



SHRI VITHAL EDUCATION & RESEARCH INSTITUTE'S
COLLEGE OF ENGINEERING
(POLYTECHNIC), PANDHARPUR

Gopalpur -Ranjani Road, Gopalpur, P.B. No. 54, Tal - Pandharpur- 413 304,
Dist. Solapur (Maharashtra) Ph.: (02186) 216128, Mo.No.7767003372
(Approved by AICTE, New Delhi and affiliated to MSBTE Mumbai)



HUMAN RESOURCES
POLICY HANDBOOK

TABLE OF CONTENTS

| Chapter No. | Particular | Page No. (From – To) |
|--------------------|---|---------------------------------|
| | Vision | 03 |
| | Mission | 03 |
| | Objectives | 03 |
| | Quality Policy | 03 |
| 1 | Introduction | 05 |
| 2 | Governance | 06 |
| 3 | Human Resource Planning | 07 - 15 |
| 4 | Salary and Prerequisites | 16 - 17 |
| 5 | Retirement and Extension in service | 18 |
| 6 | Leaves, Vacation & Other Holidays | 19 - 22 |
| 7 | Service and Assessment | 23 - 25 |
| 8 | Discipline and Grievances | 26 - 29 |
| 9 | Research & Consultancy | 30 - 32 |
| 10 | Deputation for seminar, conference, workshop, guest lecturers etc. | 33 - 34 |

INSTITUTE VISION

To be recognized as an excellent diploma institute in Maharashtra providing technical education with focus on various skill sets enabling to reach higher goals in the field.

INSTITUTE MISSION

1. To impart technical knowledge and skills by using modern engineering tools with supportive facilities.
2. To facilitate industry-institute interaction to expose students to current industrial practices that will help them to solve industrial challenges
3. To inculcate ethical and professional values among students that will make them socially and environmentally responsible.
4. To motivate students towards lifelong learning and helping them to find right career opportunities in the field.

OBJECTIVES

- To achieve a status of premier technological institute.
- To achieve excellence on academic, administrative and personality development front through our own channelized pattern of teaching-learning process.
- To develop the state-of –the –art research and development and consultancy cell.
- To strengthen industry-institute interaction to provide industrial exposure to the student and up-gradation of the faculty knowledge about advance trends.

QUALITY POLICY

- We are committed for academic and overall development of our students-
- By effective implementation of teaching –learning process
- By establishing respectful and pleasant behavior with the students and inculcation of culture of patience and co-operation
- By creating environment conducive to learning.
- By providing ample opportunities for personality development

FOREWORD

At SVERI's College of Engineering (Polytechnic), Pandharpur (SVERICOP[□]), we look forward to every opportunity to spread knowledge beyond our campus through the creativity and achievements of our staff and students. College has undertaken teaching in a wide breadth of subjects. It is the part of our philosophy that our research endeavors underpin the College's learning and teaching. SVERICOP[□] transforms its students into technically competent, well communication abled and application oriented lifelong learning engineers. The students are result driven and are motivated by the institute for the relevant manpower development and for their overall development.

Life is not a set of instructions but is a series of experiences and learning process, this is where SVERICOP[□] steps in – to make a difference through our management and teaching faculty by inculcating the right attitude and passion towards engineering, which goes beyond books and instructions.

SVERICOP[□], is not just a institute imparting formal education but a place to grow as an individual. It promotes all round development of the students by means of cultural events, communication and personality development classes, extra curriculum and sports activities, entrepreneurship development and various other activities. We have a steadily growing alumni base, which even if young, have made a mark in the society. Learning technology in such a dynamic and motivating environment is a healthy experience for the budding engineers.

SVERICOP[□] is committed to create a community of research scholars, students and faculty that reflects the diversity of the world we live in. The development of intellectual and practical pursuits is the core of education here.

Dr. B.P. Ronge
Founder Secretary
Shri Vithal Education & Research
Institute's Pandharpur

CHAPTER: 1 INTRODUCTION

1 About the Trust:

- a. **Name of the Trust:** Shri Vithal Education and Research Institute, Pandharpur- 413304.
- b. **Registered Address:** Gat. No.200, Gopalpur-Ranjani Road, Gopalpur.
Tal. Pandharpur Dist. Solapur. 413304.
- c. **Registration Number:** F-4371 (Solapur) dated 06/03/1995
- d. **Board of Trustees:** The Board of Trustees governs all the rules and regulations of the Institute.
Annexure: 1 (Board of Trustees)

2. About The College:

- a. **Name of the College:** SVERI's College of Engineering (Polytechnic), Pandharpur
- b. **Address of the College:** Gat. No.200, Gopalpur-Ranjani Road, Gopalpur.
Tal. Pandharpur Dist. Solapur. 413304.
- c. **Contact Details of the College:** 7767003372
Toll free No. : 1800 3000 3141
Email.Id : cod@sveri.ac.in
Website : www.sveri.ac.in
- d. **AICTE Approval letter no.:** F.No. Western/1-3323299206/2017/EOA
- e. **College ID Number by Directorate of Technical Education, Maharashtra:** DEN 6437

CHAPTER: 2 GOVERNANCE

Board of Governors:

Board of Governors is constituted as per the AICTE Approval Process handbook. It is responsible for the overall governing of the services including employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises and all financial and legal requirements. Their responsibility also includes active participation in monitoring implementation of policies of the Institute. It has sub-committees namely Academic Advisory Committee/ Research Advisory Council, Planning and Monitoring Committee, Human Resource Development Committee, Finance Committee, Building Committee, Purchase Committee, Sales & Disposal Committee.

The main function of the BOG is to decide the overall strategic direction, mission and educational character of the organization.

More specifically, the Governors are responsible for:

- Setting the institute's vision and strategic aims, developing plans and policies, and making creative use of resources.
- Approving an annual College budget
- Appointing and overseeing the work of the College's Senior Management Team comprising the Principal, Vice Principal & HODs.
- Ensuring that the institute is accountable to the student and parents, to its local community, to those who fund and maintain it, as well as to the faculty and staff it employs.
- Determining the educational character and mission of the College and for the oversight of its activities

Annexure: 2 (Board of Governors)

Institute Level Curriculum Implementation Unit (ICIU) :

The college has Institute Level Curriculum Implementation Unit (ICIU) as per Maharashtra State Board of Technical Education Act 1997. The ICIU shall meet at least two times in a year and its proceeding minutes shall be maintained properly. Members elected or nominated shall have a term of five years.

The ICIU has the responsibility to:

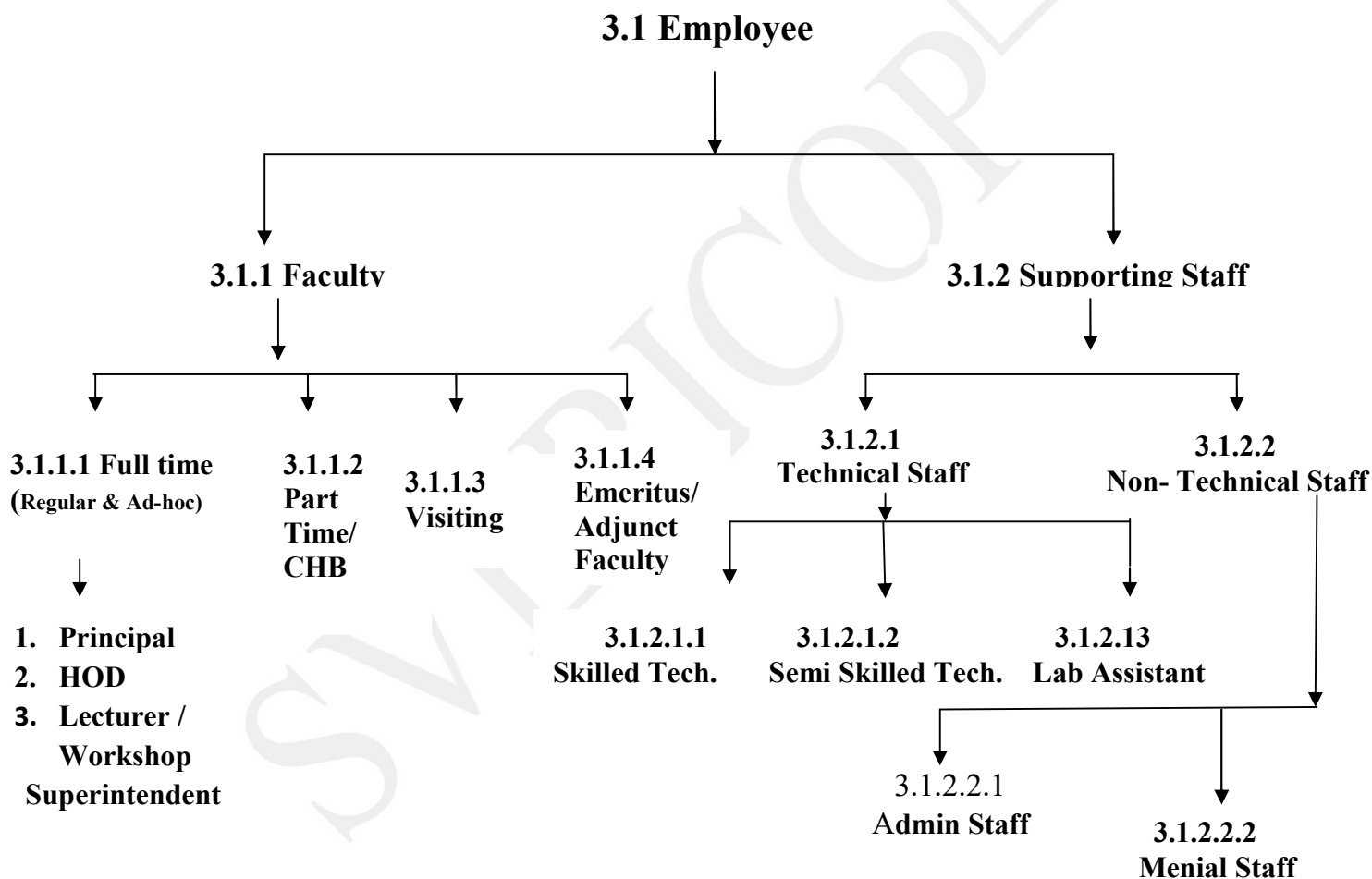
1. Study curriculum development process and prepare curriculum implementation plan at the institute level.
2. Identify the resource gap and develop a plan to rectify the deficiencies
3. Prepare institute academic calendar by considering the MSBTE academic calendar.
4. Provide guidance regarding the philosophy of curriculum design and its implementation.
5. Ensure uniform implementation of MSBTE norms for students' assessment
6. Analyse the reports of internal and external monitoring committee and take remedial actions.
7. Maintain the record of all the activities in prescribed proforma
8. Ensure that during the academic year all the teaching and non-teaching staff follows the roles and responsibilities prescribed in the system manual document authenticated by the institute from time to time.
9. Monitor the entire teaching and non-teaching faculty to ensure that all must follow Pandharpur Pattern in Professional Education-PPPE to achieve the institutional goal- "to achieve the best results in the board for all classes of all branches and overall development of the students."

Annexure: 3 (Institute Level Curriculum Implementation Unit (ICIU))

3.1 Employee Classification:

The employees of SVERI's College of Engineering (Polytechnic), Pandharpur employees are classified on a functional basis to optimize institutional competency through clearly defined authority and responsibility at each level.

Employees are broadly classified as:



3.1.1 Faculty: It comprises of persons who are involved in teaching / instruction and/Research at the institute may be Full time, Part time, Visiting/ Adjunct Faculty or Emeritus Faculty. Eligibility criteria is as per AICTE rules/guidelines mentioned in Approval Process Handbook. Pay scale will be as per AICTE Notification No. F.N. 37-3/Legal/2010 dated 5th March 2010 and subsequent Government of Maharashtra rules and regulations.

3.1.1.1 A Full Time Faculty:

Full time faculty may be:

I. Regular: The faculty which is approved by the MSBTE and who has completed two years of Probation.

II. Ad-Hoc: The faculty not approved or is in the process of approval or is approved for one year by MSBTE.

- a. Faculties enrolled on institutional Pay roll.
- b. Eligible for Salary as per the above said AICTE notification.
- c. Applicable for yearly appraisal, increments, and as per government rules and regulations.

Faculty is categorized under:

i. Principal:

1. Should have Ph.D degree in the relevant discipline.
2. Should have Ten years or more experience in Industry or in teaching field or in both after post graduation.
3. The management can appoint eminent faculty as Principal, who has large contribution in the area of:
 - a. Research and Development.
 - b. Administration.
 - c. Having significant experience and expertise in the required domain.

ii. Head of Department:

1. Bachelor's and Masters degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level.

OR

2. Bachelor's and Masters degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level and Ph. D. or equivalent in appropriate discipline in Engineering / Technology.
3. The management can offer eminent faculty as HOD, who has contribution in the area of:
 - a. Research and development.
 - b. Administration.
 - c. Having significant experience and expertise in the required domain.

iii. Lecturer / Workshop Superintendent:

1. Bachelor's degree of appropriate branch in Engineering / Technology with First Class or equivalent

3.1.1.2 Part Time Faculty: A part time faculty is appointed on the clock hour basis and the remuneration is given on hourly basis.

3.1.1.3 Visiting / Experts: A visiting faculty who is working in other Academic or Industrial Organization is invited for the Expert Lectures and the remuneration is given on hourly basis as per the Institute Policy

3.1.1.4 Emeritus/ Adjunct Faculty:

Adjunct Faculty is hired by a college to teach but is not full time faculty. Adjunct Faculty is a part-time or contingent instructor. The Adjunct Faculty should be an eminent Professional/ Scientist/ Engineer having recognition at national/ international level and having outstanding published work.

EXPERIENCE: Candidate for Adjunct Faculty/ Resource person shall satisfy the following norms:

- Should have 10 to 15 years of experience from reputed industry/ organization
- Teaching and research organizations of State/ Central government Institutions/ Universities
Central and State Public Sector Undertakings (PSUs)
- Reputed Industries
- Civil servants (IAS/ IPS/ officials from Central and Provincial Services) and professionals and officials from professional Councils
- NRIs and PIOs working with reputed overseas academic, research and industrial organizations.

QUALIFICATIONS: Candidate for Adjunct Faculty/ Resource person from industry should have relevant professional qualifications.

TA,DA and Honorarium will be paid as per AICTE guidelines.

3.1.2 Supporting Staff :

3.1.2.1 Technical Staff: Technical Assistants/Lab Assistants, Skilled Technician and Semi Skilled Technician, Network Administrators, Librarian and Library Assistants come under this category. The Qualification and Experience prescribed are as under

Technical Assistants/Lab Assistant: Diploma in respective engineering branch

Skilled Technician: ITI with 10 years

Semi Skilled Technician: ITI with 5 years

Network Administrator: B.E./M.E. in Computer Science and Engineering along with certificate course in Computer Networking

Librarian: M. Lib.

Assistant Librarian: B. Lib.

3.1.2.2 Administrative Staff: Registrar, Office Superintendent, Accountant, Stores and Purchase Officer, Hostel Rectors, PRO, Accountant Assistants, Clerks, Data Entry Operators are coming under this category. The qualification and Experience prescribed are as under

Registrar : M.Com/M.B.A.

Office Superintendent: M.Com/ any graduate with enough experience

Accountant : M.Com. in accountancy

Stores/Purchase Officer: Any graduates with proper experience

Hostel Rector: Any graduate with experience of working in Hostel management

Accountant Assistants: B.Com.

Clerks: B.A./ B.Com.

PRO: any graduate

3.1.2.3 Menial Staff: This category consists of Peons, Electricians, Drivers, Plumbers.

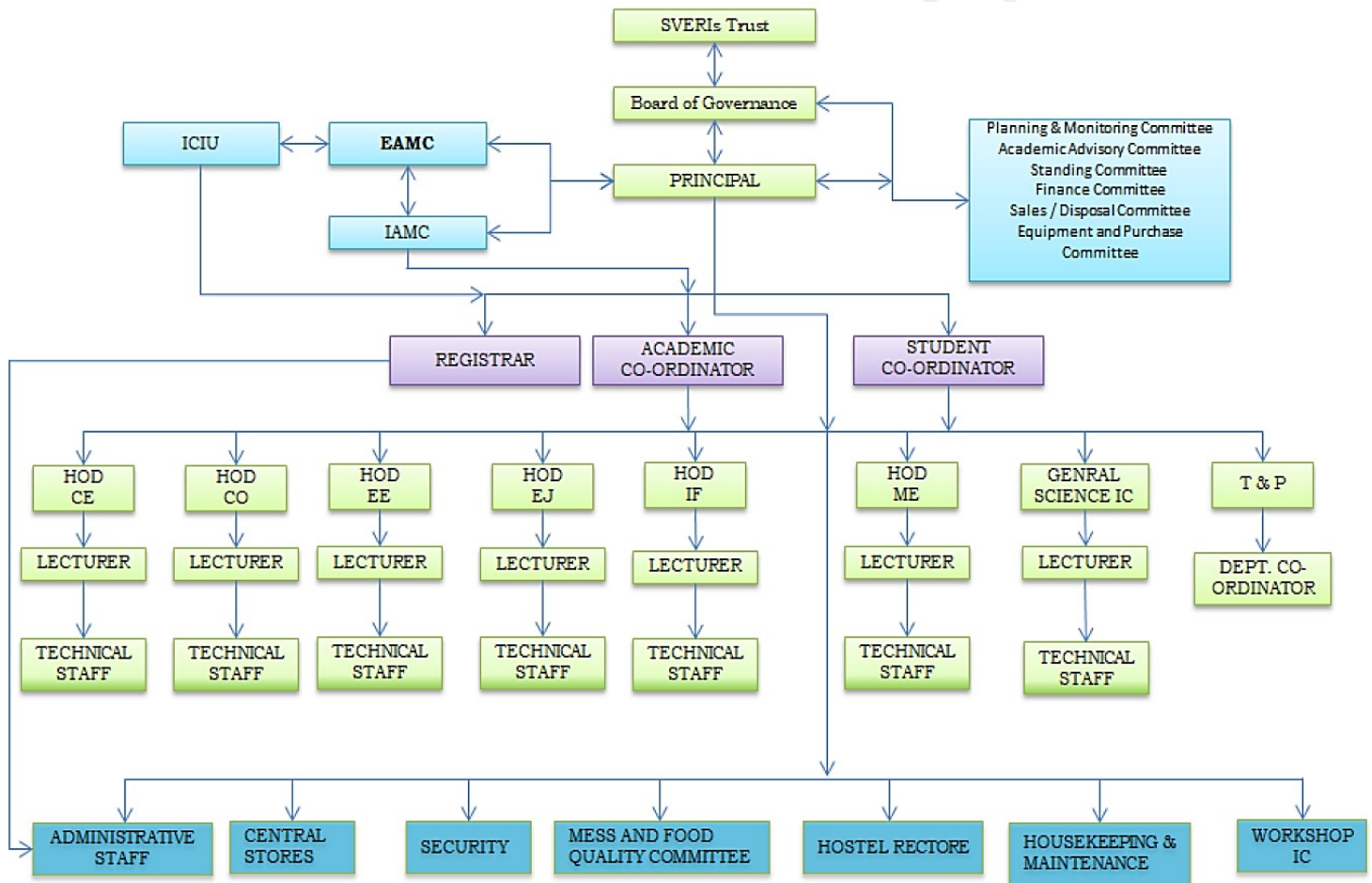
Peon: passed H.S.C exam

Electrician: ITI with Electrician

- The posts that are outsourced are Watchmen, Sweepers and Gardeners

3.2 Organization Chart:-

An organizational chart shows the structure of an organization and the relative ranks of its parts and positions/jobs. It shows the lines of responsibility between departments and hierarchy of institutional delegation of authority and responsibility.



3.3 Staff Pattern:

3.3.1 Teaching (Subject wise & Cadre wise full time faculty):

Teacher- Student Ratio:

As per AICTE norm this ratio is 1:20 for Diploma Programs in Engineering

Supporting Technical Staff (Department wise & cadre wise):

Appropriate number of Laboratory or Technical Assistants will be appointed to maintain the laboratory facilities, support faculty members in arranging practical sessions, taking care of safety procedures, supporting faculty members in consultancy services and other Research experimentations.

3.3.2 Supporting Non-technical (Department wise & Cadre wise):

Appropriate number of staff members which includes Registrar of the college, all Administration staff, Accounts staff, and class IV employees will be appointed.

1.Registrar : 01.

2.Office Superintendent: 01.

3.Office Assistant: As per office requirement and with the recommendation of Principal.

4.Librarian: 01

5.Library Assistant: As per Library requirement with the recommendation of Principal.

6.Clerk / Jr. Clerk:

As per various sections requirement and with the recommendation of Principal & BOG number of posts can be created.

a. For office.

b.Each departments/sections.

7.Other than above essential posts, other category of the posts can be created with the recommendations of Principal & BOG.

3.3.4 Roster for the positions of full time teaching faculty & Principal.

A roster is the register which shows record of recruited and vacant positions as per social reservation policy of State Government.

3.4 Work- hours and Responsibilities of employees:

Each and every employee in the institute is allotted working hours and responsibilities and the employee should carry all the tasks assigned to him with full ability,

Standard Teaching load (cadre wise as per AICTE):

The load distribution is as follow: The teaching load (hours per week) is assigned cadre wise to each faculty as per his/her post and position as follow:

a. Principal : 04

b. HOD : 09

c. Lecturer : 18

Roles and Authority of Principal, Vice-Principal, HODs, TPO, CC, Proctor Teachers, Subject Teachers, Laboratory In charge, Librarian, Hostel Rector are elaborated in the System Manual of the Institute.

3.5 Work pattern :

3.5.1 Working days and weekly off in a week:

1. Working days at SVERICOP[□], Pandharpur are from Thursday to Tuesday.
2. Weekly off will be on Wednesday.

3.5.2 Department working time:

The working hours including recess time is as: below

i. Some Departments : For faculty and staff : 7.45 am to 4.45 pm

For Students 8.00 am to 4.30 pm

Short Break : 10.30am to 10.45am, Lunch Break: 12.45pm to 1.45pm

ii. Department: For faculty and staff : 8.45 am to 5.45 pm

For Students 9.00 am to 5.30 pm

Lunch Break: 11.30am to 12.30pm, Short Break : 2.30pm to 2.45pm

3.5.3 Office timing 9.00 am to 6.00 pm with Lunch Break between 1.30 pm to 2.30 pm

3.5.4 Library- All week days: 7.30 am to 9.00 pm

Reading Hall- All days: 24 Hours

Working hours above of said departments will be defined every year by separate notice.

Faculty and Staff have to sign on muster and log in through Biometric Attendance System at the time of arrival and departure from the College as per their respective timing mentioned above.

3.6 Recruitment Policy and Procedures of Employee:

3.6.1 The policy and procedure for regular faculty recruitment is as follows:

1. As per the guidelines from AICTE, number of teachers required is based on student-teacher ratio.
2. Our college is affiliated to Solapur MSBTE, Solapur and while framing the structure of the syllabus of the MSBTE AICTE guidelines in this respect are taken into consideration.
3. From syllabus structure workload is calculated and based on workload, number of the teaching posts required, taking into consideration AICTE guidelines for cadre ratio, are arrived at.
4. Approval is taken from the MSBTE, for the required posts as per the workload.
5. To take care of Reservation Policy of the government, roster is prepared and approval for the same is obtained from the MSBTE and competent Authority of State Government.
6. Draft advertisement is prepared in line with approved roster and MSBTE approval is obtained for the same.
7. Advertisement, as per approved draft, is published in at least one national level and one local level daily newspaper giving one month time to invite the applications from eligible candidates.
8. Request is made to Employment Exchange etc. for getting the list of Reserved Category candidates.
9. Request is made to MSBTE authority for giving names of nominees and representatives on selection committee as follows:
 - a. For Principal:-
 - i. Joint Director/Nominee - Member
 - ii. MSBTE Nominee - Member
 - iii. Reserved category Nominee - Member
 - iv. Ladies Representative - Member

In addition, Chairman of BoG / GB or his nominee is chairman and secretary of the trust is member of the selection committee.

b. For Teachers:-

- i. Principal of the College– Member

- ii. Joint Director/Nominee
- iii. MSBTE Nominee
- iv. 02 Subject Experts
- v. Reserved category Nominee - Member
- vi. Ladies Representative - Member

In addition, Chairman/ Secretary of the BoG / GB or his nominee is chairman of the selection committee.

10. Scrutiny Committee is appointed for short listing the applications.

11. Date(s) of interviews are finalized in consultation with Joint Director/Nominee and MSBTE Nominee and the letters are dispatched to the members of the committee and call letters to the candidates minimum seven days in advance before the date of interview.

12. Interviews are conducted as per the schedule and selection committee reports are prepared.

13. These reports, along with Form –A, Form – B and necessary documents, are submitted to MSBTE within 72 hours from the time of completion of interviews.

14. After receiving approval from the MSBTE in respect of selected candidates, appointment orders are issued.

15. Acceptance of the appointment orders is communicated by the candidates.

16. Candidates submit joining reports and join the duty.

17. The above steps no.3 – 16 are repeated for vacant positions, if any.

3.6.2 Institute Level Recruitment: In case of the procedural delays in above procedure, the institute level recruitment policy is implemented as below

3.6.2.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.

3.6.2.2 The Principal will obtain the staff requirement from all the heads of department and arrive at the number of faculty members and administrative staff required.

3.6.2.3 The Principal will consider appointing an appropriate candidate to be the Head of every discipline, besides the number of Lectures required in accordance with the teacher- student ratio prescribed herein.

3.6.2.4 The Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD, one Most Experienced faculty member.

Induction Programme: Training & Placement Officer (TPO) conducts induction program for newly appointed faculty.

- a. Induction planned for new employees is to make him/her aware of the duties and responsibilities, Culture of the Institute, PPPE and the organizational behavior. It is conducted by TPO.
- b. Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- c. The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.

- d. He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- e. The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- f. The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

3.6.4 Recruitment Procedure: Supporting teaching staff:

1. Requirement Finalization: Finalize vacancy considering staff pattern and proposed by HOD.

2. Requirement Finalization:

- a. All HODs submit their requirement to Principal.

3. Promotion Plan:

A process, involves identification of particular internal individual or employee as a possible successor to the key or senior position if it is vacant.

In this process Peon may be promoted as Clerk, Lab. Asst. may be promoted as a Technical Asst. Clerk may be promoted as Head clerk & office superintendent, provided identify candidate fulfills all condition required for the appointment.

4. Advertisement:

- a. Publish advertisement, if required.

5. Application:

- a. Eligible candidate for advertised posts should apply in the prescribed pro forma application, available on the institutional web site (www.sveri.ac.in) or submit prescribed application form duly field in.

6. Scrutiny:

- a. Collection of applications & preparation of its database.
- b. Scrutiny of data and short listing of eligible candidates.

7. Selection Committee:

- a. **Institute Level Committee:** The institute level committee comprises of department wise eminent/ most experienced faculty member along with HOD and supporting staff members for technical non-teaching posts. For Non-technical, non-teaching posts, committee of Principal and Registrar is made. These type of committees are constituted for: 1. Walk-In Interviews, 2. Emergency recruitment.

b. Schedule and Venue:

- i. Scheduled, as and when requirement is raised.
- ii. The venue is decided by Principal

8. Call letter:

- a. Interview Call Letter is sent to finally shortlisted candidates by post and email.
- b. The call letter comprises: 1. Candidate Name, 2. Post for which he/she has been short listed, 3. Day, date & Time for interview 4. Venue.

9. Interview Conduction:

- a. Eligible candidates will have to attend interview with all necessary documents in original and Educational testimonials and must produce when demanded by Interviewer.
- b. Committee should submit report with recommendations for appointment within stipulated period.
- c. Preparation of a consolidated statement in details in respect of recommended candidates.

10. Appointment Order:

- a. Selected candidates are finalized and appointments orders are drafted.
- b. Approval of the Management for issuing Appointment Orders is sought.
- c. Appointment orders are issued to the candidate.
- d. Special appointment on compassionate ground (Appointment to one of family member in the event of death while in SVERICOP[□]'s service) can also be made..
- e. **Acceptance Letter:** Candidate should submit acceptance letter for the appointment.
- f. **Joining Report:** Candidate should submit joining report at the time of joining.

11. Induction/ Orientation Programme:

- a. Induction program is planned for new employees to make them aware of their duties and responsibilities, Culture of the Institute, PPPE and the organizational behavior and will be conducted by TPO.
- b. The Principal / HOD take initiative to induct new employee.

CHAPTER 4 SALARY AND PREREQUISITES

4.1 Type & fixation of Initial salary:

In general, these are subject to statutory requirements like those of the government pay scales (Current is 6th pay scale), as per rules and guidelines of AICTE as given below.

a. Consolidated salary

Usually supporting staff is paid consolidated salary at the time of joining till they become permanent on the basis of individual performance. Salary fixation is dependent upon post, experience as well as employees service at SVERICOP[□]. It is fixed as per management's decision.

b. Salary as per pay commission / Pay Scale cadre wise:

Faculty and supporting staff is eligible for getting pay scale fixed as per eligibility, experience and MSBTE approval. Salary fixation guidelines of sixth pay commission are taken in to consideration.

Annexure: 4 (6th pay scale govt. rules)

4.2 Allowance granted in lieu of salary:

a. Allotment of staff quarter

Limited facility is available for Principal, teaching and non-teaching staff.

b. Mobile / telephone facility:

Mobile allowance is granted to the Principal, Vice-Principal, HODs, Registrar, and selected SVERICOP[□] employees who are on the responsible posts i.e. according to their work profile.

4.3 Provident Fund Scheme:

Contributory provident fund facility is available to the employees as per the Govt. rules.

4.4 Welfare activities for employees:

a. Free / Concessional medical treatment facility:

Emergency medical facility is available, a small dispensary & a Doctor is available at the campus.

b. Awards to wards of employees studying in SVERICOP[□] institution:

Wards of employees are felicitated on the occasion of SVERI Foundation Day program.

c. Gratuity scheme for employees:

Provision is made for those who work for continuous five years.

d. Group insurance scheme for employees:

Group Care health insurance scheme is available for employees and their family members.

4.5 Payment mode of salary:

Every employee has to open a saving account at INDUSIND Bank/ Equitas Bank, Pandharpur, and the monthly salary is transferred to the employee's bank account.

4.6 Yearly increments:

Every faculty is given an annual increment as entitled by sixth pay norms. The salary is revised once in a year only based on performance appraisal.

4.7 Incentive and rewards in salary:

It is awarded as per the discretion of management for any meritorious job of employees.

4.8 Granting of higher pay scale/ post for non teaching:

It is awarded as per the discretion of management for any meritorious job of employees.

4.9 Promotion in cadre (CAS):

Faculty members who are otherwise qualified for higher positions but are not appointed on higher post because of non - availability of vacant position, can be promoted under CAS (Career Advancement Scheme). List of candidate eligible for promotion under CAS is prepared. The selection committee is constituted similar to the one for local appointment at the institute and interviews are conducted for the CAS.

CHAPTER 5 RETIREMENT AND EXTENSION IN SERVICE

5.1 Retirement Age:

Supporting Staff:

The age of retirement of supporting staff employees is 58 years. An employee who completes the age in middle of the month will be relieved at the end of the month.

Faculty :

With respect to retirement of the Faculty, the age limit prescribed is 58 years. However in exceptional cases, extension may be given as per AICTE norms.

Employees whose retirement date lies during the teaching period of the semester, are relieved after teaching period of the semester is over. They may be relieved during teaching period only in exceptional cases.

5.2 Pre- Retirement rules:

Before being relieved the concerned employee should hand over charge and inform the same to the HOD and Principal. HOD is responsible for initiating the necessary action to ensure that all Institute's property, documents and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

5.3 Extension in service:

As per the AICTE guidelines teachers may be reemployed selectively after retirement on contract basis.

5.4 Notice of retirement:

Employee at the retirement age informs to the Principal and tenders intimation in writing to the Principal.

5.5 No dues certificate:

An employee retiring has to submit a no dues certificate with a clearance from the Lab –in- charge, Accounts department, Library, and Stores in charge stating that there are no pending dues of the employee in any section. After getting the clearance a no dues certificate is issued to such employee signed by the Principal and Registrar.

5.6 Relieving letter:

Once the retiring employee is issued no dues certificate, a relieving letter is also issued to him/her mentioning that he/she is relieved from his/her duties on a particular date. Before being relieved employee should hand over the charge to the staff suggested by the Principal and inform the same to the Principal

5.7 Experience certificate:

A retiring employee is also given a certificate of experience along with relieving order.

CHAPTER 6: LEAVES, VACATION & OTHER HOLIDAYS

6.1 Casual Leaves (CL):

- a. All employees are entitled to 08 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the HOD/ Section head. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.

Annexure: 5 (Leave form)

- b. Not more than 3 CLs can be availed in continuation. CL can be taken for half day also.
- c. Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- d. It is necessary to get prior sanction of CL by reporting authority.
- e. In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. The application for CL, if not submitted beforehand, is sanctioned on application within 4 days time from the date of availing the CL. All CL forms must necessarily be sanctioned as per the System manual.
- f. CL cannot be equated with ML or vice versa.

6.2 Earned Leave (EL):

If any staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is number of days that he / she have been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-teaching period of the semester.

6.3 Medical Leaves (ML):

- a. All permanent employees are entitled for medical leave. Every year 10 days with full pay ML is credited to their account.
- b. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- c. Request for extension of ML will be considered by the Principal/ Management as the case may be. An employee returning from ML will be required to submit a Medical certificate. The services of the Institute's medical officer may be utilized for this purpose.
- d. For one to three days Medical Leaves there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate issued by MBBS/MD Doctor.
- e. Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Principal / Management.
- f. **Unscheduled Absences** Unplanned absences can be very detrimental to work place efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the HOD / Section head as soon as possible to explain the situation and indicate the expected date and time of return.
- g. Not availed MLs will be carried forward and gets added to the MLs of the subsequent year(s).

6.4 Maternity Leave (MA) and Paternity Leave (PA) :

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

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

6.5 Study Leave (SL):

A SL of maximum Two years for PG and Three years for Ph.D. is granted to an employee who has served the Institute for a period of minimum two years without break in service and who executes a Agreement Bond. This is at the discretion of the management.. This leave is meant for pursuing higher studies, undergoing skill up-gradation, research work career advancement etc. The employee is entitled to full pay and benefits during the period of SL. A proof of having effectively used the SL is required to be submitted to the Institute on resuming duties.

6.6 Sabbatical Leave (SA) :

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

6.7 Compensatory off (CO) :

- a. Any staff, who work on holidays in the College, will be entitled to CO for an equal number of days that they have worked. For this staff has to work for more than 4 hours a day.
- b. COs cannot be attached to casual leave.
- c. COs cannot be carried over to the next calendar year.

6.8 Leave Without Pay (LWP) :

- a. If proper documents are not submitted in stipulated time to the Registrar, leave may be treated as LWP.
- b. A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.

- c. Any regular employee is granted a leave of absence without pay when approved by the Principal in order to preserve the employee's employment rights and benefits.
- d. A leave of absence may be granted only if the employee has a bona fide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one years' service.
- e. Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.
- f. Should a position be not available upon the expiry of the leave of absence or return to work, the HOD/ Section head may request for an extension until such time as a position for which the employee is qualified becomes available.

6.9 On Duty Leave (OD):

OD is granted to an employee when the MSBTE / Principal / HOD / Section Head / or any other competent authority assigns a duty that has to be carried out for the institute, MSBTE or State.

6.10 Vacation & holidays:

A. Category of Employees:

Employees in the organization are of two types; (i) the Faculty and Technical staff who are eligible for summer and winter vacations and (ii) the Administrative and supporting staff who are not eligible for summer and winter vacations.

B. Using Vacation / holidays:

All regular teaching staff who has completed probation and have prior recommendation/ approval from the HOD and Principal are eligible for availing vacation.

Employee who has exhausted his/her vacation, with the approval of the Principal can take CL or LWP in exceptional circumstances.

As far as possible employees may take vacation / holidays in the slots allocated for the same.

Only the Principal on the recommendations of the HOD allow any exceptions.

C. Period of Vacation/holidays:

A record of vacation /holidays and use, is maintained for each employee annually. The details of vacations/holidays that the employees are entitled to are as follows.

Period of vacation for teachers:

a. Summer Vacation

| Period of Service | Vacation period |
|--|--------------------------------------|
| Permanent faculty | Eligible for full vacation (40 days) |
| Faculty not permanent and service in the Institute more than 2 years | 14 days |
| Greater than Six months and Less than 2 year | 07 days |

b. Winter vacation

| Period of Service | Vacation period |
|--|--------------------------------------|
| Permanent faculty | Eligible for full vacation (30 days) |
| Faculty not permanent and service in the Institute more than 2 years | 10days |
| Greater than Six months and Less than 2 year | 04 days |

- c. Sandwiched and or suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
- d. Vacation / holidays may be taken in one / two slots. Exceptions shall be allowed only on the approval of the Principal. Principal shall issue a circular pertaining to the vacation at the end of every semester.
- e. All remunerative duties like supervisory duties/ examination duties/ central assessment duties / Institute work though fall within the vacation/ holidays, are mandatory. The employee and the HOD/ Section head must take utmost care while recommending the vacation/ holiday period.
- f. Vacation / holidays can be recommended by the Head of the Department (HOD) / Section head only and sanctioned by the Principal if all the departmental work, MSBTE work, other duties are completed. All the records and documents should be handed over by the concerned employee to the HOD/ Section head before proceeding on vacation/ holidays.
- g. Teacher availing vacation must be present on the first and last day of the semester, unless otherwise permitted by the Head of the Institution.
- h. All the employees proceeding on vacation/ holidays must give all necessary contact details in the vacation/ holiday format available with respective HOD/ Section head.
- i. HOD/ Section head shall ensure that the regular functioning of the department/ section is not hampered and that no work is held up merely due the non-availability of an employee by way of his/ her availing vacation.
- j. An employee, for any reason whatsoever, reserves his rights to forgo his / her vacation / holidays. Only on the recommendations / justifications given by the superior earned leave is granted in lieu of the foregone vacations.

7.1 Signing of Undertakings:

The undertaking is the document which is to be filled in and signed by the employee at the time of joining the institution. It comprises

- i) Code of Conduct, the oath to work sincerely, competently and with diligence.
- ii) Anti-Ragging

7.2 Personal file and Service Book at the office

A. Information that should be maintained in the official personal file includes, but is not limited to:

It contains the following employee specific information such as:

- Personal details
- Resume
- Educational qualification details with certificates
- Family details
- Contact Numbers
- Employment offer letter
- Performance appraisal forms
- Corrective action letters
- Memos to Employee/ warning notice
- Training history records
- Training program applications/requests
- Nominations for departmental or campus awards
- Notification of salary increase/decrease
- Exit interview form
- Office orders related to his work / other involvements

B. Service book is maintained for every employee which contains the record of all appointments and office orders, awards, memos appreciation letters and other documents issued to the employee. Every document all related to the employee must reflect in his service book.

7.3 Probation period and its extension and curtailment:

- a. The probation period is considered as observation period for an employee before he/she is permanent in the institute. Usually it is of two years after MSBTE approval for a teacher.
- b. The probation period can be extended, if the management feels to give some more time and observe the performance, in case of poor performance.
- c. The probation period can be curtailed, if the management is satisfied with the employee performance and he/she completes all the conditions established for the regularization.

7.4 Yearly Self Assessment

SVERICOP[□] is committed to support every employee to reach their potential and achieve their personal goals, which in turn will assist the organization to achieve its objectives.

The self appraisal scheme is a formal process centered on an annual meeting of each employee and their head to discuss his/her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. The individual employees' goals and objectives should align with organizational goals and objectives.

Core Principles of the Appraisal Policy:

1. The appraisal discussion is a two way communication exercise to ensure that both the needs of the individual and of the organization are being met, and will be met in the next year.
2. All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
3. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
4. All staff will receive appraisal training as an appraisee, and where appropriate as an appraiser.
5. The appraisal process will be a fair and equitable process.

Appraisal Implementation:

1. Teaching staff is provided a SELF APPRAISAL FORM, to be filled, at the end of every academic year.
2. First part of this form is to be filled by the Appraisee and second part of the form is to be filled by Appraiser after discussion with Appraisee and in the presence of Appraisee.
3. The performance is assessed based on parameters mentioned in the form.
 - Teaching Performance
 - R & D and Consultancy work :Research papers published, Research proposals, Books published,
 - Activities Organized/Attended
 - Admissions
 - Involvement in extracurricular and co-curricular activities:
 - Administrative work
 - Growth plan for self-improvements in next academic year.
 - Extension Activities carried out

4. The discussion will be held in private. Information shared during the appraisal will be shared only with senior management. Confidentiality of appraisal will be respected.
5. All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.
6. The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organization and of the individual.
7. The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
8. The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with.
9. The performance is assessed by the appraiser based on parameters mentioned in the form.
 - Subject Knowledge, Teaching Competency
 - Work Output (ability to handle reasonable work volume / quantity)
 - Quality of Work
 - Initiative to Improve Work and Accepting More Responsibility, Pro-activeness.
 - Attitude & Interest in Job Commitment to Work, Reliability Dependability, Trust.
 - Teamwork, Team Spirit, Cooperation, Helping others.
 - Ability & Willingness to learn new trends and developments.
 - Timely, Proper Reporting & Feedback with Minimum Supervision & Follow-up
 - Communication Skills, Oratory, and Writing ability
 - Subject Result.
 - Interest shown in the employability of the students.
10. Appraiser for all the employees in a section or department is a section or departments head. The appraiser for HOD's will be Principal. Appraiser all the employee will be further reviewed by Principal as a Reviewing officers and he will indicate whether he agrees or disagrees with the remarks of appraiser or reporting officers.

CHAPTER 8: DISCIPLINE AND GRIEVANCES

8.1 Security & Vigilance on campus:

Campus is equipped with security office. They manage the security on campus. Everybody on campus should positively participate to assist the security personnel if anything odd is suspected on campus. College has also installed CCTV cameras in class room and important locations. Whole Campus is under CCTV surveillance.

8.2 Counseling Facility:

College has appointed visiting counselor for students and staff members. Students and mentors are requested to take the benefit of this facility. Counselor is available on campus twice a week.

8.3 Code of Conduct:

All employees should follow the rules and regulations, and standards of courtesy, conduct, cooperation, ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:

- Involvement in Ragging
- Involvement in Sexual harassment of woman employee or girl student
- Insubordination
- Consuming alcoholic drinks, chewing of Gutkha, Tobacco.
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

8.4 Biometric Attendance system:

Every staff member of this college is required to register the finger print in biometric system and must record attendance through this system. Three late remarks will be treated as one full day leave. Registration is available with office staff.

8.5 Uniform for faculty, supporting staff and student community:

The faculty, staff and students must wear uniform every day except on Sunday and Weekly off during teaching period. Uniform will be optional during non-teaching period of the semester.

If any particular staff member is found not wearing uniform, disciplinary action will be taken against him / her. Initially verbal warning will be given to the staff member. If repeated incidences occur, memo will be issued to him/her.

Faculty must wear blazer on every 2nd and 4th Thursday and on function day during teaching period.

8.6 I-Card Policy faculty, supporting staff and student community:

The faculty, staff and students must wear I-Card every day. If any particular student or staff member is found without I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur memo is issued to him/her.

I – Card registration is available in office/ department.

8.7 MSBTE Examination Procedures For COE & O I/C Exam:

1. Roles And Responsibilities of Officer- In-Charge Examination Centre:

The Officer-in-charge of examination shall be responsible for the overall conduct of examination, including seating arrangements, appointing supervisors, masking, sealing of answer books, etc. He shall be eligible for due help from the head of the institution / chief officer-in-charge in this regard.

2. Roles And Responsibilities of Controller of Examination :

Role of controller of examination at the examination centre would be of supervisory nature. He shall be an officer representing the Board supervising the overall conduct of examinations, as per the norms laid down by the Board. His decision will be final and binding upon the entire examination process, staff involved in examination process and the examinees of that center.

8.8 Examinership for MSBTE Exams:

No extra payment or compensatory leave (in lieu for duty on weekly offs or holidays) is provided for doing examination duty. Examination work will be considered as on duty for record.

b. Private Coaching / Outside Employment Policy:

No faculty/staff should be involved in private coaching without prior permission. Also faculty/staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken against such members.

c. Internet Facility policy:

Staff of SVERICOP[□] must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources. Staff will be abiding by the Institute's IT policy.

d. Non smoking policy:

At SVERICOP[□], no tolerance is observed regarding smoking on campus. Smoking is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking.

e. Keys deposition Policy:

College office keys are deposited in the office. Department keys are deposited in the college office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is required to be mentioned by everyone in the college. Also proper staff members are authorized to close and lock the rooms.

f. Vehicle parking policy:

a. Faculty and staff members:

All the staff members are required to park their vehicles preferably at the parking lots designated for them.

b. For students:

Students are required to park their vehicle properly so that it should not create parking problems.

Everyone must follow the pollution norms and license norms on campus. Nobody should park the vehicle continually for days without prior permission; else action will be taken against it.

g. Disciplinary procedure :

Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations of this college.

h. Grievances / Complaints Redressal:

Grievances Redressal Committee is constituted in order to keep the healthy working atmosphere among the faculty, staff & students. This Committee helps faculty staff, and students to record their complaints and solve their complaints against others.

To lodge a grievances or complaint the person concerned can personally approach and write/ e-mail any member of the Committee. Complaints can be lodged by an email on cod@sveri.ac.in or write an application and submit it to Principal.

Also Online Grievance Redressal Portal is available. For its use go to <https://14.139.114.206cdgportal> or go to our website <https://coe.sveri.ac.in> and click the Grievance Redressal Portal tab and lodge the complaint. Complaints will be redressed in due course of time by the Principal.

i. Anti Ragging Committee:

As per the AICTE(F.No.37-3/Legal/AICTE/2009) guideline committee is constituted. Following steps are carried out to curb the ragging on campus.

1. Anti-ragging undertakings are taken from parents and students.
2. Anti-ragging squad is formed to visit the hostels, campus, corridors and prevent the anti-ragging on campus.
3. Conduct the meeting and keeping the records.

8.17 Woman Harassment at work place:

Sexual harassment of employees or students at the Institute is prohibited. As per the notification of AICTE (No. F. AICTE/WH/2016/01 dated 10/06/2016), Internal Complaints Committee (ICC) has been constituted to handle any complaints about sexual harassment lodged by woman employee or girl student.

Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication).

Such as:

- Physical contact and advances. or
- Demand or request for sexual favors. Or
- Sexually colored remarks. or
- Showing Pornography. or
- Any other unwelcome physical, verbal or non verbal conduct of sexual nature.

The person concerned can personally approach/ telephone/ write/ e-mail any member of the ICC.

The name of the complainant will be kept CONFIDENTIAL.

Email can be sent on address cod@sveri.ac.in or write an application to Principal / President of the committee.

Record of the proceedings of the meetings of the committee is maintained. Action is taken as mentioned in the AICTE notification.

Grievance Action report will be prepared every year.

Annexure7 : AICTE notification

8.18 Suggestion Box:

1. Suggestion / complaint Boxes have been installed at different places in the College campus in which the Students/ staff, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College.
2. Students, Parents and staff of SVERICOP[□] can send their complaints on cod@sveri.ac.in as e- suggestion box.

9.1 Aims and Objectives:

1. To inculcate the spirit and culture of research amongst all the stakeholders.
2. To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work.
3. To forge academic and research collaborations with national and international universities, governments and industries.
4. To establish links with various R &D organizations and funding agencies for sponsored and contract research.
5. To work towards development of SVERICOP[□] as a global R & D centre.

9.2 Methodology:

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

9.3 R & D activities:

1. External Funded Projects
2. Publications in peer-reviewed Journals
3. Faculty Development Programs - Conferences, Workshops, STTPs, Symposia etc. (attend and organize)
4. Procurement of high-end computational and laboratory equipments, and software for Research
5. Deputation for Higher Studies
6. Talks and Lectures by eminent researchers
7. Industry Institute Interaction (Students and Faculty)
8. Collaboration and MOU with Industry and R&D Organization
9. Paper presentation contest for students
10. Patents publications

9.4 Encouragement to employees:

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence; that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing stock of knowledge making for its advancement. It is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data, analyzing the facts to reach certain conclusions either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

9.5 Permission for accepting research or consultancy project:

- All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.
- Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the PI/ Co-PI themselves, then by the concerned Head/ experts in the department, followed by other eminent researchers in the field. The proposal shall then be vetted by the research proposal review committee before submission to the funding agency.
- It is advisable to have a faculty working in the same field, as Co-Investigator; for every proposal submitted for funding to external agencies. The faculty proposed as Co-Investigator, shall preferably be from the same department as the Principal Investigator.
- All applications related with R&D shall be routed through the Head - R&D along with one hard copy for R&D records. A soft copy shall also be emailed to the Head - R&D; and the department representative in R&D cell as well as the HOD shall be copied on the email.
- Separate dead stock registers shall be maintained for the entire R&D as well as externally funded projects in every department.
- Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.
- Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
- The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- In case the Principal Investigator leaves the institute; all the items, instruments, software, etc. purchased shall remain as an asset of the institute (except a few projects of DST).

- All the faculty members who hold a masters degree, shall apply to all universities for P. G. Teacher recognition. All the faculty members with a doctorate qualification shall apply to all universities for recognition as Ph. D. guide.
- All HODs must regularly and diligently update the R&D information on the institute website for department and give reports to Head R&D.

9.6 Distribution of honorarium in case of paid consultancy:

Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and benefit to the institute; both intellectually as well as financially. The consultancy amount will be distributed amongst the staff involved in the consultancy work as per the circular.

9.7 Progress Report submissions:

The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective HOD by 1st of June every year. The HOD along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.

10.1 Norms for attending seminar, conference etc. in the Institute

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

1. Concession may be given in registration fee for the faculty.
2. The concession so granted shall be reimbursed on submitting the certificate of participation. All the participants shall initially pay the full registration fee and claim for reimbursement only after fruitful completion of the program.

10.2 Permission and funds to attend conference etc outside the Institute

The funds that will be made available to the candidate/applicant to register at conferences, workshops, STTPs, etc. shall be as tabulated below.

| S. No. | Type | Financial Assistance |
|--------|---|-------------------------------------|
| 1. | International Conference (Abroad) | Maximum Rs. 1 Lakh |
| 2. | International Conference (India) National Conference, Symposia, Workshop, STTP, etc | 50% or Rs. 10,000 whichever is less |

The details are mentioned in the circular in this respect.

10.3 Procedure for applying for the permission to attend the seminar:

Fill up the On Duty form.

Application on the plain paper addressed to 'The Principal' for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same.

10.4 Incentives or reward for special noteworthy achievement:

The institute follows a unique point based incentive scheme to reward the research work carried out by faculty in the respective year. This is a one of its kind scheme initiated with the patronage of the Principal and serves as an effective motivation for faculty, to undertake research in their chosen areas of interest.

The following points shall be noted while calculating the points for individual faculty.

1. (a) The points shall be equally distributed amongst all; if the number of people registering the patent is more than '1'.
(b) The patent shall irrevocably be registered in the name of SVERICOP[□] with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.
2. (a) Publications in journals, with an ISSN No. shall only be considered.
(b) Publications in journals with greater impact factor shall be considered for additional points; after a presentation and justification by the faculty before the R&D cell.
(c) Conference publications shall be considered, only if the paper appears in the official proceedings (proof required) or has been presented; for which a certificate of participation/ presentation is mandatory.

- (d) The institute's name SVERICOP[□] should appear in the affiliation of the author/s or least of all, in the acknowledgement section of the paper; for consideration of incentive points
3. (a) All such projects that receive funding and grants from apex bodies, government or non-government funding agency, R&D organizations, industry, MSBTE, etc. are eligible to be considered.
- (b) The points for external funded projects shall be based on the actual amount received, and not on the amount sanctioned
4. The product designed should be a commercially viable one, and have had received acceptance from the industry with national/ international recognition.
5. (a) The points for organizing conferences, workshops, STTPs, etc. shall be claimed only by The Convener/ Coordinator of the event.
- (b) For all such events which are funded by some agency, the points shall be increased to 30 and 20 for international and national events respectively. The funding in this case has to be $\geq 70\%$ of the total expenses for consideration of additional points.

10.5 Incentive Criteria:

The period to be considered is July to June every year. The points to be considered for recommending additional increments are different for faculty with a doctorate and non-doctorate qualification.

Note: The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective HOD by 1st of June every year. The HOD along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.

The faculty members who are actively involved in research and having the basic salary close to the upper limit or blocked, shall be eligible for a special/ research allowance. The number of incentive increments shall be calculated, and a proportional rise in salary, for a year arrived at. This rise shall then be paid on a monthly basis.

10.6 R & D Budget:

The HODs shall formulate the yearly R&D budget, in close co-operation with the senior faculty members in the department. The same shall be forwarded to, The Principal through Head - R&D. The HODs shall ensure the inclusion of, appropriate amount of seed money required, based on the number of proposals submitted to external funding agencies. This budget may also include certain high-end equipments required exclusively for research, in the thrust areas identified by the department.

All HODs shall submit a report on the amount spent on R&D for the prevailing financial year by 10th of April.

Annexure 1: Board of Trustees

| Sr. No. | Name of the Trustee |
|----------------|--------------------------------|
| 1 | Shri. Namdeo Savalaram Kagade |
| 2 | Shri. Ashok Laxman Bhosale |
| 3 | Dr. Babruvahan Pandurang Ronge |
| 4 | Shri. Dadasaheb Dhondiba Ronge |
| 5 | Shri. Hanmant Mahadev Bagal |
| 6 | Shri. Bhimrao Daji Ronge |
| 7 | Shri. Hanif Husain Shaikh |
| 8 | Shri. Suresh Tukaram Raut |
| 9 | Shri. Suraj Babruvahan Ronge |

Annexure: 2 Board of Governors

BOG Members Name and Address

| Sr. No. | Name | Address |
|---------|---------------------------------|--|
| 1. | Dr. B. P. Ronge | Plot No.16, Gat No.58, Golden Colony, Karad Road, Gend Wasti, Pandharpur-413304. Mobile- 9545193434 E.mail- ronge62@gmail.com |
| 2. | Mr. D. S. Salvithal | Plot No. 1, Lad Nagar, Link Road, Pandharpur-413304. Mobile-9545592111 E.mail- salvithalds@gmail.com |
| 3. | Mr. D. D. Ronge | Yashoda Banglow, Takli Road, Pandharpur.413304. Mobile-8007553000 E.mail- dadasahebronge08@gmail.com |
| 4. | Mr. S. H. Kulkarni | 134, D, Datta Galli, Ganga Ves, Kolhapur-416002. Mobile-9822309583. E.mail-shkulkarni100@gmail.com |
| 5. | Mr. B.D. Ronge | 'Kanishka Banglow', Karmyogi Nagar, Link Road, Pandharpur.413304. Mobile-9545553899 E.mail - bd.ronge99@gmail.com |
| 6. | Nominee of MSBTE | 49, Kherwadi, Bandra (E), Mumbai 400 051. Phone : 26477208 / 26471255/ 26478531 / 26478296 / 26478795 |
| 7. | Nominee of the State Government | Joint Director, Technical Education, Regional Office, Pune. E.mail-ropune@dtmaharashtra.gov.in |
| 8. | Nominee of the State Government | Email- psec.higheredu@maharashtra.gov.in |
| 9. | Dr. N. D. Misal | Dyanlaxmi, Plot No.8, Pardeshi Nagar, Pandharpur-413304. Mobile-9545553801 E.mail-ndmisal@coe.sveri.ac.in |
| 10. | Mr. A. S. Bhatlavande | Head, Computer Engineering Department, SVERI's College of Engineering (Polytechnic), Pandharpur. Mobile-9970849588 E.mailasbhatlavande@cod.sveri.ac.in |
| 11. | Mr. S. S. Gaikwad | Lecturer, Humanity Science Department, SVERI's College of Engineering(Polytechnic), Pandharpur. Mobile-9890566281 E.mail-gaikwadss@ cod.sveri.ac.in |
| 12. | Prof. A. R. Yardi | Vishwas Banglow, Government Colony, Sangli-416415. Mobile-9370279044 E.mail-anilyardi@gmail.com |
| 13. | Dr. B. R. Badawe | 3072, Near Kala Maruti Mandir, Pandharpur-413304. Mobile-9860504548 E.mail-brbadawe@mail.com |
| 14. | Dr. V. J. Kulkarni | Anurag, 235/14, Hanuman Nagar, behind I.T.I., Kolhapur-416007. Mobile-9420493266 E.mail- dr.vijaykulkarni@gmail.com |
| 15. | Mr. S. H. Jadhav | Laxmi Apartment, Sector 18, Plot No. 2, Flat No. 3, Mahatma Phule Nagar, Chinchwad, Pune-411019. Mobile - 8390904909 E.mail-jadhavsh@gmail.com |
| 16. | Mr. P. R. Gaikwad | Gold Fingure Tamara Housing Society. Flat No. B 201, Rahatani -Kalewadi Road, Rahatani, Pune-411019. Mobile-9881236139 E.mail- pramod@parthvalve.com |
| 17. | Mr. N. S. Kagade | 'Ashwini', Near Rest House, Pandharpur-413304. Mobile -9422069130 E.mail- kagadens@gmail.com |
| 18. | Prof. C. B. Nadagouda | Plot No. 156, Sector-5, Uma Nagari, Juni Mill Compound, Murarji Peth, Solapur-413001. Mobile-9552529227 E-mail- cbnadagouda@gmail.com |
| 19. | Mr. H. M. Bagal | Plot No. 14, Gat-58, Gend Wasti, Golden Colony, Karad Road, Pandharpur-413304. Mobile- 9545463777 E.mail- hmb3434@gmail.com |
| 20. | Mr. S. T. Raut | Abhay Apartment, Flat No. 7, Puja Park, Near Kothrud Bus Depo, Bharti Nagar, Kothrud, Pune. Ph.9922610022 E.mail- sureshraut05@gmail.com |
| 21. | Mr. Suraj B. Ronge | Plot no. 16, Gat No. 58, Golden Colony, Karad Road, Gend Wasti, Pandharpur,-413304. Mobile- 9503977777 E.mail-sbronge@coe.sveri.ac.in |

Annexure: 3 INSTITUTE LEVEL CURRICULUM IMPLEMENTATION UNIT (ICIU)

| Sr. No. | Name & Address | Designation | Status |
|----------------|---|---|------------------------------------|
| 1. | Dr. Misal Nitin Dnyaneshwar | Principal | Chairman |
| 2. | Dr. V. J. Kulkarni | Educationist | Member |
| 3. | Mr. Suraj B. Ronge | Trustee | Member |
| 4. | Mr. Khot Balaji Bharat | Industrialist & Alumni | Member |
| 5. | Mr. Nanasaheb Bharat Jadhav | HOD, Mechanical Engineering | Member |
| 6. | Mrs. Reshma Kailas Malgonde | HOD, Information Technology | Member |
| 7. | Mr. Prashant Shivaji Bhandare | HOD, Computer Engineering | Member |
| 8. | Mr. Gaikwad Sunil Shridhar | HOD, General Engineering | Member |
| 9. | Mr. Sagar Manik Ghodake | HOD, Electrical Engineering | Member |
| 10. | Mr. Pandurang Sadashiv Valte | HOD, Electronics & Tele. Engineering | Member |
| 11. | Mr. Revannath Jotiram Salunke | HOD, Civil Engineering | Member |
| 12. | Ms. Swapna Mahadev Vasekar | Lecturer | Member |
| 13. | Mr. Kadam Prakash Dnyaneshwar | Lecturer | Member |
| 14. | Mr. Avinash Dattatray Sapkal | Lecturer | Academic Coordinator |
| 15. | Ms. Ankita Dhananjay Survase | Student | Student Representative (Female) |
| 16. | Mr. Aditya Sanjay Jagadale | Student | Student Representative (Male) |
| 17. | Mr. Aditya Chandrakaleshwar Fattupurkar | Parent | Parents Representative |

Annexure: 4 6th Pay Scale Govt.Rules

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(PAY SCALES, SERVICE CONDITIONS AND QUALIFICATIONS FOR THE TEACHERS AND
OTHER ACADEMIC STAFF IN TECHNICAL INSTITUTIONS (DIGREE) REGULATIONS 2010

NOTIFICATION, S.O. ----- F.No:37-3/Legal/2010 New Delhi, the January 22, 2010

Please refer <http://www.aicte-india.org/adrules.php>

Annexure:5 AICTE notification

No. F. AICTE/WH/2016/01.—All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016.

www.aicte-india.org/downloads/Office%20Order.pdf