



**Dr. VPSSM's**  
**Padmabhooshan Vasantodada Patil Institute of Technology**

# ADMIN MANUAL



A/P – BUDHGAON, TAL: MIRAJ, DIST: SANGLI PIN-416304 MAHARASHTRA.

(PHONE No. 0233-2366398, 2366246 PRINCIPAL- 2366245; FAX-0233-2366185)

Website: [www.pvpitsangli.edu.in](http://www.pvpitsangli.edu.in) E-mail: [degreeprincipal@gmail.com](mailto:degreeprincipal@gmail.com)



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### ❖ **Message from Principal :**

We believe, “Employee” are most valued resource of the institute. Their interests and welfare is the prime concern. We 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 their morale and motivation in any organization. Admin manual is a dynamic process and hence policies require continuous review and updating. It has become more important now because of fast changing trends in the technical education.

As a number of changes in educational policies are taking place and a number of facilities/benefits/allowances etc. are also being revised, this edition of Admin manual has been published to cater to the needs of employees for quick reference. 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.

**“Welcome to the PVPIT family.”**



## 1. ABOUT INSTITUTE

Padmabhooshan Dr. Vasantrodada Patil was a man of great vision and foresight. He was the leader of common people and father of co-operative movement and agro industrial society of Maharashtra. He was honored by number of posts like Chief Minister of Maharashtra, Governor of Rajasthan and General Secretary of All India Congress Committee (A.I.C.C.)

In 1983, as a Chief Minister of Maharashtra, he had proclaimed new strategies and implemented them by permitting Educational society to establish new engineering and polytechnic colleges in Maharashtra, so as to facilitate higher technical education for rural and backward areas.

Under his able guidance (SSM SANGLI)Dr Vasantrodada Patil Shetakari Shikshan Mandal,Sangli ( Dr. VPSSM ) has been established as Registered Society ( Registration No-E 564 ) on 14<sup>th</sup> Aug.1984.Dr VPSSM opened a new era as pioneer Institute to fulfill his dream of Rural Technocrats by starting

‘Padmabhooshan Vasantrodada Patil Institute of Technology, Budhgaon (Sangli).’



## **2. ABOUT THE MANUAL**

The Admin Manual has been developed to guide the actions and govern the rights of employees at P.V.P. Institute of Technology, Budhgaon. The Manual contains policies approved by the Board of Trustee, College Working committee, 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 Board of Trustee, College Working committee, Governing Council and LMC.

### 3. VISION MISSION AND QUALITY POLICY:

#### ➤ Vision

To become a leading Institute in providing high quality technical & engineering education to the aspirants and serve the industry and society through excellent educational programmes, creativity and research.

#### ➤ Mission

- To meet the short and long term engineering man power needs for Social, techno economical development of region and nation, through teaching, research, consultancy and service.
- To contribute advancing of knowledge and wisdom in science and technology for the human welfare.
- To cultivate skills, lifestyle and habits of lifelong learning to adopt knowledge based global civilization.
- To create highest standards of education with noble values of ethics, morality, integrity and humanity.

#### ➤ Quality Policy

- To develop and maintain, state of art educational practices.
- To give every possible facility to students, faculties & Staff, so that they can deliver the best.
- To provide secular, disciplined, caring environment for all learners.
- To be in the forefront of the education to satisfy the local, national & global needs.



## 4. GOVERNANCE

- **Board of Trustee -**

Board of Trustee (BOT) will be chaired by the Hon'ble Chairman of Vasantdada Shetakari Sahakari Sakhar Karkhana Ltd. Sangli. The members to the Board of Trustee include all directors of Vasantdada Shetakari Sahakari Sakhar Karkhana Ltd. Sangli.

- **College working committee(CWC)**

College working committee (CWC) will include 05 members from board of Trustee. One of these members will work as Chairman.

- **Governing council (GC)**

Governing council (GC) is chaired by Chairman of BOD. The members to the Governing council includes:-

1. Chairman : Chairman ,Dr.VPSSM,Sangli
2. Member : Nominated by Dr.VPSSM,Sangli
3. Member : Nominated by Dr.VPSSM,Sangli
4. Member : Nominated by Dr.VPSSM,Sangli
5. Member : Nominated by Dr.VPSSM,Sangli
6. Member : Regional Industrialist, Nominated by Dr.VPSSM,Sangli
7. Member : Regional Educationalist, Nominated by Dr.VPSSM,Sangli
8. Member : Nominee(Ex.Officio) from AICTE,WRO
9. Member : Nominee from DTE (Ex. Official)
10. Member : Nominee(Industrialist/Educationalist) from AICTE,WRO
11. Member : Nominee from Shivaji University
12. Member : Nominee Govt. Of Maharashtra
13. Member Secretary : Principal





- **Local management committee(LMC)**

The members of LMC includes:-

1. Chairman : Chairman ,Dr.VPSSM,Sangli
2. Member : Nominated from Dr.VPSSM,Sangli
3. Member : Nominated from Dr.VPSSM,Sangli
4. Member : Nominated from Dr.VPSSM,Sangli
5. Member : Nominated from Dr.VPSSM,Sangli
6. Member : Secretary, Dr.VPSSM
7. Member : Elected from Faculty
8. Member : Elected from Faculty
9. Member : Elected from Faculty
10. Member : Elected from staff
11. Member Secretary : Principal

- **Institute Academic Advisory Committee (IAAC)**

Institute Academic Advisory Committee (IAAC) will be chaired by Chairman of BOT.

The members of IAAC includes:-

1. Chairman : Chairman ,Dr.VPSSM,Sangli
2. Member : Senior Faculty
3. Member : Academician
4. Member : Academician
5. Member : Educationalist
6. Member : Industrialist
7. Member : Industrialist
8. Member : Principal





- **Function**

- **College Working Committee**

- 1) To look after overall development of Institute.
- 2) To mobilize external resources to strengthen the Institute
- 3) To plan and provide necessary facilities, equipments for development
- 4) To Instill confidence and devotion in every member of Institute

- **Governing Council**

- 1) To frame directive principles and policies.
- 2) To amend and approve policies from time to time.
- 3) To approve budgets.
- 4) To define vision and mission.

- **Local Management Committee**

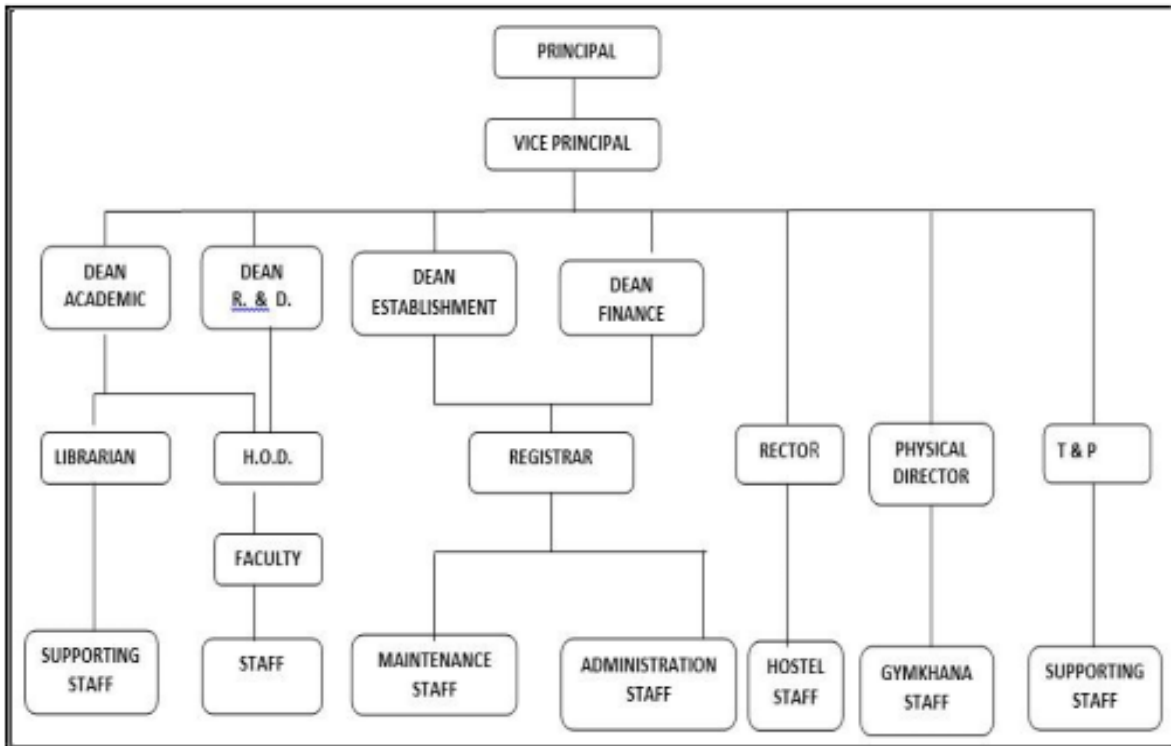
- 1) To suggest directive principle and policy
- 2) To prepare annual budget.
- 3) To suggest academic and administrative policies.
- 4) To suggest effective purchase procedure.
- 5) To motivate employees.

- **Institute Advisory Committee.**

- 1) To define academic organization structure.
- 2) To suggest periodic monitoring and evaluation of various processes.
- 3) To define academic quality policy.
- 4) To motivate employees.
- 5) To approve PO's and PEO's to all departments.



## 5. ORGANIZATIONAL STRUCTURE





## 6. ESTABLISHMENT POLICY

Our Establishment policy is encompassed by: **R E S P E C T**.

- **R**eliability      You can Count on us
- **E**xcellence      Is our Standard
- **S**ervice          Student is First. Tune them for latest Technical Knowledge
- **P**eople            Serve people with fairness and firmness
- **E**mpowerment    Enabling each to attain his / her Potential.
- **C**aring            Care for all as we wish to be cared for
- **T**eamwork        Foster a spirit of Teamwork



## 7. RECRUITMENT

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

- Principal
- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Physical Director

#### i. **Process steps in recruitment of approved faculty:-**

Faculty Recruitment Process in our Institute has 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 work load of teaching faculty is submitted to University for their approval .
- 4) After sanction of work load, roaster will get confirmed with appropriate reservations, from BC cell of university.
- 5) Thereafter Advertisement will be get sanctioned from the Shivaji University, Kolhapur.
- 6) The advertisement for recruitment is published on University website [www.unishivaji.ac.in](http://www.unishivaji.ac.in) /college website [www.pvpitsangli.edu.in](http://www.pvpitsangli.edu.in) as well in leading National and regional news papers.
- 7) The advertisement for recruitment contains detail such as the no. of posts (cadre wise), reservations, qualifications, pay scales and other service conditions.
- 8) A selection committee will be appointed by Shivaji University ,Kolhapur
- 9) Interviews are conducted as per norms of Shivaji University, Kolhapur.
- 10) The eligible and selected candidates are recommended to Shivaji University, Kolhapur.
- 11) Faculty is appointed after final approval by Shivaji University, Kolhapur.

**ii. Eligibility criterion:**

With reference to AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff as per prevailing norms and standards declared by affiliating bodies.

**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

**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 branch 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 branch 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 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 branch 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.



**Humanities & Science**

Sr. No.	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 require
2	Associate Professor	Qualification as above that is for the post of Assistant Prof, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of 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 in aggregate shall be considered equivalent to First class/division. If a grade point 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	Masters 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 have been awarded Ph.D. Degree.	

### Director of Physical Education

Sr. No.	Cadre	Qualification	Experience
1.	Director of 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.



### **Process steps in recruitment of Adhoc faculty:-**

- 1) Teaching posts, which remain vacant after University Interview and to be recruited ,are approved in meetings of LMC, GC and CWC of the Institute.
- 2) The advertisement for recruitment is published in regional news papers.
- 3) Local selection committee is constituted as per norms of university.
- 4) Faculty is appointed as per recommendations of Local selection committee.
- 5) The proposal of Adhoc faculties list will be sent to university for its approval.

### **iii) Job description**

#### **1. Assistant Professor :**

The brief description of the duties assigned to the Assistant Professor as per the AICTE norms are given below:

- (i) Teaching: 16 clock hours per week.
- (ii) To work as In charge of laboratory in the concerned discipline.
- (iii) There should be rotation in the Engineering subjects taught by Teacher after three years.
- (iv) Maintenance of Equipment in the laboratories
- (v) Conduct practical's in the laboratory
- (vi) Planning and Implementation of Curriculum Development
- (vii) Development of Resource Material
- (viii) Participation in Co-Curricular and Extra Curricular Activities
- (ix) Student guidance, counseling, and assisting in their career shaping and personality development
- (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.

In addition to the above duties, he is required to assist the administration as per directives of Head of Institute.



## **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 for the maintenance of Equipments 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 at Institute and University level.
- (xiii) To work for laboratory establishment and its development.
- (xiv) Responsible to ensure that the project work of the students is properly guided.
- (xv) Prepare R&D project report

In addition, the he 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:**

- 1) Teaching: 12 clock hours per week.
- 2) There should be rotation in the engineering subjects taught by them and should develop competency.
- 3) Conduct of Practical's in the laboratory
- 4) Planning and Implementation of Curriculum Development.
- 5) Development of Resource Material.
- 6) Participation in Co-Curricular and Extra Curricular Activities.
- 7) Student guidance and counseling and helping their character development.



- 8) Innovation in technical education and evaluation
- 9) Promotion and Coordinating continuing Education Activities.
- 10) To work as invigilator for examination work at Institute and University level.
- 11) Responsible to ensure that the project work of the students is properly guided.
- 12) Contribute in Research and Consultancy activity.
- 13) He should assist to 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
9. Telephone operator

**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 or equivalent	3 years of experience of Administration
03	Senior Assistant	A Bachelor's Degree or equivalent	2 years services in the Lower category.
04	Senior Stenographer	A Bachelor's Degree or equivalent Technical I) Typewriting English Higher Grade and 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 Grade and II) Shorthand English Lower Grade III)	1 or 2 years of service as Stenographer is desirable.
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 <sup>th</sup> Standard, and should possess professional driving license	1 or 2 Years experience as Driver is desirable.
13	Peon	10 <sup>th</sup> Standard Able to ride a bicycle in respect of male members	
14	House Keeping 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

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**

- a. New Entrants appointed against regular positions shall be kept on Probation for a minimum period of two years
- b. Concerned HOD shall keep a track on the performance of the concerned Probationer periodically.
- c. Performance of Employees on Probation shall be assessed using the Probation evaluation format.
- d. Probation Evaluation Form shall be sent to the departments 15 days before the due date of confirmation.
- e. Evaluation form shall be sent back with necessary remarks to office 7 DAYS before the due date of confirmation.
- f. 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.
- g. In case probationer is not confirmed, shall be issued a written communication for termination from the services.
- h. 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 (Dr.VPSSM)
VicePrincipal	Principal
Deans	Principal
HODs	Principal
Faculties	HOD
Technical supporting staff	HOD
Registrar	Principal
Administrative staff	Registrar
Librarian	Principal
Physical Director	Principal
Library staff	Librarian
Maintainance staff	HOD
Non Technical staff	HOD

## 11. PAY SCALES AND ALLOWANCES

### 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. Existing pay structure for different categories of teachers and equivalent positions shall be as indicated below:

#### (a) Assistant Professor / Associate Professors / Professors.

- (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 a 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 Professors 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 thereafter 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 Professors 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, with 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 account 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:  
Assistant Librarian/ College Librarian:**

- (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 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. Scale)/ 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)**

- The Assistant Director of Physical Education/ College DPE in the pre-revised pays scale of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- 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.
- 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:**

- 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.
- M.Phil degree holders at the time of recruitment to the post of lecturer shall be entitled to two non-compounded advance increments.
- 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.
- 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.
- However, teachers in service who have been awarded Ph.D. at the time 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 increments even If the university awarding such Ph.D. has not yet been notified.





- 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 enrolment is with a university recognized by UGC.
- Teachers who acquire M.Phil. degree or a M.Tech degree in a relevant Branch / discipline recognized by a Statutory University while in service, shall be entitled to one advance increment.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Notwithstanding 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.

- 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	Stenographer	9300-34800	4400
03	Superintendent	9300-34800	4300
04	Accountant	9300-34800	4300
05	Stenographer (Lower Grade)	9300-34800	4300
06	Head Clerk/Assistant Superintendent	9300-34800	4200
07	Deputy Accountant	9300-34800	4200
08	Library Assistant/Assistant Librarian	5200-20200	2800
09	Technical Assistant /Laboratory Technician	5200-20200	2800
10	Senior Clerk	5200-20200	2400
11	Accountant/Assistant Accountant	5200-20200	2400
12	Steno Typist/Stenographer	5200-20200	2400
13	Senior Laboratory Assistant	5200-20200	2400
14	Laboratory Assistant	5200-20200	2400
15	Library Assistant	5200-20200	2000
16	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
17	Semi-Skilled Technician/ Wiremen /Plumber	5200-20200	1900
18	Laboratory Attendant / Library Attendant / Field Collector	4440-7440	1600
19	Peon/Hamal	4440-7440	1300



**B) Allowances :**

➤ **House Rent Allowance :**

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

➤ **Local conveyance allowance :**

Local conveyance Allowance will be as per guidelines of Shivaji University and approved by Dr. VPSSM.

➤ **Washing allowance :**

Washing Allowance will be as per guidelines of Shivaji University and approved by Dr. VPSSM, Sangli

➤ **Gratuity :**

Gratuity will be as per guidelines of Govt. Of Maharashtra and Shivaji University, Kolhapur

➤ **Provident fund :**

Provident Fund will be as per guidelines of Govt. Of Maharashtra and Shivaji University, Kolhapur

➤ **Family pension :**

Family Pension will be as per guidelines of Govt. Of Maharashtra and Shivaji University, Kolhapur

➤ **Group insurance :**

Group Insurance will be as per guidelines of Govt. Of Maharashtra and Shivaji University, Kolhapur



## 12. ADMINISTRATIVE PROCEDURES

### Personal Records

Basic information of employee 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**

- There will be five full (Monday to Friday) working days in a week.
- Institute will remain closed on 2<sup>nd</sup> Saturday, 4th Saturday.
- Sunday will be weekly Holiday.

#### **Working hours:**

#### **Teaching Faculty:**

10.10 am to 5.20 pm

#### **Administrative, Technical supporting staff, library staff and maintenance staff:**

10.00 am to 5.25 pm

#### **Non teaching staff:**

9.45 am to 5.30 pm

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





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## 14 ACADEMIC SECTION

1. Every program will submit 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 midterm test.
4. Every program will submit class time table, laboratory time table and individual faculty time table for the next semester before going on vacation to academic section.
5. Department has 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. 350/- lecture +TA
  - PG- Rs. 500/- lecture +TA
11. The tutorials will be arranged as per norms of Shivaji University (batch wise).
12. The first hour i.e. 9.15 am to 10.15 am will be considered for Remedial Lectures, special coaching for weaker students, make up lectures etc. (should not be utilized for regular lectures).





13. Program Head / Faculty can arrange inter programme expert Lecture without any Remuneration.
14. Defaulter students- After every month shortlist the defaulter student and display the notice on notice board.
  - 12.1 First time defaulter – Inform the concern student personally by taking their signatures (undertaking).Send letters to their parents and penalize any academic activity.
  - 12.2 Second time defaulters -Make student compulsory to bring their parents to meet Head of Department and penalize any academic activity.
  - 12.3 Third time defaulters- Bring to the notice of Office and have an appropriate actions by discussing with academic Dean, Principal and management.
15. Promote and aware faculties to present papers at conferences, to publish papers at national/international journals, to attend workshops and conferences, to make consultancy work and research work.
  - 15.1 Paper presentation at conference -only registration fees will be sanctioned.
  - 15.2 Workshop and conference (Participation) fees will be sanctioned on Merit
  - 15.3 Self finance courses- no fees will be sanctioned (HOD will recommend 1 or at most 2 faculty/ staff for concerned event with min. / no academic loss)
16. Faculty will be encourage to visit as expert at other institutes
17. Arrange different technical events, quiz, design competition and other curricular as well extracurricular activities for students.
18. Arrange interaction, guidance and sharing their experience of Alumni with students at least once in a semester.
19. Arrange extra timing (over and above time table) to work in the laboratory for students with assigning responsibilities to faculty and staff.
20. Plan for effective and regular counseling of students (every month). The consolidated report of department should be submitted by the HOD for every month.
21. Facilities and functioning of departmental library should be enhanced.
22. After every chapter, concerned subject in charge should give question bank to the students.



23. After every experiment concern batch in charge should give question bank in view of oral and practical examination to the student.
24. Continuous assessment of students will be done regularly and promptly.
25. Student faculty and staff should remain in laboratory for full 2 hours during practical hours.
26. Concern subject in charge should give and check the assignments periodically.
27. Academic monitoring:
  - a) Academic monitoring committee will be formed for monitoring the lectures and practical.
  - b) Each department will give their representation in the academic monitoring committee.
  - c) Every week monitoring report must be submitted towards I/c of monitoring committee.
  - d) As per academic monitoring report, corrective action / measure has to be taken against concern faculty by a concern HOD and accordingly to be informed to be office.
  - e) Faculties must compensate the missed lectures (due to leave or any other purpose) within 15 days and must be informed prior to concern academic committee representative.
  - f) Every lecture must be conducted for full 60 minutes.
28. Academic monitoring for PG will be made by concern monitoring representative from UG and report will be submitted to academic section(same modus of operand).
29. Interaction by HOD with students regarding performance of faculty, staff and any other things are expected.
30. 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 office at respective time.
31. Arrange soft skill, personality development programs / lectures at your department.
32. Arrange at least one general / social speech from resource person for your students.
33. Financial support for item 29 and 30 will be with prior approval from Principal.
34. Enhance student association activities.
35. Promote students to participate at different curricular and co curricular events at inter institute, state level etc.



36. Faculty and students should visit central library and make effective utilization of new arrivals and e-journals.
37. Program Head / Faculty can plan any academic activity with prior permission and as per budgetary provisions.
38. Each faculty should complete at least one of following task in every academic year-
  - ❖ Publication of paper at National or International level
  - ❖ Presentation of paper at National or International conference.
  - ❖ STTP or Refresher course (1 week or 2 week)
  - ❖ Faculty development program or any other workshop or conference (minimum 3 days).
  - ❖ Qualification Improvement.
  - ❖ As per coordinator in arranging any of above activity.
39. Faculty is directed to change / alter the subject (teaching load) for 5 years. HOD should take proper measures, while distributing work load.
40. 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 a manner that the record remains authenticated.

- Attendance registers is maintained at the establishment section.
- Every employee on arrival and at departure should enter a thumb impression in 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 the punctuality. 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 treated as absent or on Leave.



## 16.LEAVE

- a. All leaves shall be calculated from date of joining of the employee.
- b. No paid leave will be allowed for first two months in case of probationary employee.
- c. 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.
- d. Principal will be the competent authority for sanctioning leave with/without pay.
- e. Principal may delegate powers to any officer(s) under him to grant casual leave.
- f. Leave of Principal will be sanctioned by Chairman / Secretary of Dr. VPSSM, Sangli.
- g. 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.
- h. 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.

### a) Casual Leave :

- a. Casual leaves available for Faculty will be as per prevailing rules of affiliating body.
- b. 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
- c. Casual leave may be prefixed and/or suffixed to Holidays and Sundays.
- d. Sundays and Holidays arising during a period of casual leave will not be treated as a part of the casual leave.
- e. Any leave over and above the casual leave will be treated as leave without pay.
- f. 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 employee for academic pursuits including attending workshop and conference .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 certificate from organizers. On duty leave may also granted or any official work with prior permission.



**c) Sick Leave :**

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

**d) Earn Leave :**

- I. Earn leave will be allowed for minimum 03 days at a time.
- II. This leave can be availed by non vocational posts.

**e) Leave without pay :**

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

**f) Study Leave :**

- I. Study leave with pay, will be sanctioned for qualification improvement with prior permission and must submit an agreement as per norms of Dr.VPSSM, Sangli
- II. Maximum 2 faculties per program may be permitted.
- III. Study leave will be sanctioned for permanent faculty only.

**g) Maternity leave :**

- I. 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.
- II. The application for maternity leave shall be invariably supported by medical certificate.

**h) Critical Medical Leave :**

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





**i) Vacation :**

Faulty/staff can avail the vacation (Summer/Winter), as per norms of Shivaji University, Kolhapur.

**j) Public holidays:**

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



## 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 in the 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**

Employee dealing with case work, may take official papers/ files /equipments or any other things with them for repair or any other work with the prior permission of Head of Institute, if absolutely necessary for dealing with case of an urgent nature.

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

- i. While the Principal /Head of Department/Office is responsible for the general discipline of the campus, respective head is responsible for the maintenance of order in office/department and should refrain from idle talking, loitering and avoid use of social networks etc by his employee.
- ii. Every employee should attend the office/department punctually and do the work allotted to him/ her sincerely and honestly during office hours.
- iii. Every employee to carry himself / herself in a dignified way in the prescribed dress code, while in the office and maintain the dignity of office.
- iv. Every employee has the responsibility to ensure that any wrong in the office is immediately brought to the notice of Registrar/ Principal.
- v. 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 10<sup>th</sup> of every month for the preceding month. This requires timely submitting all the information to Accounts Department by 5<sup>th</sup> of every preceding month. If incidentally 5<sup>th</sup> is falling on Sunday it should be positively provided by 6<sup>th</sup>.
- The information will include no. of days present, leave with pay, leave without pay and unauthorized absent.
- After making calculation of earning portion and deductions (Within authority of accounts department) the salary sheet will be forwarded to Principal for final approval. If any changes are made it should be dully 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 bank account of 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 Shivaji University and will coordinate timely execution of the same. Establishment section will also impart skills to Principal for executing appraisals on an objective and impartial basis. All performance evaluations are used to determine the annual increment.

## **20. Staff Training & Development**

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

### **Training programs at PVPIT are designed to:**

- Improve the effectiveness of employee in existing roles.
- Increase adaptability of employee for future challenges.
- Ease the introduction of new technologies or methodologies.
- Standardize work processes to increase overall efficiency.
- Retain employees who understand PVPIT'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-

### **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 program etc.
- 2 While availing travel facility, if the travelers are more than one and for same destination, then the conveyance facility should be availed jointly.
- 3 Day starts from 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 cancelled 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 <sup>st</sup> AC Rail/AC Bus/Air	
Teaching faculty	500	200	700	200	1000	250	1 <sup>st</sup> AC Rail/AC Bus sleeper	Two Wheeler- Rs 2/km.
Administrative staff	400	150	500	150	700	200	AC II Rail/AC Bus	Four wheeler- Rs 4/km
Technical supporting staff	400	100	400	100	600	150	II nd sleeper Rail /Bus	(For four wheeler prior sanction of Principal is necessary)
Other staff	300	100	300	100	450	150	II nd sleeper Rail /Bus	

#### 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 institution and therefore it is our sincere endeavour to retain employees with highest level of motivation. However, in case of inevitable reasons, a certain process is followed.

- Employee 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 serve 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 a 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.



## **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 institute due to termination/resignation from his/her post. No dues/clearance format should be submitted as per prescribed by 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, monitory problem and of similar type effecting one individual personally without any comparison with others and the solution thereof must not affect any other except the individual aggrieved.

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

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

Violation of the code of conduct would lead 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. Un-lawful 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 Masada, Guthaka etc. on duty.
8. Causing damage to work in process or 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's estate and residential accommodation provided to the employee by the institute.
12. Sleeping on duty and sleeping in any part of 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 matter.
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 tempering with computer systems, hardware and software's 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 offence 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 (not 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 found true, a necessary action will be taken by management.



## 26. EMPLOYEE ENCOURGAGEMENT 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 employee.
- ❖ 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 employee 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, associates satisfaction and Image building.
- All the employees are expected to contribute their innovative ideas in the above-said areas actively and on regular basis by way of Suggestions.
- The employee concern can give his suggestions orally and in writing in a closed envelope mentioning his name and contact number and put the same in suggestion box.
- Suggestion can be handed over in person to 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 Principal and Establishment section with alternative suggestions. These will be dully considered and appropriate decision 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.

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