

Shri Shamrao Patil (Yadravkar) Educational & Charitable Trust's

SHARAD INSTITUTE OF TECHNOLOGY COLLEGE OF ENGINEERING, YADRAV



HR POLICIES HAND BOOK

REVISED ON 19th DEC. 2019



VISION

To be a center of excellence in technical education by using cutting edge technology that produces competent engineers of today and tomorrow to serve the society

MISSION

- To impart quality education by implementing state-of-the-art teaching-learning methods to enrich the academic competency, credibility and integrity of the students
- To facilitate a conducive ambience and infrastructure to develop professional skills and nurture innovation in students
- To inculcate sensitivity towards society, respect for environment and promote high standards of ethics

QUALITY POLICY

We at Sharad Institute of Technology College of Engineering Committed to provide highest quality in planning, design & effective implementation of technical education by involving all stakeholders, upgrading facilities & faculty through continuous improvement





Shri Shamrao Patil (Yadravkar) Educational & Charitable Trust's

Sharad Institute of Technology College of Engineering

YADRAV, ICHALKARANJI, (KOLHAPUR) Maharashtra

(Approved by AICTE, New Delhi, Recognized by DTE, Government of Maharashtra &

Affiliated to Dr. BATU Lonere, Shivaji University Kolhapur)

■ NBA Accredited Programmes ■ Accredited by NAAC with 'A' Grade ■ An ISO 9001:2015 Certified Institute

Dr. S. A. Khot

Principal

Shri. Anil A. Bagane

Executive Director

Dr. Rajendra Patil (Yadravkar)

Chairman

Dear Colleague

I am pleased to present to you a HR Policies Handbook related to the Faculty detailing all the updated policies of Sharad Institute of Technology College of Engineering, Yadrav.

To assist the management to execute the policies, this concise handbook has been drawn which covers issues related to human resource management. It defines the rules that staff have to abide by, the code of conduct and their responsibilities toward the institute. It also states the staff rights and motivation policies to encourage them to work to their best potential. We urge you to read the policies and get familiar with the letter and spirit of these policies.

To empower the faculty and to develop strong association with industries we are proposing one additional Dean posts i.e. Dean Finance. As well as mention some changes in administration. I hope this will help to institute for further development.

I am sure this HR policy document will be useful to all staff. I profusely thank Maharashtra Government Legislation, University Grant Commission and All India Council for Technical Education as well as affiliating university who set clear rules and guidelines to be followed. I take this opportunity to wish you a very fulfilling association with SITCOE.

With Warm Regards,



Shri Anil A. Bagane

Executive Director



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Chapter 1

General Information

1.1 Institute at glance

About Trust:

a) Name of the Trust:

Shri Shamrao Patil (Yadravkar) Educational and Charitable Trust, Jaysingpur.

Dist Kolhapur

b) Registered address of the Trust:

Lane No: 06, Nehru Road, Jaysingpur

Tal- Shirol Dist Kolhapur (Maharashtra)

Phone: 02322-228708, 225574

c) Details of Registration:

Reg.NO: E/ 1070 Kolhapur Dt.20th June 1986 (Registered under Public Trust Act)

d) Board of Trustee:

Sharad Institute of Technology College of Engineering, Yadrav (Ichalkaranji) is running under the umbrella of Shri Shamrao Patil Yadravkar Educational & Charitable trust. Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body.

Appendix I- Board of Trustees

e) Educational Institutes:

Currently the trust has following Institutions / units under its roof.

- Sharad Institute of Technology College of Engineering, Yadrav (Ichalkarnji)
- Sharad Institute of Technology, Polytechnic, Yadrav (Ichalkaranji)
- Sharad College of Agriculture, Jainapur

- Sahkarratna Shamraoji Patil (Yadravkar) Industrial Training Centre, Yadrav
- Sharad Science & Commerce Junior College, Yadrav (Ichalkaranji)
- Danling High School, Umalwad
- Dyanganga High School, Jaysingpur
- Dyanganga Balvikas Mandir, Jaysinpur
- Sharad Play Group & English Medium School, Yadrav (Ichalkaranji)

1.2 Institute Profile:

a) **Name of the Institute:**

Sharad Institute of Technology College of Engineering, Yadrav (Ichalkarani)

b) **Address of the Institute:**

Gat No. 473A & 525, YADRAV (Ichalkaranji), Tal- Shirol, Dist. Kolhapur

Pin: 416 121 (Maharashtra)

c) **Contact details:**

Phone No. with STD Code: (02322) 253000, 253001

Fax No : (02322) 252897

E-mail : contact@sitcoe.org.in

Website : www.sitcoe.org.in

d) **AICTE Approval No & Permanent ID:**

AICTE First Approval No: File no.06/7/MS-Engg./2009/7 May 16, 2009

AICTE Permanent ID: 1-4156934

e) **DTE Institute Code:**

DTE Institute Code: EN6317

f) **Affiliating University:**

Dr. Babasaheb Ambedkar Technological University, Lonere (Since 2017-18)

Shivaji University, Vidyanagar, Kolhapur (till 2020-2021)

1.3 Vision, Mission and Quality Policies

Vision

To be a center of excellence in technical education by using cutting edge technology that produces competent engineers of today and tomorrow to serve the society.

Mission

1. To import quality education by implementing state-of –the-art- teaching learning methods to enrich the academic competency, credibility and integrity of the students.
2. To facilitate a conducive ambience and infrastructure to develop professional skills and nurture innovation in students.
3. To inculcate sensitivity towards society, respect for environment and promote high standards of ethics.

Quality Policy

We at Sharad Institute of Technology College of Engineering, Yadrav (Ichalkaranji) committed to provide highest quality in planning, design and effective implementation of Technical education by involving all stakeholders, upgrading facilities and faculty through continuous improvement.

1.4 Board of Governance

Good governance of the technical institution plays an important role in the growth and development of the Institution. Governing body acts professionally and approves the ultimate goal of the Institution. The governing body is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved. The body meets twice a year and proceedings of the meetings should be maintained properly. The college is governed by the governing body which is constituted as per AICTE and trust norms. Governing body should perform all four types of functions, i.e. managerial, administrative, academic and financial. Governing body should perform following functions in each category:

Managerial:

- **Provide Vision:** Governing body should initiate the process of crafting the vision statement and preparing vision document of the institution.
- **Inculcate Values:** Governing body encourages the establishment of value system to achieve vision, missions and goals of the Institution.
- **Act as a buffer:** Governing body serves as bridge and buffer between the institution and stakeholders.
- **Support the head of the Institution:** Governing body should support the head of the Institution to carry out the business of the Institution. There should be good relationship between the head of the Institution and governing body.
- **Oversee the functioning of the Institution:** Governing body should monitor and evaluate the performance of the Institution on regular basis against set goals.

Administrative:

- **Approval:** Governing body should approve annual reports of the Institute.
- **Approval of Policies:** Governing body should approve recruitment policy. It should approve and review procedures for selection, recruitment and transfer of faculty and staff members. It should approve service conditions, emoluments and travelling allowances for teaching and non-teaching staff of the Institute. It should approve the policy of appointing consultant, visiting faculty, experts and other people based on need.
- **Evaluate the performance of head of the institution:** Select, support and evaluate the performance of head of the Institution. The governing body manages the institution and its performance through head of the institution. The head of the Institution should possess abilities to manage the institution according to wish of the governing body.

Academic:

- **Approval:** Governing body should approve new programme of studies leading to diploma, post-diploma, undergraduate, postgraduate and Ph D.
- **Utilization of academic resources:** Governing body should ensure full use of academic potential of the institution in various academic activities.

Financial:

- **Approval:** Governing body should approve annual budget & expenditure.
- **Audit:** Governing body should appoint qualified auditor every year to conduct the audit. Consider the issues raised by the auditors for improvement in finance utilization.
- **Financial health:** Governing body should ensure good financial position of the institution through proper planning and utilization of funds.

The head of the institution should ensure the implementation of decisions of governing body.

Appendix II- Board of Governance

1.5 Local Managing Committee

As per the Maharashtra University Act separate Local Management Committee is constituted for the day to day functioning of the college. This committee should meet three to four times a year and proceedings of the meetings should be maintained properly. Members elected or nominated shall have a term of five years. The committee comprises of the Chairman of the management, Secretary of the management, three local members nominated by the management, three teachers elected by the institution, one non-teaching employee and Principal- Member Secretary.

The duties of the local managing committee are:

- Prepare the budget and forward it to the governing body.
- Determine the program of instruction and internal evaluation and to discuss the progress of studies in the college
- Monitor academic function of the college and extracurricular and co-curricular activities.
- Make recommendations to the management for the improvement of the standard of teaching in the college.
- Formulate proposals of new expenditure not provided for in the college budget if any.

Appendix III- Local Managing Committee

1.7 Intake Capacity

The institute is approved by AICTE, New Delhi, Recognized by Government of Maharashtra and is affiliated to Dr. Babasaheb Ambedkar Technological University, (DBATU) Lonere and Shivaji University Kolhapur. Currently there are five undergraduate courses run by the institute. The student Intake capacity is as follows:

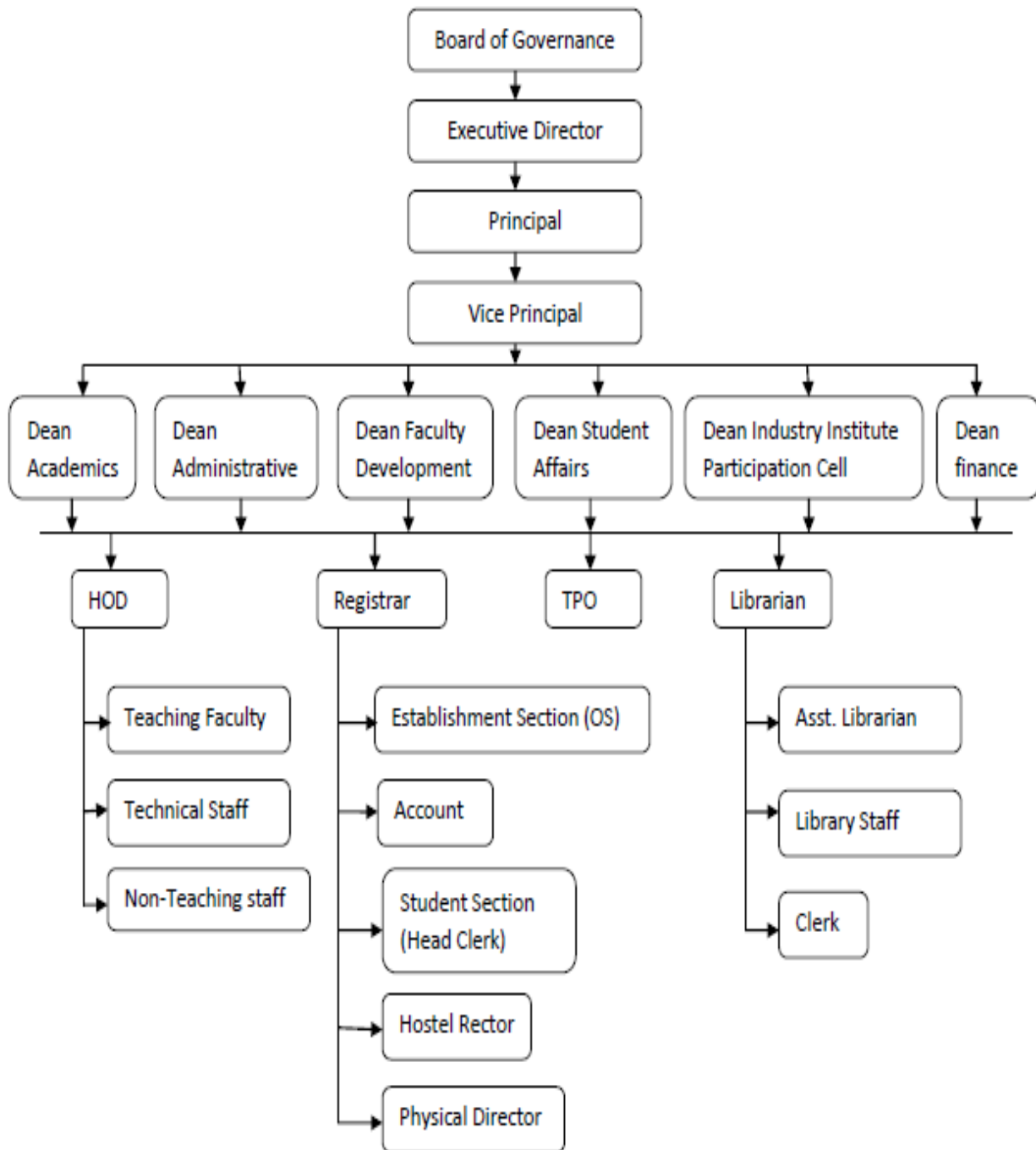
Sr No	Programme	Year of Starting	Duration	Intake
01	Civil Engineering	2009	04 Years	60
02	Computer Science & Engineering	2009	04 Years	60
03	Electrical Engineering	2010	04 Years	60
04	Electronics & Tele-Comm. Engg	2009	04 Years	120
05	Mechanical Engineering	2009	04 Years	120
06	Mechanical Engineering (Direct 2 nd year Division)	2012	03 Years	60
Grand Total		-	-	480

1.8 Discipline

- 1. Uniform and I-card:** The staff should wear uniform on every Monday and Thursday. If any particular staff member is found not wearing uniform, disciplinary action is taken against him / her.
- 2. Reporting on duty upon arrival:** Every day staff members are required to register their attendance in the Attendance Muster as well as Biometric system.
- 3. Late arrival:** Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. For 05 late arrivals one day leave is considered. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation.
- 4. Leaving the campus before time:** In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.
- 5. On Duty leave:** All staff members should fill up the ON DUTY leave and take Head of

the Department / appropriate authority's authentication and submit the same to Principal for approval. The leave form, duly approved and signed by Principal should be submitted in college office for records. In case of Head of the Department, the On Duty form should be submitted directly to Principal for approval.

Chapter-2

Organizational Structure**2.1 Organizational Chart /Hierarchy**

2.2 Hierarchy of Reporting

Reporting by different staff members to higher authorities shall be according to the table below: In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

Staff	Reporting Authority
Principal	Exe-Director
Dean	Principal
Head of the Department	Principal
Registrar	Principal
Training & Placement Officer	Principal
Librarian	Principal
Physical Director	Principal
NSS Officer	Principal
Teaching Staff	Head of the Department
Laboratory Staff	Head of the Department
Office Staff	Registrar
Library Staff	Librarian
Store Staff	Registrar
Non-teaching Staff	Head of The Department

2.3 Duties & responsibilities

Each employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability.

1) Principal:

As the head of the institute, Principal should have the vision and leadership ability to keep a college developing.

- To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments.
- To promote industry institution interaction and research & development activity.

- To conduct the periodical meetings of the faculties for effective administration of the college.
- To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- To sanction the leave of the staff as per the norms.
- To prepare budget and ensure proper utilization of resources
- To communicate with University, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.
- Organize meetings of Governing Body and Local Managing Committees and maintain minutes of the meeting.
- To formulate policy and facilitate the consultancy work in the institution.
- To encourage Industry Institute Linkages and Collaborative Research programs
- To execute any other work assigned by the management.
- To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Dean & HOD

2) Vice-Principal:

- Vice Principal is responsible for the role of Principal, defined in this manual, in his/her absence, when charge of Principal is handed over; be played effectively.
- To ensure smooth working in all departments as per the HR manual taking due steps in case of discrepancies.
- To monitor feed-back process conducted and handled.
- To execute any other work assigned by principal & management.

3) Dean - Student Affairs:

- Responsible for maintaining the students discipline within college premises with respect to attendance, college uniform, smoke and alcohol free environment with the help of Head of Departments.
- To assist students for effective organization of extracurricular & co curricular activities in and outside the campus.
- To keep watch on hostel and campus for ragging free environment.

- To counsel students for any issue that may arise.
- To assist the Principal in all students related issues.
- To execute any other work assigned by principal & management.

4) **Dean - Academics:**

- Responsible for preparing timetable and Smooth execution of it in all departments with the help of Head of the Departments.
- To prepare the institute academic calendar
- To maintain academic records as per the requirement under rules.
- To execute all Internal Examinations and declare their results.
- Communicating with parents and students about their academic progress and problems.
- To execute any other work assigned by the Principal and management.

5) **Dean - Administration**

- Responsible for employee development and maintaining the employee discipline within college premises with the help of functional Heads.
- To develop resources and ensure proper utilization of all resources.
- To keep watch housekeeping activities including hostel.
- To supervise the admission process of students

6) **Dean - Finance**

- To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made.
- To examine the annual statement of the accounts and financial estimates of the Institute prepared by the Finance and Accounts Officer and submit it to Board of Governance for further action.
- To take necessary steps to have the Institute accounts audited by Auditors appointed by the BOG.
- To report to the Executive Director/ Principal any lapses or irregularity in the financial matters which come to its notice.
- To prepare a detailed plan of the activities to be undertaken for the academic year as advised by the BOG.
- To ensure smooth functioning of the Institution by coordinating all the activities of different Departments and Committees.

- To take a follow up of activities and to assign tasks to different committees from time to time and advise for any discrepancies.
- To execute any other work assigned by the Principal and management related to Finance

7) Dean – Industry Institute Partnership Cell (IIPC)

- To formulate policy and facilitate the consultancy work in the institution.
- To encourage Industry Institute Linkages, Collaborative Research programs, and the formation of new incubation centers.
- To monitor Research projects on a periodical basis and effective utilization of grants of research projects and timely completion of these projects.
- To apply for intellectual properties generated from research at college and to market these into patents in the industry.
- To execute any other work assigned by the Principal and management related to IIPC.

8) Dean – Faculty Development

- To form policies with the consultation of the management for sponsoring faculty for attending conferences/seminars/workshops.
- To initiate and organize various faculty and staff development programs for continual education.
- To conduct various faculty welfare activities in consultation with management
- To execute any other work assigned by the Principal and management related to administration.

9) Head of the Department

- To monitor and conduct academic activities of the department under the guidance of the Dean Academics.
- To take department and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of department results and academic performance.
- To coordinate term work assessment and conduction of practical /oral examinations as laid down by DBATU, Lonere and Shivaji University, Kolhapur.
- To maintain discipline and enforce rules as laid down by the institute, in the department.

- To monitor the day to day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- To conduct regular meetings with teaching and non-teaching staff as well as the Class Representatives along with Class Teacher to sort out any issue and queries related to academics.
- To execute any other work assigned by the Principal and management.
- To prepare the department requirements and budget needed.

To oversee the purchase and deployment of any resource allotted for the department.

10) Faculty /Teacher

Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor.

The Duties and responsibilities are as follows.

- To understand the Quality Management Policy and Quality objectives of SIT College of Engineering, Yadrav.
- To follow all rules and regulations as laid down by the institute which include working time in the institute, signing of the muster, college uniform, leaves updating, Submission of tax documents etc.
- To work sincerely to executes all duties towards academics which include planning and conduct of lecture and practical, Preparation for the course assigned, conduct of internal exam ant to maintain the course file sand personal file in appropriate format.
- To use innovative teaching aids and adopt innovative teaching-learning methodologies.
- To counsel students and conduct extra lectures/revision lectures for students requiring help.
- To organize/coordinate/attend various seminars/workshops/STTP/training programs.
- To participate proactively in any research and development activities conducted in the department.
- To perform other academic/administrative duties assigned by Head of the Department/ Principal/ management

11) Librarian/Assistant librarian

- To implement all library rules as defined by the management.
- Responsible for overall functioning of the library.
- Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books, online resources etc. and renewal of books/magazines.
- To display all technical articles, literature and new arrivals.
- To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- To execute any other work given by management.

12) Training and Placement Officer.

- To maintain complete information regarding student appearing for placement activities.
- To conduct placement activities smoothly.
- To decide and arrange for personal development programs for student.
- To update and maintain the contact details of companies interested in recruitment activities.
- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- To take feedback from industry about the students recruited.

13). Non-teaching technical staff

A. Laboratory/Technical Assistant.

- To prepare the laboratories for smooth conduction of laboratory session.
- To assist faculty and student during laboratory session.
- To maintain Dead stock register, Instrument issue register and maintenance register.
- To conduct installation of new equipments and maintenance of existing equipments.
- To maintain and update the approved supplier list for equipments.

B. System Administrator.

- To update and maintain institute website with institute data.
- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- To initiate purchasing of equipments.
- To provide support for various software servers.
- To ensure continuous internet during assigned hours.
- To give support to On-line exam, Seminar, Workshop, technical training program.

14) Non-Teaching non-technical staff.

A Registrar/Deputy Registrar/Assistant Registrar.

- To provide secretarial support to the Executive Director.
- To handle day to day office activity smoothly.
- To execute the admission process and University Examination process of students.
- To handle student grievance and taking remedial action.
- To execute any other work given by management.

B. Account-

- To prepare budget according to given guidelines by higher authorities and implement the same after the sanction.
- To attend to correspondence/with State/Central Government/U.G.C. and other higher authorities with the assistance of the account staffs
- To attend to audit queries and to reply audit report.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Maintains accounting controls by preparing and recommending policies and procedures.

C- Office Superintendent.

- The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him.

- To maintain cordial public relations and to attend to the queries of the members of the public and students and supply information to Government authorities as per requirements.
- To exercise check and follow up of letters received from the Government of India/Chancellor/State Government/U.G.C./DTE/Universities etc.
- To draft notes of cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and given interim replies.
- To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
- To give instructions regarding destruction of old records according to the directives of Registrar.
- Any other work assigned to the Superintendent by the management from time to time.

D Hostel Rector.

- Hostel rector is responsible for smooth working & discipline hostel.
- Hostel Rector/ Rectress should maintains entry/exit register for students effectively.
- Hostel Rector/ Rectress should ensure that no student leaves the hostel without getting the leave sanctioned. The record of the same be maintained accordingly.
- Hostel Rector/ Rectress should ensure that leave to outside for one day or more be sanctioned by concerned authority after getting convinced that the case is genuine.
- Discrepancies be reported by students should take the necessary steps.
- Hostel Rector/ Rectress should ensure that no trace passer or unauthorized persons (who are not the members of the hostel) be allowed to enter in the Hostel without permission higher authority & maintain record of same.
- Hostel Rector/ Rectress should ensure that condition of cots, tables, chairs, windows including glasses, fans, tube lights, etc. be recorded at the time of first entry of the students in the room and also at the time that the room is left by the students. Due steps be taken in case of discrepancy.
- Hostel Rector/ Rectress should ensure that cleanliness and hygiene conditions are maintained in the Hostels and around.
- Hostel Rector/ Rectress should ensure that stock register of all the material (furniture,

equipments, locks etc.) be maintained along with purchase order, bills and receipts.

- Hostel Rector/ Rectress should ensure that separate register be maintained for consumables along with purchase order, bills and receipts.

2.4 Grievance Redressal Mechanism

FUNCTIONS:

- There shall be grievance committee to deal with the grievances of the Students, teachers and other employees of the Institute to hear and settle grievances.
- It shall take care of the inputs received from students, observers and staff regarding indiscipline, ragging and sexual harassment activities of the student.

CONSITITUTION:

Chairman	: Head of the Institute
Members	: 01 HOD from each department 01 Librarian
Member Secretary	: Registrar

PROCEDURE:-

- Any employee or student of the Institute could address his grievance in writing to the member secretary of the Committee.
- The grievance could be arising out of policy matters or personal reasons.
- Whenever an employee or student wishes to put forth any claim or seeks redress of any grievance or of any wrong, which he deemed having been done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- No employee or student shall be a signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.
- The committee shall call for a meeting within a week of receiving any grievance and resolve the grievances

Appendix: IV Grievance Form

Chapter -3**Service Rules****3.1 Staff Pattern**

The staff pattern, the cadre structure and the students - staff ratio will be followed according to the norms given by AICTE / DBATU Lonere, Shivaji University Kolhapur / State Government of Maharashtra

3.2 Qualifications

The prescribed minimum qualifications and experience requirements for the various teaching and non-teaching posts will be as per the norms of AICTE, DBATU Lonere, Shivaji University Kolhapur & State Government of Maharashtra.

3.3 Pay Scales & Incentives

The pay scales and Incentives for the various teaching and non-teaching posts will be as per the norms of AICTE, DBATU Lonere, Shivaji University Kolhapur & State Government of Maharashtra.

3.4 Mode of Selection**3.4.1: Faculty Members****A) PROCEDURE**

The procedure as specified by AICTE in their regulation dated 05th March, 2010 is followed. Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

1. University approval for filling the post is obtained.
2. Advertisement in leading Newspapers.
3. Scrutiny of applications received till the last date mentioned in the advertisement.
4. Selection committee is constituted by the DBATU Lonere, Shivaji University Kolhapur

5. Fixing of schedule for conduct of interview.
6. Intimation to candidates about the date and time of interview.
7. Reporting of candidate and verification of certificates.
8. Process of interview.
9. Submission of recommendation report to university for consideration and approval.
10. Issue offer of Appointment to the selected candidate.
11. Inclusion of the candidate in regular muster roll.
12. Submission of report on “Change in Staff” for university approval. On receipt of approval, regularization of appointment.

Adhoc faculty

Direct Recruitment to all Adhoc-faculty is based strictly on merit. Selection is done by duly constituted Committees consisting Executive Director as chairman, HOD and/or minimum two senior faculty members. The following procedure is adopted in selection of Adhoc-faculty members.

1. Advertisement in Newspapers.
2. Fixing of schedule for conduct of interview.
3. Reporting of candidate and verification of certificates.
4. Process of interview.
5. Issue offer of Appointment to the selected candidate.
6. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.

3.4.2: Non-Teaching Staff

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee. The following procedure adopted for selection of supporting staff-

1. Advertisement in Newspapers.
2. Fixing of schedule for conduct of interview.
3. Intimation to candidates about the date and time of interview.
4. Reporting of candidate and verification of certificates.
5. Process of interview.
6. Issue offer of Appointment to the selected candidate.
7. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.

3.5 Service Records

A service book for keeping the record of service of staff shall be maintained by Registrar in respect of each employee of the College. All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be approved by the Principal. The Registrar shall show the service book to each employee in the month of July every year and the employee shall sign in the service book after verification.

3.6 Service Conditions including Promotion Policy

- A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- The pay scale of Teaching Staff shall be as fixed by the Selection Committee in accordance with the norms prescribed by AICTE.
- The pay scale of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the norms prescribed by Government.
- The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply.
- The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.

3.7 Policy Related to Probation

- Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the

appointment.

- The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management in case of non-satisfactory performance.
- If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

3.8 Policy Related to Promotion and Increments

- Promotion to higher level of service shall be made under the Career Advancement scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.
- Other things being equal, seniority will be the deciding criterion.
- Increments will be sanctioned only on satisfactory report of performance of the Employee.
- An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory.
- The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.

Performance Appraisal Systems:

Annual Staff Performance Appraisal Systems have been introduced. The System consists of

- Self- Appraisal
- Feedback by Students
- Appraisal by Head of Department
- Appraisal by Head of the Institution/ Peer group

Transparency

The Management, Principal and vice Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- Internal promotions.
- Selection as HODs/ Chairman's of Committees
- Selection Grade Promotions.
- Eligibility for Study Leave and other benefits.
- Awards.
- Results of the appraisal will find a place in the Personal file.

3.9 Policy Related to Resignation

- Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof.
- The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.
- Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof.

3.10 Policy Related to Termination of Services of an Employee

- The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.

- The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.
- A service file shall be maintained in case of all employees. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- The Management, subject to the ratification of the governing council, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.

3.11 Code of Conduct

- An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties.
- This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission.
- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute. Any faculty/staff members, who reports incidents ragging will be given a certificate of appreciation, which will part of service record.
- No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the

media with his/her grievance/s.

- An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
- No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

3.12 General Policy

- a) Policy for Physically Handicapped People: Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."
- b) Drug and Alcohol Free Workplace Policy: The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment
 - i. Abide by the institute's policy on prohibited substances; and
 - ii. Inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.
- c) Equal Employment Opportunity: It is a policy of the Institute to give equal

opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

- d) Sexual Harassment: Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:
 - i. Physical contact and advances. or
 - ii. Demand or request for sexual favors. or
 - iii. Sexually colored remarks. or
 - iv. Showing Pornography. or Any other unwelcome physical, verbal or non verbal conduct of sexual nature.
- e) Soliciting / Canvassing : Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.
- f) Attendance: Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department .A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action
- g) Conflicts of Interest: An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.
- h) Safety: Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless

work habits.

- i) Confidential Information: Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.
- j) Gratuities: Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.
- k) Political Activities: As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.
- l) Disruptive Behavior: While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favourable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.
- m) Outside Employment: Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before

taking up any kind of employment.

- n) Malpractices: No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute

3.13 Disciplinary Proceedings

It is obligatory for an employer's to set and maintain satisfactory standards of conduct and performance work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- i. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- ii. Normally no formal disciplinary action is taken without some informal Counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the Department / .
- iii. It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.

3.14 Faculty Development and Welfare measures

Welfare Measures

The following are service benefits and welfare measures extended to the employees of the College.

- a. Employees Provident Fund (EPF)
- b. Accident Insurance Scheme
- c. Group Gratuity Scheme
- d. The Management grant maternity leave to the women employees, for a period of 180

days and limited to the first two living children.

- e. Dress code for Non- teaching Staff

Faculty Development

Opportunities for Higher Studies:

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at institutions like IITs and IISC, Bangalore and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

- a. Preference will be given to those opting for doctoral programs, followed by Master's degree and second master.s degree on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program and 3 years after completion of masters program.
- b. In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

Seminars/ workshops/Conferences

- a. Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as "ON DUTY".
- b. The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.
- c. Faculty members are encouraged to take up minor research and development projects. Grants will be sanctioned to the extent possible.
- d. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds & management.

Staff Development And Training: Support Staff (Administrative)

- a. Arranging in house training programme for improving communication skills,
particularly skills of writing (with such inputs as grammar at basic level) with the help of the Department of English.
- b. Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering College.
- c. Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

Staff Development & Training: Support Staff (Technical)

- In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads.

3.15 Awards

Best Teacher Awards and Best Support Staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

3.16 Other Services & Approval Authorities

Faculty Certificate Issuing Policy

Sr No	Type of Certificate	Concerned Section	Application Address to	Channel of Application	Granting / Signing	Max. No	Fee Amount
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Sr No	Type of Certificate	Concerned Section	Application Address to	Channel of Application	Granting / Signing	Max. No	Fee Amount
01	Salary Certificate	Account	Principal	Section Clerk-Register	Exe-Director	01	--
02	Employment Certificate	Establishment	Principal	Section Clerk-Register	Exe-Director	01	
03	Experience Certificate	Establishment	Principal	Section Clerk-Register	Exe-Director	01	--
04	Relieving Order	Establishment	Principal	Section Clerk-Register	Exe-Director	01	--
05	Address Proof	Establishment	Principal	Section Clerk-Register	Principal / Vice-	01	
06	Duplicate Identity Card	Establishment	Principal	Section Clerk-Register	Principal / Vice-	05	100
07	Any Other Certificate	Establishment	Principal	Section Clerk-Register	Principal / Vice-	01	--

Before issuing Relieving Order: Obtained Clearance Certificate from Concerned Faculty / Staff.

Office Copy of above Certificates: Kept in Personal File of Concerned Faculty / Staff

Faculty Recruitment Policy: Ad hoc

Sr No	Process Steps	Demand by/ Prepared by	Channel	Sign - Noted by	Order for
01	Requirement of Faculty As per WorkLoad	Concerned HOD	Register – Principal Exe-Director	Exe-Director / Principal	LMC Discussion
02	Discussions in LMC	--	--	LMC Meeting	Preparation for Draft Advertisement

Sr No	Process Steps	Demand by/ Prepared by	Channel	Sign - Noted by	Order for
03	Preparation of Advertisement	Register	---	Exe-Director / Principal	Publishing Advertisement
04	Received Applications Inward	Inward Clerk	Register - Principal	Exe-Director / Principal	Filing
05	Scrutiny and prepare list of Eligible candidates	Section Clerk	Register - Principal	Exe-Director / Principal/Vice-Principal	Call for Demo and Interview
06	Constitution of Selection Committee	--	Register - Principal	Exe-Director / Principal	To finalize date of Interview & Preparation
07	Call for Demo & Interview	Section Clerk	Register - Principal	Exe-Director / Principal	
08	Selection Committee Report	--	Register - Principal	Exe-Director / Principal	
09	Preparation of Employment Chart	Section Clerk	Register - Principal	Exe-Director / Principal	Preparation of appointment Order
10	Appointment of Faculty and Joining	--	Register - Principal	Exe-Director / Principal	

Before Publishing Advertisement:

1. Enquiry for Rates for publication through Public Relation Cell (PRC)

2. Finalization of Rates and Newspaper by Management through PRC

Constitution of Selection Committee:

1. Exe-Director
2. Principal /Vice-Principal
3. HOD Concerned Department
4. Subject Expert

Appointment Order:

1. Prepared by concerned Section Clerk
2. Kept for Finalization to Principal through Register
3. Finalization & Counter signed by Principal
4. Approved by Exe-Director & Chairman, Governing Council
5. Issued by Exe-Director /Principal
6. Copy to-
 - a. Personal File
 - b. Account Section through Register
 - c. Trust File
 - d. Main File

Joining Report:

1. Report to Principal
2. Order for prepare Joining Report by Principal to Section Clerk through Register
3. Accept the Joining Report
4. Order to proceed for further process as per Employment Certificate

Employment Chart:

1. Prepared by Section Clerk as per Selection Committee Report
2. Counter Signed by Register
3. Signed by Exe-Director & Principal
4. Proceed to Further Process through Register.

Chapter -4**Leave Rules****4.1 Types of Leaves****4.1.1 Casual Leave**

- All Faculty and staff are eligible for 15 days CLs in a year during the calendar year.
- Faculty and Staff who have not completed one year of service can avail CLs only on pro-rata basis.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in a calendar year will lapse.
- Half a day casual leave can be availed if an individual starts working immediately after lunch for the afternoon session or going for the lunch immediately after half day's work, in the forenoon, and not returning for duty for the rest of the day.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- Casual leave is availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after informing concerned authority or telephone immediately on rejoining duty.
- It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended.
- Establishment Section should maintain the casual leave register and permission granted for the faculty/staff under his/her control and should submit before the last working day to the Accountant for preparing the pay bill.
- The rules and regulations given above may be followed while working out the pay bill

for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

4.1.2 Medical Leaves [ML]

- a. All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining.
- b. Request for extension of ML will be considered by the Head of the Department / Principal / Management. An employee returning from ML will be required to submit a physician's certificate and a fitness certificate. The services of the Institute's medical officer may be utilized for this purpose.
- c. For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by MBBS doctors.
- d. Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Head of the Department Management.
- e. Unscheduled Absences Unplanned absences can be very detrimental to work place efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.
- f. Unused MLs will be carried forward into the subsequent year[s].

4.1.3 Duty Leave

Duty leave may be granted for:

- Attending conferences, symposia and seminars with the prior permission of the competent Authority.
- Delivering lectures in institutions and universities at the invitation.
- Participating in a delegation or working on a committee appointed by the AICTE, State

Government or University Grants or any other academic body.

- For performing any other duty for the university/Institute.

Appendix V : Leave Card

4.1.4 Maternity Leave [MA] and Paternity Leave [PA] :

Maternity leave may now be granted to a female teacher for 180 days and only twice in one's career. Likewise a paternity leave of 15 days may be granted to a teacher father.

- A lady employee with minimum 2 years of continuous service is entitled to a maternity leave on full pay and allowances for a maximum period of 180 days subject to the submission of a medical certificate.
- A lady employee with minimum 1 year but less than two years of continuous service is entitled to maternity leave without pay and allowances for a maximum period of 90 days subject to the submission of a medical certificate.
- In all other cases the Principal fixes a period of leave to be granted as Maternity Leave without pay.
- A lady employee, availing MA, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Principal reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
- Not more than 2 MAs can be availed by a lady employee while in service at the Institute.
- Paternity Leave [PA] can be availed by the male staff / faculty for a period not exceeding 15 days and not more than 2 PAs can be availed by male employees while in service at the Institute.

4.1.5 Compensatory off [CO]

- Who works on holidays will be entitled to CO for an equal number of days that they have worked.
- COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.
- If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and not as COs.

- d. COs cannot be carried over to the next calendar year.
- e. Examinership: No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examinership will be considered as on duty for record.

4.1.6 Study Leave [SL]

A SL of maximum six months is granted to an employee who has served the Institute for a period of minimum five years without break in service. This leave is meant for pursuing higher studies, undergoing skill up-gradation, research work career advancement etc. The employee is entitled to full pay and benefits during the period of SL. A proof of having effectively used the SL is required to be submitted to the Institute on resuming duties. A teacher may be able to avail herself/himself of this leave only once for a total span of 5 years with consultation of higher authority.

4.1.7 Sabbatical Leave (SA)

Any faculty who has completed ten years of continuous service can avail one year of SA with full pay for study /executing research projects / Book writing etc. A proof of having effectively used the SA is required to be submitted to the Institute on resuming duties.

4.1.8 Special Leave [SP]

An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.

Paid special leave for ten days can be made available for the own marriage or death of parents or close relatives with prior permission of management.

4.2 Vacation

4.2.1 Vacation Leave

- Teaching and non-teaching staff who have completed 1 year of service are eligible for a vacation leave. Vacation can be provided as per rules.

4.3 Leave / Vacation Approval Policy

Sr. No	Type of Leave	Days / Year	Purpose	Sanctioning Authority	Leave request must be received at least
01	Casual Leave	15	Personal work etc	Principal/Vice-Principal	01 day in Advance
02	Sick Leave /HPL	10	Medical ground	Principal/Vice-Principal	-
03	On Duty Leave	-	College /University Duty	Principal/Vice-Principal	01 day in Advance
04	Earned Leave (for administrative staff)	30 (No Encashment)	-	Exe-Director /Principal	03 days in Advance
05	Special Leave	-	Marriage /Function etc	Exe-Director /Principal	05 days in advance
06	Maternity Leave	90 / 180 (Max.2MA)	Maternity	Exe-Director / Principal	15 days in advance
07	Paternity Leave	15 (Max.2PA)	Paternity	Exe-Director / Principal	15 days in advance

1. Casual leave cannot be combined with any other kind of leave. However, such leave may be combined with holidays including Sundays. Holidays or Sundays within the period of casual leave shall not be counted as casual leave.
2. Sick Leave / Half -pay leave may be granted on the basis of medical certificate from a registered medical practitioner.

3. Maternity leave may be granted to a woman teacher for a period of 90 days (ad hoc appointment) and of 180 days (approved candidate) to be availed twice in the entire career.
4. Special leave not exceeding 10 days in an academic year may be granted.
5. Every individual must apply for leave through proper channel, by making prior alternative arrangement for the workload.
6. Unutilized SL & EL in an academic year can be stored for the following years.
7. Administrative Staff- Principal, Librarian, Physical Director, Administrative Office Staff & Peons.

Chapter 5

Research & Development Policy**5.1 Research & Development Cell and its Objectives:**

SIT College of Engineering believes in a judicious combination of teaching and research for the benefit of student community at large. The institute envisages innovation and technological development through its R & D cell. It has plans to cultivate academic and research collaborations with national and international universities, governments and industries to meet the immediate needs of society and the industry. The institute also remains committed to long term research as the foundation for future development.

5.1.1 Objectives:

- To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.
- To motivate faculty for doctoral and post doctoral assignments at various national and international universities and organizations of repute.
- To encourage faculty to undertake research projects in, thrust areas in science and engineering funded by various national and international agencies.
- To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
- To convert College of Engineering into Center of Excellence.
- To set up the incubation centers in the engineering discipline.
- To adopt collaborative research with IIT, NIT, Research laboratory and industries.
- To mentor the research projects to academics and industries.
- To publish the research work in renowned journals.

5.2 Constitution of R & D Cell:

The R & D cell comprises of faculty members from various departments in the institute. This committee oversees the smooth and efficient co-ordination of research and development activities in the institute, thus fostering overall growth. A senior faculty heads this cell in the capacity of Dean - R & D, with the Principal providing advisory support. Research Committee has been formed, viz. Central R&D Committee

This Committee will contribute towards enhancing the inputs to research and developments at SIT College of Engineering. The R & D Committee will plan, promote & evaluate R& D activity like R&D projects, UG projects, etc. at the institute level. The committee meets once in every six months to discuss the status of ongoing projects & to plan for the future one. All records are prepared & maintained by Principal's office. The Committee is formulated as:

Chairman: Principal

Co-Chairman: Head of R & D.

Member Secretary: Any Senior faculty

Two members from every department

5.3 Responsibility of the members towards R & D:

- To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.
- To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various thrust areas of national and international importance.
- To initiate and promote MoU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- To arrange talks and interactions by eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.

- To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums and faculty development programs.
- To visit R&D organizations and disseminate information regarding the effective implementation of research projects.
- To suggest peer reviewed national and international journals for subscription in central library as well as department library.
- To keep everyone abreast of all announcements by various funding agencies like Department of Science and Technology, Department of Atomic Energy(DAE), Defense Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research (CSIR), All India Council for Technical Education(AICTE) , University Grants Commission (UGC), University of Pune (UOP) etc.
- To motivate students for presenting technical papers in National and International conferences and projects in competitions and exhibitions. B.E. projects can be considered as a mini research project.
- To encourage and organize R&D Interdepartmental / collaborative work positively.

5.4 Facilities Available on Campus: .

The research facilities available on campus are:

- A well-equipped library with more than 24000 Books, and e-journals by IEEE, Science Direct etc.
- Softwares like MATLAB, LabView, AutoCAD, MultiSim, , Oracle etc are available.
- Various Micro controller kits are available and hardware for clustering, android based platforms, Wireless sensor N/W sensor nodes, ARM platforms for experimentation are in the process of procurement.

5.5 Policy of Encouragement to Employees:

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing knowledge and is the pursuit of truth with the help of study, observation,

comparison, experiment, collection of facts or data and analyzing the facts. The conclusions are reached either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

5.6 Norms for Organizing Seminar, Conference etc. in the Institute:

For In-house R&D events, the following guidelines may be used with the approval of Dean - R&D.

- 100 % concession may be given in registration fee for faculty of host department
- 100 % concession may be given in registration fee for faculty of other departments, to a maximum two faculty, on recommendation of the concerned Head of the Department.
- The concession so granted shall be reimbursed on submitting the certificate of participation. All the participants shall initially pay the full registration fee and claim for reimbursement only after fruitful completion of the program.

5.7 Funded Projects and Consultancy Work:

- a. **Funded Projects:** The depth of R&D culture, in any institution is judged by the number of grants approved and funds generated via various projects. A large number of new research projects are initiated every year with funding from various national and international governmental organizations and industries. The R&D cell keeps the faculties, abreast of all such information encourages them to submit proposals for funding.
- b. **Consultancy Assignments:** Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and the benefit of the consultancy to the institute; both intellectually as well as financially. The ratio happens to be 70% to consultants and 30% to Institute. Proof of expenditure must be maintained as per the concerned funding agency.

- c. Permission for accepting research or consultancy project: All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.
- Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R&D committee before submission to the funding agency.
 - All applications related with R&D shall be routed through the Dean - R&D along with one hard copy for R&D records. A soft copy shall also be emailed to the Dean - R&D, department representative in R&D cell and also to the Head of the Department.
 - Separate dead stock registers shall be maintained for the entire R&D for the externally funded projects in every department.
 - Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.
 - Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
 - The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
 - In case the Principal Investigator leaves the institute all the items, instruments, software etc. purchased shall remain as an asset of the institute .
 - All Head of the Department must regularly and diligently update the R&D information on the institute website for department and give reports to Dean- R&D.
- d. Progress Report submissions: The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department by 1st of June every year. The Head of the Department along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.

5.8 Patents:

Receiving patent for one's research work is one of the most important factors denoting the quality of research. Full financial and legal assistance shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the name of SIT College of Engineering with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher. If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the institute. If patent is filed by Institute, then 100% expenses are borne by Institute. If filed jointly then 100 % expenses are borne by Institute and Individual.

5.9 R & D Budget:

The Head of the Department shall formulate the yearly R&D budget, in close co-operation with the senior faculty members in the department. The same is forwarded to, the Principal through Dean - R&D. Deputation for Paper Presentations and Training Programs Policy.

5.10 Paper presentation:

Generally an applicant applies to the sponsoring agencies like DBATU Lonere, All India Council for Technical Education, Directorate for Technical Education, Council of Scientific and Industrial Research etc. for request of funds. In case he gets major amount from the sponsoring agencies, the institute will sponsor him up to a certain extend or an amount enough to bridge up the deficit.

Table : Financial Assistance for Paper Presentations

Sr. No	Type	Financial Assistance (For Registration Charges)
01	International Conference (Abroad)	50% by Institute
02	International Conference (India)	100% by Institute
03	National Conference, Symposia Workshop, STTP, etc.	100 % by institute

Notes:

Reimbursements are based on budget provision but are limited to one for [national level] and once [for international level] in two calendar year for any individual staff member.

5.11 Training Programs for Teaching /Technical / Supporting Staff Member:

All Staff members are encouraged to take up various All India Council for Technical Education (AICTE) approved short-term training programs or attend reputed National or International conferences/seminars/workshops etc. during vacation period. Staff members who have put in more than one year of continuous service at SIT College of Engineering are eligible for such deputations. Head of the Department shall decide the usefulness of such programs and recommend the name of staff members for attending the programs to Principal for approval. As far as possible, such recommendations should be avoided during active period of the semester.

5.12 Submission of Proceedings /documents related to training programs:

After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the Central Library and the department library. In addition, the staff is required to make a presentation on the conference or training program attended to the department. This is also applicable to any kind of dissertation work tending to higher degrees.

5.13 Procedure to seek approval for funds:

The applicant must fill up the on duty form and submit it along with an application on the plain paper address to “The Principal” for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same.

Chapter 6

Travelling Allowance / Dearness Allowance Policy**6.1 Conveyance:**

- a. Local conveyance- Staff members traveling within the city for official work are eligible for compensation according to following table-

Table No. 7: Conveyance Rates

Type	Rs. Per km	Eligibility
Two Wheeler	2Rs/ km	All Staff
Four Wheeler	8 Rs/ Km	Head of the Department with at least two other members or a group of at least three staff members
Auto	5 Rs/ Km	All staff, If carrying heavy material

- b. Outstation conveyance- At actual for all staff. If Head of the Department with at least two other staff members or minimum three staff members are traveling, they can hire a taxi for such travel.
- c. Journey:
- Technical Staff and Non-teaching staff- Ordinary Sleeper class/ Bus, subject to production of tickets.
 - Teaching staff- Associate Professor, Assistant professors, Head of the Department - III AC or Luxury bus subject to production of tickets for proof.
 - Principal / Professor- For short-distance- AC car/ AC chair car. For long distance III tire AC.
 - Staff members must clear all Travel Allowance / Dearness Allowance claims within 48 hours after completion of the tour. They must submit the visit report to Head of the Department.

6.2 Dearness Allowance (DA)

It is Rs. 250/- per day in metro cities like Mumbai, Bangaluru, Delhi, Kolkata, Chennai.

For other cities DA is Rs. 200/- per day.

6.3 Lodging

Staff members shall be eligible for lodging expenses as per table below-

Lodging Rates

Staff Category	Lodging charges per day	
	Metro Cities	Other Cities
Non-Teaching	Rs.1000/-	Rs 800/-
Teaching	Rs 1500/-	Rs 1000/-
Associate Professor	Rs 1800/-	Rs 1200/-
Professor	Rs 2000/-	Rs 1500/-

Chapter 7

Purchase Procedure Policy

The staff members have to follow the defined purchase procedure as below:

- i. Requisition (indent) for the required item/consumables/material should be raised by the staff/lab incharge and submitted to the Head of Department for scrutiny and approval from the Principal.

Appendix VI– Requirement form

- ii. Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved.
- iii. The approved requirement will be sent to Stores through Head of the Department and Principal for calling quotations from various vendors.
- iv. The indenter will select best three quotations with the help of stores Department and will prepare comparison statement and forward the same to the Head of the Department and Principal. The purchase order will then be prepared. The purchase order, indent, 3 quotations, comparison statement, budget sanction document will be forwarded to the Principal for signature. The same bunch will be sent for approval of Executive Director. After the approval only the Purchase order will be sent to the supplier.
- v. Once the material is received at Stores, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Dead Stock Register.

Appendix VII- Dead Stock Register Format

- vi. Stores will receive the material, duly checking with the help of the indenter and issue the material to the concerned person. The invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment. Without passing remarks by Stores Department, Account Department will not process for payment and the payment to supplier will be delayed.
- vii. In case of urgent requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and Stores and then follow

all the above procedures.

viii. While passing Invoice, following documents in original are compulsory:

- i Purchase Order
- ii. Invoice
- iii. Delivery Challan
- v. Comparative Report
- vii. Quotation

Appendix I- Board of Trustees

Sr. No	Name of Trustee	Designation
01	Shri. Rajendra Shamgonda Patil (Yadravkar)	Chairman
02	Sou. Swaroopa Rajendra Patil (Yadravkar)	Secretary
03	Shreemati. Savitri Shamgonda Patil (Yadravkar)	Member
04	Shri. Sanjay Shamgonda Patil (Yadravkar)	Member
05	Sou. Trishala Sanjay Patil (Yadravkar)	Member
06	Shri. Ajit Babaso Khanjire	Member
07	Shri. Jivandhar Bapuso Murchitte	Member
08	Shri. Vithhalrao Naik Nimbalkar	Member

Appendix II- Board of Governance

Sr. No	Members	Designation	Position in The Governing Body
01	Shri. Rajendra Shamgonda Patil (Yadravkar)	Chairman of the Trust	Chairman
02	Sou. Swarupa Rajendra Patil (Yadravkar)	Secretary of the Trust	Member
03	Shri. Sanjay Shamgonda Patil (Yadravkar)	Member of the Trust	Member
04	Smt. Savitri Shamgonda Patil (Yadravkar)	Member of the Trust	Member
05	Shri. Anil Appasaheb Bagane	Executive Director Trust	Member
06	Dr. C.S. Varma	Nominee of the AICTE- Regional Officer	Member
07	Dr. Abhay E. Wagh	Nominee of the State Govt. Director – DTE (EX Officer)	Member
08	Dr. V.G. Saragade	Nominee of the University	Member
09	Shri. Nandkumar M. Patil	Educationalist	Member
10	Shri. Pratapsingh. K. Desai	Educationalist	Member
11	Dr. Jayant Chandrakant Padate	Industrialist	Member
12	Mr. Pawan K. Sharma	Industrialist	Member
13	Awaited	AICTE Nominee	Member
14	Awaited	State Government Nominee	Member
15	Dr. BNS Reddy	Faculty Nominee (Professor Level)	Member
16	Shri Shashiraj Shivling Chougule	FAculty Nominee (Assistant Professor Level)	Member
17	Dr. Sanjay Annaso Khot	Principal of SITCOE	Member Secretary

Appendix III- Local Managing Committee

Sr. No	Name	Designation	Nominee Status
01	Shri. Rajendra Shamgonda Patil (Yadravkar)	Chairman	Trust Chairman
02	Sou. Swaroopa Rajendra Patil (Yadravkar)	Member	Trust Nominee
03	Mr. Sanjay Shamgonda Patil (Yadravkar)	Member	Trust Nominee
04	Shri. Anil A. Bagane	Member	Trust Nominee (Executive Director)
05	Mr. Nandkumar M Patil	Member	Trust Nominee (Education)
06	Mr. Shekhar Deshpande	Member	Trust Nominee (Industry)
07	Mr. Bhalchandra Patil	Member	Trust Nominee (Industry)
08	Mr. S D Patil	Member	Teaching Representative
09	Mr. A A Suryawanshi	Member	Teaching Representative
10	Ms. P D Ghate	Principal	Teaching Representative
11	Mr. D D Shinde		Non Teaching Representative
12	Dr. Sanjay A Khot	Principal	Member Secretary

Grievance / Action Taken Form

[illegible]

Leave Record

Sick Leave Record

Application									Sanction			Office Record	
Sr. No.	Date of Application	From	To	Day/s	Reason	Sign of Applicant	Alternative Arrangement	Sign	HOD Sign	Principal Sign	Balance Leave	Registrar Sign	Establishment section

Duty Leave Record

Application									Sanction			Office Record	
Sr. No.	Date of Application	From	To	Day/s	Reason	Sign of Applicant	Alternative Arrangement	Sign	HOD Sign	Principal Sign	Balance Leave	Registrar Sign	Establishment section

Monthly Report 01 July 10 to 30 June11

Sr. No.	Month	Nos. of						HOD Sign	Principal Sign	Office record	
		CL	SL	ODLR	LR Ded.	LWP				Registr Sign	Establishment Sign
01	July										
02	August										
03	Sept.										
04	Oct.										
05	Nov.										
06	Dec.										
07	Jan										
08	Feb										
09	Mar										
10	April										
11	May										
12	June										

Sharad Institute of Technology College of Engineering, Yadrav (Ichalkaranji)

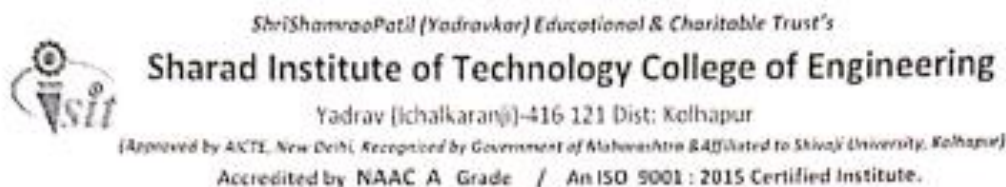
Leave Record

<u>Name of the Staff</u>	<u>Designation</u>	<u>Department</u>	<u>Period</u>

Casual Leave Record

Application									Sanction		Office Record	
Sr. No.	Date of Application	From	To	Day/s	Reason	Sign of Applicant	Alternative Arrangement	Sign	HOD Sign	Principal Sign	Balance Leave	Registrar Sign

Appendix VI – Compensatory Leave Form



Date :- / /

APPLICATION FOR COMPENSATORY DAYS

To,

The Principal

Sharad Institute of Technology College of Engineering

Yadrav (Ichalkarnji)

Subject: - Sanction the Compensatory Days

Respected Sir,

I Mr / Mrs / Ms Working as a.....

In..... Department. Following Mentioned dates I worked for college and these was weekly off official Holidays.

Worked Date	Half / Full Day	Mentioned Weekly Off/Official Holidays	Purpose of Work	Compensatory Day	Work Assigned by	Load Alternative Arrangement	Sign Work Assigned Head

So those dates converted to Compensatory Days. Please Sanctioned it.

Thanking You,

HOD Sign

Office Section

Principal

Appendix VII – Requirement form



Shri Shamrao Patil (Yadravkar) Educational & Charitable Trust's
Sharad Institute of Technology,
College of Engineering, Yadrav (Ichalkaranji)

REQUIREMENT FORM

No.:

Department / Section :

Date :

Sr. No.	Particular / Items	Purpose	Quantity		Remark
			In Hand	Required	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

If Requirement is For Office

Name of Applicant

HOD / Next HOD

PRINCIPAL / VICE PRINCIPAL

If Requirement is For Office

Name of Applicant

Signatuer of Dean

PRINCIPAL / VICE PRINCIPAL

For Store Use :- Requirement Fulfilled / Requirement Pending

ISSUE MATERIAL :

PERSON NAME

DATE

SIGNATURE



SHARAD INSTITUTE OF TECHNOLOGY, COLLEGE OF ENGINEERING, YADRAV

Address

**Gat No. 525, 473/A Behind Omkareshwar Temple, Yadrav, Ichalkaranji
TAL - Shirol, DIST - Kolhapur ,Maharashtra 416115**

Phone

02322 253000