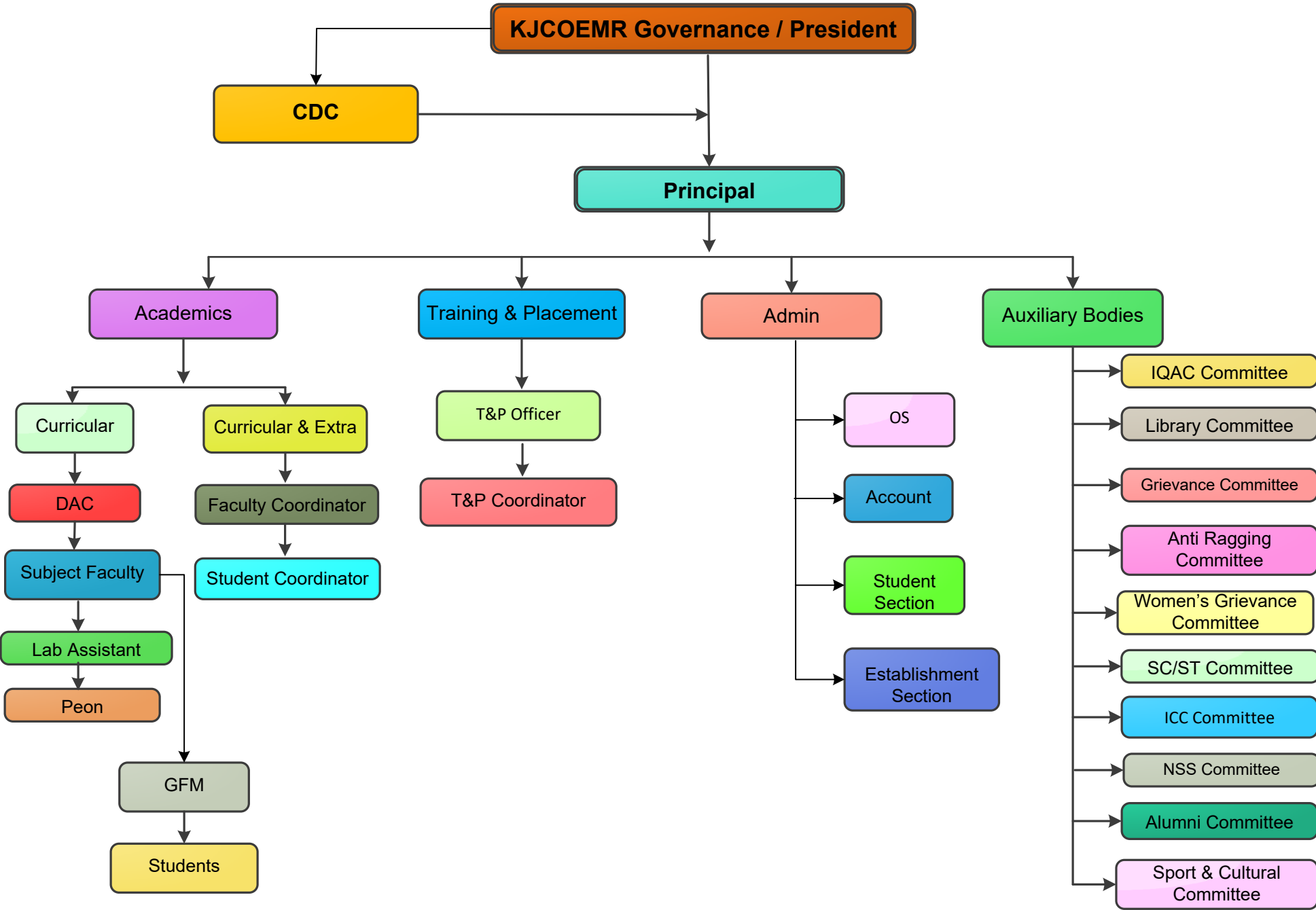
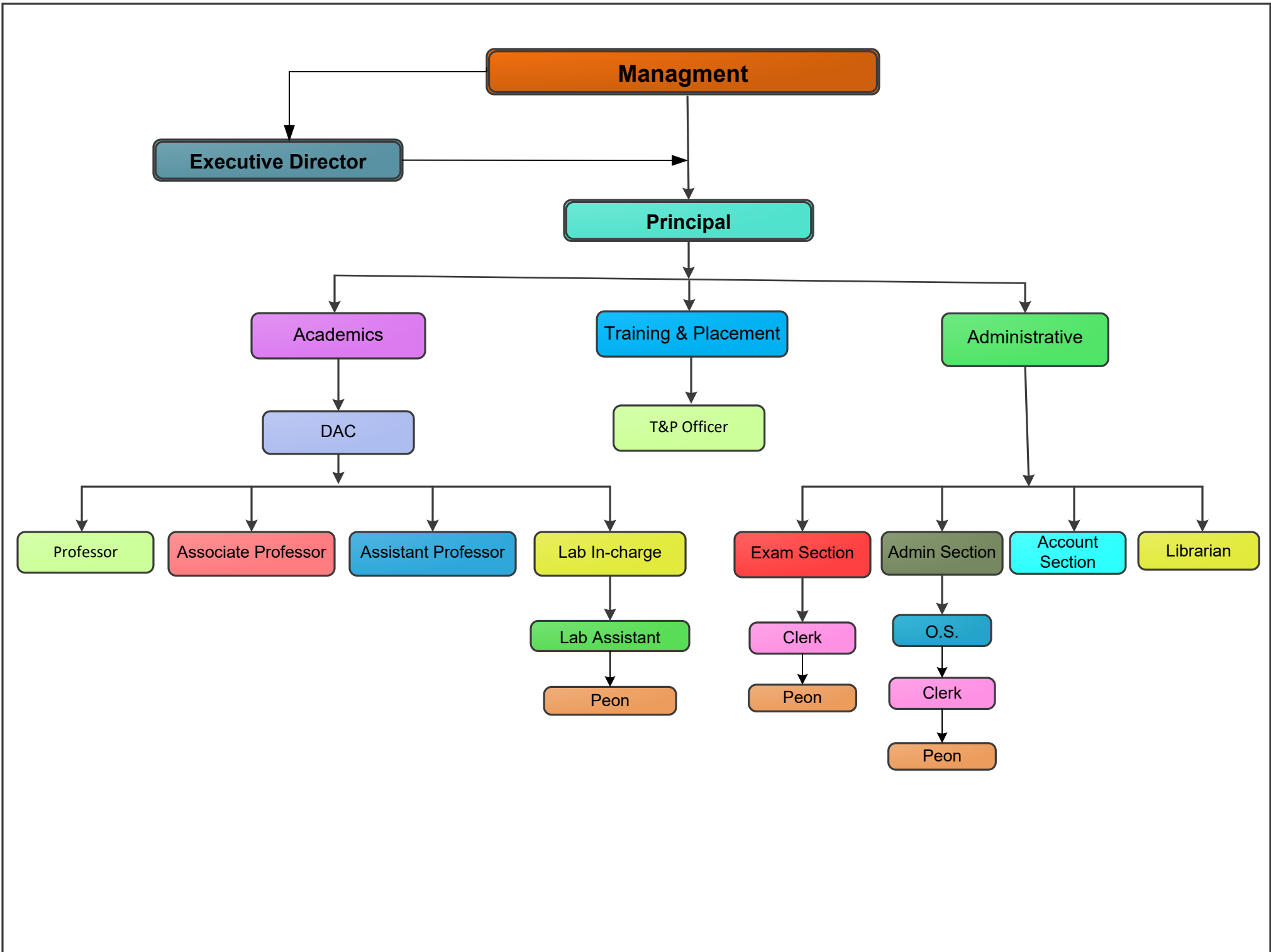


6.2.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules and procedures

- The institute has a well-established administrative setup. Several committees are formed at institute level for appropriate coordination of the activities. Due departmental representation is ensured at institute level committees.
- The service rules and regulations manual are at place for the employees of the institute.
- The institute has well-designed website which displays all the important information.
- The institute has Chief Examination Officer (CEO) for coordinating with the departments and the students for university examinations and results, Chief Librarian for Central library, Dean for Training and Placement Office, rector and warden for boys' and girls' hostel and mess, Estate officer for regular maintenance of infrastructure facilities in the campus.
- The institute has various administrative departments headed by Registrar for smooth functioning of administrative setup.

Organogram / Organization Structure





Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

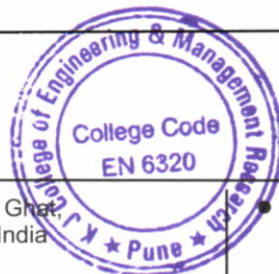
Ref. No.: KJEI/KJCOEMR/CDC /Appoint/2021-22/2040

Date: 01/06/2022

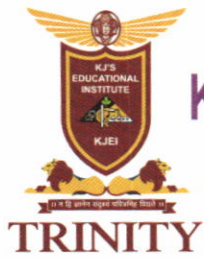
Appointment Order

It is pleased to inform that following members have been appointed as a committee member as follows, for a period from 01/06/2022 to 30/05/2025.

College Development Committee		
Sr. No	Name of The Member	Designation
A) President or Chairman of the management		
1	Shri. Kalyan J. Jadhav	Chairman
B) Secretary of the Management or his Nominee		
2	Shri. Suhas Saste	Secretary
C) One head of department, to be nominated by the principal or the head of the institution		
3	Dr. Santosh K. Patil	Member
D) Three Teachers, elected by the teachers of the college		
4	Dr. Nikita J. Kulkarni	Member
5	Dr. Prajkata N. Deshmukh	Member
6	Dr. Atul B. Pujari	Member
E) One Non-Teaching Employee, elected by the non-teaching employees of the college		
7	Mr. Sandip P. Panchbhai	Member
F) Four Local Members representing different fields of the area, nominated by the management		
8	Dr. D. M. Yadav	Member
9	Dr. Suhas Patil	Member
10	Mr. Deepak Kale	Member
11	Mr. Sambhaji Kolte	Member
G) Coordinator, Internal Quality Assurance Committee of the college		
12	Prof. Sanjay S. Khonde	Member
H) President and Secretary of the College Students' Council		
13		Member
14		Member
I) Principal - Member Secretary		
15	Dr. Suhas S. Khot	Member Secretary



Dr. Suhas S. Khot
Principal



KJ's EDUCATIONAL INSTITUTES, K J COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH



(Accredited by NAAC)

Approved by AICTE, New Delhi, DTE Maharashtra & Affiliated to Savitribai Phule Pune University, Pune

(ID No: PU/PN/Engg./378/2009) DTE College Code - EN 6320

Website: www.kjei.edu.in/kjcomer E-mail: principalkjcoemr@gmail.com

Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

Ref. No.: KJEI/KJCOEMR/NAAC-AQAR/2021-22

Date: 01/06/2021

Office Order

It is pleased to inform that following staff members have been appointed as a committee member as follows, for a period from 01/06/2021 to 30/05/2024

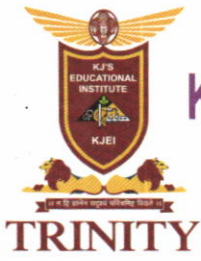
Internal Quality Assurance Cell (IQAC)			
S.N.	Name of Committee Member	Designation	Role
1	Dr.Suhas S. Khot	Principal	Chairman
2	Dr.Sanjay S. Khonde	HoD (Electrical)	Coordinator
3	Mr. Sandip Panchbhai	OS	Member
4	Dr. Santosh K. Patil	HoD (Civil)	Member
5	Prof. Gayatri S. Patil	HoD (Mechanical)	Member
6	Prof. Vikas B. Maral	HoD (Computer)	Member
7	Dr. Pramod U.Chavan	HoD (E&TC)	Member
8	Dr. Prajakta N. Deshmukh	Coordinator (Engg Sci)	Member
9	Prof. Bharat N. Mulay	Member	Member
10	Prof. Rajusingh Rathod	TPO	Member
11	Mr.Vinod K. Jadhav	Management representative	Member
12	Mr. Shardul Kulkarni	Alumini	Member
13	Mr. Shashikant Wakade	Industry representative	Member



Dr.Suhas S. Khot
Principal

● **Campus** : Sr. No.25 & 27, Pisoli, Near Bopdeo Ghat, Tal.Haveli, Dist : Pune- 411 048, Maharashtra, India
Ph. :- Office : +91 8446021199, 8446031199

● **Head Office** : 408/10,2nd floor, "Purandar Complex"
Mukundnagar Industrial Estate, Pune-411 030
Phone: 91-20-24269100, 24267100, **Fax:** 91-20-24264379



KJ's EDUCATIONAL INSTITUTES, K J COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH



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(ID No: PU/PN/Engg./378/2009) DTE College Code - EN 6320

Website: www.kjei.edu.in/kjcomer E-mail: principalkjcoemr@gmail.com

Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

Ref. No.: KJEI/KJCOEMR/GRC/Appoint/2021-22 *12043*

Date: 01/06/2022

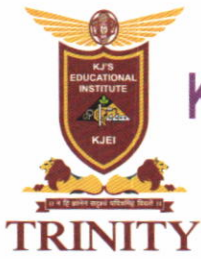
Office Order

It is pleased to inform that following staff members have been appointed as a committee member as follows, for a period from 01/06/2022 to 30/05/2025.

'Grievance Redressal Committee' (Period from 01/06/2022 to 30/05/2025)		
S.N.	Name of Committee Members	Designation
01	Dr. Suhas S. Khot	Chairman
02	Dr. Santosh K. Patil	Secretary
03	Dr. Sanjay S. Khonde	Member
04	Dr. Nikita J. Kulkarni	Member
05	Mrs. Gayatri S. Patil	Member
06	Dr. Pramod U. Chavan	Member
07	Dr. Prajkta N. Deshmukh	Member
08	Mr. Sandip P. Panchbhai	Member



Dr. Suhas S. Khot
Principal



KJ's EDUCATIONAL INSTITUTES, K J COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH



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Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

Ref. No.: KJEI/KJCOEMR/Anti-ragging/Appoint/2021-22/2047

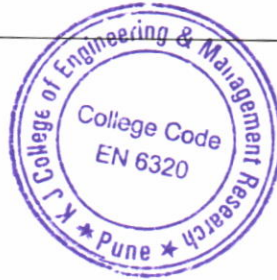
Date: 01/06/2022


Office Order

It is pleased to inform that following staff members have been appointed as a committee member as follows, for a period from 01/06/2022 to 30/05/2025.

'Anti-ragging Committee'			
S.N.	Name of Committee Members	Designation	Type of Nominee
01	Dr. Suhas S. Khot	Chairman	Head of Institute
02	Dr. Atul B. Pujari	Secretary	Teaching Faculty
03	Prof. Vivek D. Ghanekar	Member	Teaching Faculty
04	Mr. Sandip P. Panchbhai	Member	Non-Teaching Faculty
05	Mr. Sambhaji Kolte	Member	Local Media
06	Mr. Vaibhav C. Bankar	Member	Head Constable Khadi Machine Police Chouki
07	Mrs. Jyoti Ganesh Jedhe	Member	Parents Representative
08	Mr. Bhushit Jaiswal	Member	Students Representative (Boys)
09	Ms. Shreya Bhaskar Shitole	Member	Students Representative (Girls)

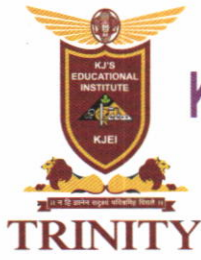
'Anti -ragging Squad'		
S.N.	Name of Squad Members	Designation
01	Prof. Sandip C Sahane	Nodal Officer
02	Prof. Mohitkumar Shakya	Member
03	Prof. Abhishek K. Taware	Member
04	Prof. Satish L. Yedage	Member
05	Prof. Gopal B. Patil	Member
07	Mr. Nilesh V. Bhoite	Member




Dr. Suhas S. Khot
Principal

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Website: www.kjei.edu.in/kjcomer E-mail: principalkjcoemr@gmail.com

Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

Ref. No. KJCOEMR/WGC -WDC/Appoint/2021-22 /2042

Date: 01/06/2022

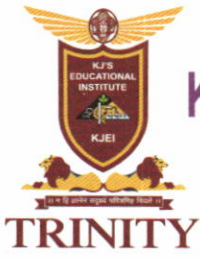
Office Order

It is pleased to inform that following staff members have been appointed as a committee member as follows, for a period from 01/06/2022 to 30/05/2025.

Members of Women's Grievance Committee & Women's Development Committee // Anti-Sexual (Period from 01/06/2022 to 30/05/2025)		
Sr. No	Name of The Member	Designation
1	Prof. Dr. Suhas S. Khot	Chairman
2	Ms. Amruta J. Takwale	Secretary
3	Mrs. Gayatri S. Patil	Member
4	Dr. Prajkta N. Deshmukh	Member
5	Mrs. Ranjana M. Kedar	Member
6	Ms. Swapnali S. Dhumake	Member
7	Mrs. Vidhya S. Bhapkar	Member



Dr. Suhas S. Khot
Principal



KJ's EDUCATIONAL INSTITUTES, K J COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH



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Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

Ref. No. KJEI/KJCOEMR/RC/Appoint/2022-23/2268

Date: 05/12/2022

Office Order

It is pleased to inform that following staff members have been appointed as a committee member as follows, for a period from 05/12/2022 to 30/05/2025.

Members of Reservation Committee (Period from 05/12/2022 to 30/05/2025)		
Sr. No	Name of The Member	Designation
1	Dr. Suhas S. Khot	Chairman
2	Mr. Rohini V. Agawane	Secretary
3	Mr. Kiran K. Thoke	Member
4	Mr. Sandip P. Panchbhai	Member



Dr. Suhas S. Khot
Principal



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Website: www.kjei.edu.in/kjcoemr E-mail: principalkjcoemr@gmail.com

Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

Ref. No.: KJEI/KJCOEMR/SCC/Appoint/2022-23/2270

Date: 05/12/2022

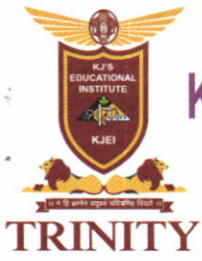
Office Order

It is pleased to inform that following staff members have been appointed as a committee member as follows, for a period from 05/12/2022 to 30/05/2025.

Student Counselor Committee		
S. N.	Name of Committee Members	Designation
01	Dr. Suhas S. Khot	Chairman
02	Prof. Bharat N. Mulay	Secretary
03	Prof. Rajusing D. Rathod	Member
04	Prof. Ranjana M. Kedar	Member



Dr. Suhas S. Khot
Principal



KJ's EDUCATIONAL INSTITUTES,

K J COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH



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(ID No: PU/PN/Engg./378/2009) DTE College Code - EN 6320

Website: www.kjei.edu.in/kjcomer E-mail: principalkjcoemr@gmail.com

Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

Ref. No. KJCOEMR/AC/Appoint/2022-23/2197

Date: 12/10/2022

Office Order

It is pleased to inform that following staff members have been appointed as a committee member as follows, for a period from 01/10/2022 to 30/09/2025

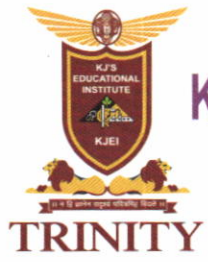
Alumni Association Committee		
S.N.	Name of Committee Members	Designation
1	Dr. Suhas S. Khot	Chairman
2	Prof. Aparna S. Hambarde	Secretary
3	Prof. Abhishek K. Taware	Treasurer
4	Prof. Ranjana M. Kedar	Member
5	Prof. Shilpa J. Kale	Member
6	Prof. Rajusing D. Rathod	Member
7	Prof. Shruti S. Valunjakar	Member
8	Mr. Rutul Sanghavi	Member
9	Mr. Parinay Punmiya	Member
10	Mr. Prathmesh Salve	Member
11	Mr. Pratik Badkar	Member



Dr. Suhas S. Khot
Principal

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Ph. :- Office : +91 8446021199, 8446031199

• **Head Office** : 408/10,2nd floor, "Purandar Complex"
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KJ's EDUCATIONAL INSTITUTES, K J COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH



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Website: www.kjei.edu.in/kjcomer E-mail: principalkjcoemr@gmail.com

Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

Ref. No. KJCOEMR/NSS /Appoint/2022-23/2272

Date: 05/12/2022

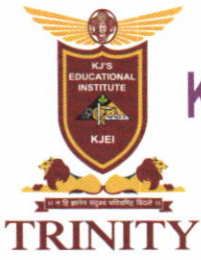
Office Order

It is pleased to inform that following staff members have been appointed as a committee member as follows, for a period from 05/12/2022 to 30/06/2025.

National Service Scheme (NSS) Committee		
S.N.	Name of Committee Members	Designation
01	Dr. Suhas S. Khot	Chairman
02	Prof. Sandip C. Sahane	Secretary
03	Prof. Satish L. Yedage	Member
04	Prof. Vivek D. Ghanekar	Member
05	Prof. Amruta J. Takwale	Member
06	Prof. Abhijeet R. Undre	Member
07	Dr. Vajid Nabilal Khan	Member
08	Prof. Mrs. Ranjana M. Kedar	Member



Dr. Suhas S. Khot
Principal



KJ's EDUCATIONAL INSTITUTES, K J COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH



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Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

Ref. No.: KJEI/KJCOEMR/III/Appoint/2022-23/2269

Date: 05/12/2022

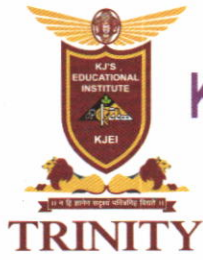
Office Order

It is pleased to inform that following staff members have been appointed as a committee member as follows, for a period from 05/12/2022 to 30/05/2025.

Industry Institute Interaction (III) Cell		
S. N.	Name of Committee Members	Designation
01	Dr. Suhas S. Khot	Chairman
02	Mr. Rajusing D. Rathod	Secretary
03	Mr. Sameer G. Potdar	Member
04	Mrs. Shilpa J. Kale	Member
05	Mr. Mohitkumar Shakya	Member
06	Mrs. Mayuri M. Vengurlekar	Member
07	Mr. Satish L. Yedage	Member
08	Mr. Abhishek K. Taware	Member



Dr. Suhas S. Khot
Principal



KJ's EDUCATIONAL INSTITUTES,
K J COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH



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Dr. Suhas S. Khot
B.E., M.E., Ph.D. (E&TC. Engg.)
Principal

Shri. Kalyan J. Jadhav
M. Com (Hons.)
Founder President

Ref. No.: KJEI/KJCOEMR/ICC/Appoint/2021-22 *12044*

Date: 01/06/2022

Office Order

It is pleased to inform that following staff members have been appointed as a committee member as follows, for a period from 01/06/2022 to 30/05/2025.

Internal Complaint Committee (ICC) (Period from 01/06/2022 to 30/05/2025)		
S.N.	Name of Committee Members	Designation
1	Dr. Suhas S. Khot	Presiding officer
2	Dr. Santosh K. Patil	Faculty member-1
3	Mrs. Gayatri S. Patil	Faculty member-2
4	Mr. Sandip P. Panchbhai	Non Teaching 1
5	Ms. Swapnali S. Dhumake	Non Teaching 2
6	Mr. Ranjeet Singh Sanjay Deshmukh	Student UG (Civil)
7	Mr. Bharat Sauarabh Dnyaneshwar	Student PG (Civil)
8	Mrs. Kalyani Bhagad	External Member (NGO etc.)

Equal representation



SK

Dr. Suhas S. Khot
Principal

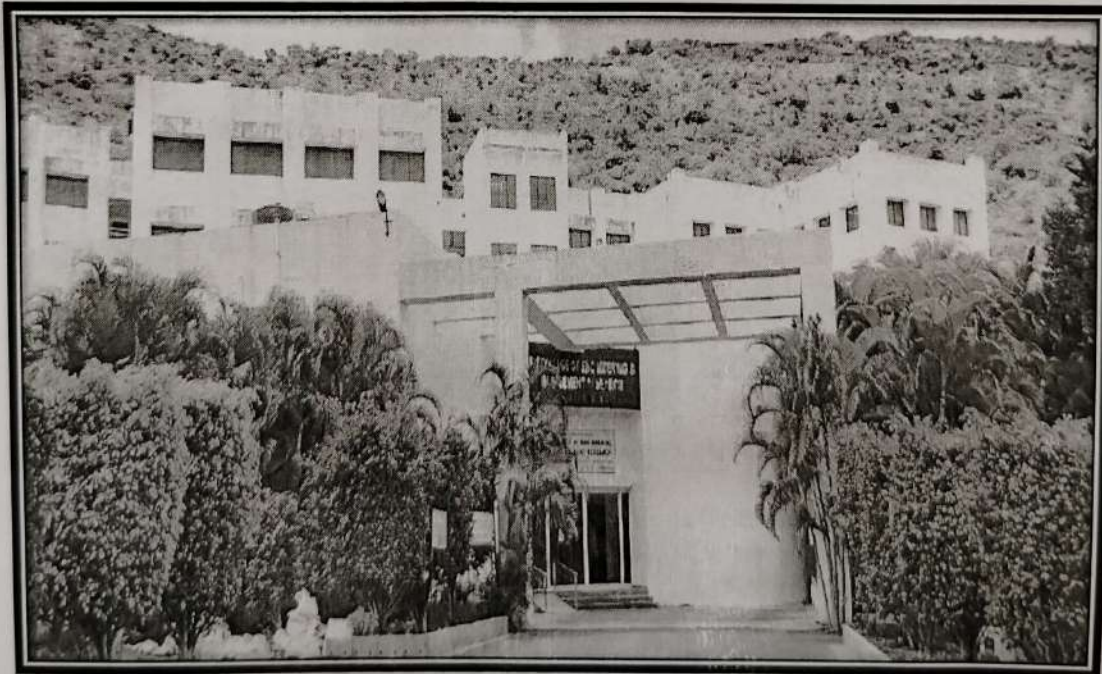
KJ'S Educational Institute
KJ College of Engineering and Management Research


KJ's
Educational Institute



TRINITY

Perspective Plan (2022-2032)




Dr. Suhas S. Khot
Principal

KJ College of Engineering &
Management Research
No. 25 & 27, Kondiwa-Saswad Road
Saswad, Dist. Solapur - 43



HON. SHRI. KALYAN JADHAV

(Founder President, KJEI, Pune)

The foundation stone of the KJ's Educational Institute was laid in the year 2005, for socio-economic & ethical transformation of our country. The mission is to impart quality education in engineering and creating a conducive environment for teaching learning process. I believe that the students completing various courses will not only have ample job opportunities in India and abroad but can also look forward to becoming entrepreneurs and researchers.

I extend a hearty and warm welcome to you at KJ's Educational Institutes which will definitely shape your mind and character for your future endeavors.



SHRI. VINOD K. JADHAV

(Treasurer, KJEI, Pune)

Since its inception in 2005, KJ's Educational Institute have been committed in building quality and leadership in education. Over the years, organization has evolved into a platform of academic options and has become a one stop destination for nurturing students into a fully equipped professional. We are dedicated to give our students a bright future. I congratulate and welcome the students who have gained admission to our college and wish them success.



A handwritten signature in blue ink, appearing to read "Dr. Suhas S. Khot".

Dr. Suhas S. Khot

Principal

**K J College of Engineering &
Management Research**

21/1, K. J. Somaiya Road,
Gandhinagar, Pune - 411 004



MRS. HARSHADA V. JADHAV

(Managing Director, KJEI, Pune)

It gives me immense pleasure in welcoming the new students, on behalf of the entire community of the KJ's Educational Institute. The campus has developed a unique, close and family relationship between students and teachers to help them grow personally as well as professionally. Our hopes and aspirations are invested in the holistic development and well-being of our students. Best wishes to all the new students, who are going to be a part of our campus.



MS. VIBHAVARI K. JADHAV

(Managing Director, KJEI, Pune)

We have a myriad of young, vibrant and talented minds on KJEI campus and it's vital that they are provided with all the opportunities to a formal education as well as an opportunity to make a difference in the world as a contributing force. That's what we aim to do and being an educational institute. I believe we all can make a difference in this world, but what sets us apart is the kind of difference we choose to make and I'm truly grateful to be able to contribute towards it.



Dr. Suhas S. Khot

Principal

K J College of Engineering & Management Research

Tr. No. 25 & 27, Kondhwa-Saswad Road



Maj. Gen. Sameer Kalla VSM (Retd.)

(Executive Director, KJEI, Pune)

KJEI is a vision of our founder President which aspires all students to succeed in the world. We offer a wide variety of challenging, enjoyable and successful course opportunities with co-curricular activities for an all-round personality development. It's our belief that being in our campus should be experience of a life time. Our Students are our main focus and we are proud of achievements of our Students and Faculty. At KJEI we believe that true education is a right blend of intelligence and character. We educate our Students to maximize their innate potential along with positive social behavior. We empower the young minds with all the requisite skill sets thus developing successful global citizen.



Dr. Suhas S. Khot

(Principal KJCOEMR)

KJCOEMR is one amongst the reputed technical Institute imparting finest quality education in Pune. The evolution of the Institute over the years has witnessed strong blend of state-of-the-art infrastructure and intricately intertwined human resource committed to provide professional education with thrust on creativity and innovation. Therefore, our main focus is on adapting the teaching-learning process that leads to research orientation to expand personal as well as national growth.

We encourage innovative ideas by faculty and students in overall development of the learners. Along with the academics the students also participate in extracurricular and co-curricular activities through active cultural, sports, social groups. I wish you a very happy and academically highly rewarding student's life in KJCOEMR and hope that you will be a source of pride for this prestigious institution.



Dr. Suhas S. Khot

Principal

K J College of Engineering & Management Research

No. 25 & 27, Kondhwa-Saswad Road
Kondhwa Ghat, Pune - 411

PERSPECTIVE PLAN

The governance of the institution is reflective of and in tune with the vision and mission of the institute

Vision

"To be a premier knowledge center of the nation for socio-economic development."

Mission

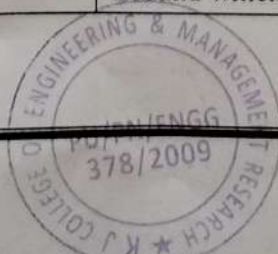
"To provide education that combines rigorous academics with joy of discovery through sustained efforts and dynamic strategies in building innovative, participatory, problem based learning practices and research that leads to capacity building of the students."

The policy statements and action plans for fulfillment of the stated mission are described in terms of short- and long-term goals as mentioned below

- **Short Term Goals –**
 - To enhance employability of students
 - To develop excellent academic & physical environment
 - Inculcate research culture

- **Long Term Goals –**
 - Holistic student development
 - Develop a transparent work culture
 - Imbibe unique value system

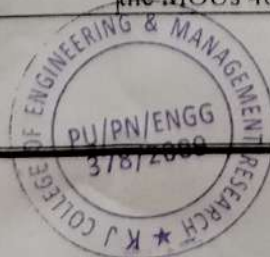
Sr. no.	Suggestions	Current Status	Action Plan	Time line	Responsibility
01	Accreditation from Recognized Bodies	Preparing for NAAC/ NBA	Applying for NAAC	Already applied	Principal & Core NAAC Team.
02	Accomplish Permanent Affiliation from SPPU	Yearly affiliation from SPPU	Fulfilling all the norms of Infrastructure, staff, equipment etc. for permanent affiliation	One Year	All Heads, & Principal
03	Accomplish Academic Autonomy	Affiliated to SPPU	Acquire Permanent Affiliation from SPPU.	Two years	Principal and Registrar
	Physical fitness of	1. Students participate in	1. Improve the status of Play Ground which		



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04	students and involvement in sports and NSS activities	University and other sports Events and have won prizes. 2. We have enrolled for NSS unit With SPPU.	would increase the interest of students in Sports activities. 2. Conduct NSS camp as per the Guide lines each year.	Ongoing activity	1. Physical Director 2. NSS Faculty Coordinator
05	Syllabus delivery inline with Industry	1. Project Based Learning is Adopted. 2. Students are encouraged to undertake projects sponsored by industry so that they work On direct industry problems.	1. Extend Project Based Learning to more subjects per semester. 2. Provide Certification for the completed Value Added Courses. 3. Increase the percentage of Sponsored Projects.	Ongoing activity	Principal & Head of Departments
06	Industry Academic Alliance	1. Industrial visits are organized for students. 2. Students are encouraged to do internships in industry During vacation.	Increase the proportion of Internship activities.	Ongoing activity	Head, Training & Placement and HOD's.
07	Industry Interaction	Institute has signed MOUs With industries	To Conduct CNC machine training, Programming and Project Sponsorship, Project Guidance and internship No. of student or Teachers participated under the MOUs 40	Ongoing Activity Years :05	Head, Training & Placement and HOD's.



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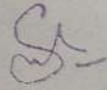
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08	Up gradation of Faculty qualifications and Professional capabilities	<p>1. Currently there are 2 Ph.D. Holders across all Departments.</p> <p>2. Another 7 faculties are Pursuing their Ph.D.'s.</p> <p>3. Various FDPs, STTPs are conducted by departments to enhance the professional Capabilities.</p> <p>4. Few faculties are enrolled in NPTEL certificate courses in their domain.</p>	<p>1. To encourage and support Faculty members to complete their Ph.D.s.</p> <p>2. Increase the number of FDP's, STTPs.</p> <p>3. To motivate and support faculty members towards participation in NPTEL and Swayam courses and to get Training through MOOCs.</p>	On going	Principal & Faculty members
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Chapter:04 Code of Conduct & Disciplinary Action

33. **INTRODUCTION:** The set of practices that outlines the general norms, rules, and responsibilities of an individual or an organization are termed as Code of Conduct. The purpose of the code of conduct is to define and promote crucial ethical principles important and relevant to the organization whereby identifies and disallows aspects of behavior that summons legal liability. All employees of the KJEI are expected to follow the rules and regulations of the Institute as promulgated and modified from time to time.

(a) **COMMUNICATIONS TO THE MEDIA :-**

- (i) The Administrative Department of the KJEI will manage all communications with the press, in coordination with Executive Director. All queries from the media either through their representatives or otherwise should be referred to the Executive Director.
- (ii) An employee will deal directly with media on KJEI related matters, only after proper authorization to do so.
- (iii) The use of internet or any other social media to reveal sensitive information is not allowed.

(b) **SPEECHES/ PRESENTATIONS IN PUBLIC SEMINARS / CONFERENCES:**

- (i) All employees are required to seek prior approval from Institute for making speeches and presentations in public seminars and conferences mentioning following details:
- (ii) Date and venue of the Seminars/Conferences
- (iii) Purpose and theme of the Seminars/Conferences
- (iv) Brief outline of the proposed presentation/speech
- (v) Likely audience
- (vi) Reason for participation

After participation in the seminar, the employee will be required to submit a report on the same.

(c) **PROTECTION & PROPER USE OF KJEI ASSETS:**

- (i) Maintain and upkeep of all assets in the campus is a responsibility of one and all.
- (ii) Theft, carelessness, and waste of resources will be viewed seriously.

(d) **DRUGS/SMOKING/ALCOHOL/WEAPONS**

- (i) An employee taking drugs/consuming alcohol/smoking in office will be committing a disciplinary offence, which will be dealt with in accordance with the Institute's Disciplinary Action Procedure.
- (ii) An employee may be, on reasonable suspicion, asked to undergo drug/alcohol testing. Refusal to comply with the directive may result in termination of the employee's services with the Institute.



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34. CONDUCT RULES

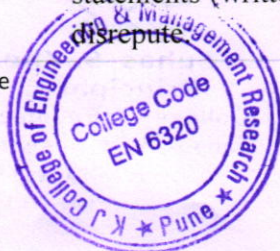
(a) DO'S] – EVERY EMPLOYEE SHALL

- (i) Maintain absolute integrity at all times.
- (ii) Maintain absolute devotion to duty at all times.
- (iii) Maintain independence and impartiality in the discharge of duties.
- (iv) Maintain a responsible and decent standard of conduct in private life.
- (v) Maintain political neutrality in their official dealings involving the Institute.
- (vi) Maintain politeness while dealing with the general public.
- (vii) Observe proper decorum on and off the workplace.
- (viii) Keep away from demonstrations organized by political parties.
- (ix) Act in accordance with Institute policies.

(b) DON'TS] NO EMPLOYEE SHALL

- (i) Be Habitual late come.
- (ii) Violate any law applicable at the Institute.
- (iii) Habitual negligence or neglect of work.
- (iv) Frequent repetition of any misconduct.
- (v) Acting in a manner prejudicial to the interests of the Institute.
- (vi) Disorderly behavior in the premises of the Institute or outside such premises where such behavior is related to or connected with the employment.
- (vii) Gambling within the premises of the office or other place of work, where it is prohibited.
- (viii) Smoking within the premises of the Office or other place of work, where it is prohibited.
- (ix) Collection, without the permission of the competent authority, of any money (within the premises of the Institute) except as sanctioned by any law of the land for the time being in force or rules of the Institute.
- (x) Sleeping while on duty.
- (xi) Absence from the employee's appointed place of work without permission or sufficient cause.
- (xii) Willful and prolonged absence from duty without reasonable cause.
- (xiii) Failure to maintain a responsible and decent standard of conduct in private life, thereby bringing discredit to the Institute.
- (xiv) Any act unbecoming of an employee of the Institute.
- (xv) Assaulting or abusing or insulting any of the officers or employees of the Institute within the premises of office or other place of work or outside.
- (xvi) Interference in the work of other employees.
- (xvii) Approaching higher authorities direct or through other persons for promotion or any other personal favor or gain except through proper channel.
- (xviii) Writing of anonymous letter criticizing the Management or any other Manager/ employee of the Institute.

(xviii) Spreading false rumors or giving false information or making defamatory statements (written or oral) which tend to bring the Management or its Managers into disrepute.



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- (xix) Associate himself/herself with any banned organizations.
- (xx) Join any association or demonstration whose objects or activities are prejudicial to the interest of the autonomy and integrity of India, public order or morality.
- (xxi) Accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with him/her.
- (xxii) Lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom he/she is likely to have official dealings.
- (xxiii) Approach subordinates for standing surety for loans taken from private sources either by him/her, relations, or friends.
- (xxiv) Spoil in any act of sexual harassment of any kind at workplace.
- (xxv) Theft, or dishonesty in connection with the Institute' activities or property.
- (xxvi) Willful damage to or loss of the Institute's goods or property.

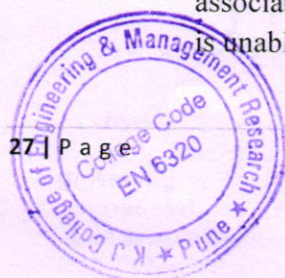
35. **SEXUAL HARASSMENT:** The Institutes will set up an Internal Committee known as the Committee for Managing Gender Issues (CMGI) in accordance with the Act and related rules and regulations applicable to higher educational and technical institutions. The objective of CMGI goes beyond what is mandated by the Act and rules. CMGI is not only confined to dealing with complaints of Sexual Harassment towards women but also towards members of other genders and to work for creating awareness, counseling, and educating about gender issues.

The CMGI Policy will be followed in conjunction with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) and other relevant guidelines.

The Committee for Managing Gender Issues (CMGI) functions as the Internal Complaints Committee or Internal Committee (ICC or IC) of the KJEl, nominated by the Executive Director.

(a) **THE PROCESS FOR MAKING A COMPLAINT**

- (i) The CMGI shall comply with the procedure prescribed in CMGI Policy and the Act, for making a complaint and inquiring into the complaint in a time bound manner. An aggrieved person is required to submit a written complaint to the IC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
- (ii) Provided that where such complaint cannot be made in writing, the Chairperson or any Member of the CMGI shall render all reasonable assistance to the person for making the complaint in writing.
- (iii) Provided further that the CMGI may, for the reasons to be accorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.
- (iv) Friends, Relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.



(b) **THE PROCESS FOR CONDUCTING INQUIRY**

- (i) On receipt of the complaint, the Chairperson of CMGI shall form a sub-committee which will conduct inquiries, hearing and take action on the complaint received.
- (ii) The CMGI sub-committee shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- (iii) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents and names and addresses of witnesses within a period of ten days.
- (iv) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Director of KJEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- (v) The Executive Director of KJEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- (vi) An appeal against the findings or / recommendations of the IC may be filed by the either party before the Executive Authority of the KJEI within a period of thirty days from the date of the recommendations.
- (vi) If the Director of KJEI decides not to act as per the recommendations of the CMGI, then it shall record written reasons for the same and convey to the CMGI and both the parties to the proceedings. If the Director decides to act as per the recommendations of the CMGI, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Director of KJEI shall proceed only after considering the reply or hearing the aggrieved person.
- (vii) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain.

(c) **INTERIM REDRESSAL:** When the CMGI prima facie believe, depending of severity of particular case, there is a requirement to act upon to protect the complainant, the CMGI may recommend and the KJEI may:

- (i) Transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the CMGI;
- (ii) Grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (iii) Restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (iv) Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat; restrain their entry into the campus;
- (v) Take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.



(d) **PUNISHMENT AND COMPENSATION:** Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of KJEI, if the offender is an employee. The CMGI may recommend :-

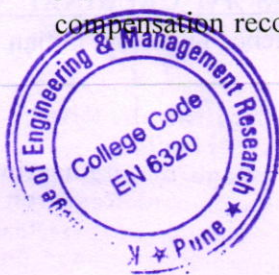
- (i) A written apology.
- (ii) A letter of warning.
- (iii) Removal and/or disbarment from holding an administrative position.
- (iv) Withholding the promotion.
- (v) Compulsory retirement .
- (vi) Withholding of pay rise or increments .
- (vii) Immediate transfer or suspension without pay .
- (viii) Suspension from service for a limited period .
- (ix) Termination from service .
- (x) Undergoing a counseling session .
- (xi) Carrying out community service .
- (xii) Deduction from the salary of the employee, such sum as CMGI may consider appropriate to be paid to the Complainant or to his / her legal heirs as compensation.
- (xiii) Where the respondent is a student, depending upon the severity of the offence, the CMGI may recommend :-

- (aa) A written apology
- (ab) A letter of warning
- (ac) Removal and/or dismissal from holding an administrative position
- (ad) Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances and identity card;
- (ae) Suspend or restrict entry into the campus for a specific period;
- (af) Award reformative punishments like mandatory counseling and, or, performance of community services. Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

(xiv) Where the respondent is a third party, depending on the severity of the offence, the CMGI may recommend :-

- (aa) Warning, reprimand or censure.
- (ab) A letter of warning to the respondent.
- (ac) A letter communicating their misconduct to his / her place of education, employment or residence
- (ad) Withhold privileges of the third party such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances and identity card;
- (ae) Suspend or restrict entry into the campus for a specific period; and / or a bar on appearing for the entrance examination / interview to any program of study offered by KJEI
- (af) Cancellation of contract with KJEI:

(xv) In case that the CMGI determines that the aggrieved person is entitled to the payment of compensation, the KJEI shall issue direction for payment of the compensation recommended by the CMGI and accepted by the Executive Director of



KJEI, which shall be recovered from the offender. The compensation payable shall be determined on the basis of :-

- (aa) Mental strain, pain, suffering and distress caused to the aggrieved person;
- (ab) The loss of career opportunity due to the incident of sexual harassment;
- (ac) The medical expenses incurred by the victim for physical, psychiatric treatment;
- (ad) The income and status of the alleged perpetrator and victim; and
- (ae) The feasibility of such payment in lump sum or in installments;

(e) **ACTION AGAINST FALSE COMPLAINT.** To ensure that the provisions for the protection of employees and students, and others from sexual harassment do not get misused, CMGI takes false complaints seriously. If the CMGI concludes that the allegations made were false, the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions in this Policy Section 10.

(f) **CONFIDENTIALITY.**

(i) All concerns and reporting can be expressed or made without any fear of retaliation. It shall be the duty of all persons and authorities designated to ensure that the complaints lodged with CMGI remains confidential.

(ii) The name and identity of the Complainant or the Respondent or Witnesses shall not be revealed to the press / media or any other persons whilst reporting of any proceedings, case, order or Judgment.

(iii) The contents of the complaint, the identity and contact details of the Complainant, respondent and witnesses and any information related to conciliation, inquiry proceedings, recommendations of the CMGI and the action taken by KJEI shall not be published, communicated or made known to the public, press and media in any manner and will be revealed strictly on a need-to-know basis.

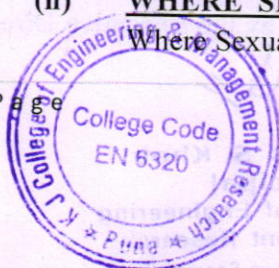
(iv) However, information may be spread regarding the justice secured to any victim without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the Complainant and witnesses.

(v) If any person (including witnesses) breaches confidentiality, the CMGI reserves the right to initiate proceedings against them and suggest punishments.

(g) **PROTECTION AGAINST VICTIMIZATION.** KJEI will not accept, support or tolerate retaliation in any form against any employee / student who, acting in good faith, reports suspected misconduct, asks questions or raises concerns. Any person who engages in such retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action. While dealing with any complaint of Sexual Harassment, CMGI shall ensure that the Complainant or the witness are not victimized or discriminated against by the Respondent. In case of any victimization, the CMGI reserves the right to initiate proceedings for the same and suggest punishments.

(h) **WHERE SEXUAL HARASSMENT AMOUNTS TO CRIMINAL OFFENCE.**

Where Sexual Harassment amounts to a specific offence under the Indian Penal Code,



1860 or under any other law, it shall be the duty of CMGI to immediately inform the Complainant of his / her right to initiate action in accordance with law with the appropriate authority, and to give necessary assistance regarding the same.

(i) **RESPONSIBILITIES OF KJEI .**

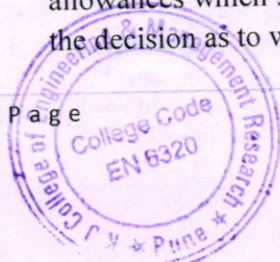
- (a) Place a copy of this Policy on the internal website of KJEI or such prominent places as a continual reminder to the employees (including teaching and non-teaching staff) and students of the KJEI's Policy on Sexual Harassment.
- (b) Sensitizing the employees (including teaching and non-teaching staff) and students and provide training related to Sexual Harassment issues.
- (c) Encouraging women employees of KJEI (including teaching and non-teaching staff) and students to raise their concerns and issues on Sexual Harassment in the workplace at appropriate forum for affirmative discussion from time to time.
- (d) In case the management of KJEI receives a complaint, it shall forward such complaint to CMGI for redressal.
- (e) KJEI shall maintain full confidentiality with respect to the complaints.
- (f) KJEI shall extend all necessary assistance for ensuring full, effective and speedy implementation of this Policy.
- (g) KJEI shall strive to create a safe workplace and provide support to CMGI for its effective and unbiased functioning.
- (h) KJEI shall forward to the District Officer, the Annual Report of CMGI.

(j) **WHAT KJEI EXPECTS FROM YOU**

- (i) Help KJEI provide a safe and respectful environment for all and have shared responsibility of creating the same.
- (ii) Speak up if you come across Sexual Harassment. Be aware that KJEI will take allegations seriously and will ask for co-operation in an inquiry if you bring a complaint forward.
- (iii) Provide support during any inquiry of a complaint, including testifying as witness and giving full and truthful disclosure of all truthful information when asked by CMGI.
- (iv) Set an example of dignified workplace behavior and ethical standards in line with KJEI's values.
- (v) Handle information related to known or suspected violations of this Policy in a discreet and confidential manner and not attempt to investigate / inquire into the information or suspected violations of this Policy on your own i.e. without involving CMGI.

36. **EMPLOYEE ARRESTED FOR CRIMINAL OFFENCE**

- (a) An employee who is arrested on a criminal charge or is detained in pursuance of any process of law, may, if so directed by the competent authority, be considered as being or having been under suspension from the date of his detention, up to such date or during such other period, as the competent authority may direct.
- (b) Any payment made to such employee shall be subject to adjustment of his/her pay and allowances which shall be made according to the circumstances of the case and in the light of the decision as to whether such period is to be accounted for as the period of duty or leave.



- (c) Full pay and allowances will be admissible only if the employee :-
- (i) Is treated as on duty during such period; and
 - (ii) is acquitted of all blame or satisfies the competent authority in the case of his release from detention or his detention being set aside by the Competent Judiciary Authority, that he/she had not been guilty of improper conduct resulting in his detention.
- (d) An employee shall be liable to dismissal for any of the other charges if he/she is committed to prison for a criminal offence or is convicted for an offence which in the opinion of the competent authority, either involves has a bearing on any of the affairs of KJEI or on the discharge by the employee of his duties in the KJEI; the decision of the Director in this respect shall be conclusive and binding on the employee.
- (e) Where the absence of an employee from duty without leave or his overstay is due to his having been arrested on criminal charges or due to his having been detained in pursuance of any process of law, the employee shall be treated as having absented himself/herself without leave

37. **RULES ON DISCIPLINARY ACTION:** Non-compliance and violation of the regular duties, Service Rules and the Code of Ethics and conduct will invite punishment either in the form of censure or deferment of Increment or Suspension or Termination from Service after a due inquiry by the discretion of the Authorities.

The Authorities of the KJEI appeal to all Staff members to work as a team in Institution-building and in upgrading the reputation of the Institution into one of the best Institutions of Excellence in Higher Education in India.

Employee shall be classified as Permanent, Probationers, Tenure Based Scaled Contract, Temporary, Part-time, Casual and Associate etc.

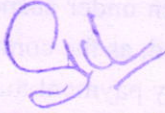
The authority which appoints a member of the faculty and staff of the Institute, hereinafter referred to as 'employee' or person, may suspend, discharge, dismiss, or award any for the misconduct or for violate of the terms and conditions of his/her appointment.

(a) **PENALTIES:** Not withstanding anything contained in any other regulation, and without prejudice to such action to which an employee may become liable under any other regulation or law for the time being in force, the following penalties may (for good and sufficient reasons and as hereinafter provided) be imposed on any employee of the Institute.

(i) **MINOR PENALTIES :-**

- (aa) Censure;
- (ab) Withholding of his promotion;
- (ac) Recovery from; his pay of the whole or part of any pecuniary loss caused by him to the Institute by negligence or breach of orders;
- (ad) Reduction to a lower stage in the time scale of pay for a period not exceeding 3years without cumulative effect and not adversely affecting his pension.
- (ae) Withholding of increments of pay.




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(ii) MAJOR PENALTIES:

(aa) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee of the Institute will earn increments of pay during the period of such Reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

(ab) Reduction to a lower time-scale of pay or post which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay or post from which he was reduced, with or without further directions regarding conditions of restoration to the post from which the employee of the Institute was reduced and his seniority and pay on such Restoration to that post;

(ac) (Compulsory) retirement;

(ad) Removal from service which shall not be disqualification for future employment under the Institute;

(ae) Dismissal from service which shall ordinarily be a disqualification for future employment under the Institute.

(b) SUSPENSION: The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Board, by general or special order, may place an employee under suspension.

(c) ENQUIRY PROCEEDINGS:

(i) In the enquiry, the employee shall be entitled to appear in person or to be represented by an employee of the Institute.

(ii) The proceedings of the enquiry shall be recorded in English. However, the Institute shall arrange for a Hindi or Marathi translation of the proceedings at the request of the employee.

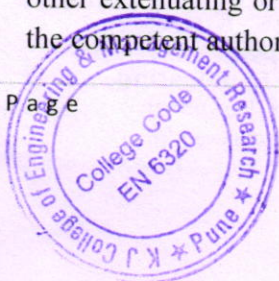
(iii) The proceedings of the enquiry shall generally be completed within three months. Provided that the period of three months may, for reasons to be recorded in writing, be extended by such further period as may be deemed necessary by the enquiry officer.

(iv) If on the conclusion of the enquiry or, as the case may be, of the criminal proceeding, the employee has been found guilty of the charges framed against him/her and it is considered, after giving the employee concerned a reasonable opportunity of making representation on the penalty proposed, that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the competent authority shall pass an order accordingly.

(v) If on the conclusion of the enquiry, or as the case may be, of the criminal proceedings, the employee has been found to be not guilty of any of the charges framed against him/her, he/she shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary as he/she would have received if he/she had not been placed under suspension, after deducting the subsistence allowance paid to him/her for such period.

(vi) The payment of subsistence allowance under these rules shall be subject to the employee concerned not taking up any employment during the period of suspension.

(vii) In awarding punishment under this rule, the competent authority shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the competent authority shall be supplied to the employee concerned.



(viii) No order of discharge or dismissal shall be passed under the preceding rule unless the specific charges on which such order is to be passed, are framed against the person in writing, and given to the said person, so that he/she shall have reasonable opportunity to show cause why the proposed action should not be taken against him/her, and submitting an explanation in writing within such time as may be prescribed by the appointing authority.

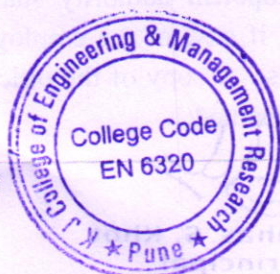
(d) **APPEALS:** An employee who has been discharged or dismissed shall have a right to appeal against any order passed against him/her to an authority referred to as 'Appellate Authority' in Annexure I. Every appeal shall comply with the following requirements.

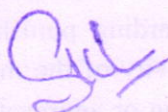
- (i) It shall be written in English, or, if not written in English, it shall be accompanied by a translation in English and shall be signed.
- (ii) It shall be presented, in concise, polite language and be free from irrelevant matter.
- (iii) It shall contain all material statements and arguments relied on and shall be complete in itself.
- (iv) It shall specify the relief desired.
- (v) It shall be submitted to the authority which made the order appealed against within three months from the date on which the Appellant receives a copy of the order appealed against provided further that a copy of the appeal may be submitted directly to the appellate authority.
- (vi) It shall not be addressed to the authorities listed in Annexure I or to any member of the Board of Governors by name, and any such action shall be deemed a breach of discipline.

(e) **CONSIDERATION OF APPEALS:** In the case of an appeal against an order of discharge or dismissal, the appellate authority shall consider:

- (i) Whether the procedure prescribed in the preceding paras has been complied with, and, if not, whether such non-compliance has resulted in a miscarriage of justice,
- (ii) Whether the findings are justified, and
- (iii) Whether the penalty imposed is excessive, adequate or inadequate and pass orders
- (iv) Setting aside, reducing, confirming, enhancing the penalty, or
- (v) Remitting the case to the appointing authority with such direction as it may deem fit in the circumstances of the case. Provided that the appellate authority shall not impose any enhanced penalty unless the appellant is given an opportunity of making any representation which he/she may wish to make against such an enhanced penalty.

(f) **IMPLEMENTATION OF ORDERS IN APPEAL:** The authority which made the order appealed against shall give effect to the orders passed by the appellate authority. **42. REVIEW OF ORDERS IN DISCIPLINARY CASES:** The authority specified in Annexure I before which an appeal against an order imposing any of the penalties, may of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case, and pass such orders as it deems fit as if the employee had preferred an appeal against such an order. No such review will be undertaken three months after the date of the order to be reviewed.




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38. **BOARD'S POWER TO REVIEW.**

(a) Notwithstanding anything contained above, the Board of Governors may, on its own motion, after calling for the records of the case, review any order which is made or is appealable under these rules.

(b) An employee who has been discharged or dismissed or imposed any of the punishments by an order passed by the Board of Governors, can make a request to the Board for reconsideration of its decision, within one month from the date of receipt of the decision of the Board of Governors. The Board after reconsideration may arrange to communicate its decision to the employee concerned. Once such reconsideration is communicated the decision of the Board will be final. No further appeal will lie against such a decision of the Board.

39. **PAY AND ALLOWANCES ON DISMISSAL:** If an employee of the Institute has been discharged or dismissed and charges are not proved against him/her, the appellate authority may grant him/her for the period of absence from duty.

(a) If he/she is fully exonerated, the full pay to which he/she would have been entitled if he/ she had not been discharged or dismissed, and by an order to be separately recorded, any allowance of which he/she was in receipt prior to his/her discharge or dismissal,

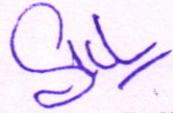
or

(b) If not fully release, such proportion of such pay and allowances as the appellate authority may prescribe. The period of absence from duty will be treated as period spent on duty in case of (a) above and it will not be treated as period spent on duty in case of (b) above unless the appellate authority directs to the contrary.

40. **PROCEDURE FOR DISCIPLINARY PROCEEDINGS AFTER RETIREMENT:** Any disciplinary proceeding, if instituted by issue of charge sheet while the employee was in service, whether before his retirement or during his re-employment, shall, after the retirement of the employee, be continued and concluded by the authority by which it was commenced, in the same manner, as if the employee had continued in service.

Such proceeding after retirement should be completed expeditiously and within twelve months from the date of delivery of charge sheet to the charged official, subject to Court Orders, if any. During the pendency of the disciplinary proceedings, the disciplinary authority may withhold payment of gratuity for ordering the recovery from gratuity of the whole or part of any financial loss caused to the Institute. If the employee is found in a disciplinary proceedings or judicial proceedings to have been guilty of offence or misconduct as mentioned in the relevant Sections of the Payment of the Gratuity Act, 1972 (39 of 1972) or to have caused financial loss to the Institute by misconduct or negligence during his service, including service rendered on deputation or on re-employment after retirement, provided that the provisions of relevant Sections of the Payment of Gratuity Act, 1972 shall be kept in view in the event of delayed payment, in case, the employee is fully relieve




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ANNEXURE – I

LIST OF APPOINTING AUTHORITIES, PUNISHING AUTHORITIES AND APPELLATE AUTHORITIES FOR DIFFERENT CATEGORIES OF EMPLOYEES

Sr. No.	Pay Band of posts	Appointing Authority	Authority competent to impose penalty	Appellate Authority
1	Faculty	Campus Director	Executive Director	Board of Governors
2	Research Staff	Campus Director	Executive Director	Board of Governors
3	Administrative Staff in Pay Level 11 and above	Executive Director	Executive Director	Board of Governors
4	Administrative Staff in Pay Level 1 to Pay Level 10	Campus Director	Campus Director	Executive Director



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