



PSD Shastri Educational Foundation's
ASMA INSTITUTE OF MANAGEMENT
Approved by AICTE, New Delhi, Affiliated to Savitribai Phule Pune University (Inst. Code:
6164)
Shastri Campus: S. No. 85, NDA Road, Shivane, Pune - 411 023.
Ph.: (020) 25291471, 25293332, 9011036202 Fax: (020) 25291461
E-mail: enquiry@asma.in, director@asma.in Website: www.asma.in

CRITERIA VI

GOVERNANCE LEADERSHIP & MANAGEMENT

- 1 The institutional perspective plan is effectively deployed and the functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, procedures, etc.

Sr.No	Content
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2	Human Resources Policy Manual
3	Organogram
4	Recruitment Process

Director

PSD Shastri Educational Foundation's
ASMA Institute of Management





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PERSPECTIVE PLANNING

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INTRODUCTION

About the Institute: At ASMA, our mission is to provide a robust platform for students to transform into highly skilled and talented professionals. Approved by AICTE, affiliated with the University of Pune, and recognized by the Government of Maharashtra, we strive to set high standards of quality for both faculty and students. Situated in Pune, the "Oxford of the East," ASMA offers state-of-the-art infrastructure, a modern learning environment, and comprehensive interdisciplinary education that fosters holistic development. Our focus on grooming young talent ensures that students are equipped to meet the evolving demands of the corporate world, opening up new horizons and opportunities for aspiring professionals.

Vision: To transform youth into highly professional managers to meet the challenges of a highly competitive world through intensive training, appropriate guidance, discipline & holistic approach.

Mission: To make a Qualitative Contribution towards Human Resource Development in Business & Industry, IT and Management Science

Core Values:

- **Commitment to Academic and Research Excellence:** Striving for the highest standards in teaching, research, and intellectual development.
- **Comprehensive Education:** Emphasizing a balanced approach that integrates academic knowledge with skill-building for personal and professional growth.
- **Lifelong Learning:** Encouraging a mindset of continuous learning and adaptation in an ever-evolving global landscape.
- **Empathetic Leadership:** Developing leaders who combine ethical decision-making with empathy and responsible management.
- **Culture of Innovation:** Promoting creativity and entrepreneurial thinking to drive meaningful advancements.
- **Collaborative Partnerships:** Building strategic alliances to enhance opportunities for growth and development.
- **Sustainability and Environmental Stewardship:** Upholding responsibility towards sustainable practices and environmental care.
- **Employability Enhancement and Soft Skills Development:** Equipping students with essential soft skills and practical competencies to boost employability and thrive in professional environments


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Objectives:

- **Pursue Excellence:** Strive for the highest standards in all institutional activities, emphasizing academic rigor, quality of instruction, and student achievement.
- **Cultivate Innovation:** Create an environment that nurtures creativity, research initiatives, and entrepreneurial ventures among both students and faculty members.
- **Embrace Ethical Values:** Uphold principles of integrity, ethical behaviour, and value-driven leadership in every action and decision made within the institution.
- **Encourage Social Responsibility:** Foster a spirit of community involvement and social awareness, motivating students to actively participate in nation-building and contribute positively to society.
- **Enhance Employability:** Focus on developing students' soft skills to improve their employability, preparing them to excel in the workforce and adapt to dynamic career landscapes.



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Accreditation

Definition

- Educational accreditation is a quality assurance process that evaluates and verifies the services and operations of educational institutions or programs by an external body to determine if recognized standards are met.

Importance

- Accreditation ensures that higher education institutions meet established quality standards, maintaining the credibility and reputation of their programs.
- It makes the institution more attractive to prospective students seeking quality education.

Benefits of Accreditation

1. **Increased Confidence:** Ensures ASMA meets certain standards of quality.
2. **Improved Outcomes:** This can lead to enhanced student outcomes.
3. **Enhanced Reputation:** Bolsters ASMA's reputation within the educational landscape.
4. **Encourages Innovation:** Promotes the initiation of innovative quality measures.
5. **Resource Allocation:** Helps the institute allocate resources and modify teaching-learning strategies as needed.
6. **Community Development:** Facilitates research of local importance and recognizes the role of higher education institutions in community development.

Impact on ASMA

- Provides a roadmap for future growth by identifying strengths and weaknesses in institutional processes.
- Aims to obtain accreditation from recognized bodies like NAAC or NBA to establish credibility and quality standards.

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NEP (National Education Policy) Implementation

Key Aspects of NEP

- **Multidisciplinary/Interdisciplinary Education**
- **Academic Bank of Credits (ABC)**
- **Skill Development**
- **Integration of Indian Knowledge System (IKS)**
- **Focus on Outcome-Based Education (OBE)**
- **Distance Education/Online Education**

ASMA's Approach

- **Affiliation:** ASMA is affiliated with Savitribai Phule Pune University and follows its guidelines and curriculum.
- **Faculty Training:** Proposes training for faculty members to deliver high-quality teaching content.

Academic Bank of Credits

- ASMA intends to positively respond to the new ABC concept and register on the NAD portal.
- Educates students on the goals and significance of ABC and provides relevant connections.

Skill Development and Practical Experience

- Prioritizes skills that increase employability in various industries.
- Provides opportunities for students to apply classroom concepts in real work environments through:
 - Industry-oriented training
 - Expert sessions
 - Skill-oriented activities (Soft Skills, Life Skills, Technological Betterment, Language and Communication Programs)

Promotion of Indian Knowledge System (IKS)

- **Diverse Student Backgrounds:** Admits students from various socio-economic backgrounds and cultures for its MBA programs.
- **Curriculum Integration:** Includes mandatory one-credit courses on the Indian Constitution and human rights.


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- **Cultural Harmony Activities:** Conducts traditional days, cultural fests, and competitions to instill IKS among students.
- **Celebrations:** Celebrates events like Hindi Bhasha Divas & Shivaji Maharaj Jayanti promoting awareness of linguistic diversity and cultural richness.
- **Cultural Events:** Upholds Indian culture through celebrations of Independence Day, Republic Day, Yoga Day, Dahi Handi etc.
- **Environmental Initiatives:** Conducts sessions such as World Sparrow Day and tree plantation drives to motivate students towards nature conservation.

Outcome-Based Education (OBE)

Overview

- **Definition:** OBE is a performance-oriented approach that has gained prominence in global education reform.
- **Implementation at ASMA:** The institute has adopted the OBE model prescribed by SPPU/AICTE, outlining Program Outcomes (POs) and Course Outcomes (COs), along with achievement criteria.

Assessment Methodology

- **Alignment with NEP 2020:** The current assessment and evaluation methods conform to NEP 2020 requirements.
- **Practical Learning:**
 - **Field Visits:** Students visit companies and industries for practical understanding.
 - **Role Plays:** Various role-playing activities are conducted to enhance understanding of subjects.
 - **Summer Internship Program:** Mandatory 60-day internships at a company or industry of their choice.

Learning Enhancement

- **Experiential Learning:** ASMA emphasizes experiential learning to achieve OBE.
- **Online Learning:** Faculty and students are encouraged to participate in courses from platforms like NPTEL and SWAYAM, offering credit equivalence.
- **Webinars and Guest Lectures:** The institute proposes conducting webinars, faculty development programs (FDPs), and guest lectures online when necessary.
- **Digital Content:** ASMA is enhancing its digital content and conducting online exams smoothly.
- **Overview Sessions:** Prior to university exams, overview sessions will be conducted to provide students with a summary of respective subjects.

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Multidisciplinary Courses

- **Flexible Course Selection:** Students can choose from a wide array of courses for a holistic education.
- **Specializations:** MBA students can opt for two specializations (one major and one minor) within two years, ensuring personalized educational paths.
- **Goals:** The main objective is to help students realize their full potential and contribute to societal and national development.

Strategic Plan

Purpose

- **Support for Perspective Plan:** The strategic plan is designed to align with the institute's long-term vision.
- **Commitment:** ASMA is dedicated to implementing this plan in daily operations, with updates every five years.

Major Objectives

1. **Value-Based Education:** Foster an environment that provides high-quality, value-based education.
2. **Balanced Learning Environment:** Offer a mix of academics and activities to ensure robust student engagement.
3. **Research and Innovation:** Strengthen research facilities and motivate faculty and students to engage in research and entrepreneurial activities.
4. **Infrastructure Development:** Enhance campus infrastructure and establish monitoring systems for effective teaching and learning.

Focus Areas

1. **Empowering Human Resources**
2. **Governance**
3. **Curricular & Learning Environment**
4. **Research and Entrepreneurial Development**
5. **Finance & Resource Mobilization**
6. **Infrastructure & Resources**
7. **Placements & Industry Institute Interaction**
8. **Stakeholder Engagement & Interactions**


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Empowering Human Resources

Long-Term Objective

- **Competitive Advantage:** Empower human resources within the organization to create a competitive edge.

Short-Term Objectives

1. **Staff Development:**
 - Encourage staff to pursue higher studies and attend training programs.
 - Arrange in-house training to promote excellence.
2. **Research Culture:**
 - Foster a research culture by supporting staff in publishing quality research papers and providing access to online journals.
3. **Participative Management:**
 - Promote decentralization and participative management to create a valued and developmental work environment for staff.

Governance

Long-Term Objective

- **Leadership and Independence:** Achieve substantial independence in all areas through leadership and good governance to ensure an effective decision-making process.

Short-Term Objectives

- **Policy Implementation:** Promote responsiveness, accountability, transparency, and engagement in designing and implementing policies.
- **Equity and Inclusiveness:** Enhance efficiency and effectiveness while fostering a fair and inclusive environment.


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Curricular & Learning Environment

Long-Term Objective

- **Effective Learning Environment:** Create a conducive environment for effective teaching and learning, enhancing the student experience and inculcating a sense of entrepreneurship.

Short-Term Objectives

- **Teaching-Learning System:** Adhere to a system developed for the teaching-learning process using an in-house Management Information System (MIS) to plan, implement, and monitor academic activities.
- **Knowledge Delivery:** Follow a robust method in knowledge delivery, focusing on outcome-based education.
- **Assessment Criteria:** Define and plan transparent assessment and evaluation criteria for achieving effective outcomes.

Research and Entrepreneur Development

Long-Term Objective

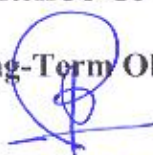
- **Support for Research and Entrepreneurship:** Create a favorable environment for research and entrepreneurial development.

Short-Term Objectives

- **Engagement in Research:** Encourage staff and students to engage in quality research work.
- **Establishment of a Development Cell:** Establish an active, result-oriented cell for research and entrepreneurial development (ED) to promote a research and entrepreneurial mindset among staff and students.

Finance & Resource Mobilization

Long-Term Objective



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- **Financial System Implementation:** Define and implement a financial system ensuring proper fund utilization and effective resource mobilization.

Short-Term Objectives

- **Forecasting Revenue and Expenditure:** Enhance the process of forecasting and estimating revenue and expenditure.
- **Budget Process:** Define a clear budget formulation and approval process.
- **Resource Allocation:** Ensure proper allocation and mobilization of resources effectively and efficiently.

Infrastructure & Resources

Long-Term Objectives

- **Sustainable Development:** Develop infrastructure and resources that are sustainable and promote an eco-friendly atmosphere.
- **Green Campus:** Upgrade the campus to be a completely green, resourceful environment equipped for academic, library, sports, and other institutional needs.

Short-Term Objectives

- **Facility Expansion:** Expand infrastructure facilities to foster an optimal learning environment.
- **ICT-Enabled Classrooms:** Create and maintain ICT-enabled classrooms and an eco-friendly campus.
- **Optimal Resource Use:** Ensure optimal use of ICT and other resources to enhance the teaching-learning process.



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Placements & Industry Institute Interaction

Long-Term Objective

- **Strengthening Industry Interaction:** Enhance industry-institute interaction activities to allow students to explore and experience the corporate world before entering it.

Short-Term Objectives

- **Corporate-Ready Training:** Provide industry-oriented training programs for students to prepare them for corporate roles and attract top companies for campus placements.
- **Industry Alignment Activities:** Conduct activities such as industrial visits, guest lectures, MoUs, and consultancies to align with and benchmark industry requirements.

Stakeholder Engagements & Interactions

Long-Term Objective

- **Mutually Beneficial Relationships:** Establish and retain mutually beneficial relations with stakeholders in all possible ways.

Short-Term Objectives

- **Stakeholder Involvement:** Encourage the involvement of internal and external stakeholders in various cells and committees for the best interests of the institute and stakeholders.
- **Strengthening Alumni Association:** Enhance the alumni association and encourage their engagement in various forms.

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Specifics of Strategic Plan

1. Empowering Human Resource

- **Support for Higher Education:** Encourage teaching and non-teaching staff to pursue higher studies, including Ph.D. programs, and participate in training programs.
- **Professional Development:** Provide financial assistance for faculty to attend academic conferences, workshops, and faculty development programs, along with study leave arrangements.
- **Research Culture:** Promote research by supporting publications and facilitating access to research facilities, libraries, and databases.
- **Governance Involvement:** Engage faculty and staff in governance through committees such as the Governing Body (GB), College Development Cell (CDC), and Internal Quality Assurance Cell (IQAC).

2. Governance

- **Alignment with Vision and Mission:** Ensure all activities reflect the institute's Vision and Mission, meeting the needs of stakeholders.
- **Participative Management:** Facilitate decentralization and participative management through bodies like GB, CDC, and IQAC.
- **Coordination:** Coordinate academic and administrative activities per Savitribai Phule Pune University guidelines, with input from all stakeholders in the decision-making process.

3. Curricular & Learning Environment

- **Holistic Development:** Emphasize critical thinking, life skills, and ethical growth in the academic process.
- **Outcome-Based Education:** Manage teaching and learning through academic calendars, course plans, and internal evaluations.
- **Innovative Strategies:** Foster a culture of academic excellence with innovative teaching strategies and infrastructure upgrades.
- **Quality Audits:** Conduct regular Quality Academic Audits to maintain high educational standards.


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4. Research and Entrepreneurship Development

- **Leadership in Education:** Aim to become a leading institution by enhancing research output and quality programs.
- **Student Involvement:** Involve students in quality research through Summer Internship Projects and training programs in academic writing and research methodology.
- **Skill Development:** Integrate skill-based certificate courses and establish an Entrepreneurship Cell focused on workshops and training.

5. Finance & Resource Mobilization

- **Revenue Sources:** Major revenue sources include student fees, government scholarships, and freeships.
- **Budgeting and Auditing:** Prepare an annual budget for both capital and revenue expenditures, approved by the governing body, and conduct regular internal and external audits.

6. Infrastructure & Resources

- **Functional Campus:** Provide a well-designed campus with essential facilities, including a library, computer lab, and equipped classrooms.
- **Maintenance and Security:** Maintain a clean campus environment with regular renovations, security, and purified drinking water.

7. Placements & Industry Institute Interaction

- **Enhancing Employability:** Focus on student employability through career guidance, mentoring, internships, and strong corporate connections.
- **Industry Collaboration:** Organize industry guest lectures, hands-on workshops, and long-term liaisoning with industries to bridge gaps between education and industry needs.

8. Stakeholder Engagements & Interactions

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- **Continuous Interaction:** Maintain quality standards through interactions with industry representatives, academicians, and students.
- **Alumni Engagement:** Enhance alumni connections through regular meets, guest lectures, and involvement in placements and curriculum feedback.

Conclusion - Journey Ahead

The strategic plan for ASMA is a comprehensive roadmap designed to advance the institute's mission of delivering high-quality education while fostering a culture of research, innovation, and entrepreneurship. By implementing **SMART** (Specific, Measurable, Attainable, Relevant, Time-bound) goals with clearly defined five-year milestones, ASMA is poised to navigate the challenges and opportunities that lie ahead in the ever-evolving landscape of higher education.

Commitment to Excellence

Achieving these ambitious goals requires unwavering commitment from all stakeholders—faculty, staff, and students—who will be actively involved in the implementation and evaluation processes. Each department will contribute its unique strengths, ensuring a collaborative approach that aligns with the institute's vision. This collaborative ethos is essential for cultivating an environment where excellence in education is not just a goal but a continuous journey.

Measurable Impact

To effectively track progress, the strategic plan includes specific metrics and key performance indicators (KPIs) for each objective. These metrics will provide insight into the effectiveness of various initiatives, allowing for data-driven adjustments and enhancements. Regular reviews and assessments will ensure that the institute remains agile and responsive to both internal and external changes.

Fostering an Innovative Culture

The emphasis on research and entrepreneurship development will cultivate an innovative mindset among students and faculty. By integrating real-world applications into the curriculum and promoting industry collaborations, ASMA will prepare students not only to excel academically but also to contribute meaningfully to their fields. The establishment of an Entrepreneurship Cell will empower students to develop entrepreneurial skills and foster creativity, equipping them for leadership roles in the future.

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Enhancing Stakeholder Engagement

Building and nurturing relationships with stakeholders—students, alumni, industry partners, and the community—will be pivotal in ASMA's strategic plan. By actively involving alumni in mentoring and networking opportunities, ASMA will leverage their experiences and insights to enhance the learning journey of current students. Regular stakeholder engagement initiatives, including guest lectures and workshops, will bridge the gap between academia and industry, providing students with valuable exposure to the corporate world.

Vision for the Future

Ultimately, the strategic plan positions ASMA as a beacon of academic excellence in Pune, Maharashtra. By fostering an environment characterized by inclusiveness, responsiveness, and accountability, the institute aims to create graduates who are not only knowledgeable but also socially responsible and equipped to tackle contemporary challenges. The journey ahead is one of transformation, with a steadfast focus on creating impactful educational experiences that will resonate with students, employers, and society at large.

In summary, the strategic plan is not merely a document; it is a dynamic framework that reflects ASMA's aspirations and commitment to shaping the future of education. Together, we will navigate this journey, continuously striving to elevate ASMA as a premier educational institution known for its academic rigor and dedication to the holistic development of its students.

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Purpose of the Manual: This manual covers all policies regarding the employees of ASMA Institute and defines the terms and conditions of employment. The policies laid down in this manual may change from time to time. The changes shall be conveyed to the employees when they occur. The final decision regarding these policies rests with the institute's Management.

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Shastri Group of Institutes, established in 2001 in Pune, Maharashtra, is a leading educational group specializing in Aerospace Engineering, Aeronautical Engineering, Avionics, Aircraft Maintenance, and Aeronautics degree programs. It also offers short-term courses in Aviation, Hospitality, Management, Computer Applications, and comprehensive schooling with both State and CBSE boards. With over 10,000+ successful alumni, the institute is committed to fostering national development through its graduates, who excel as engineers, scientists, researchers, doctors, and entrepreneurs worldwide. ASMA Institute of Management, known for its excellence in business education, is also a part of the Shastri Group.

About the Institute: At ASMA, our mission is to provide a robust platform for students to transform into highly skilled and talented professionals. Approved by AICTE, affiliated with the University of Pune, and recognized by the Government of Maharashtra, we strive to set high quality standards for faculty and students. Situated in Pune, the "Oxford of the East," ASMA offers state-of-the-art infrastructure, a modern learning environment, and comprehensive interdisciplinary education that fosters holistic development. Our focus on grooming young talent ensures that students are equipped to meet the evolving demands of the corporate world, opening up new horizons and opportunities for aspiring professionals.

Programs Offered

Sr.No	Name of the Course	Duration (In Years)	Year of Establishment	Specialization Provided	Intake
1	MBA	2		All Specialization as per SPPU	120
2	MCA	2		As per SPPU	60

Director

PSD Shastri Educational Foundation's
ASMA Institute of Management





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ASMA INSTITUTE OF MANAGEMENT
Approved by AICTE, New Delhi, Affiliated to Savitribai Phule Pune University (Inst. Code:
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Shastri Campus: S. No. 85, NDA Road, Shivane, Pune - 411 023.
Ph.: (020) 25291471, 25293332, 9011036202 Fax: (020) 25291461
E-mail: enquiry@asma.in, director@asma.in Website: www.asma.in

Core Values:

Commitment to Academic and Research Excellence: Striving for the highest teaching, research, and intellectual development standards.

Comprehensive Education: Emphasizing a balanced approach that integrates academic knowledge with skill-building for personal and professional growth.

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Lifelong Learning: Encouraging a mindset of continuous learning and adaptation in an ever-evolving global landscape.

Empathetic Leadership: Developing leaders who combine ethical decision-making with empathy and responsible management.

Culture of Innovation: Promoting creativity and entrepreneurial thinking to drive meaningful advancements.

Collaborative Partnerships: Building strategic alliances to enhance opportunities for growth and development.

Sustainability and Environmental Stewardship: Upholding responsibility towards sustainable practices and environmental care.

Employability Enhancement and Soft Skills Development: Equipping students with essential soft skills and practical competencies to boost employability and thrive in professional environments

Classification of Employees: The given below table explains the classification of employees along with reporting authority.

Designation	Reporting Authority
Director	President/Secretary
Head of the Department	Director
Training and Placement Officer	Director
Class Coordinator	Director
Teaching staff	Head of the Department
Office staff	Director
Library staff	Director
Stores Staff	Director
Peons	Administration
Cleaning Staff	Administration

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Teaching Staff:

It comprises of members who are involved in teaching/research at the Institute on a full time or part time basis. The teaching staff is held responsible for the smooth conduction of academics. It is further divided into Professor, Associate Professor, and Assistant Professor.

Cadre Ratio:

The institute follows the Cadre Ratio as per AICTE norms as 1:2:6 (Professor: Associate Professor: Assistant Professor).

Teacher-Student Ratio:

The institute maintains the teacher-student ratio as per AICTE norms as 1:20 (teacher: student).

Support Staff:

The institute has a contribution of support staff including library, accounts, student support, store, peon, and cleaning staff.



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General Staff Policies:

A. Working Days and Hours of Work:

All employees are expected to work for at least eight hours per day, including a lunch break of half an hour. Employees must work six days a week, except when specific policies for working on Saturday are announced from time to time based on the exigency of the work. The working hours of teaching staff shall be decided by the head of the institute. However, all full-time faculty are required to be in the institute for 8 hours a day, including a lunch break, and log stipulated hours as per the regulations of the institute. The specific details are given below:

1. Applicability:

It is applicable to all the working employees in the organization.

Rules:

- 1.1.1 The Institute shall remain open for six days a week, Monday to Saturday.
- 1.1.2 Depending on need, the institute may remain open on Sunday as well.
- 1.1.3 All employees are expected to be available at all times for official duties.
- 1.1.4 The normal working hours for the institute shall be from 10:00 am to 06:00 pm.

Break:

The break timings are from 1:30 pm to 02:00 pm.

Movement:

- i. If a staff member is required to go out for official work, he/she must give prior intimation to the concerned reporting authority.
- ii. The staff member must make an entry in the movement register in the institute and record the in-time and out-time.

B. Log-In:

- i. All staff members must sign the muster immediately upon entering the institute.
- ii. A separate register is maintained for teaching and non-teaching staff in the establishment section.
- iii. All entries like Casual Leave, On Duty, etc., must be entered into the muster in a timely manner by the concerned clerk.



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C. Office Timings:

Office timings at the institute from Monday to Saturday shall be as follows: 10:00 am to 06:00 pm.

D. Weekly Holiday:

Weekly holidays shall normally be Sundays.

E. Attendance and Punctuality:

All employees are expected to reach the office at the scheduled time and sign the register when reporting for duty.

F. Holiday:

The institute declares a list of holidays in line with National, State, and Trust policies. This list will be circulated to all concerned and displayed on the notice board.

1. Applicability:

This is applicable to all working employees in the organization.

2. Policy:

2.1 The institute will have common holidays across the campus.

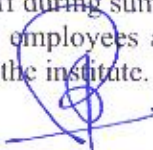
2.2 The administration will issue a holiday calendar to ensure common holidays.

2.3 The holiday calendar will include public and religious holidays based on the SPPU/ASMA calendar.

2.4 A separate holiday notice for each holiday will be produced and displayed by the establishment section.

G. Semester End and Summer Vacation:

The head of the institute may allow employees to take one week off after the completion of examinations each semester. Additionally, the head of the institute may allow employees to take 15 days off during summer vacation. The head of the institute shall prepare a schedule to ensure that all employees are granted leave in a staggered manner so as not to disrupt the functioning of the institute.


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H. Compensatory Off:

If employees are required to work on their weekly off or on a holiday, the head of the institute may allow them to take a day off at a mutually convenient time. Compensatory off is not a right and shall be granted at the discretion of the head of the institute.

I. Uniforms:

All peons shall be provided with two sets of uniforms every year.

J. Tea:

Employees at the institute shall be provided with a cup of tea in the morning and another in the afternoon at a time fixed by the head of the institute.

Rules of Appointment and Qualifications for Teaching Staff:

- The University Statute rules and the Maharashtra Public University Act 2016 are applicable to all teachers.
- Teachers are selected through the University Selection Committee (as per UGC guidelines) or the Local Selection Committee and must be approved by Savitribai Phule Pune University.
- All appointments are made according to rule 415(a) of the University Statute. Qualifications are as declared by AICTE and the University from time to time.

Probation and Confirmation:

- Teachers selected through the University selection procedure are appointed on one year's probation. This period can be extended based on the performance of the teacher.
- The teacher will be confirmed in the services of the College after the completion of the probation period, subject to satisfactory performance.

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Recruitment Policy

1. Objective:

The objective is to recruit competent and effective talent for the different teaching and non-teaching roles in the institute. The teaching staff thus recruited should achieve their purpose of providing education. The non-teaching members of the institute are recruited to support the day-to-day educational activities.

2. Applicability:

All new teaching and non-teaching staff recruitment at all levels.

3. Policy & Procedure

3.1 Teaching & Library Staff

- The institute shall propose the respective requirement to the management seeking approval.
- The recruitment process will be decided according to the time of requisition.
- Recruitment is done at the Institute Level through a selection committee.
- The institute, upon receiving approval from the management, will source eligible candidates through internal references and direct walk-ins.
- The institute will initiate the interview process and demo.
- After the demo and interview, the demo report and resume will be forwarded to the management.
- The final round of interviews, along with salary negotiations, will be finalized.
- Prior intimation, along with the appointment order, will be sent to the selected staff.

3.2 Non-Teaching & Supportive Staff

- The recruitment process of the non-teaching & supportive staff will be initiated and processed by the institute.
- The selected staff will be posted at the institute as per the requirement.
- In case of any additional requirement, the department head will communicate the manpower requirement to the Director.
- All appointments of non-teaching staff will be as per the norms of the institute.

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Leave Rules for Staff/Faculty

1. General Leave Rules: The institute, approved by AICTE and affiliated with Savitribai Phule Pune University, follows the service conditions for teaching staff as per the university's statutes and institutional policies. The following principles govern the granting of leave to employees:

1.1 Leave and vacation are provided to all employees according to stipulated guidelines but are not to be claimed as a right. Leave should be taken keeping the institution's needs in mind.

1.2 Except in emergencies, leave must be approved by the competent authority through the prescribed application process.

1.3 Based on service requirements, the leave-sanctioning authority may:

- Refuse leave,
- Recall an employee from leave before it is fully availed,
- Permit an employee to return to duties earlier than planned if requested,
- Reduce the leave period applied for.

1.4 Employees are not permitted to take on any employment, paid or unpaid, during leave unless explicitly allowed.

1.5 The authority may approve or deny the leave application but will not change the type of leave requested by the employee.

1.6 Employees must provide a leave address and phone number, if available, before going on leave.

1.7 Sundays and holidays can be prefixed or suffixed to leave, but intervening holidays will count as leave days.

1.8 Casual leave cannot be combined with other types of leave. However, in exceptional cases, the authority may allow such combinations.

1.9 If an employee seeks an extension of leave, they must apply in writing or by phone, explaining the reason, well before the current leave expires.

1.10 Leave or an extension is considered granted only when officially sanctioned.

1.11 Absence beyond the sanctioned leave will be treated as leave without pay.

A. Casual Leave

2.0 The following rules apply for granting casual leave:

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- 2.1 Faculty and staff are entitled to 15 days of casual leave (from July 1 to June 30). Employees joining mid-year receive casual leave on a pro-rata basis.
- 2.2 Casual leave requests should generally be submitted before the intended start date.
- 2.3 Casual leave cannot be combined with other types of leave or prefixed/suffixed to vacations.
- 2.4 Sundays and holidays falling between periods of casual leave, or immediately before or after casual leave, do not count as leave days.
- 2.5 Employees may not take more than three days of casual leave at a time.
- 2.6 Unused casual leave cannot be carried over to the next academic year.
- 2.7 Half-day casual leave can be granted for half or less than half a working day.
- 2.8 Casual leave is granted in proportion to the employee's service duration.
- 2.9 Casual leave cannot be rolled over to the next academic year.

B. Medical Leave

- 3.1 Teaching and non-teaching staff are entitled to 10 days of medical leave after confirmation of service. A valid medical certificate must be provided to avail of this leave.

C. Vacation

- 4.1 Teaching staff are eligible for 20 days of vacation leave after completing one year of service.

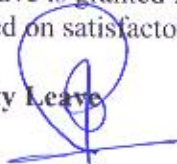
D. Earned Leave

- 5.1 Non-teaching staff are entitled to 20 days of earned leave after one year of service.

E. Study Leave

- 6.1 Full-time teaching staff who have completed five years of service are eligible for study leave.
- 6.2 Study leave is granted for up to 12 months, with the possibility of an additional 12 months based on satisfactory progress if studies are not completed.

F. Maternity Leave


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7.1 Female employees with at least one year of service and confirmation of employment are eligible for maternity leave.

7.2 Maternity leave is granted twice during an employee's career.

7.3 Maternity leave lasts for six months and may be combined with medical leave if necessary for health reasons.

G. Special Leave (Duty Leave)

8.1 Special leave may be granted to teaching staff for attending seminars, conferences, or meetings that contribute to their knowledge and expertise.

9. Conclusion:

This leave policy has been established to ensure uniform discipline enforcement across all faculty and staff, promoting transparency and fairness in leave management.


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Promotion Policy

Promotion of Teaching Staff

1. The teaching staff of the institute having relevant experience and who have acquired higher requisite qualifications are considered internal candidates for filling higher cadres.
2. The candidates are presented before the selection committee appointed by the SPPU University. The institute follows AICTE and SPPU norms for the promotion of teaching staff in different cadres.
3. Promotions of teaching staff are generally considered based on their performance appraisal followed by the institute.
4. The report of the self-appraisal of an individual faculty is viewed judiciously by the Director.
5. Subsequently, the report of the overall performance of the faculty is placed before the governing body at the time of promotion, and then the governing body decides the promotion of the faculty.

Promotion of Supporting Staff and Non-Teaching Staff

1. Promotion of supporting staff is made on the basis of their performance and skills acquired. For these promotions, the general rules specified for the promotion of administrative staff and as mentioned in the University act are followed.
2. The requirement of support staff for security, garden, ground, cleaning, and sanitation is fulfilled by engaging contract labor through an authorized agency.

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Code of Conduct

All employees of the institute are expected to maintain total integrity in dealing with students, faculty, suppliers, affiliating University officials, government, and any other external agencies.

The institute expects that:

1. No gifts shall be accepted by any employees except flowers or sweets.
2. Teaching staff at the institute shall not conduct private coaching/training sessions for students.
3. Institute stationery shall not be used for private correspondence.

In addition to the above, the following illustrative list of acts would constitute misconduct:

- a. Theft, fraud, and misuse of Institute property.
- b. Sabotage and wilful property damage.
- c. Sleeping on duty.
- d. Demanding, accepting, or offering bribes or any illegal gratification.
- e. Drunkenness, fighting, riotous behaviour on the premises.
- f. Committing nuisance under intoxication or for any other reason.
- g. Misbehaviour or discourtesy towards students, members of the staff, or parents.
- h. Threatening fellow employees with physical injury.
- i. Criminal offense involving moral turpitude.
- j. Wilful insubordination or disobedience.
- k. Refusal to work on job assigned.
- l. Obtaining employment by misrepresentation of facts.
- m. Refusal to accept the warning, charge sheet, or any other communication served by a competent authority.
- n. Refusal of transfer from one institute to another.
- o. Neglect of work or negligence in discharging duty.
- p. Breach of terms and conditions of employment.
- q. Falsification or tampering with Society/Institute records, papers.
- r. Smoking on duty.
- s. Habitual indiscipline.
- t. Habitual absence without leave.
- u. Loitering on the premises.
- v. Gambling within premises.
- w. Going on illegal strike and instigating misbehaviour.
- x. Holding unauthorized meetings on the premises.


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Service Conditions

1. Teaching and non-teaching staff are required to sign the attendance register daily, with attendance also monitored through a biometric system.
2. The employment of both teaching and non-teaching staff is governed by the Maharashtra University Act, 1994, including relevant statutes, the code of conduct, ordinances, and regulations established by Savitribai Phule Pune University and the State Government, as amended from time to time.
3. Ad-hoc faculty and staff are appointed for a duration of 11 months. Continuation of their employment beyond this period is based on their performance and recommendations from superiors.
4. To be eligible for higher promotions, teaching and non-teaching staff must pursue further qualifications as required by Savitribai Phule Pune University. Continued employment is contingent upon the university's recognition of these academic qualifications.
5. Faculty and staff must fulfill the teaching, project guidance, research, and other workload requirements in accordance with AICTE and Savitribai Phule Pune University standards.
6. Staff members are required to maintain a correct mailing address, and any changes should be promptly communicated to the Director. Any correspondence sent via Registered Post Acknowledgement Due (RPAD) to the provided address will be considered as received and acknowledged.
7. Employees are prohibited from engaging in private institutions, coaching classes, or any other full-time or part-time job during their tenure at the institute.
8. The services of both teaching and non-teaching staff may be transferred to any other institution under the same management.
9. Either the institution or the staff member can terminate employment by providing one month's notice or compensating with two months' salary in lieu of the notice period.
10. Continuous absence for more than eight days without prior permission will result in automatic termination of employment.
11. Violations of any of the service conditions may lead to disciplinary action and penalties, as determined by the management. Staff are expected to refrain from any activities, directly or indirectly, that conflict with the interests of the institution.
12. All documents and information accessed by staff during their service are confidential and must not be disclosed to any third party, either inside or outside the institution.
13. Employees are strictly prohibited from participating in or influencing student admissions at any stage.
14. Acceptance of the appointment must be communicated within seven days of receiving the appointment letter. Failure to do so may result in the cancellation of the offer.

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Recruitment Process

Appointment of Faculty

ASMA follows the recruitment process as per the norms and guidelines laid down by AICTE and Savitribai Phule Pune University. The recruitment of faculty is based on the intake of students, meaning the requirement of faculty is determined by the student-to-faculty ratio. The workload is calculated according to the workload and cadre ratio.

1. The institute gets the roster validated from the reservation cell of the University of Pune. Subsequently, the posts are advertised in national and regional newspapers, detailing the terms and conditions specified by AICTE and SPPU. The posts to be advertised are also sanctioned by the University.
2. Additionally, state government employment agencies are contacted to recruit candidates from reserved categories. A selection committee is appointed by the University, and interviews are conducted. The posts are filled based on the recommendations of the selection committee and approval from the University. If eligible candidates are not available, the institute conducts walk-in interviews, and the required faculty is recruited for a one-year duration to avoid academic loss for students.

Appointment of Supporting Staff The institute follows a uniform process for the recruitment of supporting staff based on the intake of students. Due weightage is given to qualifications, skills, and behavior of the staff. The policy for the recruitment of supporting staff is designed according to the requirements, with minimum conditions for each designation as follows:

- **Administrative Officer:** Must be a minimum graduate with basic computer knowledge and at least 5 years of experience in office administration.
- **Sr. Clerk:** Should be a graduate with computer knowledge, office correspondence skills, maintenance of office records, and at least 2 years of experience.
- **Jr. Clerk:** Should be a graduate with computer knowledge, English/Marathi language skills, and basic office administration knowledge.
- **Accountant:** Must be a commerce graduate with knowledge of accountancy, computer, audits, budgetary provisions, income and expenditure, banking, and cashbook management.
- **Librarian:** Must have an M.Lib and be NET/SET qualified, with basic computer knowledge. Expected to manage the library, library automation, e-library, and budgetary requirements of the library.
- **Assistant Librarian:** Should have a B.Lib/M.Lib with basic knowledge of library management. Expected to know about the accession of numbers, book issuance, and basic library requirements.
- **Lab Assistant:** Should hold a diploma/degree in Electronics/Computer/IT. Expected to set up and monitor the functioning of systems in labs and supervise the lab.
- **Attendants:** Must have a minimum of 10th standard education, good manners, and etiquette. Expected to assist supporting staff, the director, and faculty.

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- **Scavenger:** Must be minimally literate with experience in cleaning toilets and washing basins.
- **Sweeper:** Must be minimally literate, with good manners and etiquette. Expected to maintain overall cleanliness.

Stakeholder Engagements & Interactions

Long Term Objective: To establish and retain mutually beneficial relations with the stakeholders in all possible ways.

Short Term Objective:

- To encourage involvement of both internal and external stakeholders in various cells & committees for the best interest of the institute and stakeholders.
- To strengthen the alumni association of the institute and encourage their engagement in various forms.

Specifics of Strategic Plan

1. Empowering Human Resource

- ASMA encourages staff members, both teaching and non-teaching, to pursue higher studies, attend training programs, and achieve excellence in various operational areas. Faculty members are supported to pursue higher academic degrees, such as a Ph.D., and engage in intellectual projects and research to enhance academic status. The institute promotes attendance at conferences, workshops, seminars, and faculty development programs, providing financial assistance for registration fees and travel costs for approved academic conferences and FDPs. Study leave is extended to faculty members if requested in advance and discussed with the institute authorities. These measures ensure faculty members can update their credentials, fostering professional development and improving educational quality.
- ASMA stimulates a research culture by supporting the publication of research papers. Faculty members are encouraged to share their findings through reputed publications, conferences, seminars, and workshops. Access to research facilities, library, and databases is provided as part of research support.
- Faculty and staff are involved in the functioning of the institute through various bodies/cells and committees, including the Governing Body (GB), College Development Cell (CDC), Internal Quality Assurance Cell (IQAC), and Functional Committees. The Director of the Institute involves faculty, staff, and students in planning and implementing academic and administrative activities.

2. Governance

- The institute adheres to its Vision and Mission in all activities, addressing the needs of the corporate world, students, and society. The governance structure supports this by implementing participative management and decentralization, with bodies such as the GB, CDC, IQAC, and Functional Committees.

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- The Governing Body is the highest decision-making authority, overseeing all academic and non-academic endeavors to meet the needs of key stakeholders. The CDC prepares the comprehensive development plan for academic, administrative, and infrastructural growth. The IQAC fosters a learner-centric environment, promoting quality education and faculty development. Functional Committees represent participative management and decentralization at the institute level. The Director involves faculty, staff, and students in academic and administrative planning and implementation.
 - Academic administration activities are well-defined and coordinated, operating within the guidelines of Savitribai Phule Pune University. The Academic Calendar is prepared annually, with decision-making involving the head of the institute, staff, faculty, and students. The CDC and IQAC provide future directions and growth areas with input from industry leaders and thinkers.
- 3. Curricular & Learning Environment**
- The institute emphasizes academic excellence through holistic student development, focusing on knowledge creation, critical thinking skills, life skills, and ethical growth. Teaching and learning processes are planned, implemented, and monitored through academic calendars, timetables, course plans, and internal evaluations, with a focus on outcome-based education.
 - Innovative teaching-learning strategies are promoted, aiming to increase facilities and upgrade infrastructure to accommodate growing student numbers. The institute strives to create a culture of academic excellence and inclusiveness through capacity-building training programs. Plans include increasing library holdings and electronic databases and conducting faculty development programs in core areas like teaching methodology, research, and educational technology. Quality Academic Audits will be conducted regularly.
- 4. Research and Entrepreneurship Development**
- ASMA aims to evolve into a higher education institution offering innovative, high-quality programs that prepare students for responsible citizenship and life challenges. The institute plans to increase research output, facilities, and training, involving students in quality research through Summer Internship Projects.
 - The institute will identify experts for training in academic writing, research methodology, and research skills, arranging regular training programs for faculty and students. Collaboration and networking opportunities with other institutes and industrial units will be promoted to encourage interdisciplinary research. Highly qualified faculty with a commitment to excellence in teaching and research will be recruited. Entrepreneurship will be encouraged to empower students, with skill-based certificate courses and value-added courses integrated into programs. An Entrepreneurship Cell will be considered, and conferences, workshops, and training sessions will be conducted for skill development.
- 5. Finance & Resource Mobilization**
- The major sources of revenue for ASMA include student fees, government scholarships, and free ships. A defined mechanism is practiced to ensure financial resources are utilized effectively. The annual budget, covering both capital and revenue expenditure, is proposed by the institute and approved by

Director

the governing body. The budget is prepared to avoid deficits. Internal and external audits are conducted, and the balance sheet is audited and filed regularly to monitor financial resource usage.

6. Infrastructure & Resources

- Facilities and infrastructure are well-developed, with an aesthetically designed and functional campus. The library is well-stocked with titles, magazines, and journals, while the computer lab is equipped with state-of-the-art equipment and internet facilities. Classrooms are spacious, well-lit, ventilated, and furnished, with LCD projectors, screens, and computers. The campus is maintained with clean roads, pruned plants, and well-kept corridors and classrooms. Security and purified drinking water are available.

7. Placements & Industry Institute Interaction

- ASMA supports student progression by emphasizing all-round development and fostering employability through career guidance and placement support. Career guidance workshops, internships, and strong corporate connections are provided to apply learning in real-world scenarios. Mentoring and counseling services address academic, personal, and career-related challenges.
- The institute enhances industry interaction to improve technical education quality, bridge industry needs and curriculum gaps, and prepare industry-ready students. Activities include workshops, guest lectures, internships, and sponsored projects. Long-term liaising with industries is pursued to enhance placement opportunities and provide students with exposure to industry environments.

8. Stakeholder Engagement & Interactions

- ASMA understands changing educational, social, and market demands, reflecting continuous interaction with industry representatives, academicians, and students to maintain quality standards. Stakeholder relationships are promoted through engagement with industry representatives, alumni, and organizing guest lectures and seminars.
- The institute promotes value-based education, social responsibility, and good citizenship among students. Alumni engagement is enhanced through regular meets, guest lectures, webinars, project evaluations, internships, and placements. Alumni also contribute to syllabus feedback and mentor students.

CONCLUSION

Each of these focused areas of the strategic plan will be implemented with SMART (Specific, Measurable, Attainable, Relevant, Time-bound) goals and measurable five-year milestones. While ambitious, these goals are achievable and necessary for the planned development and growth of the institute. The plan requires the ideas, efforts, and commitment of faculty, staff, and student participants. Successful implementation will depend on the collaboration of all stakeholders in ASMA. An initial implementation plan will be prepared, defining metrics,


Director
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ASMA INSTITUTE OF MANAGEMENT
Approved by AICTE, New Delhi, Affiliated to Savitribai Phule Pune University (Inst. Code:
6164)
Shastri Campus: S. No. 85, NDA Road, Shivane, Pune - 411 023.
Ph.: (020) 25291471, 25293332, 9011036202 Fax: (020) 25291461
E-mail: enquiry@asma.in, director@asma.in Website: www.asma.i

estimating resource needs, and proposing timelines for realizing each priority in the strategic plan.

Thus, **ASMA's** strategic plan aims to make education academically meticulous, collaborative, and inclusive, attracting reputed organizations and preparing industry-ready students to create significant societal impact. This will enable **ASMA** to establish a distinct identity as a premier education institute in Pune, Maharashtra.


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ORGANOGRAM

Director

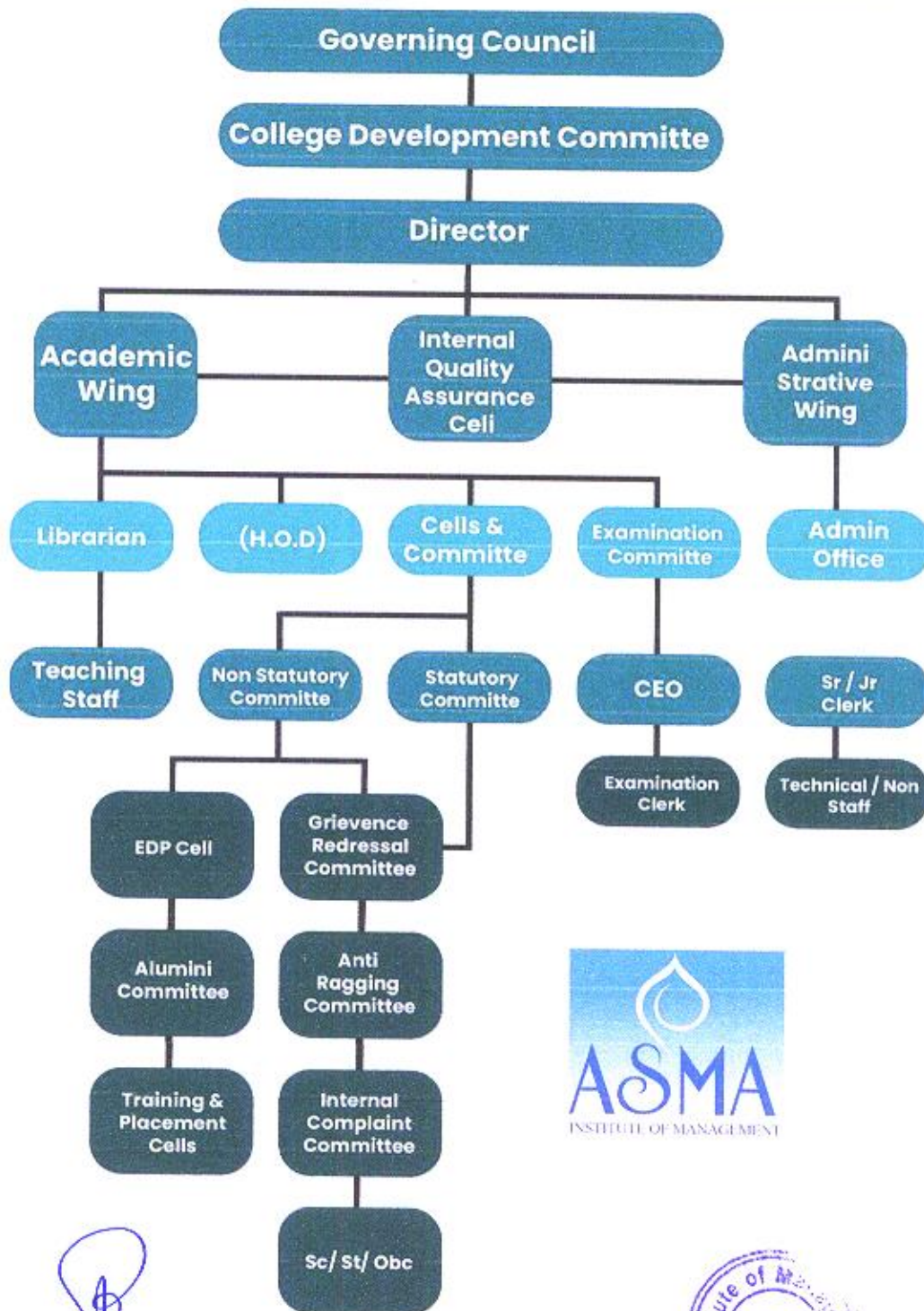
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RECRUITMENT PROCESS

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Appointment of Faculty

ASMA Institute of Management follows the recruitment process as per the norms and guidelines laid down by AICTE and Savitribai Phule Pune University. The recruitment of faculty is made based on the intake of students, meaning the requirement for faculty is determined by the student ratio. The workload is calculated according to the workload and cadre ratio.

The institute gets the roster validated by the reservation cell of the University of Pune. Subsequently, the posts are advertised in national and regional newspapers with terms and conditions as specified by AICTE and SPPU. However, the posts to be advertised are also sanctioned by the University.

Additionally, state government employment agencies are contacted to recruit candidates from reserved categories. A selection committee is appointed by the University, and interviews are conducted. The posts are filled based on the recommendations of the selection committee, and approval of the said posts is obtained from the University. In the event of non-availability of eligible candidates, the institute conducts walk-in interviews, and the required faculty is recruited for a one-year duration to avoid academic loss for students.

Appointment of Supporting Staff

The institute follows a uniform process for the recruitment of supporting staff, depending on the intake of students. However, due weightage is given to the qualifications, skills, and behavior of the staff. The institute has designed the policy for the recruitment of supporting staff as per the requirements. The minimum conditions are given below as per the designation:

- **Sr. Clerk:** He/She should be a 12th standard pass/graduate with knowledge of computers, office correspondence, and maintenance of office records.
- **Jr. Clerk:** He/She should be a 10th/12th standard pass with knowledge of computers and should know English/Marathi and basic office administration.
- **Accountant:** He/She should be a commerce graduate with knowledge of accountancy and computers. Additionally, he/she must know audits, budgetary provisions, income and expenditure. The Accountant is also expected to know about banking and management of cash books.
- **Librarian:** The Librarian must be B.Lib/M.Lib with basic knowledge of computers. He/She is expected to manage the library, library automation, e-library, and budgetary requirements of the library.
- **Assistant Librarian:** He/She must be B.Lib/M.Lib with basic knowledge of library management. He/She should know about accession numbers and book issuance and also understand basic library requirements.
- **System Analyst:** He/She should be a diploma/degree holder in Electronics/Computer/IT. He/She is expected to oversee the maintenance of computers, networking, and lab requirements.


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- **Lab Assistant:** He/she should be a diploma/degree holder in Electronics/Computer/IT. He/she is expected to set up and monitor the systems installed in the labs and supervise the lab generally.
- **Attendant:** He/she must be a minimum 10th standard pass with manners and etiquettes. The Attendant is expected to assist the supporting staff, Director, and Faculty.
- **Scavenger:** He/she must be minimally literate and should have experience in cleaning washrooms, etc.
- **Sweeper:** He/she must be minimally literate and should know manners and etiquettes. He/she is expected to maintain overall cleanliness.

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