



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 MANUAL

FOREWORD


At SVERI's College of Engineering (Polytechnic), Pandharpur (SVERICOEPOLY), 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. SVERICOEPOLY transforms its students into technically competent, well communicative 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 SVERICOEPOLY steps in – to make a difference through our management and faculties by inculcating the right attitude and passion towards engineering, which goes beyond books and instructions.

At SVERICOEPOLY, is not just a 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-curricular 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.

SVERICOEPOLY 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. N. D. Misal)
PRINCIPAL

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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.
- d) Board of Trustees : It is executive body of the Trust and apex decision making authority.

2) ABOUT THE COLLEGE:

- a. **Name of the College:** SVERI's College of Engineering (Polytechnic), Pandharpur
- b. **Address of the College:** P. B. No. 54, Gopalpur-Ranjani Road, Gopalpur.
Tal. Pandharpur Dist. Solapur. 413304.
- c. **Contact Details of the College:** 9545553888, 9545553801.
email Id: cod@sveri.ac.in
Website : <https://cod.sveri.ac.in/>
- d. **Approved by:** AICTE, New Delhi and Government of Maharashtra.
- e. **Affiliated to:** Maharashtra State Board of Technical Education (MSBTE), Mumbai.
- f. **Vision of the College/ Institute:**
To be recognized as an excellent diploma institute in Maharashtra for providing technical education with focus on various skill sets enabling to reach higher goals in the field.
- g. **Mission of the College/ Institute:**
 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 which will help them to solve industrial challenges.
 3. To inculcate ethical and professional values among students which will make them socially and environmentally responsible.
 4. To motivate students for lifelong learning and helping them to find right career opportunities in the field.

h. Objectives:

We are committed to fulfill following objectives:

- To achieve the status of premier technical institute.
- To achieve excellence on Academic, Administrative and Personality Development front through own channelized pattern of teaching-learning process.
- To develop the state of art Research, Development and Consultancy cell.
- To strengthen Industry Institute interaction to provide practical industrial exposure to the students and upgradation of the faculty's knowledge about advanced trends.

i. 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.
- By inculcation of culture and cooperation.
- By providing ample opportunities of personality development.

j. Board of Governors:

Board of Governors (BOG) is approved by the Board of Trustees as per AICTE/Government norms. It is the apex policy recommendation authority of the college. It has sub-committees namely Finance Committee, Building Committee, Purchase Committee, Sales & Disposal Committee.

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

More specifically, the Board of Governors is responsible for:

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

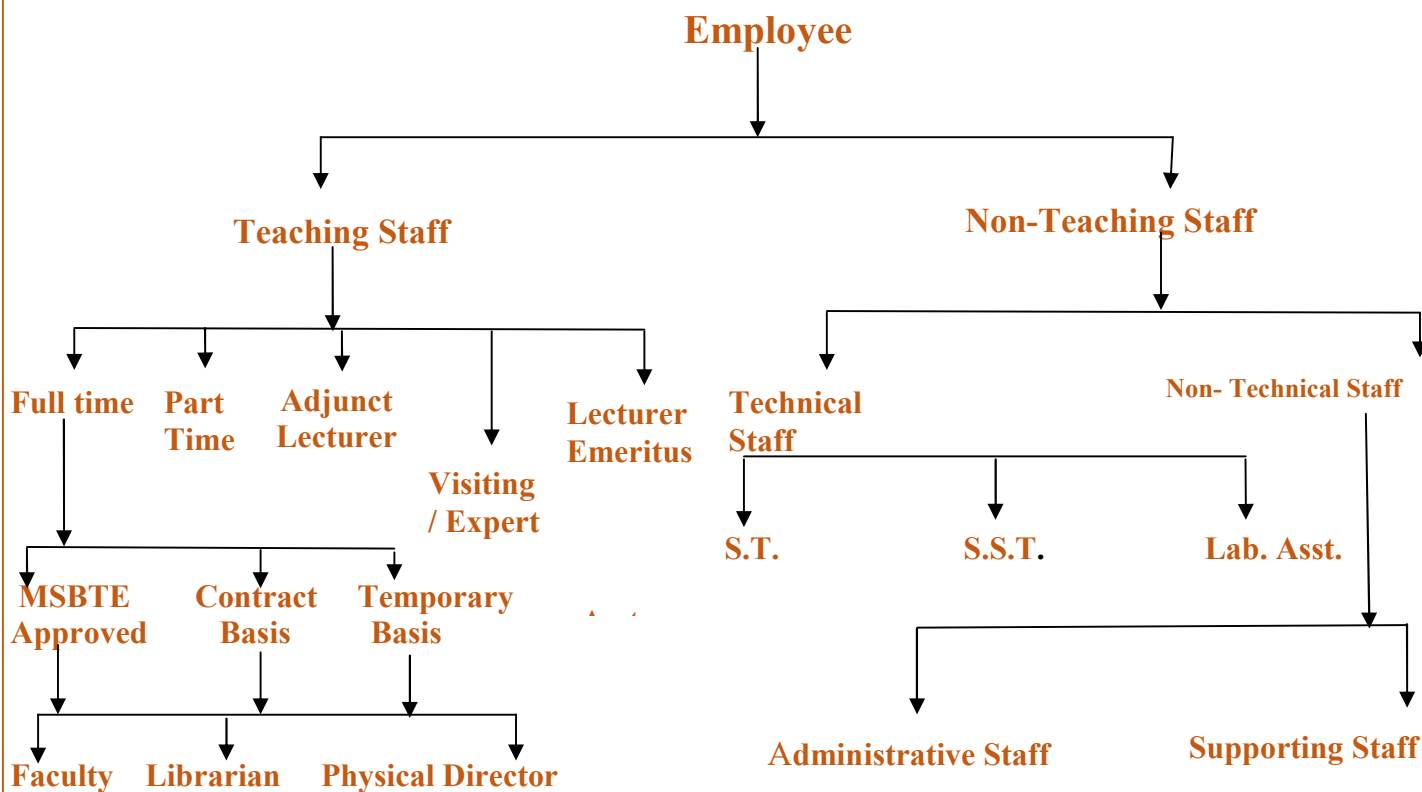
k. Institute Level Curriculum Implementation Unit (ICIU):

The college shall constitute Institute Level Curriculum Implementation Unit (ICIU) Committee as per the provisions in the MSBTE Board. The college shall constitute Institute Level Curriculum Implementation Unit (ICIU) Committee shall meet at least twice a year and its proceedings minutes shall be maintained properly. Members elected or nominated shall have a term of three years.

Chapter 1: Human Resource Planning

I) Employee Classification:

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



II) Recruitment Process:

A) Teaching Staff

1) Designations and Eligibility:

a) For Diploma Engineering:

	Cadre	Qualification	Experience
1	Lecturer	<p>(a) For Technical Disciplines Bachelor's and Master's Degrees in relevant disciplines with First Class in either of the two at the time of selection.</p> <p>(b) For Sciences and Humanities A Master's degree with First Class or equivalent in a relevant subject and, must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.</p>	
2	Head of the Department	Ph. D. in relevant field and First Class at Bachelor's or Master's level in the relevant discipline	Minimum of 12 years of experience in Teaching/ Research/ Industry, out of which at least 2 years shall be post Ph.D. experience minimum at the level of Lecturer (Selection Grade-I).
		OR Bachelor's and Master's Degree in relevant discipline	Minimum of 15 years of experience in Teaching / Research / Industry, out of which at least 3 years shall be at the level of Lecturer Selection Grade - II).

c) For Principal/Director:

Programme	Cadre	Qualification	Experience
	Principal / Director	Ph.D. and First Class at either Bachelor's or Master's level in the relevant discipline.	Minimum of 16 years of experience in Teaching / Research/ Industry, out of which at least 3 years shall be post Ph.D. experience and 5 years of experience not below the level of HoD.
		OR First Class at Bachelor's or Master's level in the relevant discipline	Minimum of 20 years of experience in Teaching / Research/ Industry, out of which 5 years of experience not below the level of HoD.

1. Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.
2. PhD shall be from a recognized MSBTE.
3. If a class/ division is not awarded, 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 below.

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

d) For Assistant Librarian:

1. A Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent.
2. A consistently good academic record, with knowledge of computerization of a library.
3. Besides fulfilling the above qualifications, Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

e) For Assistant Director (Physical Education):

1. Master's Degree in Physical Education or Master's Degree in Physical Education Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University / Institute.
2. Record of having represented the University / College at the inter- University / Inter-collegiate competitions or the state and / or national championships;
3. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
4. Record of organizing such events as student's convener or in later part of life.

2) Recruitment Process for Full Time MSBTE Approved Teachers:

The procedure defined by the MSBTE as per MSBTE Statutes, Ordinances, Circulars, etc. will be taken in to consideration for the recruitment in this regard as given below;

- a) Calculations of faculty requirement based on workload and AICTE norms in respect of student ratio and cadre ratio.
- b) Taking approval from the MSBTE for filling up of the vacant posts.
- c) Preparing the roaster as per Government Reservation policy and taking approval for the same from the competent authority.
- d) Taking approval from the MSBTE to the draft advertisement for filling up the vacant posts.
- e) Advertisement, as per approved draft, is published in at least one national level and one local level published documents such as daily, weekly, fortnightly or monthly giving the time approved by the MSBTE to submit the applications by aspirant candidates.
- f) Request is made to employment exchange and special cell of MSBTE for getting the list of Reserved Category candidates.
- g) Scrutinizing the received applications by constituting scrutiny committee as given below:
 - i) Scrutiny committee for the Principal
 - Trust President or his Nominee
 - Two Principals of affiliated colleges
 - Registrar/Desk Officer of the College
 - ii) Scrutiny committee for faculty
 - Trust President or his Nominee
 - Principal of the college
 - Registrar/Desk Officer of the College
- h) Requesting the MSBTE for the names of nominees and experts on the Selection Committee and accordingly constituting selection committee as follows;

i) For Principal:-

I.	Chairman/Vice Chairman/Secretary/Representative of governing body of the Institute	-	Chairman
II.	Secretary/Representative of the Governing body of the Institute	-	Member Secretary
III.	Joint Director of Technical Education, Concerned Region or his representative	-	Member
IV.	Nominee of MSBTE	-	Member
V.	Representative of Reserved Category	-	Member
VI.	Representative of Ladies / Minority	-	Member

The required quorum is minimum four members out of which minimum two shall be experts.

ii) For Head of the Department and Lecturer:-

I.	Chairman/Vice Chairman/Secretary/Representative of governing body of the Institute	-	Chairman
II.	Principal of the institute	-	Member Secretary
III.	Joint Director of Technical Education, Concerned Region or his representative	-	Member
IV.	Nominee of MSBTE	-	Member
V.	Representative of Reserved Category	-	Member
VI.	Representative of Ladies / Minority	-	Member
VII.	2 Subject Experts (Nominated by the MSBTE)		Member

The required quorum is minimum four members out of which minimum two shall be experts.

- i) Date(s) of interviews are finalized in consultation with nominee of the MSBTE 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.
- j) Issuing Interview call letters to the candidates recommended by the scrutiny committee and selection committee members, giving time of minimum seven days by post and email (if available).
- k) Call letters to reserved category candidates are sent through RPAD and email (if available).
- l) Interviews are conducted as per the schedule and Selection Committee reports are prepared.
- m) These reports, along with Recommendation Format and necessary documents, are submitted to MSBTE within 72 hours from the time of completion of interviews.
- n) After approval from the MSBTE, Appointment Order letters are issued to the concerned by prescribing pay scale, terms and conditions, etc.

- o) Acceptance of the appointment orders is communicated by the candidates.
- p) Candidates submit joining reports and join the duty.
- q) The above steps are repeated for vacant positions, if any.
- r) Completion of the formalities related to acceptance of order and joining of the candidates.

3) Recruitment Process for Full Time Teachers on Contract and Temporary Basis:

- a) This is not applicable for the post of Principal.
- b) This procedure be carried out through Local Selection Committee consisting of Management representatives, Principal and concerned HOD/ subject expert.
- c) The applications received through advertisement or submitted by the aspirants so motto may be considered in the process of selection.
- d) The Local Selection Committee through demo lecture and/or interview shall carryout the selection process and appointment orders be issued accordingly to the concerned candidates mentioning pay, terms and conditions, nature and period of the order, etc.
- e) The period of appointment for contract basis shall not be more than 2.5 years and that for temporary basis shall not be more than 1 year.
- f) Principal is authorized to make such appointments directly in case of urgent requirements.

4) Recruitment Process for Part Time Faculty, Adjunct Professor, Visiting/Expert

Faculty and Professor Emeritus:

- a) Principal/HOD with consent from Principal may appoint Part Time Faculty on Clock Hour Basis (CHB) with appropriate per hour or per subject consolidated remuneration. The period of appointment shall not be more than one academic year.
- b) Principal with consent from Secretary of the Trust may appoint Adjunct Professor with appropriate per month remuneration, with due terms and conditions. The period of appointment shall not be more than three years.

Adjunct Faculty is hired by a college to teach but is not full time member of the 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: Any candidate for Adjunct Faculty/ Resource person having 10 to 15 years of experience from industry/ organization shall satisfy the following norms:

- Teaching and research organizations of State/ Central government Institutions/ Universities Central and State Public Sector Undertakings (PSUs) or 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 or having a demonstrated interest in Indian issues.

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

- Principal/HOD with consent from Principal may invite a visiting faculty who is working in other Academic/Industrial/Research Organization for the Expert Lectures and the remuneration be given on hourly basis as per the Institute Policy.
- Principal with consent from Secretary of the Trust may appoint a retired eminent person as Professor Emeritus with appropriate per month remuneration, with due terms and conditions. The period of appointment shall not be more than three years.

5) Policy for Institute Level Temporary Promotion:

- Principal with consent from the secretary of the trust may give appointment order to the eligible employee for higher cadre against the vacant post at that cadre, till the post is filled through MSBTE selection committee.
- The said promotion will be on temporary basis and may be revoked at any time if performance of the concerned employee is not up to the mark on academic, research, administrative and/or behavioral front.

B) Non Teaching Staff:

1) Recruitment Policy:

- Principal with the consent from the Secretary of the Trust may make the appointment on temporary basis as per the requirement from the application submitted by the aspirants so motto or by inviting the application through advertisement. The appointment may be made on pay scale or consolidated basis.
- The period of the appointment shall not be more than 1 year.
- The Secretary of the Trust with the authority from the Management may issue the order on regular basis to deserving candidates taking in to consideration the reservation policy of the Government.
- The qualification requirement shall be as follows;
 - Registrar/Office Superintendent/Accountant:
 - Graduation in any branch with minimum 5 years experience in relevant field.
 - Preference be given to B. Com./B.A.(English) candidates having first class and Marathi and English typing skill and computer competency.
 - Higher post may be given to deserving candidate based on availability.
 - Clerical staff:

- i) Graduation in any branch.
 - ii) Preference be given to B. Com./B.A.(English) candidates having first class and Marathi and English typing skill and computer competency.
 - iii) Higher post may be given to deserving candidate based on availability.
- 3) Technical Assistants/Lab Assistant:
- i) Diploma in respective Engineering branch.
 - ii) Graduate in appropriate branch.
- 4) Skilled Technician:
- i) ITI, equivalent or higher qualification with 10 years experience.
- 5) Semi Skilled Technician:
- i) ITI, equivalent or higher qualification with 5 years experience.
 - ii) Higher post may be given to deserving candidate based on availability.
- 6) Assistant Librarian/ Library Assistant:
- i) B. Lib./M. Lib.
 - ii) Candidate having first class be given preference.
 - iii) Higher post may be given to deserving candidate based on eligibility and availability.
- 7) Electric Supervisor/Electricians:
- i) ITI, equivalent or higher qualification in concerned field.
 - ii) Preference be given to experienced candidate.
 - iii) Higher post may be given to deserving candidate based on eligibility and availability.
- 8) Plumbers:
- i) ITI, equivalent or higher qualification in concerned field.
 - ii) Preference be given to experienced candidate.
 - iii) Qualification may be waived for skilled and experienced candidate with minimum 5 years experience.
- 9) Drivers:
- i. Minimum 10th pass with appropriate driving license.
 - ii. Preference shall be given to experienced candidate and having badge.
 - iii. Qualification may be waived for experienced candidate fulfilling other requirements having minimum 5 years experience
- 10) Peons:
- i. 10th pass.
 - ii. Computer awareness is desirable.

- e) Watchmen/Security Guards, Sweepers and Gardeners may be appointed by the Principal with consent from the Secretary of the Trust, on temporary basis or the related work may be given on contract basis.
- f) Principal with the consent from Secretary of the Trust make create the posts/designations and appoint the candidates with suitable qualification, on temporary basis, as per the requirement.

III) Pay Scale:

Pay-scale for the employees is as per AICTE/State Government/MSBTE/Management norms and approval.

IV) Service Conditions:

Service conditions shall be as that given in AICTE norms/State Government/ MSBTE Statute and as per conditions in the appointment order.

V) Faculty Teaching Load:

- a) The teaching load (hours per week) is assigned cadre wise to each faculty as per his/her designation and position as follows:
 - Principal : 06
 - Head of Department : 16
 - Lecturer : 18
- b) For additional teaching load extra remuneration may be paid per clock hour taking in to consideration the norms of the statutory authorities and management policy.
- c) Teaching load of the persons holding additional position/charge may be reduced appropriately by the Principal.

VI) Positions and Roles:

- a) Roles and Authority Delegation of Principal, Vice-Principal, HODs, Training and Placement Officer, Class Coordinator, Procter Teachers, Subject Teachers, Laboratory In charges, Librarian, Hostel Rector, etc. are given in the System Manual of the Institute.

VII) Working Hours and Weekly Off:

- a) Principal with consent from Secretary of the Trust is authorized to decide working hours taking in to consideration norms of the statutory authorities and Institute requirements.
- b) Principal with consent from Secretary is authorized to decide the day of weekly off taking in to consideration the requirements of the Institute and safeguarding the requirement of the student community.
- c) The timing for Library may be as follows:

Book issue section - Working days: 7.45 am to 8.00 pm

Reading Hall - All days: 7.30 am to 11.00 pm

d) The Principal may implement appropriate mechanisms for ensuring attendance of staff and students.

VIII) Induction Programme: TPO conducts induction program for newly joined staff.

1. Induction planned for new employee is to make him/her aware of the duties and responsibilities, Culture of the Institute, PPPE and the organizational behavior by TPO Office and accordingly certificate is issued for successful completion.
2. New teacher appointed in the College is introduced in general staff meeting.
3. 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 the departments.
4. HOD will take him/her on a tour to the campus and explain about the facilities in the College.
5. The HOD will also ensure that the joining formalities are completed.

Chapter 2: Staff Welfare and Incentives

1) Welfare Scheme and Incentives:

A) Teaching Staff:

1) Welfare Schemes:

- a) Provident Fund facility for the eligible members.
- b) Gratuity facility is available for eligible members.
- c) The institute has Employee Medical Expenditure Reimbursement facility.
- d) Institute infrastructure made available for family function.
- e) Duty leaves for attending FDPs, STTPs, Conferences, Seminars, Symposium and other academic activities.
- f) Study leave for Higher education.
- a) The institute provides free hostel facility for single faculty members as per the request application.
- g) Technical and non-technical Training programs are organized by the institution to upgrade and update the skills and knowledge of faculty members.

2) Awards /Incentives:

- a) The institute provides reimbursement of expenses up to Rs. One Lakh towards registration, travel by train/air and accommodation for attending various Faculty Development Programs, Conferences in India and abroad.
- b) Financial support to faculty for Skill Certification and Patent filing fees.
- c) Consultancy amount is paid as per consultancy policy.

- d) Award up to Rs. 7,000/- for Publishing paper in National and International journal.
- e) Financial support up to Rs. 1,000/- for purchase of books.

3) Staff Quarter:

- a) Limited facility is available.

4) Mobile / Telephone Facility:

- a) Mobiles phone facility is provided to the Director, Principal, Vice-Principal, Deans, HoDs, Registrar, and selected faculty according according to nature of work.

B) Non Teaching Staff:

1) Welfare Schemes:

- a) Provident Fund facility for the eligible members.
- b) Gratuity facility is available for eligible members.
- c) The institute has Employee Medical Expenditure Reimbursement facility.
- d) Institute infrastructure made available for family function.
- e) Duty leaves for attending FDPs, STTPs, Conferences, Seminars, Symposium and other academic activities.
- f) Technical and non-technical Training programs are organized by the institution to upgrade and update the skills and knowledge of faculty members.
- g) Residential facility in the campus for needy staff.
- h) Free uniform for driver and peons.

2) Mobile / Telephone Facility:

- a) Mobiles phone facility is provided to the Registrar and selected staff according to nature of work.

Chapter 3: Retirement and Extension in Service

I) Retirement and Provision for Extension:

- 1) The retirement age will be as per Government of Maharashtra norms.
- 2) Extension/ Re-appointment on temporary basis may be given to the faculty as per the AICTE norms at the discretion of the management.

2) Requirement at the Time of Retirement:

- 1) One month before the retirement date the employee shall inform in writing to the principal through proper channel about the retirement.
- 2) Before being relieved the employee shall hand over charge and all property of the institute to the concerned authority as per the instruction from the authority.
- 3) Departmental Authority shall ensure that all Institute's property and equipment are returned safely.
- 4) 'No Dues Certificate' should be submitted by the employee within one week from the date of retirement.
- 5) Relieving letter and Experience Certificate is issued after submission of No Dues Certificate.

Chapter 4: Leaves, Vacations & Holidays

I) Leaves: Leave cannot be claimed as a matter of right. Discretion to refuse revoke leave is reserved with the authority.

A) Casual Leaves(CL):

- 1) 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.
- 2) Not more than 6 CLs can be availed in continuation. CL can be taken for half day also.
- 3) Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except DL/OD.
- 4) It is necessary to get prior sanction of CL by reporting authority defined in section 1.2.
- 5) 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.
- 6) CL cannot be equated with ML or vice versa.

B) Earned Leave (EL):

- 1) If any Permanent faculty 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.

- 2) Permanent Employees working on posts having no vacation are eligible for earn leave of 30 days per year subject to maximum accumulation as per government norms.
- 3) Employees may avail such EL during non-teaching period of the semester.

C) Medical Leaves (ML):

- 1) Permanent employees are entitled to 20 Half days/ 10 Full days of full pay ML, or part thereof, in a calendar year depending on the date of joining.
- 2) An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- 3) Request for extension of ML will be considered by the HOD/Principal/ Management. An employee returning from ML will be required to submit a physician's release statement and a fitness certificate. The services of the Institute's medical officer may be utilized for this purpose.
- 4) For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate issued by MBBS/M.D. Doctor doctors.
- 5) 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 HOD / Section head / Management.
- 6) 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.
- 7) Not availed MLs will be carried forward into the subsequent year[s] as per government norms.

D) Maternity Leave [MA] and Paternity Leave (PA):

- 1) Maternity leave can be granted to a Permanent female employee for period as per government norms. Likewise, a paternity leave of 15 days may be granted to a teacher father.
- 2) 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.
- 3) A lady employee with minimum 1 year but less than two years of continuous service is entitled to maternity leave without pay and allowances for a maximum period of 90 days subject to the submission of a medical certificate.

- 4) In all other cases the Principal fixes a period of Leave to be granted as Maternity Leave without pay.
- 5) A lady employee, availing MA, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Principal reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
- 6) Not more than 2 MAs can be granted to a lady employee while in service at the Institute.
- 7) 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.
- 8) Maternity leave may be granted to a Temporary employee at the discretion of the management.

E) Study Leave (SL):

- 1) A SL of maximum Two years for PG and Three years for Ph.D. is granted to a Permanent employee who has served the Institute for a period of minimum two years without break in service at the discretion of the management subject to signing of an Agreement Bond.
- 2) For Ph.D. candidates, such leave may be extended at the discretion of the management, up to maximum 1 year.
- 3) 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.
- 4) A proof of having effectively used the SL is required to be submitted to the Institute on resuming duties.

F) Sabbatical Leave (SA):

- 1) Any faculty who has completed seven years of continuous service may be sanction one year of SA with full pay, at the discretion of the management, for study /executing research projects / Book writing, etc.
- 2) A proof of having effectively used the SA is required to be submitted to the Institute on resuming duties.

G) Compensatory off (CO):

- 1) Any staff, who works on holidays in the College, will be entitled to CO for an equal number of days that they have worked.
- 2) COs cannot be carried over to the next calendar year.

H) Leave Without Pay (LWP):

- 1) If proper documents about sanctioned leave are not submitted within one week from the date of sanction to the concerned office authority, such leave may be treated as LWP.
- 2) Employee may avail such leave if he/she is not eligible or not having balance for getting CL, CO and/or ML.
- 3) Sanctioning of such leave or otherwise is at the sole discretion of the authority.
- 4) Any regular employee may be granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.

I) On Duty Leave [OD]:

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

II) Vacation and Holidays:

- 1) An employee shall remain present on the first and the last day of each term unless otherwise permitted by the Principal.
- 2) Permanent employees who have vacations will not be entitled to earned leave. Those who don't have such vacation will be entitled to earned leave.
- 3) Vacation period is as per Government and MSBTE norms for permanent employees.
- 4) Temporary employees will be entitled to earned leave.
- 5) Vacation period for temporary teachers is as per Institute policy as given below:

Period of Service	Vacation period
More than two years	10 days
More than 1 and up to 2 years	07 days

- 6) Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
- 7) Vacation / holidays may be taken in one / two slots. Only on the recommendations of the Principal, exceptions shall be allowed. Principal shall issue a circular pertaining to the vacation at the end of every term.
- 8) All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being

mandatory, the employee and the HOD/ Section head must take utmost care while recommending the vacation/ holiday period.

- 9) 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.
- 10) Vacational staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
- 11) All the employees proceeding on vacation/ holidays must give all necessary details in the vacation/ holiday format available with respective HOD/ Section head.
- 12) 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.
- 13) 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 are granted in lieu of the foregone vacations.
- 14)Holidays are as per Government and MSBTE norms.

Chapter 5: Service and Assessment

I) Signing of Undertaking:

The signing of undertaking is the document which is filled and signed by the employee at the time of joining the institution. It comprises the oath to work sincerely, competently and with diligence.

II) Personal Data Sheet & Documents in Personal File at Office:

- 1) Information that should be maintained in the official personal file includes, but is not limited to:
 - Personal details
 - Resume
 - Educational qualification details with certificates
 - Family details
 - Contact Numbers

- Employment offer letter
- Performance appraisal forms
- Corrective action letters
- Warning notices and Memos and replies
- Training history records
- Training program applications/requests
- Nominations for departmental or campus awards
- Training expenses reimbursement records
- Notification of salary increase/decrease
- Service Book

III) Performance Appraisal/Confidential Report:

- 1) Appraisal of every employee is made at the end of every academic year and report be prepared accordingly.
- 2) The following mechanism is implemented regarding Reporting/Performance Appraisal of various authorities and employees of the Institute:

Sr. No.	Designation	Reporting Authority	Reviewing Authority for Performance Appraisal
1.	Principal	President/Secretary of the Trust	President of the Trust
2.	Deans, HODs and Section In-charges except Workshop Superintendent	Principal	President/Secretary of the Trust
3.	Lecturers	Principal	President/Secretary of the Trust
4.	Office Superintendent	Principal	Secretary of the Trust
5.	Departmental or Section Non-teaching Staff	Concerned HOD or Section In-charge	Principal

IV) Probation period and its extension and curtailment

- 1) The probation period is considered as observation period for an employee before he/she is going to be regularized in the institute.
- 2) Initially the probation period is as per MSBTE norms.
- 3) The probation period may be extended, if the management realizes to give some more time and observe the performance, in case of poor performance.
- 4) The probation period may be curtailed, if the management satisfied with the employee performance and he/she completed the all conditions established for the regularization.

- 5) Probation period may be extended during unprecedented situations.
- 6) An employee on probation may be removed from the service by giving one months notice or one month pay in lieu of notice period.
- 7) After successful completion of the probation period letter is given to the employee confirming his/her service. In the absence of such letter there is deemed confirmation.

V) Process/SOP for 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 is held in private. Information shared during the appraisal may be shared only with management. Confidentiality of appraisal is 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 and complete a self assessment.

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.

Chapter 6: Discipline and Grievances

I) Security & Vigilance on campus:

Campus is equipped with security office. The security services are taken on contract basis. The campus is installed with CCTV cameras.

II) Disciplinary Action:

1) Action against employees is taken and punishment is given accordingly as per MSBTE and Management rules on violation of service conditions and conditions in the appointment order and involving in the following:

- Misconduct
- Insubordination
- Accepting outside work/assignments/position/post, with or without honorarium/remuneration/fees, without written prior permission of the Authority
- Violation of Code of conduct
- Consuming alcoholic drinks, chewing of Gutkha, Tobacco and related products

- Theft
- Conviction of a felony.
- 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
- Willful and continuous negligence of duty
- Physical or mental unfitness incompetence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Intentional damage to equipment or property of the Institute
- Use of Internet facility for the purpose not in tune with Institute requirements
- Entering an unauthorized work area
- Failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment
- Complaints to statutory authorities without proper channel
- Complaints to statutory authorities with false, baseless, irrelevant, and/or afterthought allegations

2) Principal is the authority to inflict minor penalties.

3) Management of the College may take the decision to proceed for the Departmental Inquiry of the employee based on the findings of the Preliminary Inquiry Committee. In such situation, Inquiry Authority/Officer is appointed by the Management and request proposal is submitted to the MSBTE for approval. If the MSBTE does not accord its approval and communicate to the Institute within fifteen days of the reminder, such Inquiry is proceeded by the same Inquiry Authority/Officer appointed by the Management and further decisions are taken accordingly.

III) Attendance:

Every employee is required to register the attendance by the mechanisms made available. Three late marks is treated as one full day leave/absenteeism.

IV) Uniform:

The staff and students must wear uniform on the days specified by the Principal. Action is taken for not being in uniform without permission.

V) I-Card :

All the employees and the students are required to wear the I-card whenever they are in the campus. Action is taken for not wearing the I-card without permission.

VI) Keys Deposition Policy:

College main office keys are deposited in the security office. Department keys are deposited in the college office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. Employees are required to follow this policy as applicable to the concerned.

VII) Vehicle Parking Policy:

a. For staff members:

All the staff members are required to park their vehicles at the designated parking lots. Action will be taken for non-compliance.

b. For students:

Students are required to park their vehicles properly at designated parking places. Action will be taken for non-compliance.

VIII) Disciplinary Procedure:

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

IX) Grievances / Complaints Redressal:

The employees through proper channel and students' should submit their compliances to appropriate authority(s) for putting before appropriate committee, as applicable, as given below:

A) For Teachers:

- 1) College Grievance Redressal Committee
- 2) Internal Complaints Committee
- 3) SC/ST Committee
- 4) Standing Committee
- 5) Grievance Redressal Committee

B) For Students:

- 1) Internal Complaints Committee
- 2) Grievance Redressal Committee
- 3) Anti Ragging Committee
- 4) SC/ST Committee
- 5) Standing Committee

The employee is required to lodge the complaint against the Authority through proper channel through hard copy. The employee may lodge other type of complaints through hard copy or email with the concerned Authority or on email to cod@sveri.ac.in.

The concerned committee should conduct enquiry in respect of the complaint and submit the report with recommendation(s) to the Principal.

Chapter 7: Deputation for Higher Studies / Ph.D. and Permission for Seminar, Conference, Workshop, Guest Lecturers, etc.

I) Norms for organizing seminar, conference etc. in the Institute

- 1) Concession in registration fees is given based on recommendation of Dean R & D.
- 2) The concession amount so granted is reimbursed on submitting the certificate of participation.

II) Permission and funds to attend conference etc outside the Institute

The funds are made available to the candidate/applicant to register at conferences, workshops, STTPs, FDPs, etc. as given below.

Sr. No.	Type	Financial Assistance
1.	International Conference (Abroad)	At actual or Rs. 1,00 Lakh, whichever is less.
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.

III) Procedure to Apply:

- 1) Fill up the On Duty form.
- 2) Application to the Authority of the concerned organization.
- 3) Application to our authority for advance, if required.
- 4) Application to our Authority for duty/on duty leave.

IV) Incentives or Reward for Special Noteworthy Achievement:

- 1) 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 various points considered for additional increments are tabulated below,

Sr. No.	Type	Details	Points	
			Lead Author	Co-Author
1.	Patent Granted	US/ Overseas	100	
		Indian	50	
2.	Publications	Journals	15	12
		Int. Conference	10	8
		National Conference	3	3
3.	R&D and External Funded Projects (from Apex Bodies, R &D Organizations and MSBTE)	More than 10 lacs	35	30
		More than 5 lacks up to 10 lacs	25	20
		More than 1 lacks up to 5 lacs	15	12
		Up to 1 lac	10	8
4.	Consultancy/ Collaboration	International	20	
		National	10	
5.	Innovative Product Development	15		
6.	Conference Workshop Organized	International	20	
		National	10	
7.	Ph.D Guide	International /	30	
8.	Ph.D Co guide	National Students	20	

- 2) (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 SVERICOEPOLY with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.
- 3) (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 SVERICOEPOLY 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
- 4) (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
- 5) The product designed should be a commercially viable one, and have had received acceptance from the industry with national/ international recognition.
- 6) (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.

V) 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 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 experienced 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.

VI) R & D Budget:

The HODs shall formulate the yearly R&D budget, in close co-operation with the experienced faculty members in the department. The same shall be forwarded to, The Principal through Dean - 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.



Misal
(Dr. N. D. Misal)
PRINCIPAL