

SS'S SSIET, Ghogaon
Administrative and Academic Process Manual

Shree Santkrupa Shikshan Sanstha's

**Shree Santkrupa Institute of Engineering
& Technology, Ghogaon.415111**



**Administrative and Academic Process
Manual**



❖ Secretary Message

Shree Santkrupa Institute of Engineering & Technology's Administrative and Academic Process Manuals lists out all the guidelines that our staff needs to follow to ensure a healthy and conflict free working environment. The Manual describes our various policies, rules and regulations and is the summation of the principles that guide the functioning of our institute. While the rules and processes are defined for our own benefit, we remain open to suggestions. There is always room for improvement and such a mindset would lead to continual growth.

I urge all our staff to study the Manual and adhere to the guidelines mentioned.

My best wishes to all,

Prasun Johari,

Secretary,

Shree Santkrupa Shikshan Sanstha.



❖ Principal Message



We believe, "Employee" is the most valued resource of the Institute and their interests and welfare are the prime concerns. We always strive to explore their best by creating opportunities for growth and development while maintaining discipline, culture and values of the institution.

Admin manual is the prime mover for the optimum utilization and contribution by human resources and also for enhancement of their morale and motivation in the organization. Admin manual plays an important role because the fast changing trends in technical education policies require continuous review and updating.

As the frequent changes in educational policies are taking place and the facilities, benefits, allowances etc. are also being revised, this edition of admin manual has been published for employees. This manual contains summary of existing instructions on various subjects. However, for further details and authenticity on each subject, the relevant circulars should be referred.

I hope, you will find this manual handy and useful.

A handwritten signature in blue ink, appearing to be 'S. B. Kulkarni', with a long horizontal line extending to the right.

Dr, Swanand B. Kulkarni ,

Principal ,

Shree Santkrupa Institute of Engineering and Technology, Ghogaon.



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1. ABOUT INSTITUTE

In an era of fast changing scientific and technological advancements, stringent requirements in the functioning of technical institutions are imposed which requires continuous up gradation and addition of facilities. Keeping this view in mind, our Institute has always been trying to provide the best of facilities possible for the students. We do expect our students to be extraordinary in the present technological scenario of globalization. Therefore we have converted our Diploma Engineering into Degree Engineering in 2017 so that the students at rural areas can get a chance to obtain higher technical education at affordable cost.

We have established Diploma Engineering in 2009. With eight years of successful journey we have converted it into Degree Engineering in 2017. The institute is approved by All India Council for Technical Education (AICTE), New Delhi, Director of Technical Education, Mumbai, affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere and managed by Shree Santkrupa Shikshan Sanstha, Ghogon. Our vision is to provide technically competent manpower trained to meet the needs of the Industry, to engage in research & development for the overall upliftment of society, and to become a nationally acclaimed centre of excellence for imparting technical education.

Our mission is to strive for excellence in academic and research programs and to inculcate proficiency in students by adopting continually improving standards of the teaching – learning process.

The college campus is at village Ghogon, situated around 25 Km from Karad on Karad –Ratnagiri road and well-connected from Sangli, Kolhapur and Satara cities. Our sanstha has established its own transport facility for students of the surrounding area. The campus is spread over an area of 10 acres in a pollution free environment and refreshing ambience, surrounded by greenery. The spacious campus contains the main building and workshops with a built-up area of around 100000 Sq Ft. We have four branches of Engineering – Civil, Mechanical, Electrical and Computer Science with an intake capacity of 60 each.

We have established around 34 well equipped laboratories and a workshop of 10000 Sqft with latest equipment. We have developed a full-fledged library section of area 4000 Sq Ft, containing around 9000 reference books and national, international journals on various subjects along with a digital library facility. The qualified and well experienced staff has been appointed to provide guidance of professional technical education to the students in college. Good academic career and versatile development of students, around 60% to 70% students are being placed in reputed industries through campus as well as through pool campus interviews. The rest of students prefer for higher education and research. We are really proud of our management for their continuous support in the progress of our college.



2. ABOUT THE MANUAL

The Admin _Manual has been developed to guide the actions and govern the rights of employees at Shree Santkrupa Institute of Engineering and Technology, Ghogaon. The Manual contains policies approved by the Bound of Trustee, Governing Council, and LMC of the Institute. This Manual is for use within the Institute and the information is believed to be reliable and correct at the time of publication. Approval of this Manual and subsequent amendments will be incorporated by the Board of Trustee, Governing Council and LMC.



3. VISION, MISSION AND QUALITY POLICY

➤ **VISION:**

To become a center of excellence in technical education, research and innovation for overall upliftment of society/stakeholders in Western Maharashtra.

➤ **MISSION:**

1. Adopt continually improving standards for the teaching-learning process.
2. Encourage students for innovative ideas & research activities.
3. Develop professional ethics, values & skills to enable them to strive for excellence.

➤ **QUALITY POLICY:**

To establish “Center of Excellence” in Technical Education by:

1. Appointing and retaining qualified faculty having good sound knowledge in the field of science and engineering stream and make special effort to train them.
2. Developing excellent teaching –learning process by establishing cohesive bond between students, faculty and industries.
3. Keeping consistency in better academic results.
4. Promoting association with well-known reputed Educational Institutes, research Organizations and industries.

➤ **SHORT TERM GOALS:**

1. Motivate students towards higher education, research and create entrepreneurial skills within them.
2. To instill in young professionals a code of ethics as per with organizational expectations.
3. Generate awareness in Students on social problems and seek technical solutions to resolve the same by involving a team of academicians and industrialists of that area.
4. Establish an incubation center on campus for mutual benefit of Institute and Industry.

➤ **LONG TERM GOALS:**

1. To enhance the Network of Alumni, to collaborate with renowned Academic Institutes and to sign MoU with reputed industries for maximizing the placements, academic entrepreneurial and other opportunities.
2. To offer consultancy services to local industries & provide hands on experience to the students in the relevant areas.
3. Produce emotionally balanced, socially responsible professionals with capacity for lateral thinking & adaptability to face changing technologies.



4. GOVERNANCE

Functions of Governing Body Council (GBC)

1. Design, develop, and implement strategies to assess and improve the quality and effectiveness of all areas of the College in coordination with the vision, mission, goals and objectives of the institution.
2. Approve and revise policies from time to Time.
3. Budget & Finance.

Governing Body Council (GBC)

A.Y. 2023-24

Sr. No.	Name	Designation
1	Mr. Prasun Ashok Johari, Secretary, Shree Santkrupa Shikshan Sanstha	President
2	Dr. Mrs. Usha Ashok Johari, President, Shree Santkrupa Shikshan Sanstha	Member
3	Mrs. Prajakta Prasun Johari, Trustee, Shree Sankrupa Shikshan Sanstha	Member
4	Mr. Sandeep Gunpal Patravale, Industry Expert	Member
5	Dr. Vaishali Amar Patil Academic Expert	Member
6	Mr. Shital Sunil Aute, (Academic coordinator – First Year)	Member
7	Mr. Santosh Parshuram Patange, (Academic coordinator – 2 nd , 3 rd & 4 th Year)	Member
8	Mr. Santosh Vishrant Patil, Registrar	Member
9	Dr. Dattatraya Jadhav Joint Director, Technical Education Regional Office, Pune	Member
10	Dr. Bhagwan Fatru Jogi, Registrar, Dr. Babasaheb Ambedkar Technological University,	Member
11	Dr. Swanand Balkrishna Kulkarni, Principal of Institute	Member Secretary



Local Management Committee (LMC):
Period - (A.Y.2023-24 to A.Y. 27-28)

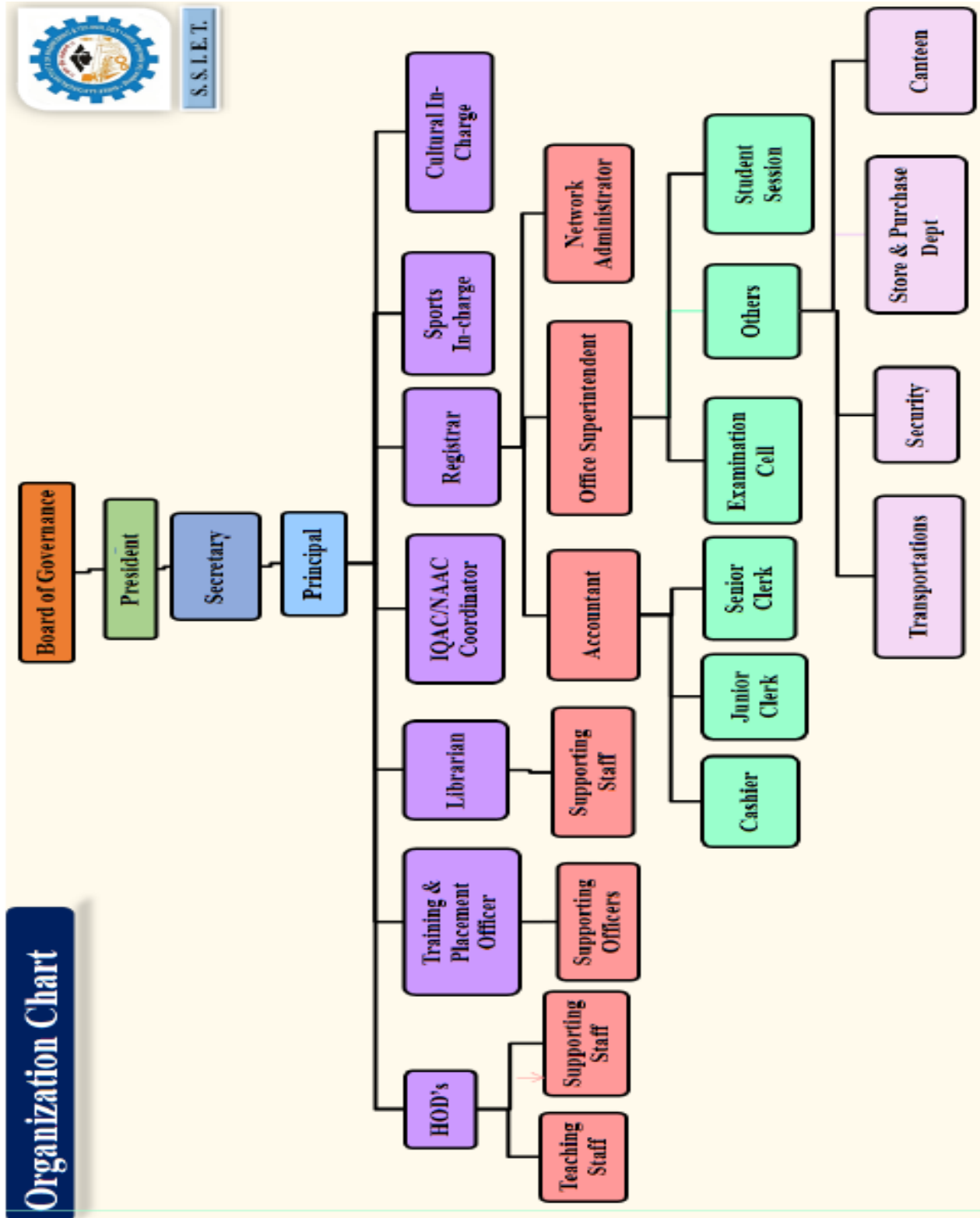
Sr. No.	Name	Designation
1	Mr. Prasun Ashok Johari, Secretary, Shree Santkrupa Shikshan Sanstha	Chairman
2	Dr. Mrs. Usha Ashok Johari, President, Shree Santkrupa Shikshan Sanstha	Member
3	Mrs. Prajakta Prasun Johari, Trustee, Shree Sankrupa Shikshan Sanstha	Member
4	Mr. Shital Sunil Aute, (Academic coordinator – First Year)	Member
5	Mr. Santosh Parshuram Patange, (Academic coordinator – 2 nd , 3 rd & 4 th Year)	Member
6	Mr. Santosh Vishrant Patil, Registrar	Member
7	Dr. Swanand Balkrishna Kulkarni, Principal of Institute	Member Secretary

Institute Academic Advisory Committee Members

Sr. No.	Name	Designation
1	Mr. Prasun Ashok Johari, Secretary, Shree Santkrupa Shikshan Sanstha	President
2	Mr. Prasad Joshi Industry Expert (Electrical)	Member
3	Mr. Baldevraj Narang Industry Expert (Electrical)	Member
4	Mr. Sandeep Gunpal Patravale, Industry Expert (Civil)	Member
5	Mr. Hargude N.V. Academic Expert	Member
6	Mr. Kulkarni L.V. Administrative Expert	Member
7	Dr. Swanand Balkrishna Kulkarni, Principal	Member



5.ORGANIZATION STRUCTURE



6. ESTABLISHMENT POLICY

Our Establishment policy is encompasses by: **RESPECT**

- Reliability - You can Count on us
- Excellence - Is Our Standard
- Service - Student is First. Tune them for latest Technical Knowledge
- People - Serve people with fairness and firmness
- Empowerment - Enabling each to attain his/her Potential.
- Caring - Care for all as we wish to be cared for
- Teamwork - Foster a spirit of Teamwork.



7. RECRUITMENT

a) **Teaching faculty** - Cadres in which recruitment can be done

- Principal
- Assistant Professor
- Librarian

i) **Process steps in recruitment of approved faculty:-**

The Faculty Recruitment Process in our Institute has the following procedure.

- 1) Work load for each program is calculated as per the prevailing Structure of syllabus.
- 2) No. of Faculties to be recruited are approved in meetings of LMC, GC and CWC of the Institute.
- 3) The workload of the teaching faculty is submitted to University for their approval.
- 4) After sanction of work load, the roster will get confirmed with appropriate reservations, from the BC cell of university.
- 5) Thereafter Advertisement will be get sanctioned from the Dbatu University, Lonere
- 6) The advertisement for recruitment is published on the University website <https://dbatu.ac.in/> college website <http://sietghogaon.org/> as well in leading National and regional newspapers.
- 7) The advertisement for recruitment contains details such as the no. of posts (cadre wise), reservations, qualifications, pay scales and other service conditions.
- 8) A selection committee will be appointed by Dbatu University, Lonere.
- 9) Interviews are conducted as per norms of Dbatu University, Lonere.
- 10) The eligible and selected candidates are recommended to Dbatu University.
- 11) Faculty is appointed after final approval by Dbatu University, Lonere.

ii) **Eligibility criterion:**

As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff as per prevailing norms and standards declared by DBATU, Lonere.

For Faculty members:

Faculty Members are recruited based on the qualifications prescribed by affiliating bodies for various cadres. At present the following criteria is being followed, as per existing AICTE (GOI) Gazette No. F.NO, 37-3/Legal/2010 dated 05/03/2010 and prevailing GR of Maharashtra from time to time upgradation.



Engineering and Technology

Sr. No	Cadre	Qualification	Experience
1	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech and ME/M.Tech	No minimum Exp. Requirement
2	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branches with First Class or equivalent either in BE/B.Tech and ME/ M.Tech and Ph.D. or equivalent in appropriate discipline. Post Ph.D. publications and guiding Ph.D students is highly desirable.	Minimum of 5 yrs experience in teaching research industry of which 2 years post PhD experience is desirable.
3	Professor	BE/ B.Tech and ME/M.Tech in relevant branches with First Class or equivalent either in BE/B.Tech and ME/M.Tech and Ph.D. or equivalent in appropriate discipline. Post Ph.D. publications and guiding Ph.D students is highly desirable.	Minimum of 5 yrs experience in teaching/research/ industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years' experience in teaching and/or Research and/or Industry. In case of research experience, a good academic record and paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the



			Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing. Planning, executing, analyzing, quality control innovating, analyzing, quality control innovating, training technical books/research paper publications' IPR patents etc. as deemed to fit by the expert members of the selection committee
4	Principal	BE B.Tech and ME/M.Tech in relevant branches with First Class or equivalent either in BE/B.Tech or ME/M.Tech & PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable Qualification as above that is for the post of Professor as applicable.	Minimum of 10 years Teaching/research Industrial experience of which at least 3 years should be at the level of Professor Or Minimum of 13 years' experience in teaching and or Research and/or Industry. In case of research experience good academic record and books research paper publications IPR Patents record shall be required as deemed fit record shall be required as



			deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating. training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.
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Basic Science & Humanities

	Cadre	Qualification	Experience
1.	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for Assistant Professor conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience required.
2.	Associate Professor	Qualification as above that is for the post of Assistant Prof, as applicable	Minimum of 5 years experience in teaching research industry of



		and PhD or equivalent. In appropriate discipline Post PhD publications and guiding Post PhD publications and guiding PhD students is highly desirable.	which 2 years post PhD experience is desirable
3.	Professor	Qualification as above that is for the post of Associate Prof. as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years Teaching research Industrial experience of which at least 3 years should be at the level of Professor Or Minimum of 13 years' experience in teaching and or Research and/or Industry. In case of research experience good academic record and books research paper publications IPR Patents record shall be required as deemed fit record shall be required as deemed fit by the expert members of the Selection committee If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing. Planning, executing, analyzing, quality control innovating, training technical books/research paper publications IPR patents etc. as deemed to fit by the expert members of the selection committee



If a class/ division is not awarded at BE/ ME/ equivalent Degree, a minimum of 60% marks aggregate shall be considered equivalent to First class/ division. If a grade points system is adopted the CGPA will be converted into equivalent marks as given below.

Grade Point	Percentage Equivalent
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

Librarian

Sr.No.	Cadre	Qualification	Experience
1.	Librarian	Master's degree in Library science/ information science Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or has been awarded Ph.D. Degree.(NET/SET/SLET)	

Director of Physical Education

Sr.No.	Cadre	Qualification	Experience
1	Director Physical Education	A Master's degree in physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and Consistently good academic record. Passed the physical fitness test. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates. who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET	Represented the university College at the inter university inter collegiate competitions or the state international championships



1. Assistant Professor:

- i. Teaching-16 clock hrs/week.

2. Associate Professor:

- i. Teaching: 14 clock hours per week.
- ii. There should be a rotation in the Engineering subjects taught by them and should develop competency.
- iii. To guide the maintenance of equipment in the laboratories.
- iv. Conduct practical's in the laboratory and develop lab manuals.
- v. Planning and implementation of Curriculum Development.
- vi. Development of Resource Material.
- vii. Participation in Co-Curricular and Extra Curricular Activities.
- viii. Student guidance, counseling, and assisting in their career shaping and personality development.
- ix. innovation in technical education and evaluation.
- x. Promoting and Coordinating Continuing Education Activities.
- xi. Self-development through up-gradation of knowledge and skills.
- xii. To work as invigilator for examination work of Institute and University level.
- xiii. To work for laboratory establishment and its development.
- xiv. Responsible for ensuring that the project work of the students is properly guided.
- xv. Prepare an R & D project report.

In addition, he/she should assist the Head of Department in smooth functioning and control of the various activities of the department and the Head of Institute.

3. Professor:

- i. Teaching: 12 clock hours per week.
- ii. There should be rotation in the engineering subjects taught by them and should develop competency.
- iii. Conduct of Practical's in the laboratory.
- iv. Planning and Implementation of Curriculum Development.
- v. Development of Resource Material.
- vi. Participation in Co-Curricular and Extra Curricular Activities.
- vii. Student guidance and counseling and helping their character development.
- viii. Innovation in technical education and evaluation.



- ix. Promotion and Coordinating Continuing Education Activities.
- X. To work as invigilator for examination work at Institute and University level.
- Xi. Responsible for ensuring that the project work of the students is properly guided.
- Xii. Contribute in Research and Consultancy activity.
- Xiii. He should assist the Head of Institute for Administrative work.

b) Staff :

Cadres in which recruitment can be done

● **Administrative staff-**

1. Registrar
2. Accountant
3. Rector
4. Assistant Librarian
5. Senior Clerk
6. Cashier
7. Junior Clerk
8. PA to Principal

● **Technical supporting staff**

1. Laboratory assistant
2. Workshop instructor
3. Network Administrator
4. Technical assistant
5. Electrician

● **Non-technical staff**

1. Plumber
2. Laboratory attendant
3. Driver
4. Hamal cum peon



i) Steps in recruitment of all staff:

1. Advertisement
2. Receiving applications
3. Short listing suitable candidates as per requirements and parameters.
4. To conduct interview
5. Selection and issue of offer Letter
6. Issue of Appointment Letter, Joining, completion of personal file and Induction program.

ii) The eligibility criteria for various posts of staff are given below.

● **Administrative**

Sr. No.	Cadre	Qualification	Experience
01	Administrator Officer /Registrar	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms.	At list 5 years' experience in academic Institution or equivalent post in academic administration.
02	Superintendent	A Bachelor's Degree equivalent	3 years of experience of Administration
03	Senior Assistant	A Bachelor's Degree equivalent	2 years services in the Lower Category.
04	Senior Stenographer	A Bachelor's Degree or equivalent Technical I) Typewriting English Higher Grade II) Shorthand English Higher Grade III) Knowledge of MS Office	2 years of service as Stenographer.
05	Stenographer	A Bachelor's Degree of equivalent Technical I) Typewriting English Higher	1 or 2 years of service as Stenographer is desirable.



		Grade and II) Shorthand English Lower Grade III) Knowledge of MS Office	
06	Junior Assistant (Typist)	Knowledge of MS Office, Bachelor's Degree or equivalent Technical I) Typewriting English Higher Grade II) Knowledge of M.S. Office	1 year experience is desirable
07	Junior Assistant /Clerk	A Bachelor's Degree or equivalent and knowledge of MS Office	
08	Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	
09	Laboratory instructor (Science)	First Class B.Sc in branch of Science concerned	
10	Workshop instructor	A certificate from I.T.I. in relevant Trade, NCERT	
11	Electrician/ Plumber Welder	A certificate I.T.I in relevant Trade. NCERT	
12	Driver	10 th Standard. and should possess Professional driving license	1 or 2 Years' experience as a Driver is desirable.
13	Peon	10 th Standard Able to ride a bicycle in respect of male members	
14	Housekeeping Assistant	No formal education is required	

For all above posts of staffs MS-CIT certification is mandatory.



8. JOINING FORMALITIES

The Establishment section initially issues the offer Letter to the selected candidates duly signed by the Head of Institute/Secretary of the Trust. The selected candidate, at the time of joining is required to submit-

1. Certificates/ marks sheets of educational qualifications
2. Experience Certificates (if any)
3. Proof of age
4. 2 photographs
5. Last Pay Slip (if any)
6. PAN card/ Adhar card
7. Medical Fitness certificate

All the employee's information is then entered into the employee database by the establishment section for timely executing the periodical appraisals.



9. PROBATION PERIOD & EMPLOYEE CONFIRMATION

- **Key policy-clause**

1. New Entrants appointed against regular positions shall be kept on Probation for a minimum
2. period of two years
3. Concerned HOD shall keep a track on the performance of the concerned Probationer periodically.
4. Performance of Employees on Probation shall be assessed using the Probation evaluation format
5. Probation Evaluation Form shall be sent to the departments 15 days before the due date of confirmation.
6. Evaluation form shall be sent back with necessary remarks to office 7 DAYS before the due date of confirmation.
7. Probationers shall be confirmed subject to all round performance of the Probationer being adjudged satisfactory by respective HOD, if performance is not satisfactory, then probation period may be extended as deemed fit.
8. In case probationer is not confirmed, shall be issued a written communication for termination from the services.
9. In absence of written communication in regard to the confirmation, after two years of probation period, the concerned probationer will automatically be confirmed.



10. HIERARCHY AND REPORTING SYSTEM

Category	Reporting To
Principal	Secretary (SSSSG)
Academic Coordinator	Principal
HODs/Program Coordinator	Principal
Faculties	HOD/Program Coordinator
Technical supporting staff	HOD/Program Coordinator
Registrar	Principal
Administrative staff	Registrar
Librarian	Principal
Physical Director	Principal
Library staff	Librarian
Maintenance staff	HOD
Non-Technical staff	HOD



11. PAY SCALES AND ALLOWANCES

We have implemented 7th pay to all Teaching & Non-Teaching Staff from 1st July 2022.

A) Pay scales:

Pay Scales, Service conditions and Career Advancement Scheme for teachers and equivalent positions are as per prevailing norms and standards declared by affiliating bodies. From time to time Existing pay structure for different categories of teachers and equivalent positions shall be as indicated below :

(a) Assistant Professor / Associate Professors / Professors.(sixth pay scale)

- i. Persons entering the teaching profession in Technical Institutions shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000. Assistant Professor already in service in the pre-revised scale of Rs. 8000-13500. shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.
- ii. An Assistant Professor with completed service of 4 years, possessing, Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.
- iii. Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.
- iv. Assistant Professors who do not have Ph.D or a Master's degree in the relevant branch / discipline of the program shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
- v. The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by AICTE.
- vi. The pay of the incumbents to the posts of lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.
- vii. Assistant Professor with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE. to move up to the AGP of Rs. 8000.
- viii. Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000. with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- ix. Incumbent Assistant Professor and incumbent Assistant Professor (Selection Grade) who



- have completed 3 years in the pre-revised pay scale of Rs. 12000- 18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.
- x. Incumbent Assistant Professor and Incumbent Assistant Professor (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade), and there after shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.
- xi. Assistant Professor (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade), as the case may be, until they are placed In the Pay Band of Rs. 37.400-67000 and re-designated as Associate Professor in the manner described in (x) above.
- xii. Assistant Professor completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
- xiii. Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.
- xiv. The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, will, the applicable AGP of Rs. 10000.
- xv. Ten percent of the posts of Professors in an AICTE approved Institution shall be in the higher AGP of Rs. 12000. However, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE. and such eligibility conditions shall, inter alia. include. publications in peer reviewed / refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.
- xvi. For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.
- xvii. Discretionary award of advance increments for those who enter the profession as Associate Professors Or Professors with higher merit, high number of research publications and experience at the Appropriate level, shall be within the competence of the appropriate authority of the concerned



University or Recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into accounts the pay structure of other teachers in the faculty and other specific factors.

- xviii. All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP sponsored programs.

(b) Pay Scales of Principal:

- i. Appointments to the posts of Principal in Technical Institutions shall be based on the conditions of eligibility In respect of educational qualifications and teaching/research experience laid down by AICTE from time to time, The posts of Principal shall be in the Pay Band of Rs.37400-67000 with
- ii. AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000 plus a Special Allowance of Rs. 3000 per month.

(c) Pay Scales and Career Advancement Scheme for Librarians etc :

- i. Assistant Librarian/ College Librarian in the pre-revised scale of pay of Rs. 8000 - 13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- ii. All the conditions of eligibility and academic qualifications laid down by the AICTE
- iii. shall be applicable for direct recruitment of Assistant Librarian/College Librarian.

(d) Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale)

- i. The posts of Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) in the pre- revised scale of pay of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.7000.
- ii. Assistant Librarian/ College Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs. 6000. and if otherwise eligible as per guidelines laid down by the AICTE shall be eligible for the higher AGP of Rs.7000 within the Pay Band of Rs. 15600-39100.
- iii. Assistant Librarian/ College Librarian not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000, if otherwise eligible as per guidelines laid down by the AICTE, shall become eligible for the higher AGP of Rs. 7000.
- iv. After completing service of 6 years in the AGP of Rs. 6000 Assistant Librarian/ College Librarian without the relevant Ph.D. and M.Phil shall, if otherwise eligible as per guidelines laid down by the AICTE move to the higher AGP of Rs. 7000.
- v. The pay of the existing Assistant Librarian (Sr. Sealey College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be fixed in the Pay Band of Rs. 15600-39100 with AGP of Rs.



7000 at an appropriate stage based on their present pay.

➤ **Deputy Librarian/ Assistant Librarian (Selection Grade) / College**

Librarian (Selection Grade)

- i. Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15600-32100 with AGP of Rs.8000 initially at the time of recruitment.
- ii. On completion of service of 5 years, Assistant Librarian (Sr. Scale) / College Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian / equivalent posts in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs.8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D, degree or equivalent published work etc. for Deputy Librarian) as laid down by the AICTE. They shall be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade), as the case may be.
- iii. The existing process of selection by a Selection Committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.
- iv. After completing 3 years in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 8000, Deputy Librarians/ equivalent positions shall move to the Pay Band of Rs. 37400-67000 and AGP of Rs. 9000. subject to fulfilling other conditions of eligibility laid down by the AICTE.
- v. Assistant Librarians (Senior Scale) in universities/ College Librarians (Senior Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the AICTE, shall also be eligible for being placed in the AGP of Rs. 8000.
- vi. Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) who have completed three years in the pre- revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade)
- vii. Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs. 12000-18300, for being eligible to be placed in the higher Pay Band of Rs. 37400-57000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8000 till they complete three years of service as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade).
- viii. Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs. 15500-39100 with AGP of Rs. 8000. They shall move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 after completing three years of service in the AGP of Rs.8000.
- ix. The existing conditions of eligibility and academic qualifications prescribed by the AICTE shall continue. to be applicable for direct recruitment to the post of Deputy Librarian.



Pay Scales and Career Advancement Scheme for Physical Education Personnel :

(a) Assistant Director of Physical Education (Assistant DPE)/ College Director of Physical Education (College DPE)

- i. The Assistant Director of Physical Education/ College DPE in the pre-revised pay scale of Rs.8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- ii. Pay of incumbent Assistant Directors of Physical Education / College DPE shall be fixed at an appropriate stage in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 6000. in accordance with the 'fixation formula' of the 6th CPC.
- iii. All existing conditions of eligibility and academic qualifications laid down by the AICTE shall continue to be applicable for direct recruitment of Assistant Director of Physical Education/ College DPE.

Incentives for Ph.D./ M.Tech. and other higher qualification :

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, course-work and external evaluation as prescribed by UGC.
- ii. M.Phil degree holders at the time of recruitment to the post of lecturer shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post Graduate degree in a professional course such as M.Tech. in relevant branch/ discipline recognized by a statutory University shall also be entitled to 2 non-compounded advance increments at the entry level.
- iv. Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant branch/ discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.
- v. However, teachers in service who have been awarded Ph.D. at the lime of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work, If any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non- compounded increment even If the university awarding such Ph.D. has not yet been notified.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrollment is with a university recognized by UGC.



- vii. Teachers who acquire M.Phil. degree in a M.Tech degree in a relevant Branch / discipline recognized by a Statutory University while in service, shall be entitled to one advance increment.
- viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course work and evaluation process for the award of Ph.D. in library science.
- ix. Assistant Librarian / College Librarian and Other Library personnel acquiring the degree of Ph.D, at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment. course-work and evaluation shall be entitled to three non-compounded advance increments.
- x. However, persons in posts of Assistant Librarian/College Librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work. if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited. shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- xi. In respect of every other case of persons in the posts of Assistant Librarian/ College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the UGC for the award of Ph.D, in respect. of either course-work or evaluation or both, as the case may be.
- xii. Assistant Librarian/ College Librarian and others in higher Library positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process. Including that of enrolment as prescribed by the UGC.
- xiii. Two non-compounded advance increments shall be admissible for Assistant Librarian/ College Librarian with M.Phil degree in Library Science at the entry level. Assistant Librarian/ College Librarian and those in higher positions acquiring M.Phil degree in Library Science at any time during the course of their service, shall be entitled to one advance increment.
- xiv. Not with standing anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D / M. Tech. at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.
- xv. For posts at the entry level where no such advance increments were admissible for possessing Ph.D /



M. Tech. under the earlier scheme. the benefit of five advance increments for possessing Ph.D / M. Tech, shall be available to only those appointments which have been made on or after the coming into force of this Scheme.

Other terms and conditions :

● **Increments :**

- i. Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.
- ii. Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- iii. The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

Pay Scales, Service conditions and Career Advancement Scheme for staff will be as per prevailing norms and standards declared by affiliating bodies and Govt. of Maharashtra. Existing pay structure of staff is fixed in accordance with the following scale of pay prescribed by Government of Maharashtra.

Sr. No.	Designation	Pay Band	AGP
01	Registrar	9300-34800	4400
02	Superintendent	9300-34800	4300
03	Accountant	9300-34800	4300
04	Library Assistant/Assistant Librarian	5200-20200	2800
05	Technical Assistant/Laboratory Technician	5200-20200	2800
06	Senior Clerk	5200-20200	2400
07	Accountant/Assistant Accountant	5200-20200	2400
08	Steno Typist/Stenographer	5200-20200	2400
09	Senior Laboratory Assistant	5200-20200	2400
10	Laboratory Assistant	5200-20200	2400
11	Store Keeper	5200-20200	2000
12	Junior Clerk/ Store Clerk/Library Clerk/Typist	5200-20200	1900



13	Peon/Hamal	4440-7440	1300
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B) Allowances:

➤ **House Rent Allowance :**

House Rent Allowance will be as per guidelines of AICTE, Govt. of Maharashtra and DBATU University. Lonere

➤ **Local conveyance allowance :**

Local conveyance Allowance will be as per guidelines of DBATU University and approved by SSIET, Ghogaon.

➤ **Gratuity :**

Gratuity will be as per guidelines of Govt. Of Maharashtra and DBATU University. Lonere (Under Process)

➤ **Provident fund :**

Provident Fund will be as per guidelines of Govt. Of Maharashtra and DBATU University. Lonere

➤ **Family pension :**

Family Pension will be as per guidelines of Govt. Of Maharashtra and DBATU University. Lonere

➤ **Group insurance:**

Group Insurance will be as per guidelines of Govt. Of Maharashtra and DBATU University. Lonere



12. ADMINISTRATIVE PROCEDURES

Personal Records-

Basic information of employees will be maintained by the Establishment Section in separate personal files.

Following documents need to be maintained In personal file of each employee:

- Application form filled by the concerned staff.
- Copy of Appointment Order and Joining report.
- Attested Certificates (photocopies) of academic qualifications.
- Proof of date of birth.
- Personal data form to be filled by the concerned staff at the time of joining his/her duties.
- Pan Card
- Photo
- Appreciation / Punishment documents.
- PBAS reports.



13. WORKING HOURS AND DAYS

Working days:

- There will be five full (Monday to Friday) working days in a week.(42 hrs per week for faculties and 48 hrs per week for supporting staff)
- Institute will remain closed on 1st Saturday, 3rd Saturday.
- Sunday will be a weekly Holiday.

Working hours:

- **Teaching Faculty:** 09.20 am to 5.00 pm
- **Administrative, Technical supporting staff, library staff :** 09.30 am to 5.00 pm
- **Non-teaching staff :** 09.20 am to 5.10 pm

For all positions the working hours may vary to a certain extent depending on the need of the Institute.



14. ACADEMIC SECTION

1. Every program will submit a departmental planner to the academic section, for the next semester before going on vacation. (Departmental Planner should include provision of Remedial lectures, special coaching for weaker students, make up lectures, expert lectures, alumni interactions, industrial visits, extracurricular and co-curricular activities etc).
2. Remedial lectures will be planned as soon as results are declared.
3. Lectures like make-up and for weaker students will be arranged after the midterm test.
4. Every program will submit a class time table, laboratory time table and individual faculty time table for the next semester before going on vacation to the academic section.
5. Department has a well in advance plan for Industrial visits and training which should be reflected in the department planner.
6. Every faculty will submit the teaching plan of their respective subject to the Head of Department before starting of semester.
7. Minimum 2-4 lectures should be planned over and above syllabus in the teaching plan.
8. Student Information Manual (SIM) must be prepared by every program and to be circulated to all students.
9. Every faculty and staff will fill up the academic diary regularly and get it checked and signed weekly by concerned HOD.
10. Each Department has to plan the external expert / visiting lectures for different subjects and should take prior permission as per budgetary provision.
 - Expert / Visiting Lecture Remuneration
 - UG- Rs. 600/- Lecture +TA as per prevailing rules
11. The tutorials will be arranged as per norms of DBATU University (batch wise).
12. Program Head / Faculty can arrange inter program expert Lectures without any Remuneration.
13. Defaulter students- After every month shortlist the defaulter student and display the notice on the notice board.
 - 13.1 First time defaulter – Inform the concern student personally by taking their signatures (undertaking). Send letters to their parents and penalize any academic activity.
 - 13.2 Second time defaulters - Make student compulsory to bring their parents to meet Head of Department and penalize any academic activity.



- 13.3 Third time defaulters - Bring to the notice of the Office and have an appropriate action by discussing with the academic Dean, Principal and management.
14. Promote and aware faculties to present papers at conferences, to publish papers at national / international journals. to attend workshops and conferences, to do consultancy work and research work.
- 14.1 Paper presentation at conference -only registration fees will be sanctioned.
- 14.2 Workshop and conference (Participation) fees will be sanctioned on Merit.
- 14.3 Self finance courses - no fees will be sanctioned (HOD will recommend 1 or at most 2 faculty / staff for concerned events with min. / no academic loss)
15. Faculty will be encouraged to visit as experts at other institutes.
16. Arrange different technical events, quiz, design competition and other curricular as well extracurricular activities for students.
17. Arrange interaction, guidance and sharing this experience of Alumni with students at least once in a semester.
18. Arrange extra timing (over and above time table) to work in the laboratory for students with assigning responsibilities to faculty and staff.
19. Plan for effective and regular counseling of students (every month). The consolidated report of the department should be submitted by the HOD every month.
20. Facilities and functioning of the departmental library should be enhanced.
21. After every chapter, the concerned subject in charge should give a question bank to the students.
22. After every experiment concerned, the batch in charge should give a question bank in view of oral and practical examination to the student.
23. Continuous assessment of students will be done regularly and promptly.
24. Student faculty and staff should remain in the laboratory for a full 2 hours during practical hours.
25. The Concerned subject in charge should give and check the assignments periodically.
26. Academic monitoring :
- 26.1 Academic monitoring committee will be formed for monitoring the lectures and practicals.
- 26.2 Each department will give their representation in the academic monitoring committee.
- 26.3 Every week a monitoring report must be submitted towards the I/c of the monitoring committee.
- 26.4 As per academic monitoring report, corrective action/ measure has to be taken against concerned faculty by a concerned HOD and accordingly to be informed to be office.
- 26.5 Faculties must compensate for the missed lectures (due to leave or any other purpose) within 15 days and must be informed prior to concern by the academic committee representative.
- 26.6 Every lecture must be conducted for a full 60 minutes.
27. Academic monitoring for PG will be made by concern monitoring representative from UG and a report



will be submitted to the academic section(same modus operandi).

28. Interaction by HOD with students regarding performance of faculty, staff and any other things are expected.
29. Student's feedback should be taken twice in the semester (one after midterm test and second at term end). The consolidated report should be submitted to the office at the respective time.
30. Arrange soft skill, personality development programs / lectures at your department.
31. Arrange at least one general/ social speech from a resource person for your students.
32. Financial support for item 29 and 30 will be with prior approval from the Principal.
33. Enhance student association activities.
34. Promote students to participate at different curricular and co-curricular events at inter institute, state level etc.
35. Faculty and students should visit central library and make effective utilization of new arrivals and e-journals.
36. Program Head / Faculty can plan any academic activity with prior permission and as per budgetary provisions.
37. Each faculty should complete at least one of following task in every academic year –
 - 37.1 Publication of paper at National or International level
 - 37.2 Presentation of paper at National or international conference.
 - 37.3 STTP or Refresher course (1 week or 2 week)
 - 37.4 Faculty development program or any other workshop or conference
 - 37.5 (minimum 3 days).
 - 37.6 Qualification Improvement.
 - 37.7 As per coordinator in arranging any of the above activities.
38. Faculty is directed to change / alter the subject (teaching load) for 5 years. HOD should take proper measures, while distributing workload.
39. Departmental meetings should be arranged for every fifteen days and record (Circular, minutes of meeting, attendance etc.) has to be mentioned accordingly.



15. ATTENDANCE AND PUNCTUALITY

A) ATTENDANCE:

Attendance record is maintained in 3 manner that the record remains authenticated.

- Attendance registers are maintained at the establishment section.
- Every employee on arrival and at departure should enter a thumb impression in the biometric machine.
- Every employee is expected to be in his seat and start work by 10.20 a.m.. unless he has previously obtained special permission for late attendance.
- Similarly leaving the office early either for office work or personal work will be only with the due permission of the HOD and Principal.

Recording of non-attendance

The following abbreviations will be used by the Establishment Section to denote the reasons of non-attendance -

- C.L.- Casual Leave.
- S.L. - Sick Leave
- D.L.- Duty Leave
- O.D.- On duty
- E.L.- Earn Leave.
- C.O.- Compensatory off
- LWP - Leave without pay
- VAC - Vacation
- SDL - Study Leave
- CML - Critical Medical Leave
- A - Absence without leave or permission.



Maintenance of attendance register

The register will be maintained under the personal supervision of the Registrar who will see that entries are made correctly.

B) PUNCTUALITY:

- i. Strict measures are taken for punctuality. The Establishment Section should be very particular in scrutinizing the attendance register.
- ii. Surprise daily checks may be carried out under the direct supervision of the office bearer.
- iii. The lunch hour must be scrupulously observed.
- iv. In case of a faculty / staff who leaves institute early without prior permission before office hours, he/she would be treated as absent or on Leave.



16. LEAVE

1. All leaves shall be calculated -from the date of joining of the employee.
2. No paid leave will be allowed for the first two months in case of a probationary employee.
3. The leave of the concerned employee will have written approval on the leave application form. In case of leaving the head quarter the employee will have to seek prior approval and will have to mention the telephone number & leave address.
4. Principal will be the competent authority for sanctioning leave with/without pay.
5. Principal may delegate powers to any officer(s) under him to grant casual leave.
6. Leave of Principal will be sanctioned by Chairman / Secretary of SSSS, Ghogaon.
7. A record of all the leaves and leave without pay availed by the concerned employee will be maintained in the personnel records (service book) of the employee.
8. In case any employee remains absent from duty for more than 3 days without any intimation to the concerned authorities he/she is liable for disciplinary action.
9. All leave rules will be amended as per affiliating body rules and regulations.

a) Casual Leave:

1. Casual leaves available for Faculty will be as per prevailing rules of affiliating body.
2. The maximum period of casual leave is allowed to 3 days at a time. The limit of 3 days at a time may be relaxed in special circumstances at the discretion of the Principal. However casual leave will be availed uniformly throughout the year.
3. Casual leave may be prefixed and/or suffixed to Holidays and Sundays.
4. Sundays and Holidays arising during a period of casual leave will not be treated as a part of the casual leave.
5. Any leave over and above the casual leave will be treated as leave without pay.
6. All leaves will be credited to the concerned employee's account at the beginning of each academic year, and the casual leaves remaining at the end of the year will automatically lapse. There is no provision of carrying forward casual leaves to next year or of leave encashment to any employee.

b) On duty leave:



On duty leave may be granted with prior permission to employees for academic pursuits including attending workshops and conferences. This period however, shall not exceed more than 15 days or two conferences / workshops in a year and shall be subject to production of attendance certificates from organizers. On duty leave may also be granted on any official work with prior permission.

c) Sick Leave:

1. Sick Leave available for Faculty and staff will be as per prevailing rules of the affiliating body.
2. For more than 03 days leave shall invariably be supported by medical certificate, with prior intimation to the head of institute in writing.

d) Earn Leave:

1. Earned leave will be allowed for a minimum 03 days at a time.
2. This leave can be availed by non-vocational posts.

e) Leave without pay:

1. Absentee without prior sanction will be treated as leave without pay even if he/she has balance leaves in the account.
2. Employees may avail leave without pay if he/she does not have any other leave balance only for exceptional cases and that to be with prior permission.

f) Study Leave:

1. Study leave with pay, will be sanctioned for qualification improvement with prior permission and must submit an agreement as per norms of SSSS, Ghogaon.
2. Maximum 2 faculties per program may be permitted.
3. Study leave will be sanctioned for permanent faculty only.

g) Maternity leave:

1. A permanent female employee who does not have 2 or more living children on date of application, may avail maternity leave for a period of 90 days from the date of its commencement with prior permission from the competent authority.
2. The application for maternity leave shall be invariably supported by a medical certificate.

h) Critical Medical Leave:

1. A permanent employee may apply for such leave, in case of critical disease like cancer, open heart surgery, kidney transplantation by producing a medical certificate from a competent medical officer. However the sanctioning authority will be with Chairman/Secretary of SSSS, Ghogaon.
2. Maximum three months leave can be sanctioned for an employee.
3. However an employee has to produce a fitness certificate from a competent medical officer at the time of resuming duties.

i) Vacation:



Faculty/staff can avail the vacation (Summer/Winter), as per norms of DBATU University, Lonere.

j) Public holidays:

Institute will remain closed on all public holidays adopted by the Institute other than the list declared by DBATU University, Lonere.

17. OFFICE MANAGEMENT

- **Addresses of employee**

A list of the addresses of all staff members, including their contact numbers, working in office/section is maintained in the Office/Section

- **Office norms**

1. When leaving office, every employee should see that all files, papers, books, registers, etc in his charge are kept in proper places. (As far as possible in locked cupboards) pending paper should be kept together in a separate folder appropriately marked.
2. It shall be the duty of the employee to see that the personal computers, A/C's, lights, fans etc. are used only when necessary and that they are switched off when not required during office hours and also every evening before leaving the office.
3. The telephone provided in the Office is used strictly for official calls, Under no circumstances; the telephone should be used for private calls except in cases of emergency.
4. Chewing tobacco and smoking is strictly prohibited on campus.

- **Responsibility of the employee**

Each employee is responsible for the work assigned to him/her. He/she is also responsible for all official papers and articles belonging to the office which are entrusted to him for custody/ use.

- **Admission of outsiders to the office/department/campus**

The Admission of outsiders or private persons to any part of the office / department / campus, for any purpose whatsoever, is strictly prohibited. Any person calling on business or entitled by position to make enquiry should do so from the Principal or the Registrar only. No member of the employee should, under any circumstances, give any information on any subject to any outsider except when permitted by the Principal /Registrar. Any improper enquiries made by visitors should be brought to the notice of the Principal.

- **Taking of papers/equipment outside the office/department/campus**

Employees dealing with case work, may take official papers / files / equipment's or any other things with



them for repair or any other work with the prior permission of He.ad of Institute, if absolutely necessary for dealing with cases of an urgent nature.

- **Maintenance of order in the office/department/campus**

1. While the Principal/Head of Department/Office is responsible for the general discipline of the campus. the respective head is responsible for the maintenance of order in the office/department and should refrain from idle talking, loitering and avoid use of social networks etc by his employee.
2. Every employee should attend the office/department punctually and do the work allotted to him/ her sincerely and honestly during office hours.
3. Every employee carries himself/ herself in a dignified way in the prescribed dress code, while in the office and maintains the dignity of office.
4. Every employee has the responsibility to ensure that any wrong in the office is immediately brought to the notice of the Registrar/ Principal.
5. All employees need to be vigilant for maintenance of campus and its facilities through the designated staff.



18. SALARY DISBURSEMENT

- The salary will be prepared positively by the 10th of every month for the preceding month. This requires timely submitting all the information to the Accounts Department by 5th of every preceding month. If incidentally 5th is falling on Sunday it should be positively provided by 6th.
- The information will include no. of days present, leave with pay, leave without pay and unauthorized absent
- After making calculation of the earning portion and deductions (Within authority of accounts department) the salary sheet will be forwarded to the Principal for final approval. If any changes are made it should be duly and timely communicated amongst the employee responsible for it.
- The accounts department shall deduct applicable taxes besides contribution towards EPF, Insurance and deposit it with concerned department
- It is the policy to transfer the net amount of salary directly in the bank account of an employee.



19. PERFORMANCE APPRAISAL

The objectives of the performance appraisal at Institute are as follows:

- Provide feedback to the employees on their performance
- Assessment of academic performance
- Compensation (increment) decisions
- Benchmark for promotions
- Personal development of the employee

The establishment section is in charge of the performance appraisal process, which will also provide guidance on conducting appraisals as per guidelines from DBATU University and will coordinate timely execution of the same. The Establishment section will also impart skills to the Principal for executing appraisals on an objective and impartial basis. All performance evaluations are used to determine the annual increment. These mechanism will be amended as per affiliating body I.e. DBATU,Lonere guidelines from time to time.



20. STAFF TRAINING & DEVELOPMENT

Considering the quality of work and achieving the institutional goals successfully, SSIET is committed to imbining a continuous learning culture within the institution. It will be possible on the basis and support of a highly trained, adaptable and effective workforce to meet its challenges and achieve the set goals of SSIET. Accordingly, training and development initiatives are driven from strategic plans and designed to work toward meeting the overall goals and mandate of the SSIET.

Training programs at SSIET are designed to:

- Improve the effectiveness of employees in existing roles.
- Increase adaptability of employees for future challenges.
- Ease the introduction of new technologies or methodologies.
- Standardized work processes to increase overall efficiency.
- Retain employees who understand SSIET's mission and culture.

Training benefits for individual employee by allowing them to :

- improve their professional skills and overall productivity.
- Increase job satisfaction through a thorough understanding of the task to be performed.
- Improve self-confidence.
- Opportunity for career advancement.

Orientation/Induction Training

All new recruits to the Institute receive a comprehensive orientation of

- institute's vision, mission, quality policies and also the expectations from the new recruits. Such an orientation program serves to build an internal culture of cohesion, clarity and focus.
- Office/departmental procedures.



21. TRAVEL RULES

The employees, for official work, may be required to travel locally as well as out station.

Expenses will be reimbursed on the following basis which are subject to change from time to time as per guidelines of DBATU, Lonere.

Note -

1. The accommodation and meals reimbursement will be reduced proportionately if the accommodation and meals are arranged by the institute or are otherwise available like in training programs etc.
2. While availing travel facilities, if the travelers are more than one and for the same destination, then the conveyance facility should be availed jointly.
3. Day starts at Zero hour. If the travel time is less than 12 hours related entitlement will reduce proportionately.
4. The bills for reimbursement of expenses must be submitted within 4 days of return from journey otherwise the advance taken, if any, will be deducted from the salary of that month. If the journey stands canceled or deferred due to some exigency and unforeseen circumstances, the advance taken if any, must be deposited back if the journey is not taking place within a day or two.

Sanctioned modes of travel for Institute employee, Travelling/Dearness Allowances (TA/DA) Rules

Travel of employees within the State shall be governed as per the entitlements given in the table below.

Category	Within State		Outside state except Metropolitan cities		Metropolitan cities- Delhi, Mumbai, Chennai etc.		Travel Entitlement
	Lodging Maximum limit	Boarding (D.A.) RS.	Lodging Maximum limit	Boarding (D.A.)	Lodging Maximum limit	Boarding (D.A.)	
Principal	Actual	Actual	Actual	Actual	Actual	Actual	1 st AC Rail/AC Bus/Air



Teaching Faculty	500	200	700	200	1000	250	1 st AC Rail/AC Bus sleeper	Two Wheeler- Rs 2/km. Four
Administrative staff	400	150	500	150	700	200	AC II Rail/AC Bus	Four wheeler- Rs4/km (For
Technical supporting staff	400	100	400	100	600	150	II nd sleeper Rail /Bus	four wheeler prior sanction
Other staff	300	100	300	100	450	150	II nd sleeper Rail /Bus	of Principal is necessary)

Notes :-

1. TA/DA is not a Source of Profit.
2. Lodging charges will be paid on production of bill.
3. For travel by Air the permission of higher authority is essential.



22. EXIT PROCESS

Resignation / Termination

There are several reasons for employee exit. Employees may leave the institution of their own will, alternatively may be terminated by the institution due to underperformance or misconduct. The higher attrition rates tell a lot about institutions and therefore it is our sincere endeavor to retain employees with the highest level of motivation. However, in case of inevitable reasons, a certain process is followed.

- Employees shall have to take prior permission of the Department for applying for alternative assignments/posts. If an employee did not obtain prior permission from the management and apply or services his services elsewhere, he/she will not be relieved, till alternate arrangements are made or till one month, whichever is earlier.
- Employees who wish to resign have to give mandatory one month advance notice. Employees who do not give one month advance notice will have to pay one month basic plus AGP amount.
- In certain cases, the notice period may be waived at the discretion of Principal.
- In case of permanent employees who want to resign have to give 3 months advance notice which mandatory or have to pay 3 months basic + ACP salary to employer or vice versa in case.



23. PUNISHMENT / TERMINATION

The Principal has the authority to terminate the services of those whose performance is unsatisfactory / habitual absentee / habitual non-compliance of orders from superiors / feeding wrong information or any other suitable reason.

No dues clearance process :

Employee is required to take no dues/clearance certificate at the time of resigning / leaving the institute due to termination/resignation from his/her post. No dues/clearance format should be submitted as per prescribed by the establishment section.



24. GRIEVANCE PROCEDURES

Grievance shall include only the grievances of personal/individual nature i.e. should be concerning one individual employee only which may be relating to job satisfaction, work Environment, harassment felt at any level, monetary problem and of similar type affecting one individual personally without any comparison with others and the solution there of must not affect any other except the individual aggrieved. This will be as per norms and guidelines laid down by UGC/AICTE/DBATU, Lonere.

Procedure

- An aggrieved employee shall present his/her grievance in writing in person to the grievance committee designated by the Principal.
- The grievance committee will give his answer within 1 month of the presentation of grievance. If action cannot be taken within that period. The reason for delay should be recorded.
- If the employee is not satisfied with the decision of the grievance committee or fails to receive an answer within the stipulated period, he shall either in person or accompanied by grievance committee, present his grievances to the Principal.
- The Principal shall take necessary decision and implement recommendations of the grievance committee accordingly as per decision taken by it. If the recommendations cannot be made within this time the reason for such delay should be recorded.
- In the event of a difference of opinion among the members of the grievance committee, the views of the members along with the relevant papers shall be placed before the Principal for the final decision. The final decision of the Principal shall be communicated to the employee concerned by the Establishment Department within 8 days from the receipt of the grievance committee's recommendations.
- The grievance committee shall have the right to access any document connected with the enquiry maintained in the department and which may be necessary to understand the merit or otherwise of the employee grievances. The management's representatives shall have the right, however, to refuse to show any document or give any information, which they consider being of a confidential nature.



25. DISCIPLINE

The Code of Conduct for the institute lays down guidelines for general ethical behavior of staff, Professionalism and diligence in performance of work. All employees of the Institute should adhere to Professional behavior in interactions both within the institution as well as with colleagues and Associates.

- Institute staff are always honest, cordial and transparent with associates, fellow employees, and supporting institutions. They will also maintain all the institutional information in strict confidence.
- Institute employees will act with integrity and trustworthiness.
- Institute employees will maintain a respectful relationship with all fellow colleagues within the institution and also with the community at large.
- Institute employees will maintain clean and neat personal appearances along with dress code and identity card whether in the office, attending training or while representing the Institute.
- Institute employees will maintain proper cleanliness and security of all office equipments, materials, working space, records, vehicles and buildings.
- Institute employees will be diligent, hardworking, efficient and effective in their working styles.
- Institute employees will not use institutional time or privileges for personal work.
- Institute employees will act creatively, confidently and courageously to share the best values and ideals they bring to every interaction, whether with employees or other persons.
- Institute employees will seek positive solutions and outcomes for all concerned, in any relationship or interaction they undertake.

Violation of the code of conduct would lead to disciplinary action, and may even lead to termination. The nature of the disciplinary action will be decided by the disciplinary committee after due investigation. The disciplinary committee consists of a Principal/Register and senior management member. The composition of the committee is decided by the management.



a) Act of omission and misconduct

1. Impertinence, insubordination or disobedience, whether alone or in combination with another or other of any lawful and reasonable order of a superior or superiors.
2. Unlawful suspension of work or refusal to perform normal duties, striking work or adopting go-slow methods or attempting to incite, intimidate, or force other employees to do any of the above.
3. Theft, fraud, misappropriation or dishonesty in connection with the institute's property.
4. Habitual late attendance and habitual absence without sufficient cause.
5. Habitual negligence or neglect of work.
6. Absence from place of work without the permission of superiors.
7. Smoking within the office precincts, and chewing tobacco, Pan Masala, Guthaka etc. on duty.
8. Causing damage to work in processor to any property of the institute.
9. Refusal to work on a job to which the employee is posted.
10. Threatening, assaulting, intimidating or misbehaving with any employees, whether inside or outside of the institute premises.
11. Gambling within the premises of the establishment or institute estate and residential accommodation provided to the employee by the institute.
12. Sleeping on duty and sleeping in any part or the institute premises except in designated residential premises.
13. Soliciting or Acceptance of gifts from subordinate employees / students / guests / associates / Vendors of the institute.
14. Spreading false rumors or giving false information, this may tend to bring in disrepute to the institute or its employees or spreading panic among the employees.
15. Writing of anonymous letters criticizing the institute or the employees of the institute.
16. Theft of property belonging to other employees inside the premises of the establishment or institute's estate.
17. Refusal to accept charge sheet, suspension order or any other lawful order given by a superior.
18. Giving of false information regarding name, age, father's name. qualification or previous service at the time of employment.
19. Leaving work without permission or before being properly relieved at the end of scheduled working



- hours/days.
20. Submission of representation except through proper channels.
 21. Bringing pressure to bear upon or bringing recommendation to superiors on personal matters.
 22. Misbehaving during the pendency of disciplinary action instituted against the employees within or outside office premises.
 23. Possession of any weapon or arms within the premises without the written permission of the management.
 24. Interference of tampering with computer systems, hardware and software as well as manual records etc. either pertaining to himself or to any other employee or to work of the institute.
 25. Fighting or quarreling with fellow employees.
 26. Riotous or disorderly behavior in the establishment or any act subversive of discipline.
 27. Refusal/failure to wear prescribed uniform.
 28. Altering, disfiguring, destroying or in any way rendering material put up on the Notice Board either partly or wholly unintelligible or altering the meaning originally intended.
 29. Hiding away or attempting to hide any article or material belonging to the institute.
 30. Failure to observe safety instructions or interference with any safety device or any other equipment installed within the establishments or in precincts thereof.
 31. Refusal of any notice or suspension or warning, or show causes notice or any other communication issued by any senior/ institute.
 32. Conviction in any Court of Law for any Criminal offense involving moral turpitude.
 33. Sexual harassment with any female employee and/or with any female related to institute which includes such unwelcome sexual determined behavior. (Whether directly or by implication).
 34. Abetment or attempt to commit any of the above acts / omissions constituting misconduct.
 35. Violation of any norm of the code of conduct.

b) Punishment for mis-conduct

Any employee found guilty of misconduct may be given any of the following punishments :

➤ **Minor punishments**

- Warning.
- Fine (nor exceeding One third of basic salary)
- Recovery to the full extent of the actual amount of loss caused to the institute or to the employee to the extent of the cost legally advisable.
- Withholding of increments for any-specific period with or without cumulative effect.



- Demotion to a junior post, lower grade, lower pay.

➤ **Major punishments**

- Suspension without pay.
- Termination of service.

Procedure for dealing with cases of misconduct :

If a major misconduct is alleged against an employee, the management before taking any action against the employee will hold an enquiry by an officer appointed for the purpose. The employee concerned shall be given a charge sheet, clearly setting forth the circumstances alleged against him/her and requiring explanation within the stipulated time. If charges against him are found true, a necessary action will be taken by management.



26. EMPLOYEE ENCOURAGEMENT AND DEVELOPMENT ACTIVITIES

- Initiate activity to enhance morale and spirit of the employees.
- Roll out Motivational activities.
- Token of affection on personal special occasions.
- Birth calendar of the employee
- Skill Development program for employees.
- Exit Interviews of candidates leaving the job.
- Identity card and dress code of the employees

Recreational Activities:

- Games
- Special days celebration
- Festive celebrations
- Monthly birthday celebrations
- Picnic
- Staff party
- **Recognize and Celebrate Excellence** - Design and implement employee Appreciation Scheme.
- **Know Your Colleagues** - An effort to introduce new employees to the entire institute.
- Employee Feedback and designing suggestion scheme



27.SUGGESTION SCHEME

- The institute encourages participation and involvement of all the employees in finding innovative ideas in the interest of safe and easy procedures, institutions' growth, cost saving, associate satisfaction and Image building.
- All the employees are expected to contribute their innovative ideas in the above-said areas actively and on a regular basis by way of Suggestions.
- The employee concerned can give his suggestions orally and in writing in a closed envelope mentioning his name and contact number and put the same in the suggestion box.
- Suggestion can be handed over in person to the Establishment section. The suggestions will be examined by senior management. Any suggestion found useful and worthy of implementation capable of yielding desired results will be considered. The same will be put to publicity in the institute, so that others get encouraged.



28.FEEDBACK

- This manual contains policy and procedure relating to overall aspects of Human Resource in the institution. Except the Principal/Governing Board, no employee of whatever designation is authorized to make any changes in the same.
- If there appears any discrepancy in implementing any condition of this manual it will be brought to the knowledge of the Principal and Establishment section with alternative suggestions. These will be duly considered and appropriate decisions will be conveyed.
- Establishment section will continuously monitor implementation of this manual and will seek feedback for progressive development on any provision. Deviation will neither be expected nor permitted.
- We are always open to feedback and value your suggestions.

DECLARATION

I acknowledge that all information provided in the admin manual is accurate to the best of my knowledge and that any updates or changes will be communicated promptly.

Place: Ghogaon

Date: 26/12/2023



A handwritten signature in blue ink, appearing to be "Kul", written over a horizontal line.

Principal

Shree Santkrupa Institute of Engg. & Tech
Ghogaon, Tal Karad, Dist Satara