

**D. Y. PATIL
TECHNICAL CAMPUS**
TALSANDE, KOLHAPUR



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TECHNICAL CAMPUS
TALSANDE, KOLHAPUR

HUMAN RESOURCES POLICY MANUAL

Rules, Regulations
& Procedures

Revised on 1st January 2023



PRESIDENT MESSAGE

“We cannot always build the future for our youth, but we can build our youth for the future.” These words by Franklin D. Roosevelt perfectly describe our aim at D. Y. Patil Technical Campus, Talsande, Kolhapur. Beyond providing a sound education, we wish to provide our students a holistic learning experience for life. Our aim is to teach students to LEARN, not just STUDY. Hence, we strive to travel beyond the boundaries of mere books. We have realized that the future is abstract and unknown but the youth in our hands are real and can be molded. Dear students, “You are the nation-builders. You are the movers of technology. You are the agents of change.” It is our fervent hope that the years that you spend in D. Y. Patil Technical Campus would enable you to equip with leadership and managerial skills. The knowledge that you will gain, the fine qualities that you will imbibe and the technical skills that you will learn to apply will be your major contribution to your parents, to society, and to the nation.

We invest our trust in you. You are our safe source and we bank all our efforts on you. We create not the future instead we craft you for the future. There are strong challenges to great efforts but, always remember, great effort bears the sweet fruit of success. We want you to taste the fruit of success once and for the rest of your life, you will never rest.

With best wishes,

Hon. Dr. Sanjay D. Patil

President,
D. Y. Patil Group



TRUSTEE MESSAGE

At DYPTC, Talsande we take care of the physical and intellectual needs of the students with a well qualified and dedicated team of faculty members. Our competent teams of staff members support our students to achieve emotional stability by exposing them to personality Development & Career Advancement Programs. This in turn helps them to emerge as the individuals of higher caliber with very good value system. Thus our students are chiseled out with unique dimensions of consciousness, compassion and creativity which make them creators of technological societies.

All are welcome, who are interested in building a wonderful career for their lifetime.

Warm Regards

With best wishes,

Hon. Shri. Ruturaj S. Patil

Trustee,
D. Y. Patil Group



EXECUTIVE DIRECTOR MESSAGE

Greetings!

I believe that the existence of every educational institute will continue only if that Institute makes the Student & Parent feel happy. The student & Parent will be happy only if they get their expectations fulfilled for which the student has taken an admission in the institute. This can be achieved only if every entity in an Institute works with their authorities executed 100% with the focus on quality. Therefore, I request everyone to come together in achieving the target of HAPPY STUDENT, HAPPY PARENT, and Most preferred Institute.

With best wishes,

Dr. A. K. Gupta

Executive Director,
D. Y. Patil Group



DIRECTOR' S MESSAGE

Our vision is to impart technical education of exemplary academic standards useful to build our nation, to build our students as brand ambassadors of DYPTC. In today's technological world, every aspiring engineer desire great dream of excelling the role of Team player, Team leader and eventually becoming a successful leader in respective profession. Our institute is entitled to inculcate and strengthen various qualities with respect to physical and intellectual needs of the student with well qualified and dedicated team of faculty members. Our team of educationalist is dedicated to implement and enhance education systems which will produce professionals with an ethical background, expanded intellect, increased strength of mind and capability to handle jobs and to stand on one's own feet.

With best wishes,

Dr. Satish Pawaskar

Director,
D.Y.Patil Technical Campus, Talsande, Kolhapur.

Chapter



General Information

1.1 Institute at glance

About Trust:

a) Name of the Trust:

D Y Patil Education Society, Kolhapur

b) Registered address of the Trust:

Tarabai Park Kolhapur

c) Details of Registration:

Registered under society Registered Act 1860 F-4145 Pune dated 13.03.1987

Registered under Bombay Public Trust Act 1950 F-dated 13.03.1987 Pune

d) Board of Trustee:

D Y Patil Technical Campus Faculty of Engineering and Faculty of Management, Talsande is running under the umbrella of D Y Patil Education society Kolhapur. 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.

- D Y Patil Deemed to be University, Medical College Kolhapur
- D Y Patil Agriculture and Technical University Talsande Kolhapur
- D Y Patil College of Agriculture, Talsande Kolhapur
- D Y Patil College of Agricultural Engineering and Technology, Talsande
- D Y Patil Agricultural Polytechnic Talsande
- D Y Patil College of Architecture, Talsande Kolhapur
- D Y Patil College of Nursing, Kadamwadi Kolhapur
- D Y Patil Deemed to be University Science and Technology Talsande

Institute:

a) Name of the Institute:

D Y Patil Technical Campus Faculty of Engineering and Faculty of Management, Talsande

b) Address of the Institute:

Gat No 85 Talsande Tal- Hatkangale Dist Kolhapur Pin 416112

c) Contact details:

Phone No. with STD Code : 7666546366

E-mail : engg.dyptc@gmail.com

Website : foet.dypgroup.edu.in

d) AICTE Approval No & Permanent ID:

AICTE First Approval No: F.NO.WESTERN/2011/1-456228303 dated 03/08/2011

AICTE Permanent ID: 1-456228303

e) DTE Institute Code:

DTE Institute Code: EN6780

f) Affiliating University:

Shivaji University,
Vidyanagar, Kolhapur

Intake Capacity

The institute is approved by AICTE, New Delhi, Recognized by Government of Maharashtra and is affiliated to Shivaji University. 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	2011	04 Years	30
02	Computer Science & Engineering	2011	04 Years	180
03	Computer Science & Engineering (Data Science)	2023	04 Years	60
04	Electrical Engineering	2011	04 Years	60
05	Electronics & Tele-Comm. Engg	2011	04 Years	0
06	Mechanical Engineering	2011	04 Years	30
07	MBA	2011	04 Years	120
Grand Total				480

1.2 Vision, Mission and Quality Policies**Vision**

To become world class Technical Campus with intellectual excellence in Technical and Management studies, in producing valuable resource with high social competence for nation building.

Mission

To provide quality education and training experience through integrated planning, motivating high impact research and to create skilled technical and managerial work force for lucrative career through exposure to industry.

1.3 Organizational Chart /Hierarchy

Organizational Chart /Hierarchy

Enclosed in Appendix II- Organizational Structure

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
Director / Principal	Exe-Director
Dean	Director
Head of the Department	Director
Registrar	Director
Training & Placement Officer	Director
Librarian	Director
Teaching Staff	Head of the Department
Laboratory Staff	Head of the Department
Administrative Office Staff	Registrar
Accountant	Registrar
Library Staff	Librarian
Store Staff	Registrar
Peons / Non-teaching Staff	Registrar

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.
- **Decide the Structure:** Governing body decides the structure for approve policies, approve strategic plans.
- **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.
- **Evaluate the Performance of the Self:** Governing body should review the performance of the self every year and find out the ways and means to improve self- performance.

Administrative:

- **Delegation:** Governing body should delegate administrative, financial and additional powers wherever necessary to the head of the Institution and other functionaries of the institute for smooth functioning. Delegation is required to take quick decision and early action.
- **Approval:** Governing body should approve annual reports of the Institute.

- **Students benefit schemes:** Governing body should approve the fees and other charges payable by the students. It should approve the scholarships, fellowships, facilities to needy students and special schemes for the benefit of the students.
- **Discipline:** Governing body should regulate and enforce discipline among members of the teaching and non-teaching staff in accordance with the policies, rules and procedures laid down for the functioning of the Institution.
- **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.
- **Academic consultancy:** Governing body should approve policy to take academic consultancy projects.
- **Utilization of academic resources:** Governing body should ensure full use of academic potential of the institution in various academic activities.
- **Academic Environment:** Governing body should ensure academic environment in the institution.

Financial:

- **Approval:** Governing body should approve annual budget, expenditure, balance sheet and appropriation and re-appropriation of funds.
- **Schemes:** Governing body should approve scholarships, fellowships, studentships, cash prizes and certificates.
- **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 III- Board of Governance

1.4 College Development 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.
- Recommend to the governing body for creation of the new teaching and non-teaching posts.
- 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 IV- List of College Development Committee

1.5 Right To Information Committee

In terms of Right to Information Act, 2005 sub-section (1) of Section 6, a person, who desires to obtain information admissible under the Act, should make a written request to the Public Information Officer, DYPTC, Talsande specifying the particulars of the information sought by him or her.

Appendix V- Right To Information Committee

1.6 Working Hours of the Institute

The working hours for Institute are as follows:

<u>All Working Days i.e. Monday to Saturday</u> (Excluding any Public holiday)	
College Working Hours	09:00 am to 04:00 pm
Lunch Break	01:10 pm to 01:40 pm
Office Working Hours	09:00 am to 04:00 pm
Office Lunch Break	12:30 pm to 01:00 pm

Reporting Timings			
Staff	Morning	Evening (only thumb)	Late mark after
Teaching Staff	09:00 am	04:00 pm	09:10 am
Technical Supporting Staff	09:00 am	04:00 pm	09:10 am
Administrative Office Staff	09:00 am	04:00 pm	09:10 am
All Peons	09:00 am	04:00 pm	09:10 am

1.7 Discipline

1. **Uniform and I-card:** The staff should wear uniform on Monday and Friday. If any particular staff member is found not wearing uniform, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to 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 03 late arrivals in a month 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 form and take Head of the Department / appropriate authority's authentication and submit the same to Director for approval. The form, duly approved and signed by Director should be submitted in college office for records. In case of Head of the Department, the On Duty form should be submitted directly to Director for approval. The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.
6. **Movement:** all staff members will permit for avail benefit of 02 hours for movement in month with prior permission of the Head of the Department / appropriate authority.

1.9 Duties & responsibilities

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

1) Director / Principal:

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

Academic:

- 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 take institute and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of college results and academics
- To promote industry institution interaction and research & development activity.

Administration

- 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 initiate recruitment of non- teaching staff & teaching staff as per rules laid down by Shivaji University, Kolhapur.
- To approve vendors for resources as required in the institute.

- To sanction the leave of the staff as per the norms.
- To monitor and update the institute website with complete information about the institute.
- To communicate with University, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.
- To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and Local Managing Committees and maintain minutes of the meeting.
- To execute any other work assigned by the management.

Finance

- To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
- To authorize for cash advances for urgent purchases required in the institute.
- To ensure that all financial transactions are conducted as per the norms.
- Promotion of co -curricular and extracurricular activities
- To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Dean Students affairs.

2) Vice-Principal:

- Vice -Principal should ensure that authority delegated to him/her be effectively exercised.
- Vice -Principal should ensure that the role of Principal, defined in this manual, in his/her absence, when charge of Director is handed over; be played effectively.
- Vice -Principal should ensure that working in all departments is going on as per the system manual taking due steps in case of discrepancies.
- Vice Principal should ensure that feed-back process is conducted and handled effectively.
- Vice -Principal should ensure that all functions in the college are organized after his/her due endorsement.
- Vice -Principal should ensure the effective result oriented working of Training and Placement section.

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 Director in all students related issues.

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 in consultation with Director & Dean Student Affair.
- To execute any other work assigned by the Director and management.

5) Dean – Research and Development

Responsible for all the matters concerning the specific initiatives of the institute to propagate culture of Research and Development amongst faculty and students of the institute. The responsibilities of Dean – R &D include

- To prepare proposals for various funding agencies like UGC, AICTE, DST etc.
- To monitor ongoing projects in the institute.
- To prepare proposal for new PhD programs.
- Monitoring of existing PhD programs.
- To prepare proposals for STTP, workshops and Pedagogy trainings.
- To provide consultancy services.
- Signing MOU with the industry.
-

6) Dean – Industry Institute Interaction

- To formulate policy and facilitate the consultancy work in the institution.
- To encourage Industry Institute Linkages, Collaborative Research programs and formation of new incubation centre.
- To monitor Research projects on 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 patents in industry.
- To encourage and promote publishing of research work in reputed, high impact factor research journal / Publications.
- Motivate faculty for exploring new avenues for research work, consultancy and projects.
- To assist faculty for applying to different agencies of Government of India & other agencies like Directorate of Technical Education, All India Council of Technical Education and University etc for research projects.
- To form policies with consultation of the management for sponsoring faculty for attending conferences/seminars/workshops.

7) Head of the Department

Academic:

- To monitor and conduct academic activities of the department under the guidance of the Director.
- 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 Shivaji University.

Administration:

- 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 initiate recruitment of non-teaching staff & teaching staff as per rules laid down by Shivaji University
- To execute any other work assigned by the Director

Finance

- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.

8) Faculty /Teacher

The job responsibility of faculty consists of the following components

- Academic
- Research & Consultancy
- Administration
- Extension Services

Academic

- Class Room Instructions.
- Laboratory Instructions.
- Curriculum planning & Execution.
- Development Learning Resources Material & Laboratory Development.
- Student Assessment & Evaluation including examination work of University.
- Participation in Co-curricular & Extra Curricular Activities.
- Students guidance, Counseling & helping their ethical, moral, and overall character development.
- Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books publication, seminars, etc.
- Self- development through upgrading qualification, experience and professional activities.
- Research & Consultancy
- Research & Development Activities and Research Guidance. Industry sponsored Projects
- Provide Consultancy and Testing Service Promotion of industry institution interaction and R & D

Administration

- Academic and Administrative management of the Department/Institution.
- Policy planning, monitoring & Evaluation and Promotional activities at Departmental Design and development of new programs.

- Preparing project proposals for funding in areas of R & D work. Laboratory Development, Modernizations, Expansion, etc.
- Monitoring and Evaluation of Academic and research activities.
- Participation in policy planning at the Regional/National level for development of technical education.
- Helping mobilization of resources for the institution.
- Develop, update and maintain MIS.
- Plan and implement Staff Development activities.
- Conduct Self Performance Appraisal.
- Maintain accountability.

Extension Services

- Interaction with Industry and Society.
 - Participation in Community Services.
 - Providing R&D Support and consultancy services to industry and other User agencies,
 - Providing non-formal modes of education for the benefit of the Community.
 - Promotion of entrepreneurship and job creation.
 - Dissemination of knowledge.
 - Providing technical support in areas of social relevance.
- Any other relevant work assigned by the Head of the Institution.

9. Registrar

- Liaising with AICTE, DTE and SU
- College roster
- Service Books
- Faculty personal files
- Recruitment process
- Maintain minutes of meeting (all)
- New proposals
- Co – ordinate day to day activities of office
- Purchase process
- AICTE, DTE, SU committee preparation
- Annual College budget
- Shikshan Shulka Samiti requirements

- To maintain general discipline, safety etc.
- To handle the student section, Establishment Section, Scholarship, Stores and Account section, maintenance related activities and Control of Centralized activities of DYPTC.
- To execute the admission process and University Examination process of students.
- To handle student grievance and taking remedial actions.
- To execute attendance monitoring, salary payments to faculty & staff.
- To handle of customer complaints and ensuring corrective actions.
- To execute any other work given by management.

10. Librarian

- Librarian should ensure that library remains open for allotted hours.
- Librarian should ensure that the board giving up-to-date display of 'Library at a glance' is maintained in the library.
- Librarian should ensure that circulation section (Issue/Receipt) is working from given time.
- Librarian should compile the requirements submitted by the teacher and put before Library Committee meeting to decide about recommendation to higher authority.
- Librarian should put the proposal, to process by Library Committee before Director for further processing.
- Librarian should ensure that books/journals are available at proper places.
- Librarian should ensure that timely subscription is made for renewal of magazines/journals.
- Librarian should ensure that entry registers be maintained in library including reading rooms and more effective use of the same is made by the students and staff.
- Librarian should ensure that display of new arrivals in respect of books and journals at a separate place in the library.
- Librarian should ensure that systems and reprographics facility are in good working condition.
- Librarian should ensure that syllabus and sufficient number of questions papers of earlier university examinations in respect of all the subjects are available in the library in subject-wise files.

- Librarian should ensure that the students with complete uniform & ID Card or with permission from the authority for not being in uniform or those having receipt of the fine paid be only entertained in the library.
- Librarian should ensure proper behavior of the library staff with the students and faculty members.

11. Training & Placement Officer

- Training & Placement Officer should plan and act as a marketing/ representative person of Institute to industries.
- Training & Placement Officer should maintain up-to-date data in respect of academic performance of all the students of our college in format(s) required by the industries.
- Training & Placement Officer should prepare/obtain/create classified list/ database for industries in different areas.
- Training & Placement Officer should ensure that in house training sessions from our faculty be arranged for the students during vacation.
- Training & Placement Officer should ensure that proper coordination is maintained in respect of Training & Placement among all the departments.
- Training & Placement Officer should ensure that students are motivated for training in various industries and record be maintained accordingly.
- Training & Placement Officer should engage at least one lectures for each class of SE and TE students each semester and should introduce the students to current market trend and their expectations from the freshers, and should motivate them for personality development activities. He should maintain the record accordingly.
- Training & Placement Officer should arrange and coordinate the in house training activities for the students as well as staff for the remote and sparse areas of strength, if required, from expert persons in industry/academics.
- Training & Placement Officer should arrange (EDP) Entrepreneur Development Programme, with the help of experts/ Govt. bodies, at least once in a year.
- Training & Placement Officer should ensure that, in addition to placement, students are motivated for other competitive examinations for higher education such as GATE, GRE, TOEFL, GMAT, CAT etc.
- Training & Placement Officer should ensure that ample number of aptitude and technical test papers are made available.
- Training & Placement Officer should ensure that industrial visits are made for promoting Training & Placement activities.

- Training & Placement Officer should ensure that PPT presentation concerning the profile of college be prepared and maintained up-to-date.
- Training & Placement Officer should ensure that hospitality as per the culture and tradition of this Institute is extended to guest coming for session or placement.
- Training & Placement Officer should ensure that feed-back is obtained from the employers about the working of our students and record be maintained accordingly.
- Training & Placement Officer should ensure that students are well prepared from the point of view of Aptitude Tests, Technical Tests, GDs., Personal interviews and presentation etc.
- The Training and Placement officer should ensure that proper notices regarding arrival of company are displayed; students are informed well ahead about the profile of the company visiting and their requirements, if possible.
- Training & Placement Officer should prepare whole list of out-going students every year and keep track of their progressive career. The record should be maintained accordingly.
- Training & Placement Officer should ensure that one get-together of the
- ALUMNI of one batch and one more get-together of ALUMNI of all the passed out batches till date be arranged every year at appropriate location.
- Training & Placement Officer should create and maintain the database of all the passed out students of the Institute till date and form/ enrich the ALUMNI.
- Training & Placement Officer should ensure that the results of placement efforts displayed at proper places of the institute that catch the attention of the visitors.
- Training & Placement Officer should prepare a report indicating number of companies visited the campus, number of students absorbed through campus, number of students absorbed in out of campus, the branch-wise and company-wise number of students placed in every academic year before the start of admission process.
- Training & Placement Officer should ensure that students are motivated for reading English News papers.
- Training & Placement Officer should ensure that students are motivated to speak in English amongst themselves.

12. Laboratory In-charge / Technical Assistant:

- Laboratory in-charge should submit the requirements of the laboratory for preparing the budget to the HOD.
- Laboratory in-charge should prepare and display the chart giving details of equipment along with instrument, on the laboratory notice board.
- Laboratory in-charge should display time table for his/her laboratory.
- Laboratory in-charge should display the list of DOs and DON'Ts at appropriate place(s) in the laboratory.
- Laboratory in-charge should ensure that the concerned practical teacher(s) display the list of experiments, exercises, assignment etc. as the case may be on the laboratory notice board.
- Laboratory in-charge should ensure that laboratory manual for the laboratory is up-to-date.
- Laboratory in-charge should ensure that the subject related charts, if any, be displayed on the wall of the laboratory in coordination with subject teachers..
- Photographs of great scientist related to the Laboratory/ Department should be displayed.
- Laboratory in-charge should ensure that entry register for students be maintained at laboratory level and entries are made accordingly. This is apart from the attendance taken by the Subject Teacher for practical.
- Register be maintained in the laboratory for recording the material issued from the laboratory on temporary basis.
- Laboratory in-charge should ensure that the equipment / apparatus / instruments / systems in respect of his/her laboratory are in working condition. In case of break down, immediate steps be taken by him/her and be recorded accordingly.
- Laboratory in-charge should ensure cleanliness and discipline in his/her laboratory.

13. Accountant:

- To ensure that the various payments are within budget provision and with the sanction of competent authorities.
- To attend to correspondence/with State/Central Government/U.G.C. and other higher authorities with the assistance of the account staffs.
- To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.

- To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
- To recover grants due to the Institute from the outside bodies including State and Central Government.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Preparation of Shikshan Shulka Samiti Report and other reports whenever required by AICTE, DTE & University.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.

14. 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 with the prior approval of the Registrar.
- It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply

information through the Registrar/Director 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 scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the Registrar, as the case may be.
- 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.
- To attend to such other work as may be given to him with the approval of the Registrar.
- To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
- To maintain calendar of periodical returns for incoming and outgoing, separately.
- Any other work assigned to the Superintendent by the Director or Registrar from time to time.

15. Hostel / Rector:

- Hostel Rector should ensure that at least 2 copies of Hostel Rules be displayed, on permanent basis, on the Hostel notice boards.
- Hostel Rector should ensure that Wardens are visiting the hostel as per the order and performing their duties accordingly and making the entries in the register. In case of discrepancy, necessary steps be taken.
- Hostel Rector should ensure that time table is prepared and effectively executed in respect of staff visits to the hostels. In case of discrepancy, due steps be taken.
- Hostel Rector should maintains entry/exit register for students effectively.
- Hostel Rector should ensure that no student leaves the hostel either for Kolhapur or for out of station without getting the leave sanctioned. The record of the same be maintained accordingly.
- Hostel Rector should ensure that leave to outside for one day or more be sanctioned by concerned authority after getting convinced that the case is genuine.

- Hostel Rector should ensure that all kinds of wing-wise record including leave applications be maintained in Hostel Office.
- Discrepancies be reported by students should take the necessary steps.
- Hostel Rector should take attendance in a separate register on daily basis.
- Hostel Rector should note down the absent cases effectively.
- Hostel should maintain separate register Hostel office level for recording the visits of staff
- Hostel Rector 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.
- Hostel Rector should ensure that separate register is maintained for recording the details of outside persons entering in hostel.
- Hostel Rector 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 should ensure that cleanliness and hygiene conditions are maintained in the Hostels and around.
- Hostel Rector should ensure that timely payment is made by the students towards Hostel fees/deposit.
- Hostel Rector should ensure that there will not be shortage of logistics such as firewood, diesel for generator, water for drinking as well as for use, cots, tables, chairs, fans, etc.
- Hostel Rector should ensure that the quality of food in the mess is at acceptable level.
- Hostel Rector should ensure that at least two General Body meetings be conducted in a year and accordingly minutes be recorded in proceeding book.
- Hostel Rector should ensure that stock register of all the material (furniture, equipments, locks etc.) be maintained along with purchase order, bills and receipts.
- Hostel Rector should ensure that separate register be maintained for consumables along with purchase order, bills and receipts.
- Hostel Rector should ensure that for all celebrations in the Hostels, an in-charge from Asst. Rectors be appointed for proper conduction of the programme.

1.8 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 meeting within a week of receiving any grievance and resolve the grievances

Chapter



Service Rules

2.1 Staff Pattern

The staff pattern, the cadre structure and the students – staff ratio will be followed according to the norms given by AICTE / Shivaji university / State Government of Maharashtra

2.2 Qualifications

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

2.3 Pay Scales & Incentives

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

2.4 Mode of Selection

2.4.1: 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. Shivaji 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 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.

2.4.2: Non-Teaching Staff

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

(a) Executive Director

(b) Director

(c) Vice – Principal

(d) Respective Head of Department

(e) Registrar

The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.

2. Scrutiny of applications received till the last date mentioned in the advertisement.

3. Fixing of schedule for conduct of interview.

4. Intimation to candidates about the date and time of interview.

5. Reporting of candidate and verification of certificates.

6. Process of interview.

7. Issue offer of Appointment to the selected candidate.

8. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.

2.5 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.

2.6 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).
- Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the scale of pay prescribed by AICTE.
- The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the scale of pay 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.

2.7 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.

2.8 Policy Related to Increments

- 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.

2.9 Policy Related to Increments & Performance Appraisal

- 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.

PERFORMANCE APPRAISAL SYSTEMS:

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

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

TRANSPARENCY

The Management and Director 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.

2.10 Policy Related to Retirements

- An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.
- However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

2.11 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 they will not be relieved in the middle of a semester. Any member of the Support Staff in permanent service shall give two months' notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay two 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. Again, normally they will not be relieved in the middle of a semester.
- 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.
- 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.

2.13 Policy Related to Termination of Services of an Employee

- The services of a temporary employee are liable to be 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 involves 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.

2.15 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 of the Principal.
- 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 employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with 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 of ragging will be given a certificate of appreciation, which will be 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 Director& Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- 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.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff
- Insubordination or disobedience to any lawful Order of his/her Superior Officer
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

DISCIPLINARY PROCEEDINGS

- No order imposing any punishment on a Member shall be imposed except after.
 - The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.

- Such representation, if any, is taken into consideration by the competent authority.
- No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

2.16 Faculty Development and Welfare measures

WELFARE MEASURES

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

- Employees Provident Fund (EPF)
- Accident Insurance Scheme
- Group Gratuity Scheme
- The Management grant maternity leave to the women employees, for a period of 180 days and limited to the first two living children.
- In the event of death of an employee while in service, an ex-gratia is granted to the dependents of the deceased employee, towards funeral expenses.
- Dress code for Teaching and Non-teaching Staff
- Free Bus Facility to Teaching and 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:

- 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.

- 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

- 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".
- 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.
- Faculty members are encouraged to take up minor research and development projects. Grants will be sanctioned to the extent possible.
- 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.

STAFF DEVELOPMENT AND TRAINING: SUPPORT STAFF (ADMINISTRATIVE)

- 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.
- 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.
- 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.

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2.17 Awards

Excellent Teacher Awards and Excellent 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.

2.18 Other Services & Approval Authorities**Faculty Certificate Issuing Policy**

Sr No	Type of Certificate	Concerned Section	Application Address to	Channel of Application	Granting / Signing Authority	Max. No of days for Issue	Fee Amount
01	Salary Certificate	Account	Director	Section Clerk-Register - Director	Director	01	--
02	Employment Certificate	Establishment	Director	Section Clerk-Register - Director	Director	01	
03	Experience Certificate	Establishment	Director	Section Clerk-Register - Director	Director	01	--
04	Relieving Order	Establishment	Director	Section Clerk-Register - Director	Director	01	--
05	Address Proof	Establishment	Director	Section Clerk-Register - Director	Director	01	
06	Duplicate Identity Card	Establishment	Director	Section Clerk-Register - Director	Director/Registrar	05	100
07	Any Other Certificate	Establishment	Director	Section Clerk-Register - Director		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 Work Load	Concerned HOD	Register - Director- Exe-Director	Exe-Director / Director	LMC Discussion
02	Discussions in LMC	--	--	LMC Meeting	Preparation for Draft Advertisement
03	Preparation of Advertisement	Register	---	Exe-Director / Director	Publishing Advertisement
04	Received Applications Inward	Inward Clerk	Register - Director	Exe-Director / Director	Filing
05	Scrutiny and prepare list of Eligible candidates	Section Clerk	Register - Director	Exe-Director / Principal/Vice-Principal	Call for Demo and Interview
06	Constitution of Selection Committee	--	Register - Director	Exe-Director / Director	To finalize date of Interview & Preparation
07	Call for Demo & Interview	Section Clerk	Register - Director	Exe-Director / Director	
08	Selection Committee Report	--	Register - Director	Exe-Director / Director	
09	Preparation of Employment Chart	Section Clerk	Register - Director	Exe-Director / Director	Preparation of appointment Order
10	Appointment of Faculty and Joining	--	Register - Director	Exe-Director / Director	

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

Appointment Order:

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

Joining Report:

1. Report to Director
2. Order for prepare Joining Report by Director 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 & Director
4. Proceed to Further Process through Register.

Chapter



Leave Rules

1.1 Types of Leaves

Casual Leave

- All Faculty and staff are eligible for 12 days CLs in a year during the Academic 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 Academic 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.
- Saturdays (if not a working day), Sundays/public holidays/restricted holidays/weekly offs can be prefixed and/or suffixed to casual leave.
- 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. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telegram or by telephone to the competent authority. The competent authority for all employees will be the concerned Heads of the Department. For all the Heads of the Departments, the competent authority is the Director or Vice- Principal (in absence or Director).
- 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. The same should be intimated to the Director or Vice-Principal.

- 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.

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 Shivaji University Grants or any other academic body.
- For performing any other duty for the university.
- Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

Earned Leave (EL) Non-Teaching Staff

- Support Staff and Director, Librarian, TPO & Physical Director will be eligible for 30 days of earned leave per year. Teaching faculty (other than those mentioned above) will not be eligible for Earn Leave)

1.2 Vacation

Vacation Leave

- Teaching and non-teaching staff who have completed 1 year of service are eligible for a vacation leave.

1.3 Movements

- Depending on urgency of the matter faculty/staff may leave the campus for personal reasons for up to about two hour after obtaining permission from the competent authority. Such permission can be given once a month only.

1.4 Leave / Vacation Approval Policy

Sr No	Type of Leave	Days / Year	Purpose	Sanctioning Authority	Leave request must be received at least
01	Casual Leave	12	Personal work etc	Director / Vice-Principal	01 day in Advance
02	Sick Leave /HPL	20	Medical ground	Director / Vice-Principal	-
03	On Duty Leave	-	College /University Duty	Director / Vice-Principal	01 day in Advance
04	Earned Leave (for administrative staff)	30 (No Encashment)	-	Exe-Director /Director	03 days in Advance
05	Special Leave	-	Marriage /Function etc	Exe-Director /Director	05 days in advance
06	Maternity Leave	90 / 180	Maternity	Exe-Director / Director	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- Director, Librarian, Physical Director, Administrative Office Staff & Peons.

D. Y. PATIL TECHNICAL CAMPUS

TALSANDE, KOLHAPUR

Approved by AICTE Delhi, Recognized by DTE, Govt. of Maharashtra and
Affiliated to shivaji University Kolhapur

CONTACT:
7666546366

ADDRESS:
Wathar Warananagar road, Talsande,
Tal: Hatkanangale, Dist: Kolhapur - 416 112.