by the project mentors.

15.10 Conflict Resolution Manual:

- The project will have three main stake holding until and unless not defined otherwise.
 - Parent Institute of IEDC
 - Project mentor and
 - Students involved in the project.
- The Institute will have by default claim of ownership to the prototypes, appliances, parts and other materials used in the research and development.
- In case any student has gone dysfunctional and or not taking adequate interest in working with team. The case must immediately be referred to project mentor
- Following are the steps project must take in this case.
 - Examine if the defunct student is the principal inventor or innovator and the conflict is beyond resolution, the project mentor has to appoint a substitute and take over the entire responsibility of the project..
 - If the defunct student is working as a supporting member, the student must be made to submit his/her inability in writing. This student will then have no claim on the prototype and will not be entitled for the incentive.
 - If entire team has gone dysfunctional a new team has to be formed by the project mentor with the approval of the technical committee.
- If the project is not indigenous and an external body claims the ownership; the project will remain suspended until the dispute is not resolved.
- In every case of disputes core committee will reserve the rights of ownership of the prototype until and unless proved otherwise.

15.11 Project Manual:

- Any idea which is innovative will get first clearance and will be accepted for examination by the technical committee.
- If the idea is technically viable and its prototype can be designed in the labs of Institute, it will then qualify for commercial scrutiny.

- If the idea has commercial viability and has possibility to create market traction the idea will finally be submitted to compete among other qualified ideas.
- Top ten entries will finally get selected for funding under IEDC. Once selected, students will work with the project for one year or till the completion of the project whichever is earlier and ensure successful completion of the project.

15.12 Industrial Partnership:

- Industry expert will be requested to provide mentorship to the students towards the successful completion of IEDC projects in stipulated time.
- Industry experts will be requested to take workshops, seminars and lectures to motivate and engage students for their entrepreneurial aspirations.
- Industry experts will be requested to examine, analyse the progress of the projects and suggest more viable alternatives to achieve the fabrication of prototype.

15.13 Selection of Students:

- Students must be self-motivated and determined to complete the project
- Students must submit a written undertaking regarding regular project involvement and successful completion.
- Students must have to take written consent from their parents or guardian to stay back in IEDC labs for extended hours as applicable.
- The ideas proposed by the students must be indigenous and fully owned by the project mentor or team of students.

15.14 Selection of Projects:

- Project ideas must be submitted by students and project mentors. It is mandatory for every department to ensure that there will be at least three entries from each department in the project competitions.
- Ideas once scrutinized by the technical committee, core committee and industry experts will be entitled to compete in presentation and jury choice contests.
- Top ten project ideas will be shortlisted to be considered for funding under IEDC out of which seven will be presented before NSTEDB, DST for final approval.
- Once approved by NSTEDB, DST five best projects will be funded by IEDC, the other projects will be progressing as standby projects under funding by the institute just in case any of the IEDC funded projects get disrupted midway.

15.15 Infrastructure for locating IEDC:

The second floor double height area has been allotted for locating all the facilities of IEDC. Separate cubicles have been provided for the counselling room, office, library, laboratory and conference room. The total area provided for IEDC is about 2000 Sq. ft. All facilities have been provide323d in the office and other cubicles.

15.16 Guidelines to Receive Payment for IEDC Projects:

- Project mentor must submit detailed requirement of components and accessories with approximate cost.
- Project mentor has to submit copy of online quotations or hard copy quotations of all the components and accessories required within 15 days of announcement of projects selected to be funded under IEDC or Management.
- Project mentors have to call for online quotations using Email Id exclusively created for IEDC
- Three sealed quotations are required for purchases to be made above INR. 3000.00.
- Prices mentioned in quotations should include all taxes and landing charges, no extra overhead charges will be paid other than that mentioned in the quotation.
- The quotations should be in name of Dean, CDGI Indore.
- The quotations will be opened after the signature of HOD, Chief co-ordinator IEDC and Dean CDGI.
- After opening the quotation a comparative statement will be prepared by the project mentors and after the signature of HOD it has to be submitted to IEDC office.
- The HOD has to write his recommendations about the name of the vendor from whom purchases have to be made and the reasons.
- The comparative statement submitted by the project mentor will be presented before the IEDC Technical committee and it should be passed /sanctioned by TC.
- The project mentor has to provide in writing the details related to cheque amount and name of the supplier in whose name cheque has to be issued. The project mentor has to mention whether payment has to be on-line or through cheque.
- Online quotations may be called in case of non availability of components or accessories in the local market.
- In case of online purchasing the cheque will be issued in the name of the project mentor.
- No quotation will be required for bill amount being less than INR 3000.00. However, while purchasing any component or accessory, prior permission from TC has to be taken.
- The bills of all purchases should be in the name of Dean, CDGI, Indore.

- In case of any market or industrial survey, industry visit or any other training to be undergone, an invitation letter from the concerned organization should be produced before IEDC TC, and convince the IEDC TC about the need for undertaking the industrial visit.
- In case of an emergent situation, an attendance letter on letter head of the concerned organization may be produced after returning back from the visit. However, prior permission and approval has to be taken from IEDC TC.

15.17 Awards and Incentives to Promote Innovation:

- Every year through contests and competitions Core Committee of IEDC will shortlist ten projects out of which seven projects will be submitted to NSTDEB DST.
- NSTDEB DST will approve maximum of five projects. If in case the cost of the product development goes above INR. 60000.00; a proposal may be sent to the technical committee by the project mentor for consideration. If found justified additional cost can be funded by the management on case to case basis.
- Remaining two projects will continue at our Institute. These two projects will be supervised by the IEDC team of CDGI similar to all other projects but will not be submitted to NSTDEB or in the advisory committee meetings. Funding will be similar to that done by IEDC.
- Performance recognition and incentives that can be given by management
 - INR. 5000 to the Technical Committee member responsible for the project. (*This honorarium is not mentioned in IEDC but has been discussed in the last meeting*)
 - INR. 5000 to the project mentor in addition to IEDC incentive of INR. 10,000.
 - INR. 3000 to each student involved in the selected project in addition to IEDC incentive of INR. 10,000. per student
 - Cash awards / Trophy for
 - Best project - INR. 5000
 - Best mentor - INR. 5000
 - Best department award- Trophy / Rolling Shield.
- Incentive/ cash awards for getting product patented
- Incentive/cash awards for publishing research papers in journals with impact factor ≥ 1.0
- Formation of Innovation and Entrepreneurship Club

15.18 Guidelines for HODs, PMKVY Course Coordinators and Trainers:

In view of maintaining proper academic standards in the conduction of skill development courses by the departments, the following guidelines have to be followed diligently-

- Each trainer will submit the lesson plan of the ensuing fortnight to the course coordinator.
- Trainers are supposed to have advance preparation of their course material (Notes, Demo models, PPTs and Video clippings. Advance planning and permission from organizations for hands on training, industrial visits and site visits)
- The course coordinator will verify the course material of their trainers and the fortnightly schedules. Based on this they will submit a status report to the HOD.
- Trainers will submit the above mentioned details in the fortnightly lesson plan to the course coordinator.
- If course coordinator observes any serious deficit in preparation of course material by a trainer, the same will be reported by mail to the HOD and the trainer will be informed by mail to update the course material.
- Course coordinators will deliver a presentation using PPT (3 to 4 slides) highlighting topics planned during the ensuing fortnight and progress report of the course with reference to the topics handled by the individual trainers. The presentation will include a comparison between topics planned and topics covered during a fortnight and the percentage of syllabus covered.
- If lesson plan and progress of course work differ by a large extent, the trainer and the course coordinator will have to provide reasons for the large difference and propose a solution to ensure that the syllabus can be covered well in time.
- If course coordinator is not satisfied with the performance of trainers in the course, then the same will have to be reported to their HODs.
- The HOD and Course coordinator are empowered to communicate with the trainer over mail and guide him/her to conduct the course as suggested by them.
- If the trainer's performance does not improve even after being advised two times. The course coordinator can recommend to the HOD to discontinue his/her services and the same has to be reported to the Coordinator/ Chief Coordinator.
- Any replacement of trainers can be done by first taking consent from all staff members of the department. Only staff members interested to work as trainers have to be interviewed by a committee comprising of the Dean, Chief PMKVY Coordinator, PMKVY Coordinator, HOD and the course coordinator.

- The course coordinator is totally responsible and accountable to run the course satisfactorily as per stipulated guidelines.
- The course coordinator shall immediately report to the HOD by mail about non-performance by any trainer or any other matter that can affect smooth progress of the course.
- The HOD will take weekly status reports from the academic coordinator and the placement coordinator and ensure satisfactory work progress of the course.
- The HOD will adopt corrective measures and ensure that the course progress is as per the stipulated schedule
- The format for presentation by course coordinators is provided. HODs have to ensure that the fully updated status report based on the weekly status reports verified by them is being presented during the fortnightly presentations / submissions by the course coordinator.

15.19 Guidelines for Distribution of PMKVY Funds:

Total Payouts from Government: The per candidate base costs for different sectors will be either INR 40.4 as per the courses in various job roles/sectors defined in the three different categories of the SOP document – Per hour Base Costs for Trades/Sectors.

Sl. No.	Job Role/QP Name	Trng. Duration	Category	Intake	Base cost per candidate	Total cost in INR. (No. of candidates × base cost × No of training hours)
1	Welding Technician Level 4	400	I	19	40.4	307,040.00
2	Field Technician (Comp. & Peripherals.)	200	I	25	40.4	202,000.00
3	Tower Technician	300	I	25	40.4	303,000.00
4	Set Top Box Installer Service	200	I	25	40.4	202,000.00
TOTAL				94	TOTAL	1,014,040.00

Note- *The above mentioned amount may change depending on the number candidates confirmed for admission in course.*

The total fund received from the government may be divided into two parts:

1. Infrastructure Development Fund (IDF): 50 % of expected amount. In case full amount is not sanctioned by Government then any reduction will be reflected onto the remuneration share.
2. Remuneration for stake holders (50 %)

Sl. No.	Course	Total Amount in INR.	IDF in INR.	Assessment Fee in INR.	Remnrn. for staff INR.
1	Welding Tech.	307,040.00	153,520.00	22,800.00	130,720.00
2	Field Tech (Comp)	202,000.00	101,000.00	30,000.00	71,000.00
3	Tower Tech.	303,000.00	151,500.00	30,000.00	121,500.00
4	Set top Box Tech.	202,000.00	101,000.00	30,000.00	71,000.00
TOTAL		1,014,040.00	507,020.00	112,800.00	394,220.00

15.20 Utilization of Infrastructure Development Fund (IDF):

- Providing basic infrastructure like equipment and other requirement for conduction of the course.
- Admission mobilization and other promotional activity related to PMKVY.
- Training fees of staff members sent for TOT by Skill sector council (SSC).
- Remuneration to trainers of other outside agencies (Other than CDGI trainers' remuneration)

15.21 Utilization of Stake holder remuneration:

- Payment of assessment fees of students
- 50% of the amount will be used to pay for remuneration of trainers (Theory and Practical).
- 25% of the amount will be used to pay remuneration of HODs, PMKVY and departmental coordinators.
- 10 % of amount will be used to pay remuneration to the training and placement coordinators.
- 15% of amount will be deposited as recurring expenditure fund to be used for any other PMKVY related expenses.

15.22 Stake Holders:

HODs: HOD **PMKVY Coordinator:** Mr. Narayan Patidar

Departmental Coordinators: (a) DC-1 (b) DC-2 **Placement Department:** (a) P-1 (b) P-2

Training Staff (Teaching and Non Teaching): Depends on number of staff members required.

SECTION - 16

E-CELL AND STUDENT CLUBS

16.1 e-Cell

I-FAME (Innovation @ Fulcrum of Ability Motivation and Energy) is the innovative Entrepreneurship Cell. The Cell is professionally managed by a perfect blend of Engineering and Management students. E-Leaders are delegated with responsibilities for the smooth conduction of events and activities under the banner of the cell.

The advisory board of E-Cell comprises of well-known entrepreneurs from all over the country. The high profile advisory board members guide the students from time-to-time to nurture entrepreneurial instincts in them. It could be mentoring or venture funding; the E-cell is there to offer valuable advice on all aspects of entrepreneurship. E-Cell on its own organizes various entrepreneurial activities and competitions.

Objectives:

- To create an environment for self-employment and entrepreneurship development through teaching and training programs
- To introduce the concept of entrepreneurship through outreach programs at grass root level
- To develop management personnel at appropriate levels for the non-corporate and unorganized sectors like retail, rural development and small-scale industries
- To promote employment opportunities through skill development

On an overall perspective, i-FAME in our campus has been conceptualized, Entrepreneurship is practiced in a scientifically proven way to assist students in transforming their ideas into ventures at an early stage of their educational career.

16.2 Club Activities:

The engineering students have initiated the following clubs in the campus

1. Saath Club
2. Rotract Club
3. Music Club
4. Robotics Club
5. Sports Club
6. Readers Club
7. Coding Club
8. Photography Club
9. Student Automotive Club

SAATH - Social Activity Club:

The students with an inclination towards community service help form empathy, compassion and develop skills like networking, organization, team building and problem solving. A group of students with the sole intention of social service in their mind proposed to form the Social activity club and named it - SAATH. They regularly organize visits to nearby villages, social service activities such as blood donation, health checkup and visit orphanages as well as old age homes. They have tie ups with various social cells and NGOs, which enables them to take part in their activities. These social activities impart students, a sense of purpose, have positive impact on their grades, shape the direction of their life and modify the interpretations of the world.

Students are elected to manage the social activity club once a year. The elected students shall be responsible for organizing all aspects of event management, charity work and fundraising. The students acquire skills and are capable to become leaders as well as problem-solvers. They would also be good at conflict resolution, planning, budgeting, time management, food preparation in camps and post event cleaning. The volunteering eagerness in students reflects their belongingness towards society and mankind.

Rotaract Club:

The motto of Rotaract Club is to involve individuals in the age group of 18 - 30 yrs to exchange ideas with leaders in the community, develop leadership, professional skills and enjoy life through service. This group is the youth wing of Rotary international.

It was a proposal put forth by an enthusiastic group of students to start the club in CDGI. Working under Rotary's motto of "Service Above Self", Rotaract clubs strive to participate in as many service related activities as possible. These service projects include local community service as well as international service.

Rotaract clubs do a variety of activities, from service projects to professional development to leadership development to fellowships.

Music Club:

Music club was initiated due to the increasing demand of the students seeking a platform to showcase their talent in the field of music. A proposal was submitted seeking permission to acquire musical instruments so that a College band could be formed. The College band would perform during events and functions in the campus to entertain the audience. The club also arranges musical programs in the campus whenever performing artists visit Indore. The club also conducts competitions for a variety of singing as well as musical instrument performances amongst students, where they get an opportunity to exhibit their talent.

Robotics Club:

Robotics has gained a lot of popularity among students who have a technical bent of mind. The interest has dwindled as the students would actually design, fabricate and test their performances.

They also get an opportunity to improve the performance of the robots using advanced software and improvised electronic devices. The availability of tougher variety metals has given a boost to design structures which are tougher to withstand higher impacts. This club has students from Mechanical, Electronics as well as Computer Science branches. Students are provided training initially and a variety of kits are made available depending on the area of interest. Students are motivated and provided financial assistance to participate in the Technical events organized by IITs and reputed institutions.

Sports Club:

It is well said that - A healthy body makes a healthy mind. In order to keep students physically fit they have to be involved in competitive activities like Athletics, Sports and Games. The Students with intense passion towards Sports and physical activities have formed the club with an intention to promote and organize events. Various district level and institutional level sports and games have been organized by the club. Distinguished sportspersons of Indore have been invited to coach and guide our Students for specific games. The multi-purpose Auditorium is being used for most of the in-door games. The play ground for most of the out-door games is well maintained and taken care of by the club members. Students in the campus are interested to play - Foot ball, Volley ball, Table tennis and Cricket.

Readers Club:

This club was started with a motive to create a platform for the students to involve in certain aspects apart from academics to know more about the recent trends in Technology/Culture/Research. The club has a wide collection of E-books and hard copies of premium books related to technical, academics and science. A good collection of novels are also maintained that can provide students a different horizon for the enhancement of their knowledge. Frequent interactions among the members of the club create an opportunity for the students to interact and share their knowledge with likeminded people.

Coding Club:

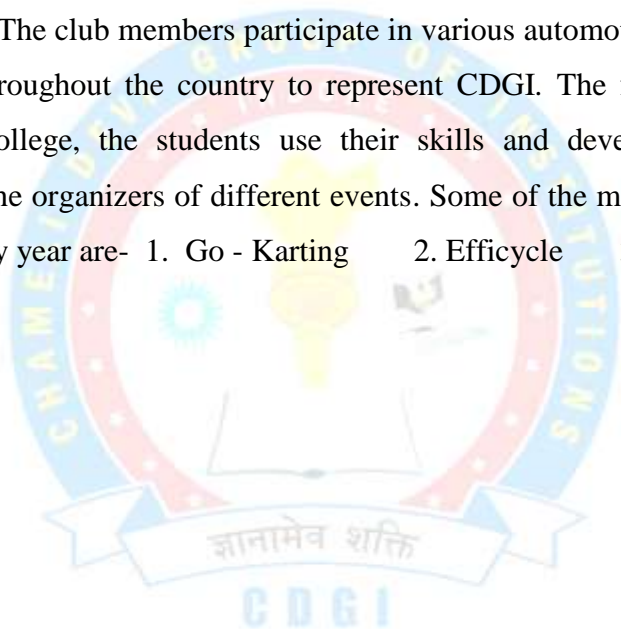
Coding club was started with an intention to provide students with abundant knowledge pertaining to Computers and their applications in various fields. The sole intention of the club is to organize seminars, workshops and competitions on latest technologies. Provide access to new technological advancements through recognized trainers. Arrange events in such a way that the programming skills of the students could be enhanced and make them ideal for employment. Most of the events organized provide an occasion to spread ideas and motivate more students to apply the knowledge gained to help technology advancement.

Photography Club:

The idea of an enthusiastic and artistic group of students helped in establishing the Photography Club in the campus. The club is provided with equipment and accessories required for the purpose. Equipment and components required for advanced photography skills are also available. Club members are allowed to use the accessories to cover the events. The club members are entrusted with the responsibility to carry out all photography and videography related tasks in the campus. In each and every program conducted in the campus the services of the club members is utilized and a nominal honorarium is paid.

Student Automotive Club:

Students participating in most of the automotive related technical competitions proposed to start this club. This provided a platform to the students who could plan and design vehicles for different automobile based events conducted by reputed organizations. Most of the club members are part of the participating teams in automobile events. The club members participate in various automotive events where the level of competition is very high throughout the country to represent CDGI. The funding for all the events is usually provided by the college, the students use their skills and develop the vehicle as per the specifications proposed by the organizers of different events. Some of the major national events in which our students participate every year are- 1. Go - Karting 2. Efficycle 3. Cross - Trike 4. BAJA - ATV



SECTION - 17

E-CAMPUS

19.1 E-Campus online portal:

E-campus is our institution portal which is an online, real time interactive platform where all the Students, Faculty members and Alumni can communicate with each other. Faculty members and Administrative staff can send group Emails and SMS texts to notify information related to events or activities.

Sl. No.	Module	Description/Purpose
1.	Public Notices	Platform to notify events, notices, circulars, exam schedule, academic and placement related information.
2.	Messaging	Platform to exchange Emails with a Friend or Faculty or a group of Friends and Faculty members
3.	E-Mentoring	E-mentoring is a platform where Mentors (Faculty members) can maintain all the counseling records of their Mentees (Students)
4.	Students' Attendance	A platform that provides facility for faculty members, students and their parents to view the theory and laboratory class attendance
5.	Students' Results	An on line facility, for faculty members, students and their parents to view the Mid Semester test marks and RGTU End Semester examination results
6.	Online study material	Making available Study Material / Cases / Assignments to students online through e-campus
7.	Student Information Form	An effort to assist the T&P department to get Student information filled online by the Students (Personal, Educational and Placement related details)
8.	Fees Due Status	A facility for mentors, parents and the students to know the college fees payment status of all enrolled students.
9.	Alumni Accounts	An effort to keep the Alumni connected with their alma-mater by creating their accounts on e-campus
10.	Online Faculty Feedback	A highly confidential on-line facility made available to students for providing feedback about Faculty teaching them during a semester.
11.	Online Faculty Appraisal Form	A facility for Faculty and Staff to fill their self appraisal online
12.	E-Attendance	To maintain a record of student attendance online.
13.	T & P Module	Provides detailed online information about all Training and Placement activities and helps in keeping track of all recruitment activities (On-campus, off- campus and open campus drives). It also provides information related to number of students appeared, short listed and selected.
14.	Online Library	To facilitate the day to day functioning of the college library.
15.	Bus Module	Students can register their Bus routes and generate their Bus Pass
16.	Grievance redressal	Grievance reporting module for Staff and Students

SECTION - 18
TRANSPORTATION

18.1 Transportation:

The institution has a fleet of 23 buses plying throughout the city of Indore. Four buses ply in only one shift and the remaining 19 buses ply in two shifts. Two buses are owned by the college and the remaining 21 buses are taken on contract.

Four new bus routes are being created from the academic year 2019-20 for which buses shall be provided by the contractor

From the academic year 2019-20 onwards totally Eight buses will ply in one shift and the remaining 19 buses will ply in two shifts. Buses ply from nearby places i.e. Ujjain, Dhar, Sanawad, Dhamnod, Dewas, Chapda.

One staff member is designated as Transport-in-charge who takes care of the entire transportation system of the institute. He shall take care of the buses as well as the vehicles (Tavera) allotted to CDGI.

18.2 Responsibilities of Transport- in- charge:

- a. To check and keep records of the arrival and departure of buses in both shifts.
- b. Entering the attendance of students who are not using the bus facility.
- c. Maintaining control over student activity.
- d. Maintain records of material inward and outward through the Main Gate.
- e. To maintain the visitor's register
- f. Maintain records of staff members going out of the college campus during working hours
- g. Creating separate files for each bus and maintain the documents of bus record related to maintenance and bus documents as per the government norms.
- h. Check regular working condition of buses.
- i. Maintain complaint register regarding buses from students and staff.
- j. Sort out complaints from students and staff related to bus and maintain a record of the same.
- k. In case the problem related to buses is not solved by the contractor and the driver at the given time, then it has to be escalated to Dean Sir.
- l. Ensure that traffic rules and regulations related to the government are followed by the contractor and the driver.
- m. Submit a monthly report regarding the status of the buses and the problems solved.
- n. Regularly maintain the college vehicle's running register i.e. Tavera and college bus.
- o. Maintain the record pertaining to diesel consumption by college vehicles.

18.3 Provision for Exemption of bus fees:

- It is mandatory for all the UG students of Engineering to use the bus facility provided by the college during I, II and III year.
- Bus fee exemption for students residing in areas where bus facility is not arranged by the college shall be provided in case the student submits an application in writing requesting for exemption of bus fees along with an address proof.
- Bus fee exemption for students residing very close to the college campus and villages surrounding the campus shall be provided in case the student submits an application in writing requesting for exemption of bus fees along with an address proof.
- Students residing in Tejajinagar and Gram Limbodi areas shall be eligible for exemption of bus fees for one full year provided they submit an application along with an address proof prior to the starting of the academic session by 15th August every year. In case they stay in a rented accommodation, they will have to provide a copy of the rent agreement executed. Exemption of bus fees shall be granted only after due verification by the college authorities from time to time.
- Students residing in Tejajinagar and Gram Limbodi areas shall be eligible for exemption of bus fees for the even semester provided they submit an application along with an address proof prior to the starting of the even semester by 15th January every year. In case they stay in a rented accommodation, they will have to provide a copy of the rent agreement executed. Exemption of bus fees shall be granted only after due verification by the college authorities from time to time.
- Bus fee exemption for Final year UG students of Engineering shall be provided in case the student submits an application in writing requesting for exemption of bus fees for one full year prior to 15th August of every year. A copy of the vehicle registration which shall be used by the student and his driving License should be attached to the application. It is also mandatory for the student to sign in attendance register maintained at the main gate regularly when he enters the campus.
- Any application for exemption of bus fees for one full year will not be entertained after 15th August of every year.
- Bus fee exemption for Final year UG students of Engineering shall be provided in case the student submits an application in writing requesting for exemption of bus fees for the even semester prior to 15th January of every year. A copy of the vehicle registration which shall be used by the student and his driving License should be attached to the application. It is also mandatory for the student to sign in the attendance register maintained at the main gate regularly when he enters the college campus.
- Any application for exemption of bus fees for the even semester will not be entertained after 15th January of every year.

18.4 Guidelines for Vehicle Utilization:

- Out of the two vehicles allotted to CDGI, New Tavera shall be assigned to T&P cell and Old Tavera shall be assigned to Dean, CDGI.
- The TVS Motorcycle shall be assigned to CDGI office.
- The fuel vouchers for all the four vehicles shall be signed by the OS/Dean CDGI.
- The log books of every vehicle shall be written and maintained by the respective drivers.
- The log book of the TVS motorcycle shall be maintained at CDGI Main Gate.
- The vehicles are to be used by the Dean and others for official purposes only.
- The use of TVS motorcycle shall be directly under the control of OS.
- If the vehicle is used by any staff member other than the Dean they have to write the purpose of using the vehicle, place visited with time and affix their signature.
- Whenever the vehicle is used for the purpose of taking hostel students to the Hospital the log book shall be signed by the Manager/Assistant warden/Warden of the hostel.
- Whenever the vehicle shall be used for the purpose of taking students who are not feeling well to the Hospital or to their respective residences the log book shall be signed by the concerned HOD.
- The OS shall check the movement of the vehicle every week and sign.
- The driver shall present the log book to the OS before refueling the vehicle.
- The OS shall check the movement of the vehicle as per the log book before signing the fresh fuel voucher and affix his signature with date.
- Every month the total kilometers run by the vehicle, fuel consumed and the average kilometers run by the vehicle per liter of diesel shall be calculated and the corresponding documents maintained by the accounts section.
- Permission shall be obtained from the Coordinator, CDGI, whenever the vehicle has to be used for out station travel.

Sl. No.	HEAD	GUIDELINES
1	GUIDELINES FOR USING VEHICLE FOR OFFICIAL WORK	<ul style="list-style-type: none">• Vehicles of CDGI should be properly taken care of by the concerned driver.• Drivers should maintain the Log book and update it regularly with all required details.• Staff members who require vehicle for official work shall submit the duly filled vehicle requisition slip available at the reception.• Duly filled vehicle requisition slip should be signed by HR-Executive/OS/Dean granting permission.• Security guard at Main Gate/Discipline Officer should enter the details in register/software i.e. Date, Requisition slip no., Reading at out time and in time and maintain the requisition slip in a file as a record.• In case of emergencies vehicle can be used, but it will be the responsibility of driver to get the vehicle requisition slip signed on the next working day and

		<p>submit it at the main gate.</p> <ul style="list-style-type: none"> • Log book of each vehicle should be verified by the Discipline officer and duly signed. • Diesel slip for all vehicles will be signed by OS/Dean after proper verification of the Log book. • Driver will be held responsible if the vehicle requisition slip is not submitted at the main gate.
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CDGI - Vehicle Requisition Slip

Req. Slip No. _____

Date: ____ - ____ -201____

Name of the Staff member/s _____

Date Vehicle is Required ____ - ____ - 201____ **Time:** From ____ To ____

Purpose of Visit: _____

Place of Visit: _____

Initial Reading km: _____ **Final Reading at Campus km:** _____

Signature
HR - Executive

Vehicle Log Book

Sl. No.	Req. Slip No.	Date	Name of Staff	Purpose	Places visited	Reading at start	Reading at drop time of staff	Reading after arrival at campus	Total km	Diesel filled	Sign of Staff

SECTION - 19

CAMPUS - SECURITY AND MAINTENANCE

19.1 Campus - Security

- a. The Campus area is covered with boundary wall and barbed wire fencing above it.
- b. The Main Gate is under CCTV Surveillance.
- c. Main Building, Girl's Hostel, Junior Boy's Hostel, Senior Boy's Hostel, Canteen, CDIPS and CDIP are under CCTV surveillance.
- d. Security guards are posted at prime locations inside the campus during the day /night.
- e. A visitor's register is maintained for security purposes at the main gate.

19.2 Campus - Maintenance

- a. There are 2 Supervisors who look after the maintenance work in the campus
- b. All the day to day maintenance work inside the campus is taken care by the supervisors.
- c. Peons, Guards, Sweepers, Electrician, Drivers and House-keeping staff work under the supervision of the maintenance supervisors.
- d. Maintenance of various items with different time slots are -

Items which need to be checked on daily basis -

- a. Toilets
- b. Water supply
- c. House keeping
- d. In-door garden

Items which need to be checked on weekly basis -

- a. Window Glass cleaning
- b. Ceiling for cow webs
- c. Solar panels
- d. Lawn

Items which need to be checked on monthly basis -

- a. Water Filters
- b. Water Coolers
- c. UPS - Batteries

Items which need to be checked on quarterly basis -

- a. Overhead water tanks
- b. Lift

Items which need to be checked on half yearly basis -

- a. Electrical fittings - Lamps and Fans