

STAFF POLICY DOCUMENTED PROCEDURE

D Y PATIL
COLLEGE OF
ENGINEERING,
AKURDI



DYP

**D. Y. PATIL COLLEGE OF ENGINEERING
AKURDI, PUNE**

Approved by AICTE, Recognized by DTE &
Affiliated To Savitribai Phule Pune University

**HUMAN
RESOURCES
POLICY MANUAL**



His Excellence

Padmashree Dr. D.Y. Patil (D.Lit.), Hon. Dada
Founder president Dr. D.Y. Patil Pratishthan & Ex-governor
States of Bihar, Tripura, & West Bengal

Greatman are born into lead and birth of padmashree Dr. D. Y. Patil in an affluent agriculturist family in Kolhapur in Maharashtra on 22nd October 1935, was the beginning of great things to come. Dr. D. Y. Patil is a wellknown educationalist and philanthropist from an agriculture town Kolhapur in the state of Maharashtra. In spite of being born in small agricultural village of Maharashtra, his visionary social & political work has widely reached all over the country.

His vision, dedication and passion have been indelible influenced, by his wisdom and generosity and left have several benchmarks, be it in the schools for imparting basic education or institutes for higher learning. He strongly believes that youth in India need greater platform that offers multiple opportunities to educate themselves across the geography. He envisions a goal of spreading education across the length and breadth of India by taking steps in direction of craft each and every institute. He has materialized his dreams under the umbrella of prestigious education institutes in Kolhapur, Mumbai & Pune. A firm believer in the expression "Action speaks louder than words". His deeds reflects this philosophy in all spheres of life.

The first college offering Bachelor's degree in engineering was established in the year 1983. There was no turning back from there and today, Dr. D. Y. Patil Group has now spread its wings encompassing 3 deemed Universities, 2 Private Universities, 180+ institutions, 3,00,000+ graduating students and 11,000+ employees in the varied disciplines of education.

For his contributions to the cause of education and healthcare, the president of India honoured Dr. D.Y. Patil sir with the Padmashree the highest civilian honour of the country in the year 1991. He was also awarded with 2 doctorates in philosophy, First by the World University roundtable, Arizona U.S.A in 1985 and later by the Nottingham Trent university Kingdom, Britain (UK) in 1996.

He served as the Governor of Tripura, Bihar, West Bengal. He has also been awarded with the prestigious D.Lit. From Shivaji Universities, Kolhapur, Maharashtra, India in the year 2015.



Hon. Dr. Sanjay D Patil.
President
Dr.D.Y.Patil Pratishthan.

Dr. Sanjay D Patil is an Educationist, Agriculturist and a Civil Engineer. He is the architect of Dr.D.Y.Patil Educational institutions of Kolhapur. Educational Complex Dr. Sanjay D Patil has pegged away to bringing outstanding changes in the field of rural Development, Agriculture & Education. He is the president of Dr.D.Y.Patil Group and the Chancellor of Dr.D.Y.Patil Education Society.(institution deemed to be University),Kolhapur Maharashtra. Recently in the ranking by the National Institutional Ranking Framework Ministry of Human Resource Development, Government of India D.Y.Patil Education Society.(institution deemed to be University)stood 97th out of 100 top Universities of India. He has awarded the most prestigious D. Lit on 23rd may 2013 by the Universities of Himachal Pradesh India.

He has to credit his rewards and recognitions. The Government of Maharashtra has awarded him with “Vanashree puraskar”in year 1991. He is also recipient of “Indira Priyadarshini Vrukshamitra Award”in year 1993. He has been awarded with “Kolhapur Bhushan”in year 2001 for his achievement’s in the educational field. He was bestowed with “Kshtariya Shikshan SanmanPurskar”,”krishnishtha Puraskar” by the government of Maharashtra in 2004 and has won first prize in “All India Mango Show” held at Bangalore in 1996.

Dr. Sanjay D. Patil believes in nurturing the potential of the students, giving them the exposure to the latest developments in their fields, thus enabling them to become competent and quality conscious engineers. The world class infrastructure and environment in the institutes reflects the meticulous care taken by him in maintaining high academic standards with the help of a galaxy of renowned academicians and ultra-modern laboratories. His humane and calm approach towards addressing various problems and his quick decision making ability is responsible for the rapid progress and growth of the educational institutes.

Dr. Sanjay D. Patil has been awarded with the most prestigious award in London for Sayaji Hotel at Kolhapur of Dr. D. Y. Patil Group as “International Five Star Hotel” by Best Large Hotel India Awards 2016.

Recently he has received “Entertainment Trade Award” for his contribution in Education, agricultural field, public health care and social work. Also he has received“Bharat Gaurav Award” at the hands of Hon. Pratibha Tai Patil Former President of India.

D Y Patil Agriculture & Technical University has been Started at Talsande Campus from June 2021



Hon. Shri Satej D Patil
Vice President and Chairman
D. Y. Patil Educational Complex, Akurdi, Pune

D. Y. Patil College of Engineering, Akurdi's forays into education extend back to over three decades and today stand as benchmarks for others who aspire to emulate. Each campus is a landmark in itself, having a culture of commitment, transparency and teamwork. It lays emphasis on holistic development of student at the same time is conscious about the development and welfare of the faculty and staff of the college.

D.Y. Patil Pratishthan believes that, for a sustainable development, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the vision, mission and quality policies of the Institution.

With the same view to bring uniformity in the processes that are followed and for ease of operation the HR policies are formulated with due consultation with the various stakeholders of the Institute. I am sure that these policies will define the processes, roles and responsibilities and motivate the faculty members for putting in their best efforts to achieve our goal of imparting quality education.



Hon. Mr. Tejas Satej Patil
Trustee
Dr. D Y Patil Pratishthan.

Mr. Tejas Patil is a young, dynamic and promising educationist and leader of Dr D.Y. Patil Educational Complex, Akurdi, Pune, who aims to bring revolution in field of education by introducing new courses, new learning avenues faculty training and best technology. He aims to drive education on the path of Academic excellence so as to develop the right environment for faculty, staff and students and thereby provide them a complete security, exponential learning and a sense of Social Responsibility. He has introduced state- of- the- art technology that will help all the Stakeholders to achieve new heights. He is a strong believer that every human who brings in revolution, learns at every stage of his life.

Moreover, he proclaims that Change is inevitable for growth. He has driven this change across the Campus by setting up a State of Art System which ensures that everything comes on record. Also, the Green Campus Concept of his has set in motion a healthy atmosphere, positive thinking and perseverance.

At DYPEC, Akurdi, Mr.Tejas aims to make students compatible enough to look at themselves as budding entrepreneurs and employees for tech jobs who would definitely add value to the Organization they join.

To achieve this, he focusses on strengthening of III (Industry Institute Interaction). He places utmost importance on the functionality of Incubation Centre, Industry driven Centres of Excellence, Entrepreneurship Development Cells at the Campus.

To achieve this, he focusses on strengthening of III (Industry Institute Interaction). He places utmost importance on the functionality of Incubation Centre, Industry driven Centres of Excellence, Entrepreneurship Development Cells at the Campus.

Research and Development is his personal goal as he firmly believes that “Innovation can only sustain us in the future”.

He staunchly opinionates that Akurdi Campus would keep standing tall as a Powerhouse of Knowledge on three pillars:

- Quality Education
- Qualified Faculty
- Healthy Environment

His vision spells out as: “Intelligence plus Character is the true goal of Education.”



RAdm Amit Vikram (Retd)
Campus Director
Dr. D. Y. Patil Educational Complex, Akurdi, Pune

D.Y. Patil College of Engineering is known for its students centric educational activities. The Teaching-Learning process is so designed that it is amalgamation of classroom activity with Well-equipped laboratories and workshops and field/ industry experience. We are committed to keep abreast our processes in line with the New Education Policy (NEP)-2020 and all regulatory guidelines implemented from time to time. Hence, the revision of course curriculum is a dynamic process in our campus. Our focus is on holistic development of student through technical, soft skills and professional trainings. Our campus placement records across the spectrum of courses highlight volumes of satisfaction levels of industry as well as alumni.

Along with students our focus is on faculty development and well-being of the faculty. In the same concern, D.Y. Patil College of Engineering is taking efforts to strengthen the HR policies and governance of the institute. After due deliberation, HR policies are finalized which takes care of faculty recruitment, appraisal, leave policies, faculty retention etc. To ensure employees are free to work enthusiastically to maximize their potential, it is essential to keep them professionally satisfied. With this view, I am happy to propose the HR policies.



Dr P Malathi
Principal
D.Y. Patil College of Engineering, Akurdi, Pune

Our vision at D.Y. Patil College of Engineering is Empowerment through Knowledge. In today's techno savvy world budding engineers dream of excelling in this competitive world as an intern, as a team player and finally becoming an admired leader in professional life. D.Y. Patil College of Engineering is admired for its efforts towards holistic and futuristic development of the students. To hone the skills of the students we have a dedicated and qualified team of faculty members. In this era of Globalization of education the obvious focus is on the quality of education we strive continuously for sustenance and enhancement of quality in every field of its activity. Our aim is to develop technically strong and ethical engineers. I would ask you to take advantage of this great opportunity and join us in our endeavor to actively contribute to the overall improvement of this increasingly globalized society.

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Chapter 1- About the Trust

1.1 Name of the Trust : Dr. D. Y. Patil Prathishthan, Kolhapur

1.2 Registered Address : 2126, E Ward, Ajinkyatara, Kolhapur, 416003

1.3 Registration Number:

1. R.A.I.T 16/07/1983

2. D.Y. PATIL PRATHISHTHAN / Under B. P. T. Act: E- 1175 (Kolhapur),

Dated 27/12/1990

- 2 Board of Trustees:** D.Y.Patil College of Engineering, Akurdi is working under the umbrella of Dr. D. Y. Patil Prathishthan. The rules and regulations for governance of the college are framed by the governing body. The Board of Trustees is the apex governing body.

Name	Designation
Dr. Sanjay D. Patil	President
Shri. Satej D. Patil	Vice President
Sou. Shantadevi D. Patil	Trustee
Sou. Vaijayanti S. Patil	Trustee
Sou. Pratima Satej Patil	Trustee
Shri. Raturaj S. Patil	Trustee
Shri. Devraj B. Patil	Trustee
Shri. Prithviraj S. Patil	Trustee
Shri. Tejas S. Patil	Trustee
Shri. Shripad S. Dharangutti	Secretary

- 3 Management Committee:** The trust and society has Management Committee which assists Board of Trustees for effective management of the trust activities, which includes employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises and all financial and legal requirements.
- 4 Office Bearers:** Office bearer is the team who carries the office administration task and activities. The team comprises of Campus Director / Principal / Management Nominee, Registrar, Deputy Registrar, Assistant Registrar and Office superintendent.

5 Vision of the Trust: The trust believes in the teachings of the thirteenth century Sain

Philosopher Shri Dnyaneshwar “The whole universe is a manifestation of pure intelligence and consciousness”. The trust further identifies itself with Albert Einstein's assertion “I believe in God, who reveals himself in the orderly harmony of the universe and I believe that intelligence is manifested throughout nature.” All the great saints, sages and seers and the learned scientists of the world have a common goal i.e., Welfare of the Humanity.

The vision is” To promote the "Culture of Peace" through value based "Universal Education System", with a firm belief that "Union of Science and Religion and Spirituality alone will bring peace to mankind".

1.4 Mission of the trust: To harness the knowledge of Science & Technology for the welfare of the society.”

Chapter 2- General Information

2.1 About the Institute:

- a. **Name of the Institute** : D. Y. Patil College of Engineering
Akurdi, Pune.
- b. **Address of the Institute** : Sector 29, Nigdi Pradhikaran , Pune -44
- c. **Contact Details** : 020 – 27653058 Fax No. 020 - 27653057
Website: www.dypcoeakurdi.ac.in
Email: info@dypcoeakurdi.ac.in
- d. **AICTE Permanent ID** : 1-12346111
- e. **DTE Institute ID** : **EN 6272**
- f. **Savitribai Phule Pune University College ID: CEGP010530**
- g. **Vision of the Institute** : Empowerment through Knowledge
- h. **Mission of the Institute** :

M1. To educate the students to transform them as professionally competent quality conscious engineers

M2. To provide conducive environment for teaching, learning, and overall personality development

M3. To culminate the Institute into an international seat of excellence.

i. **Long Term Goals:**

- i. To impart quality technical and professional education to the institute.
- ii. To take up research and consultancy assignments in collaboration with industry, government agencies and others for sustainable development of institute.
- iii. To establish a state of art innovation center for showcasing student's creativity.
- iv. To establish tie-ups with foreign universities for staff and student exchange programs and twinning programs.
- v. To become the Institute of excellence of national importance.

j. Short Term Goals:

- i. To prepare students to excel in engineering careers within the global marketplace.
- ii. To increase the scope, scale, and impact of research programs.
- iii. To improve the College existence within academic, professional, and society at large.

k. **Quality Policy:** The college is committed to create quality professional to meet the emerging industrial and social through

- Innovative quality education.
- Technology oriented system administration.
- State of art infrastructure.
- Congenial and disciplined learning environment.
- Inculcating moral and ethical values among faculty and students.
- Aiming at continual improvement in all activities.

2.2 Details of the Institute:

The Institute is run by Dr. D.Y. Patil Pratishthan Trust and is located at-. Sector 29, Nigdi Pradhikaran, Akurdi-44. The Institute is approved by AICTE and is affiliated to Savitribai Phule Pune University.

2.3

D. Y. Patil College of Engineering, Akurdi, Pune is a self- financed institution established in the year 1984 under the visionary leadership of Padmashree Dr. D. Y. Patil, Former Governor of Tripura, Bihar and West Bengal. The Institution is approved by All India Council for Technical Education (AICTE), New Delhi, and DTE Government of Maharashtra and affiliated to Savitribai Phule Pune University (SPPU), Pune. The Institute is accredited by National Assessment and Accreditation Council (NAAC), Bangalore with 'A' grade.

The Institute is offering quality technical education for the past 39 years. The Institute offers Eight UG programs, Six PG programs along with 2Ph.D. Programs.

Eight of the UG programs viz., B.E. (Computer Engineering), B.E. (Mechanical Engineering) B.E. (Civil Engineering), B.E. (Instrumentation and Control Engineering), B.E.

(Information Technology), B.E. (Electronics and Telecommunication Engineering), B.E. (Robotics and Automation) and B.E. (Artificial Intelligence and Data Science).

Six PG programs viz., M. E. (Computer Engineering), M.E. (Production Engineering), M.E. (Mechanical- Design Engineering), M.E. (Civil-Construction and Management), M.E. (E and TC-VLSI and Embedded System), M.E. (Civil-Environmental Engineering).

Two departments of this Institution are recognized as research centers by SPPU, Pune for promoting research culture in the Institute.

2.4 Working Hours: The working hours for Institute are as follows

Sr. No	Cadre	In Time	Out Time
1	Teaching	9.45 am	5.15 pm
2	Lab. Asst. / Instructor / Technical Asst.	9.45 am	5.15 pm
3	Librarian	9.45 am	5.15 pm
4	Asst. Library & Library Asst.	9.45 am	5.15 pm
5	Accountant	9.45 am	5.30 pm
6	Clerk	9.45 am	5.30 pm
7	Peon/Attendant/ Gardener	9.30 am	5.30 pm
8	House Keeping	8.00 am	4.00 pm
9	Estate Manager/Transport In charge/House Keeping Supervisor	8.00 am	5.00 pm
10	Driver	8.00 am	5.00 pm
LUNCH TIME			
1	All Departments	30 min depending upon Time Table	
2	Administrative Office	1.00pm to 1.30 pm	

2.5 Discipline:

Reporting on duty upon arrival: Everyday staff members are required to register their attendance in the Attendance Muster as well as in Biometric system.

Late arrival: Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. Only two times late arrival of 30 Minutes is permissible per month with prior intimation to the Head of the department (or his/her deputy). For 3 late arrivals one-day leave is considered. Repeated incidences of late arrival are recorded in personal file and attracts negative points in performance evaluation and also lead to deduction of salary in proportionate.

Leaving the campus before time: Generally, staff members are not allowed to leave the campus, before stipulated official working hours. The only exception to this rule is special concession or On-duty leave. Authorized person performs a random check and the regularities are reported to the disciplinary committee for further necessary action.

On Duty leave: All staff members should apply online for ON DUTY leave for any official work and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The On Duty application must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

Chapter 3 - Guiding Principles

3.1: Leadership

The Institute's leadership at all sites and in all capacities, communicates the Institute's goals and values. It believes in facilitating teamwork, collaboration, and partnership; rewards achievement of desired outcomes & supports continuous learning and improvement. It encourages innovation and the capacity to respond to change. In doing so, the Institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

3.2: Quality of Employment

The Institute is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages balancing work and personal commitments.

3.3: Compensation, Reward and Recognition

The Institute's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

3.4: Continuous Learning and Development

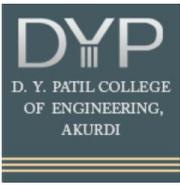
The Institute values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

3.5: Response to Change

The Institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute.

During times when reduction or change in the nature of the workforce is required, the Institute will rely on attrition, to the extent possible.

In support of these principles, the Institute commits adequate resources for equitable support



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of employee development, compensation, reward and recognition across all units and among all employee classifications.

Chapter 4 - Classification of Employees

4.1 Hierarchy of Reporting:

Reporting by different employees to higher authorities shall be according to the table below:

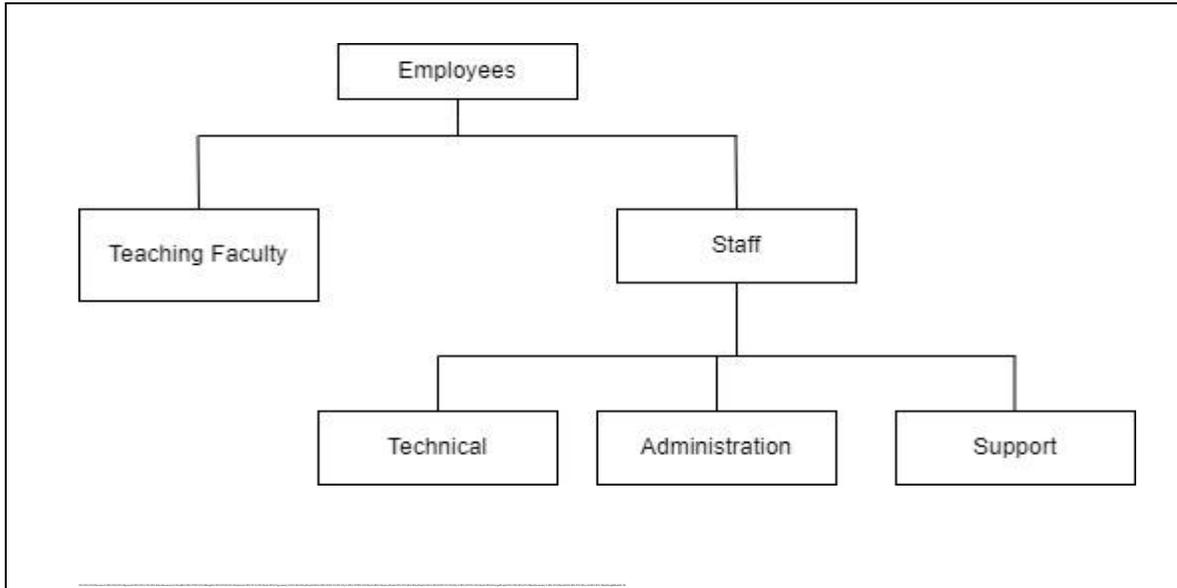
Table No. 3: Hierarchy of Reporting

Staff	Reporting authority
Campus Director	BoG / President / Trustee
Principal	Campus Director
Head of the Department	Principal
Registrar / Deputy Registrar	Principal
Training & Placement officer	Principal
Librarian	Principal
Teaching Staff	Head of the Department
Laboratory Staff	Head of the Department
Office Staff	Registrar
Library Staff	Librarian
Stores Staff	Registrar
Peons / Non-teaching Staff	Head of the Department / Registrar

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

4.2 Classification of employees:

At DYPCOE, Akurdi employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:



Teaching Faculty: It comprises of people who are involved in teaching/Research at the Institute on a full-time basis i.e. all whose salaries are paid on a monthly basis.

Full Time Faculty:

1. Faculties enrolled on institutional Pay roll.
2. Salary is granted as per the Pay scale declared by Government time-to-time.
3. Applicable for yearly Appraisal, increments, and government rules and regulations.

Teaching faculty is categorized under:

i. Professor:

1. Must be Ph.D.
2. Must have Thirteen years’ experience in Industry or teaching field or both.
3. The management can offer eminent faculty as Professor, who has large contribution in the area of:
 - a. Research and Development.
 - b. Having huge experience with sound expertise.

ii. Associate Professor:

1. Must be Ph.D.
2. Must have Ten years' experience in Industry or in teaching field or in both.
3. The management can offer eminent faculty as also Professor, who has large contribution in the area of:
 - a. Research and Development.
 - b. Having huge experience with sound expertise.

iii. Assistant Professor:

Must have completed UG & PG in respective branch with first Class.

* These qualifications are subject to change as per AICTE norms.

A full-time faculty may be:

- i. **Regular:** The faculty member approved by SPPU and has completed two years' probation.
- ii. **Ad-Hoc:** The faculty member not approved or in the process of approval or approved with one-year ad-hoc approval by SPPU and yet not completed two years' probation.

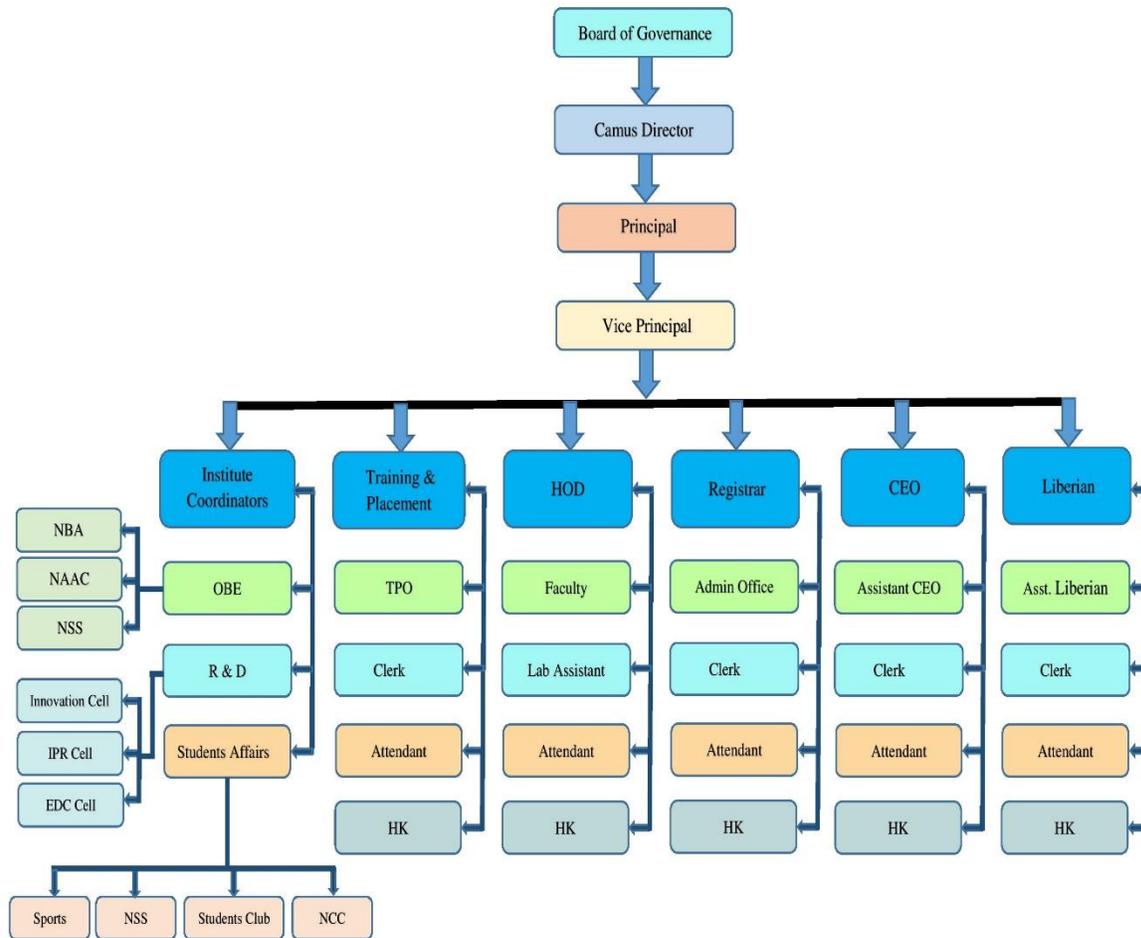
Adjunct Faculty: A retired expert employee (Educational/ Industrial) as a faculty in the honor of his expertise as per AICTE/UGC guidelines.

Staff:

- a. **Technical Staff:** It comprises of technical assistants, Lab assistants, Workshop Instructors, Network administrators, Computer Programmers, Librarian and Library Assistants, Internet Centre Receptionists, Electricians.
- b. **Administrative Staff:** It comprises of Registrar, Human resource Executive, Accounts and Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, and Front Office Executives and receptionist.
- c. **Supporting Staff:** It comprises of Lab Attendants, Peons, Electricians, Drivers, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors.

Organization Chart:

Organization chart is a chart showing the lines of responsibility between departments and hierarchy of institutional delegation of authority and responsibility.



4.4 Staff Pattern /Position wise Number of positions:

i. Teaching (Subject wise & Cadre wise full time faculty):

I. **Teaching Load:** The teaching load in hours (minimum) is assigned cadre wise to each faculty as per his/her post and position as follow:

- a. Principal : 4 hours per week
- b. Professors : 14 hours per week
- c. Associate Professors: 16 hours per week
- d. Assistant Professors: 18 hours per week

II. **Cadre Ratio:** As per AICTE norm the cadre ratio is 1:2:6 for P –ASP-AP

III. **Teacher Student Ratio:** As per AICTE norm the faculty student ratio is 1:20.
For UG and 1:15 for P.G.

ii. Non- Teaching Technical (Department wise & cadre wise):

As per the requirement. The desirable ratio of non-teaching (Lab/ Technical Assistant) staff should be one lab assistant per lab or essential one lab assistant per two labs.

iii. Non-Teaching non-technical (Department wise & Cadre wise):

The recruitment for non-teaching (non-technical) comprises all staff except non-teaching (Technical).

- i. As per various sections requirement with the recommendation of Principal & College Development Committee number of post can be created.
- ii. For office it is as per the requirement and with the recommendation of College Development Committee.
- iii. Each department, library and store may have one clerk for departmental office.
- iv. Other than above essential posts other category of the posts can be created with the recommendations of Principal & College Development Committee.

The recruitment for non-teaching (non-technical) comprises all staff except non-teaching (Technical). It comprises the Registrar to Peon recruitment. The recruitment of this category staff is as follows:

- i. Registrar / Deputy Registrar / Assistant Registrar: 01.
- ii. Office superintendent: 01.

- iii. Office Assistant: As per office requirement with the recommendation of the Principal and Management.
- iv. Librarian: 02
- v. Librarian Assistant / Assistant Librarian: 02 (As per Library requirement with the recommendation of Principal and Management).
- vi. Clerk / Junior Clerk/ Library Trainee: 02 (In Library)
- vii. As per various sections requirement with the recommendation of Principal and Management number of post can be created.
- viii. For office, it is as per the requirement and with the recommendation of Management.
- ix. Each department, library and store may have one clerk for departmental office.
- x. Other than above essential posts other category of the posts can be created with the recommendations of Principal and Management.

Duties and Responsibilities of employees:

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

4.5.1 Principal (Roles & Responsibilities)

- To administrate day to day smooth working of college.
- To ensure better academics & research attainment in campus.
- To correspond with all statutory bodies, viz. AICTE, DTE, University/Board, ARA, FRA, etc.
- To submit various reports to these statutory bodies.
- To arrange meetings of all college level statutory and non-statutory committees and maintain minutes of meetings.
- To implement all decisions and policies of BoG, Management and Campus Director.
- To maintain overall discipline in the campus.
- To supervise effective execution of prescribed curriculum.
- To oversee/ monitor the work of Deans, HoD's, Registrar, TPO & all other heads
- To prepare long & short-term growth plans for infrastructure, facilities & equipment.

- To oversee/monitor research, consultancy & IPRs.
- To coordinate faculty appraisal, faculty / staff development, incentive / rewardsschemes.
- To accord financial sanctions within his/her limits.
- To coordinate with management / Campus Director in following areas-
- Faculty/staff recruitment and promotions
- Budget and purchases
- Financial decisions above their limits
- NAAC / NBA / NIRF
- EoA
- Affiliation
- SPPU Report
- FRA proposals
- Starting new or closing existing courses
- Monthly presentations
- To supervise daily cash flows, bank accounts, tally & fee collections.
- To get the accounts audited on a quarterly basis (statutory & internal).
- To coordinate/supervise scholarship & free ship proposals to Govt. and receiptof money.
- To supervise/monitor timely student admissions to higher classes.
- To sanction all types of leaves of employees.
- To approve final academic timetable & supervise its execution.
- To oversee co-curricular and extracurricular activities.
- To chair HoD's meetings.
- To promote continuing education activities.
- To coordinate submitting research proposals to funding agencies.
- To supervise training and placement activity & industry tie ups.
- To oversee/monitor the work of Vice Principal, HoD's, Registrar & other functional heads.
- To plan smooth visit and conduct of all Govt. committees.
- To conduct periodic faculty, staff and student meetings.
- To look into the grievances of faculty, staff and students.
- To coordinate all new admissions at first year/direct 2nd year/PG level with admission cell.

- As the figure head of the Institute, principal should have the vision and leadership ability to keep the college developing

Administration

- To conduct the periodical meetings of the faculties for effective administration of the college.
- To make the employee and students aware of the rules, policies and procedures lay down by the college and see to it that they are enforced.
- To initiate recruitment of non-teaching staff & teaching staff as per rules lay down by Savitribai Phule Pune University.
- To approve vendors for resources as required in the Institute.
- To sanction the leave of the staff as per the norms.
- To monitor and update the Institute website with complete information about the Institute.
- To communicate with Savitribai Phule Pune University, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance & Fees Regulatory Authority.
- To monitor, manage and evaluate administration of the Institution, organize meetings of Governing Body and maintain minutes of the meeting.
- To execute any other work assigned by the management.

Finance

- To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
- To authorize for cash advances for urgent purchases required in the Institute.
- To ensure that all financial transactions are conducted as per the norms.

Promotion of co-curricular and extra-curricular activities

- To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Students Welfare officer.

4.5.2 Vice Principal:

Academics:

- To monitor and conduct academic activities of the Institute under the guidance of the management and assistance of the Vice Principal and Head of Departments.
- To take Institute and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of college results and academics
- To promote industry institution interaction and research & development activity.
- To coordinate with HODs and College Examination Officer on-
 - Teaching learning process, Academic calendar, Students feedback, internal evaluation
 - Examination activities, Academic results.
- To coordinate with student's affairs coordinator on-Discipline, Attendance,
 - Counselling, Mentoring, Alumni etc.
- To prepare the Institute academic calendar.
- To prepare central Timetable and supervise smooth execution of it in all departments
 - With the help of Head of the Departments & academic coordinators.
- To supervise proper academic load distribution to all faculty.
- To ensure strict conduct of academics as per plan.
- To ensure implementation OBE in the Institute.
- To observe faculty lectures as and when required.
- To check lecture plan, lecture notes, course files & academic diaries on regular intervals in coordination with HoD & academic coordinators.
- To maintain all academic records as per the requirement under rules.
- To execute all Internal Examinations and declare their results.
- To ensure fair distribution of term work marks to students by faculty.
- To communicate with parents and students about their academic progress and solve their problems in consultation with Principal, HoDs & Student Affairs coordinator.
- To approve leaves of faculty & staff within 2 days.
- To execute any other work assigned by the Principal /Campus Director /Management.

4.5.3 Head of Department:

Academics:

- To monitor and conduct academic activities of the department under the guidance of the Principal/ Vice Principal.
- To take department and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of department results and academic performance.
- To coordinate term work assessment and conduction of practical / oral examinations as laid down by Savitribai Phule Pune University.
- To prepare departmental academic calendar.
- To prepare & execute timetable at departmental level.
- To check lecture plan, lecture notes, course files & academic diaries on regular intervals.
- To do load distribution of faculty & staff.
- To observe lectures of faculty on regular basis.
- To ensure strict conduct academics in the department.
- To monitor and conduct academic activities of the department under the guidance of the Principal & Vice Principal.
- To conduct course monitoring committee meetings regularly and take actions wherever required.
- To maintain discipline and enforce rules as laid down by the Institute, in the department.
- To coordinate term work assessment and conduction of practical /oral examinations as laid down by University/ Board.
- To take department and faculty feedback and accordingly take the remedial actions there on.
- To plan and take the necessary actions for improvement of department results and academic performance.
- To conduct NAB meetings and implement its recommendations.
- To initiate recruitment of non- teaching staff & teaching staff as per rules laid down by Savitribai Phule Pune University.
- To execute any other work assigned by the management / Campus Director/Principal/ Vice Principal.

Finance:

- To prepare the department requirements and budget as per need.
- To oversee the purchase and deployment of any resources allotted for the department.
- To oversee the purchase and deployment of any resource allotted for the department.
- To help central office in timely recovery of student fees.
- To purchase consumables as per requirements.

Administration:

- To monitor the day-to-day activities of the department.
- To maintain discipline and enforce rules as laid down by the Institute, in the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- To conduct regular meetings with teaching and non-teaching staff as well as the Class Representatives along with Class Teacher to sort out any issue and queries related to academics.
- To execute any other work assigned by the Principal/Campus Director/Management.
- To approve leaves of faculty & staff within 2 days in collpoll.
- To constitute various departmental committees for smooth working & and supervisetheir workings.

4.5.4. Teacher: Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities are as follow:

Academics:

- Curriculum planning & Execution.
- Follow all rules and regulations as laid down by the Institute which include working time in the Institute, signing of the muster, college uniform, leaves updating, submission of tax documents etc.
- Preparation of course handout, lecture plan, course notes & course file.
- Timely update of academic diary and regular checking from HoD.
- Attendance marking in collpoll on daily basis.
- Updation of profile in collpoll.

- Development of Learning Resources & Laboratory.
- Student Assessment & Evaluation including examination work of University/Board.
- Participation in Co-curricular & Extra Curricular Activities.
- Students’ mentoring’ & helping their ethical and moral development.
- Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books publication, seminars, etc.
- Self- development through upgrading qualification, experience and professional activities.
- Research & Consultancy: -
 1. Research & Development Activities and Research Guidance.
 2. Industry sponsored Projects.
 3. Provide Consultancy and Testing Service.
 4. Promotion of industry institution interaction and R & D.
 5. Research publications/IPRs.
 6. Laboratory Development, Modernizations, Expansion, etc.
 7. Submission of funding proposals.
 8. Writing books and chapters.
 9. Planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
 10. Participation in seminars, workshops & conferences.
- To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- To use innovative teaching aids and adopt innovative teaching–learning methodologies.
- To organize / coordinate / attend various seminars / workshops / STTP / training programs.
- To participate proactively in any research and development activities conducted in the department.
- To perform other academic/ administrative duties assigned by Head of the Department / Vice Principal / Principal.

Administration: -

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

Extension Services: -

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

4.5.5. Non-teaching technical staff:

a) System Administrator:

- To update and maintain Institute website with Institute data.
- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- To initiate purchasing of equipment's.
- To provide support for various software servers.
- To ensure continuous internet during assigned hours.
- To give support to On-line exam, Seminar, Workshop, technical training programs.

b) **Laboratory/ Technical Assistant:**

- To prepare the laboratories for smooth conduction of laboratory session.
- To assist faculty and students during laboratory sessions.
- To maintain dead stock register, Instrument Issue register and maintenance register.
- To conduct installation of new equipment's and maintenance of existing equipment's.
- To maintain and update the supplier list for equipment's.

4.5.6. **Non-teaching non-technical staff:**

a) **Registrar / Deputy Registrar/ Assistant Registrar:**

- To provide secretarial support to the trust & the Campus Director.
- To handle the student section, Establishment Section, Stores and Accounts section, maintenance related activities and Control of Centralized activities of Dr. D. Y. Patil Pratishthan.
- To ensure the Vision & Mission followed at various stages of administrative processes.
- To execute the admission process and University Examination process for students.
- To handle student grievance and taking remedial actions.
- To execute attendance monitoring, salary payments to faculty & staff.
- To handle of customer complaints and ensuring corrective actions.
- To ensure corrective actions and preventive Actions as initiated are implemented w.r.t. all non-conformities.
- To execute any other work given by management.

Roles & Responsibilities:

- To communicate with AICTE, DTE, University / MSBTE, ARA, FRA, Samaj Kalyan.
- To prepare college roster for faculty & staff.
- To supervise and update of service Books of employees.
- To supervise upkeep of personal files of employees.
- To administrate conduct of Recruitment process.
- To Maintain minutes of all statutory committee meetings.
- To prepare all affiliation reports, new proposals & submit.

- To coordinate day to day activities of office.
- To supervise stores & purchase process.
- To look into smooth conduct of AICTE, DTE, SPPU committee visits.
- To coordinate the preparation of annual college budget.
- To supervise timely submission of FRA proposal.
- To maintain general discipline, safety etc.

b) Librarian:

- To implement all library rules as defined by the management.
- Librarian should ensure that library remains open for allotted hours.
- To ensure the documented Vision & Mission followed at various stages of library processes.
- Librarian should ensure that circulation section (Issue/Receipt) is working from given time.
- Responsible for overall functioning of the library.
- Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books, online resources etc. and renewal of books / magazines.
- Librarian should ensure that books/journals are available at proper places.
- Librarian should ensure that timely subscription is made for renewal of magazines/ journals.
- To display all technical articles, literature and new arrivals.
- To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- Librarian should ensure that display of new arrivals in respect of books and journals at a separate Librarian should ensure that systems and reprographics facility are in good working condition.
- To ensure 100% use of collpoll in library.
- To ensure stock verification every three years.
- To ensure proper discipline in library.
- Plan for digitization of library in near future.
- To ensure that the students with complete uniform & ID Card be only entertained in the library.
- To ensure proper behavior of the library staff with the students and faculty members.

- Compile the requirements submitted by the teacher & students and put before Library Committee meeting to decide about recommendation to higher authority.
- To ensure that entry registers be maintained in library including readingrooms and more effective use of the same is made by the students and staff.
- To ensure that syllabus and sufficient number of questions papers of earlier university examinations in respect of all the subjects are available in the library in subject-wise files.
- To execute any other work given by management.

4.5.7. Training and Placement Officer:

- To maintain complete information regarding students appearing for placement activities.
- To ensure that proper coordination is maintained in respect of Training & Placement among all the departments.
- To conduct placement activities smoothly.
- To decide and arrange for personal development programs for students.
- To ensure that in house training sessions be arranged for the students during vacation for improvement in soft skills.
- To ensure that students are motivated for training in various industries and record be maintained accordingly.
- To plan and act as a marketing/ representative person of Institute to industries.
- To maintain up-to-date data in respect of academic performance of all the students of college in format(s) required by the industries
- To update and maintain the contact details of companies interested in recruitment activities.
- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- To ensure that students get internships in good companies.
- To arrange for industrial training of faculty.
- To take feedback from industry about the students recruited.
- To ensure that industrial visits are made for promoting Training & Placement activities.
- To prepare placement brochure of the college
- To arrange Entrepreneur Development Program with the help of experts/ Govt. bodies, at least once in a year.

- To help in arranging leaders talk in the college.
- To ensure that, in addition to placement, students are motivated for other competitive examinations for higher education such as GATE, GRE, TOEFL, GMAT, CAT etc.
- To ensure that ample number of aptitude and technical test papers are made available.
- To ensure that PPT presentation concerning the profile of college be prepared and maintained up to date.
- To ensure that hospitality as per the culture and tradition of this Institute is extended to guest coming for session or placement.

4.5.8. Students Affairs Coordinator (Roles & Responsibilities):

- To maintain students' discipline within college premises.
- To supervise timely reporting of students.
- To prevent any type of common offenses by the students.
- To see that students, wear college uniform/I-cards.
- To maintain smoke and alcohol free environment with the help of Head of ~~Departments~~ ^{Department}
- To supervise- Physical director & sports activity, NSS/NCC, Annual gathering & other student events.
- To assist students for effective organization of extracurricular & co-curricular activities in and outside the campus.
- To keep watch on hostel and campus for ragging free environment.
- To counsel students for any issue that may arise.
- To assist the principal in all students related issues.
- To formulate policy and facilitate the research & consultancy work in the institution.
- To encourage Industry Institute Linkages, Collaborative Research programs and formation of new incubation center.
- To monitor Research projects on periodical basis and effective utilization of grants of research projects and timely completion of these projects.
- To apply for intellectual properties generated from research at college and to market these patents in industry.
- To encourage and promote publishing of research work in reputed, high impact factor research journal / Publications.
- Motivate faculty for exploring new avenues for research work, consultancy and

projects.

- To assist faculty for applying to different agencies of Government of India & other agencies for research and other funding projects.
- To form policies with consultation of the management for sponsoring faculty for attending conferences/seminars/workshops.
- To sign MoUs with industry & academia and see that all MoUs are active as per areas of their interest.
- To prepare and continuously update central data base regarding publications/ consultancy/ funding's/ IPRs.

4.5.9. Accountant: (Roles & Responsibilities):

- To prepare details of total receivable from students, Samaj Kalyan, EBC from final roll call & clearly specify applicable fee to each student as per FRA directives.
- To ensure that the various payments are with the sanction of competent authorities.
- To ensure accuracy in bank reconciliation statement and budget, final accounts offunds assigned.
- To attend to audit queries and to reply to audit report.
- To submit necessary statement of accounts.
- To prepare asset, liability, and capital account entries by compiling and analyzing account information.
- To Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- To submit daily MIS to CD/CFO/Principal & daily signoff from Principal.
- To daily reconcile MIS, collpoll report and TALLY statement.
- To prepare payments by verifying documentation and requesting disbursements.
- To Prepare FRA Report and other reports whenever required by AICTE, DTE & University.
- To maintain customer confidence and protects operations by keeping financial information confidential.
- To make all statutory payments & taxation within time.
- To not accept fees in cash /cheque mode in any case.

- To issue fee receipt to students from collpoll on the same day.
- To transfer amount of scholarship/free ship/EBC received from Govt. to students' account within 15 days and print receipt of the same.
- To maintain manual fee, register as per the format given.
- To prepare salary list, get signatures of higher authorities and deposit salary in bank within time.
- To prepare income tax calculation & deductions records of all employees including form 16.
- To issue advances to employees & maintain record and audit of same.

4.5.10. Establishment Section (Roles & Responsibilities):

- To maintain daily attendance record of employees.
- To maintain daily biometric attendance record.
- To maintain leave records of all employees.
- To maintain service books & personal files of all employees including all memos/show cause notices.
- To submit daily late report, leave without permission report to Principal.
- To maintain record of all court cases, if any.
- To maintain and review daily gate pass records.
- To fill data of all employees on AICTE portal, college websites.
- To maintain record of all employees for increments, promotions, resignations & retirements.
- To help in recruitment process of employees.
- To collect feedback of all employees from HoDs & principal and keep its record in personal file.
- To collect record of all publications & achievement of employees and keep record.
- To keep record of all awards/rewards/incentives given to employees.
- To keep record of personal information of all employees.

4.5.11. Examination Section (Roles & Responsibilities)

- To coordinate with CEO for all University examination related activity
- To get University exam form filled from students within time.
- To bring all exam related circulars/notifications in knowledge of faculty / staff / Students.
- To get revaluation/Xerox copy forms filled from students.
- To assist in smooth conduct of university theory & POE.
- To prepare exam schedule & exam duties well in advance & inform all concerned about the same.
- To do result analysis of university exams within 3 days of the declaration of result.
- To activate existing students to higher class after result in association of student section & send this list to be concerned HoD & account section.
- To carry out all communication with university related to exams.
- To distribute mark sheets to students within 15 days of receipt.
- To maintain record of all stationary related to exam & submit bills to university, well within time.

4.5.12 Scholarship Section (Roles & Responsibilities)

- To prepare detailed summary of all student's category/cast wise.
- To get all scholarship/free ship/EBC/minority/PWD forms filled from students well within time.
- To bring all circulars/notices related to scholarship to the notice of all concerned.
- To prepare & submit date wise data of forms filled to higher authorities.
- To verify all data for its accuracy filled by students through his/her login on DBT portal (particularly year of admission) & then forward these applications to Principal login.
- To ensure that Principal/Registrar forward the filled applications on DBT portal within time.
- To immediately give list of students whose money has been received to account section for reconciliation.
- To continuously visit DBT portal for updates.
- To have proper liaison with Samaj Kalyan Dept./DTE
- To ensure the scholarship related information on collpoll.

4.5.13 Student Section (Roles & Responsibilities):

- To carry out admissions of all existing students after receiving list of activated students from exam section.
- To carryout admissions of new first year & direct year students as per ARAdirectives.
- To ensure uploading of profile of all students in collpoll with photo, cell no.& email-id.
- To prepare, upload & get merit list verified from FRA within time.
- To fill AISHE data on portal within time.
- To get eligibility of students done from university.
- To issue Roll nos. to students.
- To issue I-cards to students.
- To get anti ragging affidavit filled from students.
- To issue all certifications to students such as- Expenditure letter, Bonafide, TC/LC, Bus pass/ railway concession etc.
- To prepare final class wise roll call list of students clearly indicating- Year of admission, Type of admission, Gender, Cast/category.
- To carry out process of branch/college change as per DTE directives.
- To prepare student General Register.
- To issue one unique code to each student through collpoll.

4.5.14 Inward/outward section (Roles & Responsibilities):

- To receive daily post & put it to Principal.
- To put proper inward number to all incoming letters.
- To see that no letter should go out of the office without proper outward number.
- To see that all circulars/notices from office be uploaded on college website before circulation.
- To maintain minutes and records of all statutory committee meetings.
- To maintain log of all important letters/notices circulated in the Institute.
- To see that replies of all important letters to the controlling authorities be submitted in time without any delay.

4.6 Recruitment of Employee:

4.6.1 Recruitment Procedure: Teachers:(Assistant Professor/Associate Professor / Professor / Principal)

- **Manpower Planning:**

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the Institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Campus Director during the semester. The Campus Director then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement: Consolidation of subject wise teaching load Calculation. Student – Teacher Ratios as per statutory bodies guidelines.

- **Approval of Faculty by the University:**

The Institute will ensure that, within the best of its capacity and within the rules the University approves all the faculty members. Even in case a faculty fails to obtain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

- **Filling in of temporary vacancy:**

Where vacancy of a teacher is to be filled in temporarily for a period not exceeding one term the Registrar, on the recommendation of the principal, initiates the process of temporary appointment.

- **Creating a New Position:**

Description of a new position must be completed by the Head of the Department and submitted to the principal, who reviews and assigns the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant

positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. As far as possible, post titles should match with All India Centre for Technical- Education, Directorate of Technical Education and SPPU nomenclatures.

- **Job Announcement:**

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management. On the Institute's website, list of new openings will be available from time to time.

- **Closing Date:**

All classified positions are open for a period of fifteen working days. At times, a hiring official can choose to keep the job open until filled. In such instances the hiring official reviews all applications received up to the date and notify the Management when decision is made.

- **Advertising:**

Once the job advertisement is ready, the advertisement is to be posted on the website and in two of the National or local English newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Registrar and all correspondence refers to the appropriate job position.

a) Verification: Verification of Roster & finalization of approval for backward class reservation for the posts to be advertised.

b) Publishing the Advertisement: The advertisement should be published in
1. Newspapers, 2. Web site, etc.

- **Employee Selection:**

a) If an applicant contacts any department, he/she is referred immediately to the registrar.

The Registrar may also approach leading institutions and outsourcing firms so as to fulfil the organization's manpower and research requirements.

- **When a position closes:**

Department's senior staff shall shortlist candidates as per the All India Centre for Technical Education/ Directorate of Technical Education and SPPU norms. A selection panel consisting of Principal, Head of the Department and few senior staff members will interview the candidates. There is at least one Head of the Department / senior faculty member from other department. Panel will interview the candidates as per norms already laid down. A personal interview is always conducted.

- **Selection Committee:**

A) University Level Committee:

There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the College/Institution as per the Maharashtra University Act 2016. The selection committee shall consist of the following members, namely: -

- (a) The Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson.
- (b) The Principal/Director, as the case may be Member Secretary
- (c) The Head of the Department in the concerned subject in the College/Institution. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject in the College/Institution.
- (d) Two nominees of the Vice-Chancellor of the University, not below the rank of Associate Professor, from the panel approved by the Vice Chancellor, of whom one shall be a subject expert. In case of the College/Institution notified/declared as minority educational institution, two nominees of the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Associate Professor, preferably from minority communities, recommended by the Vice-Chancellor of the University from the list of experts suggested by the relevant statutory body of the College/Institution.
- (e) Two subject-experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Associate Professor recommended by the Pro-

Vice-Chancellor from the list of subject experts approved by the Academic Council. In case of the College/Institution notified/declared as minority educational institution, two subject experts not connected with the College/Institution to be nominated by the Chairperson of Management of the College/Institution, out of the panel of five names, not below the rank of Associate Professor, preferably from minority communities, recommended by the Vice-Chancellor from the list of the subject experts approved by the relevant statutory body of the College/Institution.

(f) An academican representing the reserved category not below the rank of Associate Professor, to be nominated, by the Pro-Vice-Chancellor from the panel approved by the Vice Chancellor.

(g) The Joint Director, Higher Education of the concerned region or his nominee not below the rank of Associate Professor, if the post is on grant-in-aid basis.

1. Institute Level Committee: The Institute level committee is constituted for
1. Local Selection of faculty 2. Walk-In Interviews, 3. Emergency recruitment.

Committee consist of -

- a. Management Nominee
- b. Principal of the Institute
- c. Head of the Department
- d. Subject Experts

i. Schedule and Venue:

a) SPPU University Interview:

- i. Meeting must be scheduled within 30 days after formation of selection committee.
- ii. The venue is decided by Top management/ trust.

b) Institute Level Interview:

- i. Schedule, as and when requirement is raised, and possibility of UGC interview is not sure due to technical reason of university end.
- ii. The venue is decided by management/ Principal.

ii. Invitation:

- a) Invitation letter to UGC Committee members comprises Schedule, Venue, etc to assure the availability of committee members as per the schedule.
- b) If the minimum number of members is not available on schedule, it can be rearranged.

iii. Call letter:

- a) Interview Call Letter is processed to call the shortlisted candidates through post.
- 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.
- c) A candidate must present the call letter at the time of Interview.

iv. Interview Conduction:

- a) Eligible candidate should attend interview with all necessary documents and educational testimonials and must produce when demanded by Interviewer.
- b) The interviewer's committee should submit interview reports with recommendations for appointment.
- c) Preparation of a Consolidated Statement in detail in respect of recommended candidates.
- d) Office should submit interview selection committee report to university within 72 Hrs. for further process.

v. Appointment Order:

- a) Selected candidates are finalized, and appointments orders ought to prepare.
- b) Approval of the Management for issuing Appointment Orders.
- c) Issue of appointment orders by office staff.
- d) Special appointment on compassionate ground (Appointment to one of family member in the event of death while in service).
- e) Acceptance Letter: Candidate should submit acceptance letter for appointment
- f) Joining Report: At the time of joining, faculty should submit joining report to the office, with the signature of Principal.

vi. Job Offer:

All selections are reviewed and approved by the Management prior to extending a job offer. The interview panel submits the information through “Request for recruitment form” to the Management

vii. Evaluation Criteria:

The interview panel develops an applicant evaluation form, which lists the advertised and preferred qualifications and experience. Evaluators indicate whether the applicant possesses the credential to qualify for further consideration for the applied position.

viii. Interview Guidelines:

- a) For every candidate a technical as well as personal interview is conducted by a panel already defined in previous section
- b) Interviews
- c) Internal applicants are treated at par with external applicants in all respects, as far as selection process is concerned. The selection of candidates called for interview for regular posts advertised is through the Panel of Experts appointed and approved by the SPPU University for all disciplines at the DYPCOE.

i. Induction and Orientation:

Every newly inducted employee has to undergo a formal orientation session as soon as possible. Orientation sessions provide necessary information concerning the history, facilities and major policies of the Institute, staff responsibilities, faculty and staff benefits, and educational opportunities etc. Head of the Department are responsible for providing each new faculty / staff member with the necessary on job orientation. The Registrar intimates all concerned whenever a new employee joins the Institution. Establishment section makes the newly joined staff aware of all the working procedures and leave rules, etc.

4.6.2) Recruitment Procedure: Non-teaching staff:

- ii. **Requirement Finalization:** All Head of the Department present their requirement to Principal/ Human Resource Manager / Deputy Registrar in the Head of the Department meeting.
- iii. **Succession Plan:** A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Peon may be promoted as Clerk, Laboratory Assistant may be promoted as a Technical Assistant; Clerk may be promoted as Head clerk & office superintendent, etc. The succession can be absolute succession if the identified candidate fulfils all conditions required for appointment; and hence no special conditions are involved in the appointment.
- iv. **Advertisement:** Publish advertisement, if required.
- v. **Application:** Eligible candidate for advertised posts should apply against respective advertisement.
- vi. **Scrutiny:**
 - a) Collection of application & preparation of its database.
 - b) Scrutiny of data and short listing of eligible candidates.
- ix. **Selection Committee:**

Institute level committee is constituted for recruitment of non-Teaching staff for

 1. Walk-In Interviews, 2. Emergency recruitment.

Committee consist of

 - a. Management Nominee
 - b. Principal of the Institute
 - c. Registrar of the Institute
 - d. Head of the Department
- x. **Schedule and Venue:**
 - a) Schedule, as and when requirement is raised.
 - b) The venue is decided by Principal.
- xi. **Call letter:**
 - a) Interview Call Letter is call to shortlisted candidates through post.
 - b) The call letter comprises of 1. Candidate Name, 2. Post for which s/he has beenshort listed, 3. Day, date & Time for interview 4. Venue.

xii. Interview Conduction:

- a) Eligible candidate should attend interview with all necessary documents and educational testimonials and must produce when demanded by Interviewer.
- b) The interviewer's committee should submit interview reports with recommendations for appointment.
- c) Preparation of a Consolidated Statement in detail in respect of recommended candidates.

xiii. Appointment Order:

- a) Selected candidates are being finalized and appointments orders ought to prepare.
- b) Approval of the Management for issuing Appointment Orders.
- c) Issue of appointment orders.
- d) Special appointment on compassionate ground (Appointment to one of familymember in the event of death while in service).

xiv. Joining Report: Candidate should submit joining report at the time of joining.

xv. Induction/ Orientation Program:

- a) Induction is introduction to newly appointed employees to their jobs, colleagues/peers and the organizational.
- b) After the candidate has joined, s/he is told of his/her duties and responsibilities by Head of the Department / Principal.
- c) The Principal / Head of the Department take initiative to induct new employee.

Chapter 5- Human Resource Policy

The Management and Principal understand that department heads need guidelines in order to effectively recruit, hire, and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are made up to date and department heads are kept abreast of them.

This Manual does not supersede the requirements of the statutory / non-statutory bodies like AICTE, UGC, SPPU, Pune or any other relevant body. It is aimed at ensuring that D Y Patil College of Engineering, Akurdi Pune adheres to those, so as to become an employer of choice while spearheading its goal of value based quality education meeting global aspirations.

All employees are expected to read the Human Resource Policy Manual during each term in order to know the policy updates made from time to time. Updates will also be informed to employees by circulars. An update is made as and when required with the permission of the management of the Institute and as per the statutory requirements.

A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users. Suggestions and contributions to make the manual more comprehensive are welcome from all the employees.

Any ambiguity / clarifications / doubts that arise out of the interpretation of the text of this Manual shall be ignored out through the rules and regulations laid down by the SPPU, Pune. In case of conflict of rules laid down by AICTE, DTE and SPPU, Pune, a proper decision on a specific matter is left to the sole discretion of the Campus Director/ Principal. This Manual shall not remain a sacred book and may be subject to periodic amendments depending on the needs that arise from time to time.

Chapter 6 - Policy Statement and Code of Conduct

6.1 General Policy

- a) **Policy for Physically Handicapped People:** Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."
- b) **Drug and Alcohol-Free Workplace Policy:** The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the Institute is prohibited as per the Institute's policy. All employees as a condition of employment:
 - i. Abide by the Institute's policy on prohibited substances; and
 - ii. Inform the Institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment or may be required to participate in a rehabilitation program at the discretion of the Institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.
- c) **Equal Employment Opportunity:** It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, colour, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits or subjected to discrimination under any program or activity of the Institute.
- d) **Sexual Harassment:** Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed, or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment 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.

- e) **Soliciting / Canvassing:** Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the Institute's resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.
- f) **Employment of Relatives:** No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management.
For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.
- g) **Attendance:** Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.
- h) **Conflicts of Interest:** An employee of the Institute avoids actual or apparent conflict of interest between his/ her Institute's obligations/ responsibilities and outside activities.
- i) **Code of Conduct:** All employees to follow 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:
- Insubordination
 - Theft
 - Conviction of a felony involving moral turpitude
 - Bringing discredit to the Institute
 - Falsifying, grafting, or forging of any record, report, or information
 - Discourteous behaviour

- 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.
- j) **Safety:** Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.
- k) It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Human Resources Office immediately. A qualified doctor is available on the campus along with an equipped clinic during the work timings and is also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.
- l) **Confidential Information:** Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.
- m) **Gratuities:** Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

- n) **Political Activities:** As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute or take part in a political employment campaign while on duty.
- o) **Disruptive Behavior:** While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behaviour on the part of any student, faculty or staff member. The Institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.
- p) **Outside Employment:** Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the Institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of Institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.
- q) **Malpractices:** No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the Institute
- r) **Revelations:** Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.
- Employees and superiors should contact the Registrar immediately if assistance is needed related to these policies.

Chapter 7 - Probation Period Policy

- 7.1 Probation:** Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. With the exception of certain employees, all regular employees serve the first two years of employment on probation.
- 7.2 Temporary appointment:** It means appointment made purely on temporary basis either for a permanent post or in tenure post or against a temporary post. With the exception of certain employees, all regular employees serve the first eleven months of employment on a temporary basis.
- 7.3 Evaluation in Probation Period:** Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his /her evaluation, will intimate an employee about his performance / non-performance. Should the Principal agree with the evaluation, the employee shall be continued in, service else, he / she may be terminated from service. In case of termination of services, the employee loses the right to appeal.
- 7.4 Continuance of Probation:** If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Head of the Department to the Management. In all such instances, the employee must be counselled and notified in writing regarding the extension of the probationary period for maximum one year.
- 7.5 Voluntary Resignations:** It may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

Chapter 8 - Salary Policy

8.1 Type & fixation of Initial salary: In general, the type and fixation of initial salary is subject to statutory requirements of Savitribai Phule Pune University, DTE Govt. of Maharashtra. All India Council of Technical Education (AICTE), Salary is fixed at the discretion of management.

- Consolidated salary usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employee's service at DYPCOE. It is fixed as per management decision.
- Salary and increments as per pay commission / Pay Scale cadre wise: Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and university approval & management's discretion. Salary is fixed as per All India Technical Education Notification, dt 5th March 2010, F. No. 373/Legal/2010 and Government of Maharashtra Higher and Technical Education Department Resolution No.SPC -2010(34/10)-2, dated 20th August 2010 dt.2009/ (326/09)-1 (non-Teaching)

8.2 Salary Increments (Rationalization):

- **Time scale of pay:** Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, SPPU University etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Campus Director. Annual increments, in general, will be paid in the month of July of every calendar year.
- **Debt Repayment and Monetary Responsibility:** The Institute is authorized to withhold pay checks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

- **Payroll Schedules:** Employees are paid for all the days of the month.
Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment.

All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts

8.3 Payment mode of salary: Every employee opens a salary account at designated Bank by management and the salary is transferred to employee's account.

8.4 Payroll Deductions:

- Income-tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for Institute-sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution
- / Co-operative society, etc without explicit written permission by the Management / Principal.
- **Income-tax:** It is mandatory that all staff must present their deduction scheme to the Administration by the end of February, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.
- **Contributory Provident Fund Scheme:** Contributory provident fund facility is available to eligible employees from the starting date of their employment.

8.5 Working Time

- **Muster:** A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.
- **The Standard Workweek:** Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard Workweek of the employees is Monday to Saturday. The timing for Monday to Saturday all days has a forty-five minute break for lunch.
- **Change of Workweek:** Any change of workweek / breaks / work timings etc. should be

with the prior approval of the Management. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the Management. The Management may intervene when a deviation that is not suitable to the HR policies of the Institute is noticed. All employees will be informed from time to time of any changes made by the Management in this matter. It is the responsibility of each employee, however, to ensure that the Management is made aware of the change in workweek or timings etc. that he / she have been assigned.

- **Overtime:** No overtime charges are provided to any employee. Only the administration and supporting staff however are entitled to a Compensatory Off if they work on public holidays and Weekend days. The workweek may be made different for the staff by the various Head of the Department in-order to facilitate the students' access to additional lectures, trainings, library, Internet center, and workshop or admission procedures.

8.6 Welfare activities for employees:

- Tuition fee concession to employees studying in DYPCO - Employees studying in DYPCOE can avail concession in Tuition fee.
- As a reward all eligible staff are allowed for 50% interest free loan facility.
- Rs.11000/- for non-teaching staff for their daughter's marriage as token of gift from management.
- Any employee who has completed one year of continuous service can avail one week of Special leave for his/her marriage.
- Any employee who has completed one year of continuous service can avail one day SP for Birthday and for Anniversary.
- Provision of Accidental and Health Policy coverage (50%)
- Class four staff get-together function outside the campus

Chapter 9-Performance Evaluation Policy

Performance evaluation policy is a systematic process of jointly assisting work related achievements, strength and weaknesses of the individual employees. This activity also helps to provide performance feedback to individuals and team to which the staff belongs. It represents link between goal setting and reward setting. This is an effort in establishing a fit between individual targets and Institute goals.

9.1 Job Evaluation: It is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work.

The staff must complete the 'Self-appraisal form' after the completion of an academic year

9.2 Performance Appraisals: Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the Institute.

9.3 Appraisal Factors: Factors used to appraise an individual's performance in a job are the following:

- **Education** - Depth of knowledge normally acquired through education or specialized formal training
- **Experience** - Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training
- **Job scope** - Decision-making requirements including job complexity, independence of action, analytical and creative job requirements
- **In campus relationships** - Responsibility for contacting and dealing with administrative staff, faculty, students and others within the Institute. Relationship with seniors, subordinates, juniors, etc.
- **Out campus relationships** - Responsibility for representing the Institute
- **Managerial responsibility** - Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development
- **Position conditions** - Degree to which the position has certain undesirable working conditions present
- **Integrity**- Integrity with Institute, initiative, ability to shoulder responsibility, etc.

9.4 Parameters of Evaluation: Each employee of the Institute is evaluated in

a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which are further reviewed by Principal and the Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

- **Student Feed Back:** Confidential student feedback shall be collected twice in semester and reviewed by the Exe-Director. This will be maintained in Head of the Department / Principal's office.
- **Lecture monitoring:** Once in a year, the lecture of each faculty is monitored. Principal, Head of the Department, one Senior faculty of different department monitors and evaluate the lecture of the concerned faculty and fills in the Lecture Monitoring form. It is then submitted to the principal. This will be maintained in Head of the Department /Principal's office Appendix

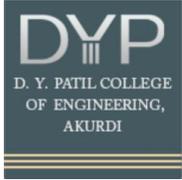
9.5 Lecture Monitoring Form

- **Result analysis:** Result Analysis of subject taught by the faculty.
- The following formulae may be used as guidelines for the Time Management for working at DYPCOE:
 - Teachers: 40% - teaching + 30% - institutional / departmental work + 30% - Self-developmental work
 - Others: 50% - Official + 30% institutional / departmental work + 20% - Self-developmental work
 - Students: 75% - study + 15 % curricular / extracurricular activities + 10% - other administrative work.

9.6 Process of Performance Appraisal: A self-appraisal is the first step in the appraisal process.

Employees are asked to sign appraisal forms. The employee's signature does not imply that the Management / employee agree with the appraisal, but that the employee has seen it. The employer can discuss the differences with the Management who will then do an independent analysis of the issue. Productivity and activity is the key word while evaluating any employee.

It is the responsibility of the employee to ensure that he / she has had at least one performance appraisal during twelve months of service. It is to be noted that all performance appraisals are



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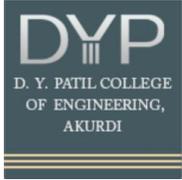
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used to provide a positive and developmental assessment of individuals and are not used as tools of personal vendetta under any circumstances.

9. 7 Training and Development Programs for Teaching /Technical / Supporting staff:

From time to time the Management deposes staff for training both outside and within the organization on the recommendations of the Head of Department. Basic trainings, like ISO 9001:2000 awareness, medical issues awareness etc, is often organized in- house. Employees are also encouraged to go for trainings sponsored by Indian Society for Technical Education, University, Directorate of Technical Education, University Grants Commission, All India Council for Technical education etc.

- The Institute encourages its entire staff to undergo Quality Improvement Programs (QIP) and attend other trainings and relevant seminars as part of its faculty development programs. Depending on the merit of the case and the budget allocated to the department / section, complete / partial expenses of the candidate towards registration, boarding, lodging etc. are borne by the Institute.
- At the beginning of the academic year each department is briefed about the budget allocated to them to meet the expenses.
- For all paper presentations, on duty leave is given expenses are borne by the Institute as per the norms decided.
- A record of training is to be kept by all employees in their personal files. The Institute encourages and supports the training and development of all its staff members and is dedicated to promoting a vibrant team of employees.



Chapter 10 - Promotion and Transfer Policy

- 10.1 A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions, but the Management reserves the right to do so.
- 10.2 A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range. Transfers are based on mutual agreements between departments and consent of employees.
- 10.3 A lateral transfer is when an employee moves from one position to another position that is on the same pay scale regardless of the title of the new position.
- 10.4 Transfers and promotions during probation period are subject to an administrative approval for the same, by Principal.
- 10.5 Employees are encouraged to apply for any position for which they are qualified and should contact the Registrar for specific information.
- 10.6 When an employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.
- 10.7 A faculty desiring of promotion to a higher post faces the Selection Committee appointed by the SPPU only on the recommendations of the committee he /she is granted promotion.

Chapter 11 - Leaves and Vacations Policy

General principle for granting leaves is to follow the guideline issued by University, All India Council for Technical Education, Government of Maharashtra etc.

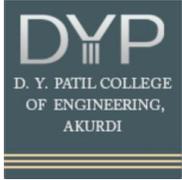
11.1 Continuous Service means a service rendered by an employee without any break under the same competent authority. Leave of any kind mentioned (as under Section 11.2) does not constitute to a break in service. The Management maintains a permanent record of leaves granted and used by each employee.

11.2 Leaves can be broadly classified as:

- i) Casual Leave [CL]
- ii) Medical Leave [ML]
- iii) On-Duty Leave [OD]
- iv) Maternity Leave [MA]/Paternity Leave [PA]
- v) Compensatory Leave [CO]
- vi) Earned Leave [EL]
- vii) Sabbatical Leave [SA]
- viii) Special Leave [SP]
- ix) Leave Without Pay [LWP]

i. Casual Leaves [CL]:

- All employees are entitled to 12 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 Head of the Department. 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.
- Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- Casual Leave must not be pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- It is necessary to get prior sanction of CL by reporting to the authority.
- In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by



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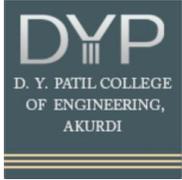
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the concerned. Heads of the Department and further submitted to Administration Office Department. CL of Head of the Department is sanctioned by the Principal / Director. (The application of CL if not submitted before, it is to be submitted within four days from the date of availing the CL)

- CL cannot be equated with ML or vice-versa.
- In the event of transfer of an employee the unused CLs are carried over.
- CL Leave application is reviewed and recommend by HOD and further submitted to Administrative Office for leave record verification. Final Approval for CL is given by Principal.

ii. Medical Leaves [ML]

- All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- Request for extension of ML will be considered by the Head of the Department /Principal/ Management. An employee returning from ML will be required to submit a physician's certificate and a fitness certificate. The services of the Institute's medical officer may be utilized for this purpose
- 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 authorized by MBBS doctors.
- 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 and Management.
- Unscheduled Absences Unplanned absences can be very detrimental to workplace 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 Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.
- Unused MLs will be carried forward into the subsequent year[s].



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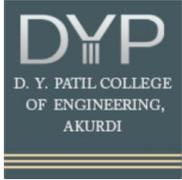
iii. On Duty Leave [OD]: OD is granted to an employee when the University /Exe- Director/ Principal / Head of the Department / or any other competent authority assigns a duty that has to be carried out for the Institute, University or State.

- On Duty Leave for SPPU Examination Work: 24/ Year/ Person.
- On Duty Leave for outside SPPU work: 10/Year/ Person.
- On Duty Leave for any Administrative Work.

iv. Maternity Leave [MA] and Paternity Leave [PA]:

Maternity leave may now be granted to a female teacher for 180 days and only twice in one's career. Likewise, a paternity leave of 15 days may be granted to a male teacher who would be parent.

- 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 180 days subject to the submission of a medical certificate.
- 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.
- In all other cases the principal fixes a period of leave to be granted as Maternity Leave without pay.
- 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.
- Not more than 2 MAs can be availed by a lady employee while in service at the Institute.
- 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 availed by male employees while in service at the Institute.
- Breastfeeding employees are allowed Min 2hrs break time during working hours *to breastfeed their child.*



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v. Compensatory off [CO]

- All Faculty, Administrative and supporting staff, who works on holidays will be entitled to CO for an equal number of days that they have worked.
- COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.
- If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and not as COs.
- COs cannot be carried over to the next calendar year.
- Examiner ship: No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.

vi. Earned Leave [EL]

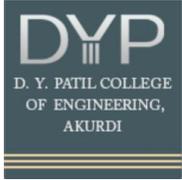
If any staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is one third (1/3) number of days that he / she have been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active period of the semester.

vii. Sabbatical Leave (SA)

Any faculty who has completed ten 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.

viii. Special Leave [SP]

- An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.
- Any employee who has completed one year of continuous service can avail one week of SP for own marriage,
- Any employee who has completed one year of continuous service can avail one day SP for Birthday and for Anniversary.



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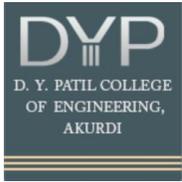
ix. Leave Without Pay

If proper documents duly signed are not submitted in stipulated time to the Registrar Department, leave may be treated as LWP.

- 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.
- Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
- A leave of absence may be granted only if the employee has a bonafide 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 year's service.
- 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.
- Should a position be not available upon the expiry of the leave of absence or return to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted, until such time as a position for which the employee is qualified becomes available.

11.3 Sanction of Leaves

Head of the Department must recommend the leave application form of an employee before forwarding the same to the Management. All leaves except CL and ML must be notified to the Management within 4 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the principal while the Registrar shall sanction the Leaves for supporting staff. The principal shall get his leave sanctioned by the Campus Director / Higher Authority.



11.4 Vacation and Holidays

i. Category of Employees: Employees in the organization are of two types; (i) vocational employees that constitute the Faculty and Technical staff who are eligible for summer and winter vacations and (ii) non vocational employees that constitute the administrative and supporting staff who are not eligible for summer and winter holidays.

ii. Using Vacation / holidays:

All regular and probationary employees who have prior recommendation approval from the Head of the Department /Principal are eligible for availing vacation. However, employees who need to take days off during the first three months of their probation period may take leave without pay if it is not in the regular vacation slot. This, however, is applicable only in exceptional circumstances. Vocational employees who have exhausted their vacation, with the approval of the Head of the Department can take CL in whose absence LWP can be taken in exceptional circumstances. As far as possible employees may take vacation / holidays in the slots allocated for the same. Only the

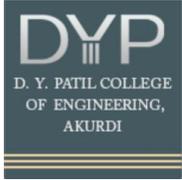
Principal on the recommendations of the Head of the Department allow any exceptions.

Any balance of unused accumulated vacation / holiday time is transferred along with an employee being transferred from one department or campus to another. Vacations /holidays however cannot be carried forward, under any circumstances.

iii. Period of Vacation/holidays: A permanent record of vacation /holidays and its use, is maintained for each employee annually. The details of vacations/holidays that the employees are entitled are as follows:

All regular employees who are appointed by university or trust are given vacation as per the rules of SPPU & DTE.

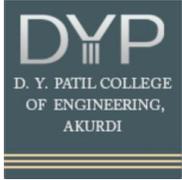
- Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
- Vacation / holidays may be taken in one / two slots. Only on the recommendations of the principal shall exceptions be allowed.
- All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the Head of the Department must take utmost care while recommending the vacation/ holiday period.



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- Vacation / holidays can be recommended by the Head of the Department only and sanctioned by the principal if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the Head of the Department before proceeding on vacation/ holidays.
- Staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
- All the employees proceeding on vacation/holidays must give all necessary details in the vacation/ holiday format available with respective Head of the Department.

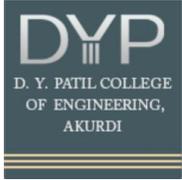


Chapter 12- General Aspects of Resignation and Suspension

- **Resignation & Retention Policy:**

- Employee wishing to resign should inform his /her Head of the Department and tender his /her resignation in writing to the principal. He/she should state clearly the date from which He/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.
- Campus Director/Principal/ Head of the Department/ conducts the Exit Interview.
- Employees doubtful of the effective date of resignation, contractual notice period, contact the Registrar for advice. Employee gives a minimum of thirty days' written notice, unless a shorter period of time is acceptable to the Head of the Department.
- Employee leaving without a notice of thirty days does not receive their pay for one month or have to deposit one-month salary. Employees interested in resigning cannot utilize any leaves except OD and CO.
- Employee who resigns during academic's semester is released after academic's sessions keeping in mind the interest of the students or they may be released only in exceptional cases.
- Employees who resign may be retained by DYPCOE at the prerogative of the management.

12.2 Handing Over: Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the principal. Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the principal on or before the last day of work.



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12.3 Suspension:

- Advance notice is not required when termination is the result of incidents which themselves are so serious as to justify immediate discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of Institute policy. Terminated employees are entitled to all salaries and wages earned till the date of termination.
- The employee's immediate superior may affect dismissal or suspension when the principal determines that the employee's performance of duty or personal conduct is unsatisfactory. The employee shall be informed in writing the reasons for the action taken and granted an opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of action. However, under emergency circumstances when immediate action is necessary as decided by the Management, the employee may be immediately dismissed or suspended, with or without pay.
- An employee who has been dismissed or suspended without pay and is later reinstated, shall be entitled to recover pay at his / her regular rate, at the discretion of the Management and the Guideline of SPPU.

Chapter 13 - Grievance and Appeals Procedure

- 1) **General Grievance Cell and Its objectives:** A Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for redressed only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, colour, religion, sex, sexual orientation, national origin, age, disability, and status.

Employees who are adversely affected by re-organization, program modification or financial exigency, as approved or determined by the principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

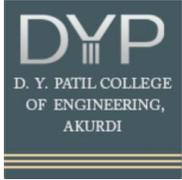
Objectives:

- To Advise student leaders to refrain from inciting students against other students, teachers, college administration or Government.
 - To encourage the students to express their grievances/problems freely and frankly, without any fear of being victimized.
 - To advise teachers to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
 - To advise teachers to consider the feedback received by the Grievance Redressed Cell about their punctuality, behaviour, classroom teaching and other teaching methods used by them.
 - To advise students at the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- 2) **Procedure of Working:** Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute after the completion of two years of employment.

- First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.
 - Second Level – The second level includes the Head of the Department. If, however, the problem pertains with the Head of the Department he / she may proceed directly to the third level.
 - Third Level – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the principal.
 - Fourth Level - If the grievance cannot be resolved at the third level, the employee presents his / her grievance to the Campus Director.
- 3) **Grievances Redressal Cell** is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances. Grievances Redressal Cell Assisted by other committees such as Internal Complaint Committee, Anti ragging Committee etc.
- 4) **Facility:** Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged; however, one may choose to remain anonymous.
- 5) **Composition:**

Table No. 6: General Grievance Cell Composition

Sr No.	Constitution Category	Category
1	Principal of the College	Chairperson
2	Three senior members of the teaching faculty to be nominated by the principal (out of three, one member shall be female and other from SC/ST/OBC category)	Members
3	A representative from among students at the college to be nominated by the principal based on academic merit /Excellence in sports/performance in co-curricular activities	Special Invitee



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- 6) **Recommendation** of the members of the grievance redressal committee is forwarded to the principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the Campus Director through the Registrar within twenty days following the written decision of the principal. This appeal states the decision regarding complain of and the redress desired. The decision of the Campus Director on the appeal shall be final and binding on the employee.
- 7) **Co-operation in internal investigation:** All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

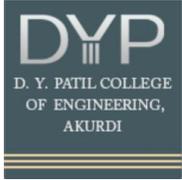
Chapter 14-Disciplinary Action Policy

It is obligatory for an Institute/Management to set and maintain satisfactory standards of conduct and performance work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the Institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the Department.
- It is hoped that most of the difficulties, that arise, could be resolved through counselling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the Department & The Principal. If the explanation is unsatisfactory, an appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning. The appeal will normally be heard within fourteen days.

14.1 Other Policies:

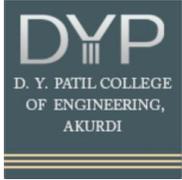
- Security & Vigilance on campus: Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. College has also installed cameras on important locations



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- **Counselling Facility:** College has appointed visiting counsellor for students and staff members. Students and mentors are requested to take the benefit of this facility. Counsellor is available in campus twice a week.
- **Biometric Attendance facility:** Every staff member of this college is required to register the fingerprint in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave.
- **Uniform for teaching faculty, non-teaching staff and student community:** The staff, students must wear uniform on every Monday and Thursday and whenever announced for special days. If any particular student or staff member is found not wearing uniform, disciplinary action is taken against him/her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.
- **I-Card Policy teaching faculty, non-teaching staff and student community:** The staff, 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 written letter is issued to him/her. I – Card registration is available in office.
- **Examination Duties:**
 - **Supervision duty of university exams:** All teaching staff is allotted Supervision duties for university and departmental examination.
 - **Senior Supervisor:** Teaching faculties who have five or more years of teaching experience are usually appointed. Every senior supervisor must monitor at least five examination sessions.
 - **Junior Supervisor:** All graduate employees are eligible to act as junior supervisors. He/she must supervise minimum of three sessions and maximum seven sessions.
 - **Examiner ship for University Exams:** No extra payment or compensatory leave [in lieu of duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.



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- **Private Coaching / Outside Employment Policy:**

No staff should be involved in private coaching without prior permission. Also, 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 staff members. No staff is allowed to misuse the institute name for any kind of consultancy.

- **Internet Facility policy:**

Staff of DYPCOE must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through DYPCOE 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.

- **Nonsmoking, non-alcohol and no-tobacco chewing policy:**

At DYPCOE, no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as a serious issue and strict action is initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.

- **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. This hierarchy is followed by everyone in the college. Also, proper staff members are authorized to close and lock the rooms.

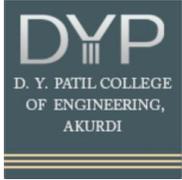
- **Vehicle parking policy:**

- a. For staff members: All the staff members are required to park vehicles preferably at the designated parking lots for proper management.

- b. Students are required to park vehicle properly so that it should not create parking problems. Moreover, students are advised not to bring four wheelers on campus.

- Everyone must follow the pollution norms and license norms on campus. You must not park the vehicle continually for days without prior permission; else action will be taken against it.

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



Chapter 15 - Benefits and Incentives

- 15.1 Honorarium** means payment granted to the teachers as remuneration for special work or work of an occasional nature.
- 15.2 Employees Incentive:** Employees receive incentives in the form of additional increments every year depending upon the students' feedback and performance appraisal results.
- 15.3 Faculty Promotion:** Faculty is promoted to higher cadre depending upon their capability and initiative.
- 15.4 Medical benefits & Allowances:** All employees avail the facilities provided by a doctor on campus who is present during the working hours and is also available on call during emergencies. The medical officer keeps personal medical records of all employees and offers medical check-up and medical assistance.
- 15.5 Consultancy Assignments:** Faculty of the colleges is encouraged to accept consultancies, direct projects, register patents, R&D Products and technology transfers as a part of their academic duties. This would help the society at large to benefit from the professional inputs by the academic community and contribute directly to societal development. University Grants Commission should also lay down detailed guidelines for carrying out consultancy work since this would help transparency and uniformity in such work. Amount received is shared in the ratio of 70:30 between the teacher and the institution respectively.
- 15.6 Contributory Provident Fund:** Contributory Provident Fund Scheme is made available to all eligible employees from 1st day of joining.

Chapter 16 - Travelling Allowance / Dearness Allowance Policy

16.1 Conveyance:

- a. Local conveyance-** Staff members traveling within the city for official work are eligible for compensation according to following table-

Table No. 7: Conveyance Rates

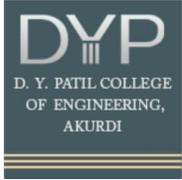
Type	Rs. Per KM	Eligibility
Two-Wheeler	05.00	All Staff
Four-Wheeler	10.00	Head of Dept. with at least two other members or Group of at least three staff members
Auto	At Actual	All Staff, if carrying heavy Material

- b. Outstation conveyance-** At actual for all staff. If Head of the Department with at least two other staff members or minimum three staff members are traveling, they can hire a taxi for such travel.

c. Journey:

- i. Technical Staff and Non-teaching staff- Ordinary Sleeper class/ Bus, subject to production of tickets.
- ii. Teaching staff- Associate Professor, Assistant professors, Head of the Department - III AC or Luxury bus subject to production of tickets for proof.
- iii. Principal / Professor- For short-distance- AC car/ AC chair car. For long distance II AC.
- iv. Staff members must clear all Travel Allowance claims within 48 hours after completion of the tour. They must submit the visit report to Head of the Department / Principal.

- 16.2 Accommodation** - Staff members can avail accommodation facility as per requirement & approval by Institute



Chapter 17 - Deputation for Higher Education Policy

17.1 Deputations for Post Graduate Studies:

Staff members having Graduate qualification are encouraged to pursue Postgraduate (PG) qualification. Staff members who have put in at least three years of continuous service at DYPCOE College of Engineering and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions. The grant of such request is considered depending upon merit of the cases judged by Head of the Department, Principal and the Campus Director.

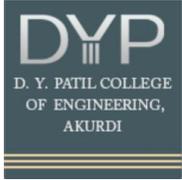
The staff member is required to sign a legal bond, before starting of PG course. Head of the Department extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the PG course, and it is expected that staff member completes the PG in this tenure only.

17.2 Deputation for Ph.D. Work:

Staff members having Postgraduate qualification are encouraged to pursue PhD qualification. Faculty members who have put in at least three years of continuous service at DYPCOE College of Engineering and whose performance is satisfactory, can request management to depute them for completing PhD from recognized institutions. Such request is granted considering merit of the case as judged by Head of the Department, Principal and the Director.

The staff member is required to sign a legal bond, before starting of PhD course.

For self-sponsored staff members doing PhD at IITs, the entire expenses towards completion of PhD are borne by staff member. The staff member has to serve D Y Patil College of Engineering for a period of 3 (Three) years after completion of PhD.



Chapter 18- Research & Development Policy

The objective of research and development initiatives undertaken by D. Y. Patil College of Engineering is to motivate student and faculty members to undertake and to promote research and innovation with a strong impact of engineering education on society and industries. To accomplish high quality research activities following policies has been undertaken. A research development cell has been established. This cell will prepare and implement the documents for growth of research and development activities within the Institute.

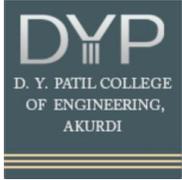
18.1 Establishment of Research and Development (R&D) cell:

The R&D Cell comprises of the following members

- Principal -Chairman
- R & D – Coordinator
- Members - Senior Faculty members, nominated by the Principal/HoD.
- Nominee from the Industry
- Nominee from the University
- Nominee from Network Institution.

18.2 Responsibilities:

- Following are the main responsibilities of R&D Cell
- To identify Research focus /Thrust areas for innovation and research for various departments
- To motivate faculty members and students to conduct high quality research in their area of expertise
- To conduct Institute's research and development training activities.
- To review and monitor achievements under the Research & Development.
- To write and publish papers in reputed national and international journal which are indexed in Web of Science, Scopus etc.



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- To motivate faculty members to participate in various national and international conferences at reputed Institutes.
- To motivate faculty members to submit research proposals at BARC, AICTE, DST and other funding agencies.
- Try to collaborate DYPCOE with leading research Institutes at national and international levels. Initiatives like joint international conference, workshops and research papers can also be undertaken to improve overall research culture at university.
- To help students to complete research projects and participate in various research activities at National and International level.
- To improve consultancy and R&D activities at Institute.
- To create awareness about ethics of research and publications in faculty members and students

18.3 Meeting Schedule

The meetings R&D are scheduled at least three times each semester. At the start of semester, in middle of semester and at the end of semester. All members will be informed the dates of scheduled meeting and also dates of additional meetings if required.

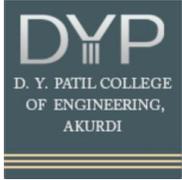
18.4 Policies for Research and Developments

1. Paper Publication Policies

- Faculty should publish papers in only in reputed refereed journals which are indexed in WoS, SCI, SCOPUS and other good databases (List may be available at Department).
- Professor and Associate Professors should publish at-least two papers reputed refereed journals.
- Assistant Professors should publish at-least one paper in reputed refereed journals.

2. Policies for participation in National and International Conferences.

- Institute will provide financial support for faculty to participate in National and International conferences as per rules of Institute. Following are some important conditions for this.
- Conference should be hosted by reputed Institute.



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- Conference proceedings must have valid ISBN, or it must be published in a journal with ISSN number.
- Registration fees maximum up-to Rs. 10,000 will be sanctioned for national and international conferences in India once in an academic year.
- For international conferences outside India half registration fees will be sanctioned.

2 Research Policies for Students

- Registration fees maximum up-to Rs. 5,000 will be sanctioned for national and international conferences in India for students once in an academic year for each department as per rules of Institute.
- Institute provides funds to final year projects under **Project Grant to College Students (PGCS) scheme**. For this R & D cell will form a team to evaluate students' projects at various departments. Student groups will get funds maximum up-to 50,000. The limit may exceed depending on quality of projects.

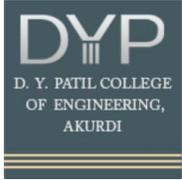
4 Patents:

Receiving patent for one's research work is one of the most important factors - denoting the quality of research. Full financial and legal assistance shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the name of DYPCOE College of Engineering with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the Institute and the researcher. If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the Institute. If patent is filed by Institute, then 100% expenses are borne by Institute. If filed jointly then 100 % expenses are borne by Institute and Individual.

Chapter 19 - Purchase Policy

The staff members have to follow the defined purchase procedure as below:

- i. Requisition (indent) for the required item/consumables/material should be raised by the staff/lab in charge and submitted to the Head of Department for scrutiny and approval from the principal.
- ii. Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by the Management.
- iii. The approved indent will be sent to Stores through Head of the Department and Principal for calling quotations from various vendors.
- iv. The indenter will select best three quotations with the help of stores Department and will prepare comparative statement and forward the same to the Head of the Department and Principal. The purchase order will then be prepared. The purchase order, indent, 3 quotations, comparison statement, budget sanction document will be forwarded to the principal for signature. The same bunch will be sent for approval of Campus Director. After the approval only the Purchase order will be sent to the supplier.
- v. Once the material is received at Stores, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Dead Stock Register.
- vi. Stores will receive the material, duly checking with the help of the indenter and issue the material to the concerned person. The invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment. Without passing remarks by Stores Department, Account Department will not process for payment and the payment to supplier will be delayed.
- vii. In case of urgent requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and Stores and then follow all the above procedures.



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viii. While passing Invoice, following documents in original are compulsory:

- Purchase Order.
- Invoice.
- Delivery Challan.
 - a. Comparative Report.
 - b. Budget Report.
- Quotation.
- GRN Report.

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