



# St. Vincent Pallotti College of Engineering & Technology

A Christian Minority Institution affiliated to RTM Nagpur University

Managed by *The Nagpur Pallottine Society*

Gavsi Manapur, Wardha Road, Nagpur – 441108



## Tech Pallottine Staff Manual

+ 91- 9423683433

E-mail: [info@stvincentngp.edu.in](mailto:info@stvincentngp.edu.in)

[www.stvincentngp.edu.in](http://www.stvincentngp.edu.in)

## Foreword

The Management of St. Vincent Pallotti College of Engineering & Technology (SVP CET) believes the staff, Management and students are equal stakeholders in promoting quality education. Thus the institute needs guidelines in order to effectively recruit, hire, and promote employees. Since laws concerning employment issues are constantly changing, it is pertinent that our policies are made up to date, and the faculty and staff are kept abreast of them.

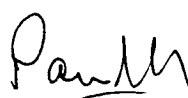
This Manual does not supersede the requirements of the statutory/ non-statutory bodies like AICTE, NBA, UGC, RTMNU or any other relevant body\*. It is aimed at ensuring that SVP CET adheres to those, while spearheading its goal of value based quality education meeting global aspirations.

This staff Manual is an effort to develop consistent policies and procedures. Hopefully, this Guide will prove to be a useful tool to HoDs and will help to establish uniform policies and procedures for our personnel.

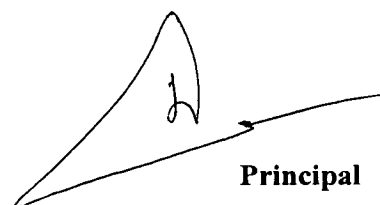
The Management is committed to help in the interpretation of any policy. All employees are expected to read the Policy Manual during each term in order to know the policy updates made from time to time. Any update is made as and when required with the permission of the GB of the Society and the Management of the Institute 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. Suggestions may be forwarded to [hr@stvincentngp.edu.in](mailto:hr@stvincentngp.edu.in)

\*As applicable to minority institutions



**Director**



**Principal**

**PRINCIPAL**  
**ST. VINCENT PALLOTTI**  
**COLLEGE OF ENGINEERING**  
**& TECHNOLOGY, NAGPUR.**

# INDEX

<b>Foreword</b> .....	<b>ii</b>
<b>Abbreviations</b> .....	<b>ix</b>
<b>Chapter 1</b>	
<b>General Information about the Society &amp; Institute</b> .....	<b>1</b>
1.1 About the Society.....	1
1.2. About the Institute.....	1
1.3 Details of the Institute .....	2
1.4 Tech Pallottine Core Values .....	3
1.5 Governing Body .....	3
1.6 College Development Committee .....	4
A. Constitution of CDC.....	4
B. Duties and Responsibilities .....	4
1.7 Internal Quality Assurance Cell.....	5
A. Objectives .....	5
B. Functions .....	5
1.8 Management Committee.....	6
<b>Chapter 2</b>	
<b>Classification of Employees &amp; Responsibilities</b> .....	<b>7</b>
2.1 Hierarchy of Reporting .....	7
2.2 Classification of Employees .....	7
A. Teaching Faculty .....	8
B. Non-Teaching Staff .....	9
2.3 Organizational Chart .....	9
2.4 Staff Pattern/Position .....	9
A. Teaching (Subject wise & Cadre Wise Full-Time Faculty) .....	9
2.5 Duties and Responsibilities of Employees .....	10
A. Principal.....	10
B. Head of Department.....	11
C. Students Affairs Development Cell.....	12
D. Training and Placement Cell .....	12
E. Administration Cell .....	13
F. Research & Development Cell .....	13
G. Industry Connect.....	13

H. Officer in Charge, University Exam.....	14
I. Teacher .....	14
J. Librarian .....	15
K. Non-Teaching Technical Staff .....	15
L. Administrative Staff .....	15

### **Chapter 3**

#### **HR Practices: Recruitment and Appointment .....17**

3.1 Recruitment Procedure: Teaching Staff .....	17
A. Manpower Planning.....	17
B. Succession Plan .....	17
C. Approval of Faculty by the University .....	17
D. Filling in of Temporary Vacancy .....	17
E. Job Announcement .....	17
F. Advertising .....	17
G. Selection Committee .....	18
H. Interview Call Letter.....	18
I. Interview Guidelines.....	18
J. Interview Conduction.....	18
K. Evaluation Criteria.....	18
L. Job Offer .....	19
M. Appointment Process.....	19
N. Induction and Orientation.....	19
3.2 Recruitment Procedure: Non-Teaching Staff.....	19
A. Requirement Finalization .....	19
B. Succession Plan .....	19
C. Advertisement.....	19
D. Application .....	20
E. Scrutiny.....	20
F. Selection Committee .....	20

### **Chapter 4**

#### **Discipline, Code of Conduct and Disciplinary Action Policy .....21**

4.1 Discipline .....	21
A. Attendance and Discipline.....	21
B. Drug and Alcohol-Free Workplace Policy .....	22
C. Sexual Harassment .....	22

D. Soliciting / Canvassing .....	22
E. Keys Deposition Policy .....	22
F. Vehicle Parking Policy.....	22
G. Conflicts of Interest .....	22
4.2 Code of Conduct .....	23
A. Confidential Information.....	23
B. Gratuities .....	23
C. Political Activities .....	24
D. Disruptive Behaviour .....	24
E. Outside Employment .....	24
F. Malpractices.....	24
G. Revelations .....	24
H. Safety .....	24
4.3 Media, Copy Rights and Intellectual Property Policies .....	25
A. Social Media Policy.....	25
B. Internet Facility Policy .....	25
C. Copy Rights and Intellectual Property.....	25
4.4 Other Policies .....	25
A. Security & Vigilance on Campus .....	25
B. Supervision of Examination Duties .....	26
C. Overtime Policy .....	26
D. Policy for Physically Handicapped People .....	26
E. Equal Employment Opportunity.....	26
F. Employment of Relatives .....	26
G. Re-employment Policy .....	26
H. Disciplinary Action Policy .....	27
<b>Chapter 5</b>	
<b>Probation Period Policy.....</b>	<b>28</b>
5.1 Probation.....	28
5.2 Evaluation in Probation Period .....	28
5.3 Continuance of Probation .....	28
<b>Chapter 6</b>	
<b>Salary, Promotion, Allowance and Consultancy Policy .....</b>	<b>29</b>
6.1 Type and Fixation of Salary .....	29
A. Consolidated Salary .....	29

B. Regular Salary .....	29
6.2 Salary Increments & Pay Roll.....	29
A. Dearness Allowance .....	29
B. Payroll Schedules .....	29
C. Debt Repayment and Monetary Responsibility.....	29
D. Payroll Deductions .....	30
6.3 Staff Benefits .....	30
A. Contributory Provident Fund.....	30
B. Gratuity.....	30
C. Accidental Insurance .....	30
D. Medical Insurance.....	30
E. Staff Welfare Fund .....	30
F. Staff Performance Awards.....	31
G. Festival Bonus .....	31
H. Travel Concessions.....	31
6.4 Faculty Promotion Roadmap in the Institute .....	31
6.5 Consultancy Assignments and Incentive Policy .....	31
A. Academic Consultancy .....	31
B. Research Consultancy.....	31
C. Online Exams .....	32
6.6 Travelling Allowance/Daily Allowance Policy .....	32
A. Conveyance: .....	32
B. Daily Allowance (DA).....	33
<b>Chapter 7</b>	
<b>Performance Evaluation Policy .....</b>	<b>34</b>
7.1 Self-assessment.....	34
7.2 Teaching-Learning Evaluation .....	34
7.3 Evaluation on Enrichment Activities .....	34
7.4 Parameters of Evaluation .....	34
7.5 Training and Development Programs for Teaching /Technical / Supporting Staff .....	34
<b>Chapter 8</b>	
<b>Leaves and Vacations Policy .....</b>	<b>36</b>
8.1 Classification of Leaves .....	36
A. Casual Leaves.....	36
B. Half Pay Leave .....	36

C. On Duty Leave.....	37
D. Maternity Leave .....	37
E. Compensatory Off .....	37
F. Earned Leave.....	37
G. Leave without Pay.....	37
8.2 Sanction of Leaves .....	37
8.3 Absences .....	37
A. Scheduled Absences .....	37
B. Unscheduled Absences .....	38
8.4 Vacation and Holidays.....	38
<b>Chapter 9</b>	
<b>Resignation, Suspension and Termination .....</b>	<b>39</b>
9.1 Resignation.....	39
9.2 Handing Over and Exit Clearance .....	39
9.3 Suspension .....	39
9.4 Termination.....	40
A. Termination of Services.....	40
B. Termination on Disciplinary Grounds .....	40
C. Termination on the Grounds of Judicial Conviction/Observation.....	40
D. Termination for Prolonged Absence.....	40
E. Termination on the Grounds of Non-Performance.....	40
<b>Chapter 10</b>	
<b>Grievance and Appeals Procedure .....</b>	<b>42</b>
10.1 General Grievance.....	42
10.2 Grievances Redressal Cell.....	42
10.3 Objectives of Grievances Redressal Cell.....	42
10.4 Procedure of Working .....	42
10.5 Facility .....	43
10.6 Co-operation in Internal Investigation .....	43
<b>Chapter 11</b>	
<b>Research &amp; Development Policy.....</b>	<b>44</b>
11.1 Objectives.....	44
11.2 Sanctioning of External Funding Proposal .....	44
11.3 Patents and Copyrights.....	44
A. Patent Application .....	44

B. Copyright Application .....	44
11.4 Book Publication.....	45
11.5 Research Paper Publication.....	45
A. List of Reputed Conferences / Journals Approved by R &D Cell.....	45
B. Incentives for International Journals .....	45
11.6 Reimbursement for Attending Conference in India.....	46
11.7 Foreign Conferences and Reimbursement .....	46
11.8 Attending Workshop/STTP/FDP .....	46
A. List of reputed STTP/FDP/Workshop approved by R&D Cell.....	47
B. For attending STTP/FDP/Workshop mentioned above.....	47
C. For attending online STTP/FDP /workshop .....	47
11.9 Approved Research Centre .....	47
11.10 Plagiarism Checking .....	47
11.11 Standard Operating Procedure .....	47
A. Procedure Before Attending Conference/ STTP/ FDP / Filing Patent/Copyright.....	47
B. Procedure for Reimbursement after Attending Conference/ STTP.....	48
<b>Chapter 12</b>	
<b>Purchase Procedure Policy .....</b>	<b>49</b>
<b>CHAPTER 13</b>	
<b>Remuneration Policy for External Experts .....</b>	<b>50</b>
13.1 Offline Meetings .....	50
13.2 Online Meetings.....	50



## **Abbreviations**

All India Council for Technical Education	AICTE
College Development Committee	CDC
Directorate of Technical Education	DTE
Faculty Development Program	FDP
Governing Body	GB
Head of the Department	HoD
Human Resources	HR
Internal Quality Assurance Cell	IQAC
National Assessment and Accreditation Council	NAAC
National Board of Accreditation	NBA
Rashtrasant Tukadoji Maharaj Nagpur University	RTMNU
St. Vincent Pallotti College of Engineering & Technology	SVPCET

## Chapter 1

### General Information about the Society & Institute

#### 1.1 About the Society

- a. **Name of the Society:** The Nagpur Pallottine Society, Nagpur- 440006
- b. **Registered Address:** Pallotti Bhawan, Room No. 8, Seminary Hills, Nagpur- 440006  
Website: <https://www.nagpurpallottinesociety.org>  
Email: npsociety@gmail.com
- c. **Registration Number:** MH 02/03, registered under Societies Registration Act of 1860 the Indian Societies Registration Act of 1860
- d. **Board of Trustees:** St. Vincent Pallotti College of Engineering & Technology, Nagpur is running under “The Nagpur Pallottine Society”. Rules and regulations for governance are framed by the Governing Body of SVP CET, and the Board of Trustees of the Nagpur Pallottine Society

#### Appendix I- Board of Trustees

#### 1.2. About the Institute

- a. **Name of the Institute:** St. Vincent Pallotti College of Engineering & Technology, Nagpur- 441108
- b. **Address of the Institute:** Gavsi Manapur, Wardha Road, Nagpur- 441108.
- c. **Contact Details:** +91-9423683433  
**Website:** [www.stvincentngp.edu.in](http://www.stvincentngp.edu.in)      **Email:** [info@stvincentngp.edu.in](mailto:info@stvincentngp.edu.in)
- d. **AICTE Permanent ID:** F. No. 06/07/MS/ENGG/2004/029
- e. **College ID Number by Directorate of Technical Education, Maharashtra:** Institute Approval: 2NGC/2004/Manyata/7 College ID Number is: 4174
- f. **Nagpur University's College ID Number:**
- g. **Institute Affiliation:** NAVI/MVI/04/694/S/158
- h. **Religious Minority (Christian):** Institution status confirmed by NCMEI (417/2008/36654) and Govt. of Maharashtra (ASS-2010/9(17)/PK138/2010 K.A.- 5 of 8-4-2010)
- i. **Vision of the Institute:** To develop knowledge-based society with clarity of thoughts and charity at hearts to serve humanity with integrity.
- j. **Mission of the Institute:** To empower youth to be technocrats of tomorrow with absolute discipline, quest for knowledge and strong ethos to uphold the spirit of professionalism.
- k. **Quality Policy:** St. Vincent Pallotti College of Engineering & Technology, Nagpur, strive to achieve academic excellence & research to produce/build/develop competent engineers,

entrepreneurs, managers & researchers through innovative teaching-learning practices with the help of dedicated & committed staff members, state of the art facilities & conducive environment. The Institute facilitates faculty & support staff to work as a team & update their knowledge & skills to match the industrial & technological development to fulfil stakeholders' expectations.

### 1.3 Details of the Institute

The institute is run by The Nagpur Pallottine Society and is located at Gavsi Manapur, Wardha Road, Nagpur 441108. The institute is approved by AICTE and is affiliated to RTMNU. Currently, the institute has eight courses in Bachelor of Engineering, three courses in Bachelor of Vocation, two courses in Master of Technology, and one Doctoral program.

**Table 1: Student Intakes**

Courses	DTE Code	Intake	Year of Establishment
<b><i>Undergraduate Courses (UG)</i></b>			
Electrical Engineering	417429310	60	2004
Computer Engineering	417124510	120	2004
Electronics and Telecommunication Engineering	417437210	60	2004*
Mechanical Engineering	417461210	60	2004*
Information Technology	417424610	60	2007
Civil Engineering	417119110	60	2018
Computer Science and Engineering (Data Science)		60	2021
Artificial Intelligence		60	2021
<b><i>Bachelor of Vocation (B.Voc.) (UG)</i></b>			
Automotive		60	2021
Cyber Security		30	2021
Software Development		60	2021
<b><i>Postgraduate Courses (PG)</i></b>			
Computer Engineering (C.S.E.)	417424210	18	2012
Mechanical Engineering (CAD/CAM)	417460410	18	2012
PhD Research Centre (Mechanical Engineering)		3	
<b>Total</b>		729	

\* Intake reduced from 120 to 60 in Academic Year 2021-2022

**Table 2: Working Hours**

<b>College</b>	Monday to Friday	9.00 am to 4.30 pm	Lunch break: 1pm to 2 pm Tea break: 11 am to 11:15 am
	Saturday	9.00 am to 1.00 pm	

## 1.4 Tech Pallottine Core Values

### A. Human Dignity

We realize the inherent worth and value the dignity of each individual, irrespective of caste, colour, creed, and gender. Our response is guided by love, goodness and compassion for humankind.

### B. Social Responsibility

Our talents, skills, and knowledge are assets to make a positive difference in the lives of people as well as the organizations we are in. Our lives guided by objective values should help create a just, equitable, and peaceful society.

### C. Fulfilling Commitments

The unlimited potential within humans can be realized only by fulfilling personal, social, and spiritual responsibilities. Commitment to work based on these responsibilities can unleash positive energies imperative for realizing one's potentials.

### D. Professional Leadership

We view challenges as opportunities and believe in walking the extra mile. We endeavour to blaze a trail rather than follow a beaten path.

### E. Mutual Trust

We maintain transparency with all our stakeholders and share important developments with them to build up a trustful relationship.

## 1.5 Governing Body

The college is governed by the GB, which is constituted as per AICTE/DTE/RTMNU/Society norms and is responsible for overseeing its activities, determining its future direction and fostering an environment where the institutional mission is achieved. The body meets twice a year, and proceedings of the meetings are maintained for records.

Its responsibilities are:

- i. To monitor and evaluate the teaching programs in the college and suggest measures to improve the academic performance to conform to the standard of teaching and the progress of studies as laid down by the University.
- ii. To appoint the Principal/Director, the teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
- iii. To monitor faculty deployment, placement and industry-institute interaction activities in

the institute and suggest measures wherever necessary.

- iv. To approve yearly budget and to sanction budgets for major purchases of the institute.
- v. To accord approval for appointment of teaching and non-teaching staff
- vi. To give necessary approval for appointment of additional staff for value-added activities as per AICTE/DTE/RTMNU norms.

## **Appendix II - GB Members**

### **1.6 College Development Committee**

As per the Maharashtra University Act 2016, section 97 (1) separate CDC is constituted for the day-to-day functioning of the college. The CDC should meet at least four times a year, and the proceedings of the meetings should be appropriately maintained. Members elected or nominated shall have a term of five years.

#### **A. Constitution of CDC**

- a) Chairperson of the Management or his nominee ex-officio Chairperson
- b) Secretary of the Management or his nominee
- c) one HoD to be nominated by the Principal or the head of the institution
- d) three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman
- e) one non-teaching employee, elected by regular non-teaching staff from amongst themselves
- f) four local members, nominated by the Management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
- g) Co-ordinator, IQAC of the college
- h) President and Secretary of the College Students' Council
- i) Principal of the college or head of the institution - Member – Secretary

#### **B. Duties and Responsibilities**

- a) prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- b) decide about the overall teaching programmes or annual calendar of the college
- c) recommend to the Management about introducing new academic courses and the creation of additional teaching and administrative posts
- d) take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- e) make specific recommendations to the Management to encourage and strengthen research culture, consultancy and extension activities in the college

- f) make specific recommendations to the Management to foster academic collaborations to strengthen teaching and research
- g) make specific recommendations to the Management to encourage the use of information and communication technology in teaching and learning process
- h) make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- i) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the Management for approval
- j) formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- k) make recommendations regarding the students' and employees' welfare activities in the college or institution
- l) discuss the reports of the IQAC and make suitable recommendations
- m) frame suitable admissions procedure for different programmes by following the statutory norms
- n) plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- o) recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
- p) consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of NAAC, etc.
- q) recommend the distribution of different prizes, medals and awards to the students.
- r) prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the Management of such college and the University
- s) perform such other duties and exercise such other powers as may be entrusted by the Management and the University.

### **Appendix III - CDC members**

#### **1.7 Internal Quality Assurance Cell**

The IQAC in the institute is formed as per UGC norms. The following are its objectives and functions.

##### **A. Objectives**

In pursuance of the National Action Plan of the NAAC, Bangalore, IQAC has been formed with the objective of “Enhancing and ensuring the quality of academic and administrative performance of the institution”.

##### **B. Functions**

Some of the functions expected of the IQAC are:

- 1) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.

- 2) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- 3) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- 4) Dissemination of information on various quality parameters of higher education
- 5) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- 6) Documentation of the various programmes/activities leading to quality improvement.
- 7) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of best practices
- 8) Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- 9) Development of Quality Culture in the institution.
- 10) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- 11) To plan, schedule and conduct an internal audit.
- 12) To execute any other work given by the Director and Principal.

## **1.8 Management Committee**

This committee is the body that plans and evaluates all the processes related to academic and non-academic matters. It consists of the representatives of the Management, Principal and Vice-Principal. Staff members may be invited to be present for the meetings as per the agenda. The following are the responsibilities of the committee.

- i. Teaching-learning system, departments and their periodical assessments
- ii. Staff related matters
- iii. Infrastructure related
- iv. Institute level compliance to various statutory bodies
- v. It proposes the agenda for various bodies of the institute GB, CDC, IQAC and their suggestions and recommendations are deliberated and implemented.
  - i. To engage in departmental review meetings at the beginning and end of each semester
  - ii. Decisions on day-to-day affairs and its implementation in a time-bound manner.
  - iii. Approval of departmental budgets

## Chapter 2

### Classification of Employees & Responsibilities

#### 2.1 Hierarchy of Reporting

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

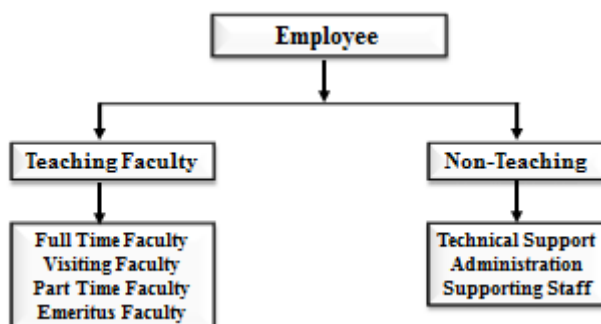
**Table 3: Hierarchy of Reporting**

Staff	Reporting Authority
Director	Chairman
Principal / Vice Principal	Director
Head Admission	Director
Head Finance	Director
Head HR	Director
HoD	Vice-Principal/Principal/ Director
Training & Placement officer	Vice-Principal/Principal/ Director
Librarian	Vice-Principal/Principal/ Director
Teaching Staff	HoD
Laboratory Staff	HoD
Office Staff	HoD /cell
Library Staff	Librarian
Peons / Administrative Non-teaching Staff	Respective Heads

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

#### 2.2 Classification of Employees

SVPCET 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:



**Figure 1: Classification of Employees**



## **A. Teaching Faculty**

It comprises persons involved in teaching/research at the institute on a full-time basis and whose salaries are paid on a monthly basis and are full-time faculty enrolled on the pay roll of the institute. They are also applicable for annual appraisal, increments and the statutory requirements required from time to time. The teaching faculty is categorized as:

### **I. Professor**

- 1) Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
- 2) Minimum of 10 years of experience in teaching/research/industry, out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
- 3) At least 6 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals, and at least 2 successful PhD guided as Supervisor/Cosupervisor till the date of eligibility of promotion OR At least 10 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals till the date of eligibility of promotion.
- 4) The Management can offer/promote eminent faculty as Professor, who has a large contribution in the area of:
  - a) Research and Development.
  - b) Academics
  - c) Having industry experience with sound expertise.

### **II. Associate Professor**

- 1) PhD degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch
- 2) At least total 6 research publications in SCI journals/UGC/AICTE approved list of journals
- 3) Minimum of 8 years of experience in teaching/research/industry, out of which at least 2 years shall be Post PhD experience

### **III. Assistant Professor**

B.E. and M.E./M.Tech./M.S. or Integrated M.Tech. in relevant branch with first class or equivalent in any one of the degrees for Engineering branches. The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July 2018 and UGC guidelines issued from time to time.

The following are the institution level classifications in the cadre of assistant professor.

#### **a. University Regular**

The faculty member is selected through a university-approved selection panel and approved by the University.

**b. Management Regular**

The faculty member is selected through Management approved selection panel and not approved by the university.

**c. Adhoc Faculty**

- 1) Full-Time Faculty: The faculty member is appointed for a period of one academic year on a temporary basis with a regular monthly salary. The appointment ceases at the end of the term.
- 2) Part-Time Faculty: A part-time faculty is appointed on the clock hour basis, and the remuneration is given as per the rate fixed by the remuneration policy for external experts.
- 3) Visiting / Experts: A visiting faculty is appointed on the clock hour basis, and the remuneration is given as per the rate.

**B. Non-Teaching Staff**

The non-teaching staff in the institute are appointed in three categories, namely, regular, ad-hoc and on contract employment.

**I. Technical Staff**

It comprises of Technical assistants, Lab assistants, Lab attendant, Workshop Superintendent, Instructor, Network System administrators, Computer programmers, Librarian, Library Assistants, and Electricians.

**II. Administrative Staff**

HR head, accounts and finance head, medical officers, head of administration, office assistants and office attendants.

**III. Supporting Staff**

It comprises of peons, drivers, watchmen, sweepers, gardeners, plumbers and assistants.

**2.3 Organizational Chart**

It shows the lines of responsibility between departments and the hierarchy of institutional delegation of authority and responsibility.

**Appendix IV - Organizational Chart**

**2.4 Staff Pattern/Position**

**A. Teaching (Subject wise & Cadre Wise Full-Time Faculty)**

**I. Teaching Engagement**

The faculty members shall have an engagement of not less than 40 hours per week, including teaching contact hours and other activities. The work of tutorial/project/research/administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in Table 4.

**Table 4: Teaching Engagement**

<b>Designation</b>	<b>(Teaching/Laboratory hours)/Week</b>
Principal	6
Professors/Senior Professors	14
Associate Professors	14
Assistant Professors	16

- **Cadre Ratio:** As per AICTE norm the cadre ratio is 1:2:6.
- **Teacher Student Ratio:** As per the AICTE norm, the cadre ratio is 1:20, and for accredited and autonomous institutions, 1:15.

## **II. Non-Teaching Technical (Department wise & cadre wise)**

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 comprises all staff from administrative heads, technical heads, and office assistants to peon recruitment. The recruitment for the above category is carried out with the recommendations of the various heads and with the approval of the Director and Principal.

## **2.5 Duties and Responsibilities of Employees**

Each and every employee in the institute has specific responsibilities, and the employee should carry out all the tasks assigned to him/her to the best of his/her ability. The following are the duties and responsibilities as per the respective designations.

### **A. Principal**

As the head of the institute, Principal should have the vision and leadership ability to keep a college developing under the guidance and direction of the Director

### **I. Academic**

- 1) To monitor and conduct academic activities of the institute under the guidance of the Management and assistance of the HoDs and institute level portfolios.
- 2) To encourage staff to acquire knowledge in Sunrise technologies and blended teaching-learning process as defined by AICTE and UGC and to depute the faculties for such programs regularly with the approval of the Management.
- 3) To take institute, faculty, students and other stake holders feedback and accordingly take the remedial actions
- 4) To plan and take the necessary actions for improvement of college results and academics
- 5) To promote industry institution interaction for students' internships, projects and placements and research & development activity.

## **II. Administrative**

- 1) To conduct periodic meetings of the faculties for the effective administration of the college.
- 2) To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- 3) To initiate recruitment of teaching and non-teaching staff as per rules laid down by AICTE and RTMNU.
- 4) To approve resources as required in the institute.
- 5) To sanction the leave of the staff as per the norms.
- 6) To monitor and update the institute website with complete information about the institute.
- 7) To communicate with RTMNU, DTE, AICTE and UGC for compliance.
- 8) To monitor, manage and evaluate the administration of the institution, organize meetings of GB, CDC, IQAC, HoDs and maintain minutes of the meeting, action-taken report on their suggestions.
- 9) To execute any other work assigned by the management

## **III. Finance**

- 1) To recommend allocation of budget for the departments as requested by the HoD to GB.
- 2) To ensure that all financial transactions executed with the approval of the Director/ Financial Administrator

## **IV. Promotion of co-curricular and extracurricular activities**

To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with the assistance of HoDs and Students Affairs Development Cell.

## **B. Head of Department**

### **I. Academic**

- 1) To monitor and conduct academic activities of the department under the guidance of the Principal.
- 2) To take department and faculty feedback and accordingly take the remedial actions.
- 3) To plan and take the necessary steps/measures for improvement of department results, academic performance, and holistic development of the students.
- 4) To coordinate term work assessment and conduction of practical/oral examinations as laid down by RTMNU.

### **II. Administrative**

- 1) To maintain discipline and enforce rules as laid down by the institute in the department
- 2) To monitor the day-to-day activities of the department.

- 3) To plan for the semester and academic year in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
- 4) To conduct regular meetings with teaching and non-teaching staff as well as the class representatives to sort out any issues and queries related to academics.
- 5) To monitor the upkeep of the labs, classrooms and facilities of the department.
- 6) To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by RTMNU.
- 7) To liaison with industries for MoU, internships, skilling programs and consultancy
- 8) To execute any other work assigned by the Management/Principal.

### **III. Finance**

- 1) To plan and prepare the department requirements, the annual budget of the department and budget utilization report.
- 2) To initiate and conduct the annual stock audit, operational audit, digital audit and safety audit, and maintain these records for statutory compliances.
- 3) To oversee the purchase and deployment of any resource allotted for the department.

### **C. Students Affairs Development Cell**

- 1) Responsible for maintaining the students discipline within college premises with respect to attendance, college uniform, smoke and alcohol, substance abuse free environment with the help of HoDs.
- 2) To assist students for the effective organization of extracurricular & co-curricular activities in and outside the campus.
- 3) To keep watch on the campus for ragging free environment
- 4) To counsel students for any issue that may arise.,
- 5) To prepare/update the student handbook, the annual report of the students and maintain these records for statutory compliances.
- 6) To assist the Principal in all students related issues.

### **D. Training and Placement Cell**

- 1) To maintain complete information regarding students appearing for training, placement, higher studies and entrepreneurship activities.
- 2) To conduct placement activities smoothly
- 3) To decide and arrange training/CRT program for the personal development of the students.
- 4) To update and maintain the contact details of companies interested in recruitment activities.
- 5) To send invitations to industry and company for campus recruitment, to notify the students about the events and take necessary action.

- 6) To take feedback from the industry about the students recruited.
- 7) Visit industries, arrange internships, industry-based projects and apprenticeships.
- 8) Information of higher education counselling, innovation and entrepreneurship development

#### **E. Administration Cell**

- 1) To handle the students' administrative section and process-related documents to statutory bodies.
- 2) To ensure the documented Quality Management System is followed at various stages.
- 3) To execute the admission process and University Examination process of students with the University.
- 4) To handle student grievances on administration and taking remedial actions
- 5) To process all the documents, records, certificates and mark lists related to students.
- 6) To prepare institute level compliance reports to statutory bodies like AICTE, DTE, RTMNU, and UGC.
- 7) To execute any other work given by the Management.

#### **F. Research & Development Cell**

- 1) To encourage and promote publishing of research work in reputed, high impact factor research Journal/Publications.
- 2) To organize awareness programs related to research and patents.
- 3) To encourage Industry Institute Linkages, Collaborative Research programs.
- 4) To monitor Research projects on a periodical basis and effective utilization of grants of research projects and timely completion of these projects, and submitting the utilization report on time to the statutory bodies.
- 5) To apply for intellectual properties generated from research at college and to market these patents in the industry.
- 6) To assist faculty for applying for funds to different agencies of the Government of India & other agencies like DTE and AICTE for research projects.
- 7) To form policies in consultation with the Management for sponsoring faculty for attending conferences/seminars/workshops.

#### **G. Industry Connect**

- 1) To formulate policy and facilitate the consultancy work in the institution.
- 2) To initiate and organize various faculty and staff development programs in the industry and in the institute for continual education.
- 3) Motivate faculty for exploring new avenues for research work, consultancy and projects in the industry.

## **H. Officer in Charge, University Exam**

- 1) To carry out all the works connected with the conduct of University Examinations in accordance with the procedure laid down by the RTMNU.
- 2) To be the custodian of all question papers and examination scripts pertaining to examinations.
- 3) To monitor Central Assessment Process and is responsible for all matters connected with the conduct of examinations.
- 4) To execute any other work assigned by the Principal and Management.

## **I. Teacher**

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

- 1) To understand and strictly adhere to the Quality Management Policy and institute level objectives of SVP CET.
- 2) To follow all rules and regulations as laid down by the institute which includes working time in the institute, signing of the muster/biometric, dress code, leaves updating, submission of tax documents etc.
- 3) To work sincerely to execute all duties towards academics which include 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.
- 4) To use innovative teaching aids and adopt innovative teaching-learning methodologies using ICT tools and undergo various FDPs, skill development training programs in MOOCS, SWAYAM, NPTEL, COURSERA etc, as per AICTE training policy.
- 5) To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- 6) To organize/coordinate/attend various seminars/workshops/STTP/training programs.
- 7) To participate proactively in any research and development activities conducted in the department.
- 8) To perform other academic/administrative duties assigned by HoD/ Principal/Management
- 9) To attend two weeks of FDP annually in the relevant area in teaching and research organized by institutes of national importance. This can be done as one week FDP and eight weeks duration MOOCS course or two such MOOCS courses with e-certification by NPTEL – AICTE or reputed online course universities.
- 10) To complete two weeks of industrial training/professional training annually.
- 11) Maintain active membership of the professional organization and strive to improve one's own education and profession through them.

## **J. Librarian**

- 1) To implement all library rules as defined by the Management.
- 2) To ensure the documented Quality Management System is followed at various stages of library processes.
- 3) Responsible for the overall functioning of the library.
- 4) Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, e-books, online resources etc. and renewal of subscriptions.
- 5) To display all technical articles, literature and new arrivals.
- 6) To circulate & distribute magazines, literature etc. to faculties and Management and maintain records of the same.
- 7) To execute any other work given by the Management.
- 8) To manage the book bank facility in the library, organize book exhibitions for the benefit of students and staff.
- 9) To build up e-resource and digital library and propagate extensive utilization of the same.
- 10) To prepare, conduct the annual stock audit, usage audit of the library, its resources and submit the report to management.

## **K. Non-Teaching Technical Staff**

### **I. System and Technical Support**

- 1) To update and maintain institute website with institute data.
- 2) To administer and maintain servers, firewalls, routers, manageable switches, UPS and batteries.
- 3) To initiate purchasing of equipments.
- 4) To provide support for various software servers.
- 5) To ensure continuous internet during assigned hours.
- 6) To give support to online exams, seminars, workshops, and technical training programs.

### **II. Lab/Technical Assistant**

- 1) To prepare the laboratories for smooth conduction of laboratory sessions.
- 2) To assist faculty and students during laboratory sessions.
- 3) To maintain stock register, instrument issue register and maintenance register.
- 4) To conduct the installation of new equipments and maintenance of existing equipments.
- 5) To maintain and update the approved list for equipments.

## **L. Administrative Staff**

- 1) To prepare documents and related works regarding the compliance of the institute from time to time to various statutory bodies like AICTE, DTE, RTMNU, Fees Regulating



Authority (FRA), Income Tax and other Governmental and Non-Governmental bodies.

- 2) To maintain the documents of the respective departments, students, staff and resources of the institute and subject the same to the annual compliances and audit.
- 3) Any other work given by the Management or respective in charges.

## Chapter 3

### HR Practices: Recruitment and Appointment

#### 3.1 Recruitment Procedure: Teaching Staff

This section deals with the recruitment procedures of staff in all cadre such as Assistant Professor/Associate Professor /Professor/Principal

##### A. Manpower Planning

Manpower planning is the first step in recruitment. This is to be carried out before the start of the new academic year. Staff employment during the semester will be avoided as far as possible. HoDs calculate the HR requirement and consolidation of subject wise teaching engagement calculation and plan the process for recruitment. The department will put up the requirement to the Management. The Management then determines if the vacancy is to be filled through in-house staff or a new employee. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for the new vacancy if they so desire. Screening of the candidate for the advertised post is important. Definite guidelines are to be followed for calling the qualified candidate keeping in mind the student-teacher and cadre ratio approved by the competent authority from time to time.

##### B. Succession Plan

This 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, Assistant Professor may be promoted as Associate, Associate may be promoted as a professor/Dean, a professor may be promoted as Vice-Principal/Principal as per the eligibility criteria laid down by AICTE/UGC from time to time.

##### C. Approval of Faculty by the University

The institute will ensure that within the best of its capacity and within the rules the RTMNU, the selection process for the faculties will be carried out as per the institute requirement.

##### D. Filling in of Temporary Vacancy

Where vacancy of a faculty is to be filled in temporarily for a period during a semester or an academic year, the HR office, on the recommendation of the Director/Principal, initiates the process of the temporary appointment.

##### E. 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.

##### F. Advertising

Once the job advertisement is ready, it is to be posted on the website and at least one of the National or local English newspapers. The advertisement will specify that all resumes or

applications are to be sent to the HR office and all correspondence refers to the appropriate job position.

### **G. Selection Committee**

Department's senior staff shall shortlist candidates as per AICTE/DTE/RTMNU norms

- 1) University Committee: A University Committee established for the selection of the post of Principal and University approved teachers under the Maharashtra University Act 1994 Chapter VIII-Committees, Preamble Section-78 and as per the provisions provided for the management of Minority Institutions.
- 2) Institute Level Committee: The institute level committee is made of three to five eminent/senior faculty members and management representatives. This type of committee is formed for the interviews of Adhoc staffing, emergency recruitment or any other at the discretion of the Management.

### **H. Interview Call Letter**

- 1) Interview Call Letter is the process to call the shortlisted candidates through post/email.
- 2) The call letter comprises of candidate name, post for which he/she has been short listed, with the date and time for the interview at SVP CET.
- 3) A candidate must produce a copy of the call letter at the time of the interview.

### **I. Interview Guidelines**

- 1) For every candidate, a technical as well as personal interview, are conducted by a panel already defined in the previous section.
- 2) 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 RTMNU for all disciplines at SVP CET.

### **J. Interview Conduction**

- 1) Conduction of interviews and Report of Selection Committee recommending names of candidates.
- 2) Eligible candidates should attend the interview with all necessary documents, educational testimonials and must produce when demanded by the interviewer.
- 3) The interview committee should submit interview reports with recommendations for appointment.
- 4) Preparation of a Consolidated Statement in detail in respect of recommended candidates.
- 5) HR office should submit interview selection committee report to University within 72 hours for further process if University approval is necessary.

### **K. 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 credentials to qualify for further consideration for the applied position.

### **L. Job Offer**

All selections are reviewed and approved by the Management prior to extending a job offer. Once the finalization is done, the job offer letter is given to the candidate from the HR office.

### **M. Appointment Process**

- 1) Once the candidate confirms the job offer letter, the appointment order is processed.
- 2) Approval of the Management for issuing Appointment Order.
- 3) Preparation of appointment order by HR office.
- 4) Issue of appointment order by the Director.
- 5) Appointment against Adhoc post is valid for ten months only (academic section).
- 6) Acceptance Letter: Candidate should submit acceptance letter for appointment order.
- 7) Joining Report: At the time of joining, the candidate should submit a joining report to the HR office with the signature of the respective HoD and Principal.

### **N. Induction and Orientation**

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

## **3.2 Recruitment Procedure: Non-Teaching Staff**

### **A. Requirement Finalization**

All HoDs present their requirement to Principal/Vice-Principal/HR in the department planning file.

### **B. Succession Plan**

A process that involves the identification of a particular internal individual or employee as the possible successor 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 if the identified candidate fulfils all conditions required for the appointment, and hence no special conditions are involved in the appointment.

### **C. Advertisement**

Publish advertisement, if required.

**D. Application**

Eligible candidates for advertised posts should apply in the pro forma application, made available at the institute.

**E. Scrutiny**

- 1) Collection of application & preparation of its database.
- 2) Scrutiny of data and short listing of eligible candidates.

**F. Selection Committee**

The institute level committees are made of department wise eminent/ senior faculty members/Principal/Management.

Further process followed as per the appointment procedures of the teaching faculty.

## Chapter 4

### Discipline, Code of Conduct and Disciplinary Action Policy

This chapter highlights the policy statement and the code of conduct in and outside the college campus and the policies that SVP CET propagates and promotes so as to create an all-embracing work culture.

#### 4.1 Discipline

##### A. Attendance and Discipline

Every staff member of the college is required to register the fingerprint/face in the biometric system and must record attendance through this system. Registration for biometric is available with the computer centre. It is expected that employees will remain on the job until the end of the working hours unless excused by the HoD/Principal. An employee who knows he/she will be absent from work on a particular day should report such anticipated absence to the HoD. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

##### I. Dress code with I-card

A specific dress code is implemented in the institute, and all staff must adhere to the dress code policy of the institute. If any particular staff member does not adhere to the specific dress code, disciplinary action may be taken against him/her by HoD/ Principal. Initially, a verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her. Any relaxation to this effect will be informed by the Management.

##### II. Late Arrival

Staff members are expected to report on duty 5 Minutes before reporting time at 08.50 am on all working days. 15 Minutes delay from the reporting time is permissible for three times a month with intimation to the HoD (or his/her deputy). For recurring 3 late arrivals, one full day leave is considered. For recurring 2 late arrivals, half-day leave is considered. Repeated incidences of late arrival are recorded in the personal file and attract negative points in performance evaluation.

##### III. Leaving the Campus before Time

In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or on-duty leave. However, an employee can be permitted 3 early going in a month before 30 minutes of the official working hours for valid reasons approved by HoD/Principal.

##### IV. Filling the On-Duty Form

All staff members should fill up the printed/online on-duty form for the college/University work assigned by the Management/Principal. They must take HoD/appropriate authority's authentication approval and submit it to the HR office. In the case of HoD, the on-duty form should be submitted directly to the Principal for approval. The on-duty leave form must be accompanied by suitable proof. Such proof must be submitted to the college office within two working days. The late submission of proof is treated as leave for the applicable period.

In cases where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

## **B. Drug and Alcohol-Free Workplace Policy**

At SVP CET, no tolerance is observed regarding smoking, alcohol consumption and tobacco chewing on campus or in the hundred-meter vicinity of the campus. Further, the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs/alcohol/substance abuse by the staff is prohibited as per the institute's policy. All staff, as a condition of employment, must abide by the institute's policy on prohibited substances and inform the institute if he/she is possessing/using prohibited substances. Strict action will be initiated against the staff members found indulged in such activities. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, or in the campus premises, the employee is required to undergo a medical test, and subsequent determining factors lead to suspension or termination. An employee convicted for any of the above offences faces strong disciplinary action, including termination of employment.

## **C. Sexual Harassment**

Sexual harassment of employees or students at the institute is prohibited, and the offender is suspended/dismissed with or without enquiry depending on its gravity. Unwelcome sexual advances, requests for sexual favours, sexually coloured remarks, showing pornography and other verbal or physical conduct of sexual nature constitute sexual harassment.

## **D. 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.

## **E. Keys Deposition Policy**

College main office and entrance keys are deposited with the security guard. Department classroom, labs, staff room/office/cabin/cupboard keys are deposited in the department keyboard at HoD's office. No employee is allowed to take his/her allotted office/cupboard keys outside the college campus. This hierarchy is followed by everyone in the college. Staff members who are allocated the weekly duties are responsible for closing and locking the rooms.

## **F. Vehicle Parking Policy**

All staff are required to park preferably at the designated parking lots for proper management. Everyone must follow the pollution, helmet, seat belt and license norms on campus. Entry may be denied at the gate on finding the above violations.

## **G. Conflicts of Interest**

An employee of the Institute should avoid actual or apparent conflicts of interest between his/her institute's obligations/responsibilities and outside activities.

## **4.2 Code of Conduct**

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

- 1) Insubordination
- 2) Theft
- 3) Conviction of a felony involving moral turpitude
- 4) Bringing discredit to the Institute
- 5) Falsifying, grafting, or forging of any record, report, or information
- 6) Discourteous behaviour
- 7) Any other misconduct interfering with the performance of job tasks
- 8) Unauthorized absence from the assigned work area
- 9) Sleeping on duty
- 10) Negligence
- 11) Dereliction of duty
- 12) Interfering with the work performance of another employee
- 13) Favouritism
- 14) Wasting materials
- 15) Willful damage to equipment or property of the Institute
- 16) Entering an unauthorized work area
- 17) Continued failure to perform assigned duties
- 18) Failure to report the absence
- 19) Habitual absence or tardiness
- 20) Job abandonment.
- 21) Under the influence of alcohol, substance abuse on duty or on campus

### **A. 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 staff found using such classified information invites suitable disciplinary action against him/her depending on the severity of the matter.

### **B. Gratuities**

The institute staff 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 to secure favourable comment or consideration on any commercial commodity, process or



undertaking.

### **C. 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.

### **D. Disruptive Behaviour**

While honouring the freedom of expression and the right to peaceful dissent of an individual, the institute in the best interests has adopted a policy prohibiting disruptive behaviour on the part of any staff. 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.

### **E. Outside Employment**

Employment outside the institute is not permitted except in cases where such engagement does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The staff must discuss with the HoD/Principal before indulging in any outside engagement/consultancy and must ensure there is no conflict of interest. Use of institute property in such endeavours is prohibited. The staff of the institute are refrained from conducting tuition/coaching classes. Staff must seek written permission of the Management before taking up any kind of engagement, failing which disciplinary action may be initiated.

### **F. Malpractices**

No staff should indulge in or encourage any form of malpractice connected with examinations, academics, administration or any other activities of the institute.

### **G. Revelations**

Without prior sanction from the Management, no staff can talk to the media or publish any statement either by name or anonymously about issues related to institutional matters. Anyone indulging in such activities may be suspended or terminated as per the severity of the matter.

### **H. Safety**

Safety on the job, care of property and equipment is the responsibility of all staff. Every effort should be made by the staff to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the HoD and the HR office immediately. A qualified doctor is available on call for emergencies. Basic medicines are provided to all the staff and students free of charge and first aid is available at the institute.

## **4.3 Media, Copy Rights and Intellectual Property Policies**

### **A. Social Media Policy**

This policy provides guidelines for staff for the use of social media platforms like personal blogs, websites, or other interactive web media (Facebook, Twitter, Instagram, LinkedIn etc.). It is recommended that the staff keep institute related social media account, email IDs separate from the personal accounts and that all communication related to the institute to be done on the professional ID of the staff. All staff of the institute are to adhere to the social media guidelines. Failure to comply with the guidelines in this policy or online activity that otherwise cause harm to the institute may invite disciplinary action, including termination of employment, as permitted by law. Further, the institute will not defend any of the staff in any legal actions based on one's comments on any social media platforms under any circumstances.

#### **I. Personal Use of Social Media**

The computer systems at the institute are to be solely used for the institute's purposes only, and one needs to be careful not to let personal social media use interfere with one's job performance or the performance of others. Thus, the personal use of social media platforms or online content in institutes' devices or in one's own personal device is strictly discouraged during official working hours.

#### **II. Posting on Social Media**

The staff need to use their discretion while posting materials on social media platforms. No staff should post on social media contents that is inappropriate or harmful to the institute, staff, students and its stakeholders. It includes posting comments, content or images that are defamatory, pornographic, proprietary, harassing, and libellous or any that can create a hostile work environment. Further, one is not to publish, post or release any information that is considered confidential or private.

### **B. Internet Facility Policy**

The staff of SVP CET must use the internet facility only for office and academic purposes. No staff must be involved in sending unsolicited emails through the SVP CET internet facility or download materials from the internet without proper acknowledgement of the original source.

### **C. Copy Rights and Intellectual Property**

The staff is required to take appropriate permissions while using third party copyrights, copyrighted materials, trademarks, service marks or any other intellectual property.

## **4.4 Other Policies**

### **A. Security & Vigilance on Campus**

The campus is equipped with security guards. They manage the security on campus. Everyone on campus should positively assist the security personnel if he/she suspects anything odd on campus. The college has also installed cameras in prominent locations in the academic blocks and important outdoor locations to ensure security and vigilance.

## **B. Supervision of Examination Duties**

- All teaching staff except HoDs/Professors are allotted supervision duties for University and departmental examinations.
- Regular teaching faculties with ten or more years of teaching experience are usually appointed as an officer in charge (OIC) for a term of two academic years. All Regular/Management/Adhoc faculties have to supervise a minimum of three sessions and a maximum of seven sessions.
- All graduate employees are eligible to act as junior supervisors only.
- No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing the examiner's duty. Exam will be considered as on-duty for the record.

## **C. Overtime Policy**

No overtime charges are provided to any employee of the institute for any official duty of the institute. However, only the administration and supporting staff 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 HoD to facilitate the students' access to additional lectures, training, library, Internet centre, and workshop or admission procedures.

## **D. 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."

## **E. 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. The institute will ensure that no employee is denied of benefits or subjected to discrimination in any program or activity of the institute.

## **F. Employment of Relatives**

No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between an individual and any of his/her relatives 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. Re-employment Policy**

A staff who has left the institution for any reason is not considered for further employment in the future.

## **H. Disciplinary Action Policy**

All staff must set and maintain satisfactory standards of conduct and performance at work. They must be clear about the expected standards and about the consequences in case they are not met. Disciplinary measures are therefore an important part of an employer's overall responsibility. Although disciplinary action may involve sanctions against an employee, the primary purpose is to maintain and improve standards.

- 1) Normally no formal disciplinary action is taken without some informal counselling where the staff is made aware of any shortcomings in standards or in behaviour, and these shortcomings have been discussed between the staff and the HoD/Principal.
- 2) 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.
- 3) The HoD will outline the cause of concern, and the employee will be given an opportunity to state his/her case. HoDs 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.
- 4) If the conduct or performance of staff is not satisfactory, he/she is required to attend a formal disciplinary hearing held by the Principal/Director. If the staff's explanation is unsatisfactory, then a written warning/notice is issued by the Principal/Director. The appeal will normally be heard within fourteen days by the enquiry officer appointed by the Society/Director.

## **Chapter 5**

### **Probation Period Policy**

#### **5.1 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. All regular staffs serve the first two years of employment on probation. The completion of the probation period may effect a change of designation in cases applicable.

#### **5.2 Evaluation in Probation Period**

The probation period allows the employee's HoD to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of the probation period, the HoD, based on his/her evaluation, will intimate an employee about his performance/non-performance. When the Principal and Management agree with the assessment and is satisfied, 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.

#### **5.3 Continuance of Probation**

If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee could continue in a probation status rather than being terminated, the recommendation that the employee remains in a probationary status should be forwarded by the HoD to the Management. In all such instances, the employee must be counselled and notified in writing regarding the extension of the probationary period.

## Chapter 6

### Salary, Promotion, Allowance and Consultancy Policy

#### 6.1 Type and Fixation of Salary

In general, the type and fixation of initial salary are subject to statutory requirements like those of the government pay scales (Current is 6<sup>th</sup> pay rule), RTMNU norms and AICTE. Salary fixation for teaching and non-teaching staff depends upon the post, qualifications, experience, employee's service at the institute and at the discretion of the Management.

##### A. Consolidated Salary

Usually, Adhoc teaching and non-teaching staff are paid a consolidated salary at the time of joining till the regularization of salary on the basis of individual performance.

##### B. Regular Salary

Teaching and Non-teaching staff who have been made into regular salary roll are eligible for getting salary as per pay scale, eligibility, experience, RTMNU approval and Management's discretion. Salary is fixed as per AICTE notification, dated 5th March 2010, F. No. 37-3/Legal/2010 and Government of Maharashtra Higher and Technical Education Department Resolution No. SPC -2010/(34/10)/TE -2 , dated 20th August 2010.

#### 6.2 Salary Increments & Pay Roll

Every University approved regular employee is entitled to an annual increment in salary subject to the recommendations of the HoD and the recommendations based on the performance appraisal of the employee reviewed by the Principal/Management. Annual increments, in general, will be paid from the month of July of every calendar year.

##### A. Dearness Allowance

Every regular staff on roll of the institute is entitled to get the dearness allowance as per the DA norms existing in the institute. Any upward/downward revision or freezing of dearness allowance is at the discretion of the management.

##### B. 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. All employees are advised to open a savings bank account in a designated bank and intimate the account number to the Accounts Department in writing within seven days from the date of joining.

##### C. Debt Repayment and Monetary Responsibility

The institute is authorized to withhold paycheck or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, unpaid loans or other financial obligations to the institute or under the legal compliances and statutory obligations which are not met by the staff.

## **D. 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 staff welfare 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. It is mandatory that all staff must present their tax deduction scheme (investment declaration form) to the Accounts Department by the end of May and final proof for tax savings by the end of February of each calendar year in order to finalize tax deducted at source for the respective financial year. The Management has the right to deduct the taxes as per statutory norms in cases of delay or non-submission of the documents in time from the part of the employees.

## **6.3 Staff Benefits**

### **A. Contributory Provident Fund**

The Contributory Provident Fund scheme is made available to all employees from the time of their appointment in the institute. The salary deduction will be made from the staff's salary each month and will be deposited to the designated provident fund accounts along with the contribution of the organization as per provisions of the act. Employees must comply with the statutory requirements like nomination and can avail benefits as prescribed by law.

### **B. Gratuity**

All regular staff on completion of five continuous years in service shall be eligible for gratuity. The gratuity amount of the staff members shall be deposited in the institute's gratuity account every year. A staff is eligible for gratuity on superannuation, retirement, resignation after having been employed for five years and in case of death or disability.

### **C. Accidental Insurance**

All staff, teaching, non-teaching and contractual, are insured under the group personal accident insurance. The details of the policy are available at the accounts office.

### **D. Medical Insurance**

A contributory medical insurance policy is implemented for the non-teaching staff. The details of the policy are available at the accounts office.

### **E. Staff Welfare Fund**

The institute has constituted the staff welfare fund for helping needy staff members in medical and related emergencies. Each staff of the institute contributes a designated sum to the fund once a year. The proceeds of the funds are used for the medical and other related needs of the staff that are economically weak. The staff welfare fund committee disburses the funds as per request after due scrutiny.

## **F. Staff Performance Awards**

The teaching and non-teaching staff of the institute are awarded each year on the basis of their performance in the annual staff appraisal report. The best two faculties of intake of 120 batches in an engineering department and basic sciences and humanities are awarded for their performance in the preceding academic year. Similarly, one faculty of 60 intake branch is awarded for the performance. The non-teaching staff is also awarded as per their cadre, after the due assessment each year. Besides, the outstanding achievers of the year if any, would be awarded as per merit and the discretion of the Management.

## **G. Festival Bonus**

Christmas gift is given to consolidated salary holders whose gross salary is up to Rs. 15000 per month. It is given to the cleaning staff and attendants and maintenance staff as a festival bonus.

## **H. Travel Concessions**

Travel concession on commutation to college in the college bus is provided to the staff members whose gross salary is not above Rs. 20,000. Such staff members are given 70% concession on to and fro travel on a monthly basis by the institute. This policy is applicable to regular, ad-hoc and contractual non-teaching staff members.

## **6.4 Faculty Promotion Roadmap in the Institute**

A faculty is promoted to a higher cadre depending upon their seniority in the institute, work experience, capability, initiatives, dedication. For each post, AICTE/DTE/University eligibility criteria is applicable. The post of Assistant Professor/Associate Professor/Professor will be filled up in the department as per the prescribed cadre ratio. The filling of Adhoc/Management regular post will be done by an internal selection committee set up by the Management. If the position of the selection is based on UGC, the process will be as per the norms of the UGC/University. For all promotions, experience in academics and industry is given the same weightage.

## **6.5 Consultancy Assignments and Incentive Policy**

Faculty members are encouraged to accept consultancies, direct projects, register patents, R&D projects and technology transfers as a part of their academic duties. This would help society at large to benefit from the professional inputs by the academic community and contribute directly to societal development. The amount received is shared in the ratio of 50:50 between the teacher and the institution if such is provided during the college working hours and using the college resources. Such works done during non-working hours/ holidays and not using the college resources it is shared in the ratio of 80:20 between the teacher and the institution. The following is the detailed description of the remuneration policy for faculty consultancy in the institute.

### **A. Academic Consultancy**

Academic consultancy refers to faculty members of SVP CET offering courses in other institutes where SVP CET has MoU for teaching and practical engagements.

### **B. Research Consultancy**

Research consultancy means to specific core competency of a faculty member is offered to



the industry for solving the industry problems.

### C. Online Exams

This refers to the online exams conducted in the institute by any statutory bodies and the duty allocated to the faculty members and non-teaching staff in the conduction of the exam as proctor and administrative heads of the exam.

The following remuneration is fixed for the involvement of faculty/staff members on the categories mentioned above.

**Table 5: Remuneration**

Particulars of Remunerations	Percentage of Remuneration	Conditions
During college working hours, using college resources	50%	excluding the statutory tax component
During college holidays, using college resources	80%	excluding the statutory tax component
During non-working hours on college working day using college resources	80%	During non-working hours on college working day

The disbursement of such remuneration will be processed only through account transfer along with salary disbursement separately shown as 'salary others' with statutory income tax deductions.

## 6.6 Travelling Allowance/Daily Allowance Policy

### A. Conveyance

#### I. Local Conveyance

Staff members travelling within the city for official work are eligible for compensation as per the following table

**Table 6: Conveyance Rates**

Type	Rs/km	Eligibility
Two-Wheeler	3.50	All Staff
Four-Wheeler	9.00	HoD with at least two other members or Group of at least three staff members
Auto	At Actual	All Staff, if carrying heavy Material

#### II. Outstation Conveyance

At actual for all staff. If HoD with at least two other staff members or a minimum of three staff members are travelling, they may hire a taxi for such travel.

#### III. Journey

- 1) Non-Teaching staff: Sleeper class/Bus, subject to submission of tickets.

- 2) Associate Professor, Assistant professors, HoD: III AC/Luxury bus subject to production of tickets for proof.
- 3) Principal/Professor: II<sup>nd</sup> AC, or approved flight charges as per the discretion of the Management
- 4) Staff members must clear all travel allowance/daily allowance claims within three working days after completion of the tour. They must submit the visit report to HoD / Principal. The listed remuneration rates are applicable to all staff as per cadre for deputation, approved conferences and any other travel approved by the institute.

### **B. Daily Allowance (DA)**

DA is Rs. 500/day in metro cities like Mumbai, Bengaluru, Delhi, Kolkata, Chennai. For other cities, DA is Rs. 400/day.

Staff members shall be eligible for lodging expenses as per the table below

**Table 7: Lodging Rates**

Staff Category	Lodging Charges	
	Metro Cities	Other Cities
Non-teaching	Rs. 1000/-	Rs. 800/-
Assistant Professors	Rs. 1800/-	Rs. 1500/-
Associate Professors	Rs. 2000/-	Rs. 1800/-
Principal/ professors	Rs. 2500/-	Rs. 2000/-

## Chapter 7

### Performance Evaluation Policy

SVPCET considers it imperative to assess the performance of each employee against planned results so that it can recognize and take necessary steps to enhance the quality of its workforce. The performance evaluation management consists of performance planning, feedback, assessment, counselling recognition and capacity enhancement mechanisms. Performance objectives shall be based on the following set objectives at the beginning of each academic year.

#### 7.1 Self-assessment

It is the first step in the appraisal process. Each staff is asked to set individual objectives at the beginning of each academic year. The objective setting is done on defined parameters of professional development, industry connect, research, consultancy, curricular, extension activities, alumni and parent connect etc.

#### 7.2 Teaching-Learning Evaluation

Each staff of the institute is evaluated in a systematic manner each year. This evaluation is on the basis of the teaching plan, syllabus coverage, result analysis, innovation in teaching pedagogies and functional performance.

#### 7.3 Evaluation on Enrichment Activities

Enrichment activities refer to the professional development of the staff in the respective domain of expertise, enhancement of qualification and any other enrichment that enhances the professional development of the staff. It also refers to new initiatives taken by the faculty members in enriching one's career and improving the reputation of the institute.

#### 7.4 Parameters of Evaluation

Generally, teaching-learning activity has 50% weightage and 50% weightage for enrichment activities in the appraisal form. The HoD leads the performance appraisals, which are further reviewed by the Principal and the Management. The academic audit process of the appraisal is conducted by a senior faculty member of another department/institute, and the report of the same is submitted to the Principal and Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, the potential for future development, productivity, capability, integrity, goals and efficiency. It is to be noted that the whole process of performance appraisal is intended for a positive and developmental assessment of individuals and are not to be used as a tool of personal vendetta/favour under any circumstances.

#### 7.5 Training and Development Programs for Teaching /Technical / Supporting Staff

- 1) From time to time, the Management deutes staff for training both outside and within the organization on the recommendations of the HoD. Employees are also encouraged to go for training programs sponsored by the Indian Society for Technical Education (ISTE), RTMNU, DTE, UGC, AICTE etc.

- 2) The institute encourages its entire staff to undergo Quality Improvement Programs (QIP) and attend other training programs and relevant seminars as part of its FDP. Depending on the merit of the case and the budget allocated to the department/portfolio, complete/partial expenses of the candidate towards registration, boarding, lodging etc., are borne by the institute as per the institute's R&D policy.
- 3) At the beginning of the academic year, each department is briefed about the budget allocated to them to meet the expenses towards staff training and development.
- 4) For all paper presentations, the expenses for the same are decided as per institute's R&D policy.
- 5) A record of training is to be kept by all faculty in their personal files. The institute encourages and supports the training and development of all its staff members and is dedicated to promote a vibrant team of employees.

## Chapter 8

### Leaves and Vacations Policy

SVPCET provides different kinds of leaves to meet with the various eventualities of its staff. Availing of any leave should be with prior notice so that the work of the organization does not suffer. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the institute. It is to be noted that the general principle for granting leaves is to work in tandem with the RTMNU and AICTE guidelines. The Management maintains a permanent record of leaves granted and used by each employee. The institute functions on six days a week basis from Monday to Saturday.

#### 8.1 Classification of Leaves

##### A. Casual Leaves

- 1) All regular staff are entitled to 10 days of casual leave (CL), or part thereof, in a calendar year, depending on the date of joining. CL is to be used at the discretion of the staff, subject to prior approval of the HoD. Unused CL does not get carried over to the subsequent calendar year under any circumstances. CL entitled to staff for the year can be availed proportionately in the same calendar year.
- 2) Not more than 2 CLs can be availed in continuation. The holidays or weekend days that are sandwiched in the CL duration are not counted as CL. It can be taken for half day also.
- 3) CL must not be pre-fixed or suffixed to vacation or any other type of leave, except for on-duty leave.
- 4) It is necessary to get a prior sanction of CL by reporting to the authority.
- 5) In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned HoD and further submitted to the HR office. CL of HoD is sanctioned by the Principal/Director. The application of CL, if not submitted before due to unavoidable emergencies, it is to be submitted within four days from the date of availing the CL.
- 6) It is to be noted that all staff members availing leave shall make alternative arrangements for their academic and assigned duties on the day of leave. The consent of the staff member who agrees to take up duties is to be obtained in writing on the leave application.

##### Appendix V - Casual Leave Form

##### B. Half Pay Leave

- 1) All employees are entitled to 20 half pay leaves (10 days of full pay), or part thereof, in a calendar year depending on the date of joining. A written request will be required for availing half pay leave (HPL).
- 2) Unused HPL will be carried forward into the subsequent year[s].

### **C. On Duty Leave**

On duty leave (OD) is granted to staff when the University/Principal/HoD/or any other competent authority assigns a duty that has to be carried out for the institute and University. The form must have suitable proof with the approval of the HoD/Principal and to be submitted to the HR office at least one day before the day of leave. In the case of the HoD, the same shall be approved by the Principal/Director. For RTMNU Examination valuation, a maximum of 20 half days/year per person can be availed.

### **D. Maternity Leave**

Maternity leave (ML) may be granted to a female University approved faculty and regular non-teaching staff as per the existing norms of the Government of Maharashtra. In case of extension of ML, the lady staff may avail the existing HPL in her favour.

### **E. Compensatory Off**

Only the administrative and supporting staff, who work on holidays, will be entitled to compensatory off (CO) for an equal number of days that they have worked. For faculty and department staff, if they are detained during their vacation period, CO will be provided in the ratio of 1: 2.5 (as per existing University norms). CO cannot be attached to CL and should not be availed when the academic session is in progress. Further, it cannot be carried over to the following calendar year.

### **F. Earned Leave**

As per the RTMNU norms, the non-teaching staff is entitled to 30 days of 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. Staff should avail such EL during the non-active period of the semester.

### **G. Leave without Pay**

Leave without pay (LWP) 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.

## **8.2 Sanction of Leaves**

HoD must sanction the leave application form of a staff before forwarding the same to the HR office. All leaves except medical emergencies must be notified to the HR office at least one working day in advance, or else they will be treated as LWP. The approving authority of all types of leaves for the teaching and non-teaching staff shall be the HR head. The Principal/Vice-Principal shall get their leave sanctioned by the Director.

## **8.3 Absences**

### **A. Scheduled Absences**

Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved

by the HoD and Principal/Director.

## **B. Unscheduled Absences**

Unplanned absences can be very detrimental to workplace efficiency. In case of sudden illness or other unexpected circumstances, a staff should notify or arrange to notify his/her superior immediately. If this is not possible, a family member is expected to alert the HoD as soon as possible to explain the situation and indicate the expected date and time of return.

## **8.4 Vacation and Holidays**

All regular teaching faculties in the institute are entitled for vacation as per institute and RTMNU norms. However, the probationary and adhoc staff may be given vacation as per the existing norms of the institute. The non-teaching, administrative and supporting staff are not eligible for vacations. The following are the norms of vacation in the institute.

- 1) Prefixed/sandwiched/suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/holidays.
- 2) Vacation/holidays may be taken in one/two slots. Only on the recommendations of the Principal/Director shall exceptions be allowed.
- 3) Vacation/holidays can be recommended by the HoD only and sanctioned by the Principal if all the departmental work, University work and other duties are completed. The concerned employee should hand over all the records and documents to the HoD before proceeding on vacation/holidays. HoD shall ensure that the regular functioning of the department is not hampered while approving the holiday/vacation.
- 4) The college authorities reserve the right to cancel the vacation for any important college-related work and the staff is not entitled for any compensation for these days. In case the work requires the involvement of a faculty for more than 1/3rd number of vacation days in one academic year, then the same will be treated as detention during vacation. For every 2.5 days of detention, one EL will be credited to the account of the faculty. As far as possible, faculty should avail such EL during non-active periods of the semester.
- 5) Vacation days cannot be clubbed with any other type of leave. All staff members must be present in the college on days adjacent to the vacation slot.
- 6) It is binding on staff to perform University examination duties that may fall in the vacation period. There will be no compensation by the college of any kind for such work. It is the responsibility of staff to keep in touch with the Examination in charge. Any change of duties for supervision will be allowed only in genuine cases with prior written approval by the Principal.
- 7) Vacation slots, duration and the starting date of the semester are defined, decided and circulated to all staff through HoDs from the Principal's/ Director's office. Vacations /holidays, however, cannot be carried forward under any circumstances.

Any exceptions/relaxations of the above vacation policies can be carried out at the discretion of the Management.

## Chapter 9

### Resignation, Suspension and Termination

#### 9.1 Resignation

- 1) Staff who wishes to resign should inform HoD and tender resignation in writing to the Principal through the HoD. He/she should clearly state the date from which he/she wishes the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if the staff who intends to resign gives the reasons for doing so. The HOD forwards the resignation letter to the Principal/Director. Once the resignation is approved, the HR office initiates the process of relieving as per the norms.
- 2) The institute will conduct two exit interviews of the resigning staff, one by the HoD and the other by the Principal/Director.
- 3) The staff doubtful of the effective date of resignation and contractual notice period may contact the HR office for advice before tendering his/her resignation.
- 4) The staff Adhoc/probation/regular leaving without serving the respective notice period will have to deposit the salary in lieu as per the appointment norms. The staff interested in resigning cannot utilize any leaves except OD and CO.
- 5) Employees who resign during the academic semester are relieved after academic sessions keeping in mind the interest of the students, or they may be relieved only in exceptional cases. The Management reserves the right not to accept the resignation during the academic session.

#### Appendix VI - Exit Interview Format

#### 9.2 Handing Over and Exit Clearance

Before being relieved, the staff should hand over charge to the appropriate person on consulting the HoD and inform the Principal. With the approval of HoD, the resigning staff must fill the prescribed 'handing over form' available at the HR office. A copy of the approved form must be submitted to the HR office for relieving. Department is responsible for initiating the necessary action to ensure that all institute property and equipment are returned safely. Further, the clearance is to be taken in the prescribed 'exit clearance form' and obtain 'relieving certificate' from the HR office before the last working day. The resigning staff is required to sign the 'no claim certificate' starting the mutual settlement of financials on the relieving day.

#### 9.3 Suspension

- 1) On the receipt of a serious complaint received in writing against an employee, the Principal, after having investigated the matter, may suspend a staff for any act of alleged misconduct, pending the departmental enquiry.
- 2) Leaves will not be granted to staff under suspension.
- 3) During the suspension period, the staff shall not leave the headquarters except with the written permission of the Principal/Director.



- 4) A suspended employee is entitled to get the subsistence allowance of 50% of the salary as per the RTMNU norms.

## **9.4 Termination**

### **A. Termination of Services**

The immediate superior of the staff may effect dismissal or suspension when the Principal/Management determines that the staff's performance of duty or personal conduct is unsatisfactory. However, under certain circumstances, the staff shall be informed in writing the reasons for the action taken and grant an opportunity to respond (within five days) to the Principal/Director before the action is taken. Advance notice is not required when termination is the result of incidents that themselves are so serious which amounts to grave violation of the institute policy. Terminated employees are entitled to all salaries and wages earned till the date of termination.

### **B. Termination on Disciplinary Grounds**

During the ongoing employment period, the Management retains the right to terminate the services of an employee on the grounds of violation of discipline as detailed in this manual.

### **C. Termination on the Grounds of Judicial Conviction/Observation**

Notwithstanding anything contained in these rules, the Management may terminate a staff who has been convicted on a criminal charge or on the strength of facts, conclusions or comments arrived at by a judicial trial.

### **D. Termination for Prolonged Absence**

When a staff member is absent from work for a period of fifteen days or more without submitting any application for leave or for its extension or beyond the period of leave sanctioned originally/subsequently or when there is satisfactory evidence that he/she has taken up employment elsewhere or when the Management is reasonably satisfied that he/she has no intention of joining duties, the Management may at any time thereafter issue a show-cause notice stating, inter alia, the grounds for coming to the conclusion that the staff member has no intention of joining duties and furnishing available evidence. Unless the staff responds with explanations satisfactory to the Management within the period stated in the notice, the staff member shall be deemed to have been terminated from the service of SVP CET.

### **E. Termination on the Grounds of Non-Performance**

The Management reserves the right to terminate the services of staff for the following reasons other than matters of discipline

- 1) If a staff employed on the basis of particular expertise or skill or qualification ceases to possess such expertise or skill or qualification
- 2) If staff becomes underqualified consequent to changes in the policies and the guidelines issued by the Government or the competent authorities from time to time.
- 3) If staff, for three consecutive years in the annual appraisal of his performance, has received ratings "unsatisfactory" and despite the appraisal reports of the first two years having been

communicated to him there has been no improvement or insufficient improvement in his/her performance.

## Chapter 10

### Grievance and Appeals Procedure

#### 10.1 General Grievance

A Grievance is any complaint by staff concerning any aspect of employment. The institute recognizes the right of staff 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 staff. In addition, grievances may be filed alleging discrimination on the basis of race, colour, religion, sex, sexual orientation, age, disability, and status. Every staff shall present his/her grievance for redressal only through the proper channel.

#### 10.2 Grievances Redressal Cell

It is formed in order to keep the healthy working atmosphere among the staff, students and parents. This cell helps to record their complaints and solve their problems related to academics, resources and personal grievances. This cell upholds the dignity of the college by ensuring strife free atmosphere in the college by promoting cordial relationships among all the stakeholders. The following are the mandatory grievance redressal committees at the institute.

- 1) Anti-Ragging Committee: Ragging complaints will be handled as per Government guidelines.
- 2) Anti-Woman harassment Committee: Woman harassment complaints will be handled as per Government guidelines by respective sections.
- 3) Students Grievance Cell: The grievance of the students are addressed through the student's affairs and development cell constituted at the institute level.

#### 10.3 Objectives of Grievances Redressal Cell

- 1) To encourage the staff/students to express their grievances/problems freely and frankly, without any fear of being victimized.
- 2) To advise student leaders to refrain from inciting students against other students, teachers, college administration or Government.
- 3) To advise faculties to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- 4) To advise faculties to consider the feedback received by the Grievance Redressal Cell about their punctuality, behaviour, classroom teaching and other teaching methods used by them.
- 5) To advise students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

#### 10.4 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 may require special attention. The

procedures outlined apply to all staff of the institute.

- 1) 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.
- 2) Second Level – The second level includes the HoD. If, however, the problem pertains with the HoD he/she may proceed directly to the third level.
- 3) Third Level – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his/her grievance to the Principal.
- 4) Fourth Level - If the grievance cannot be resolved at the third level, the employee presents his/her grievance to the Director.

The recommendation of the members of the grievance redressal committee is forwarded to the Director for final decision. If the matter is not resolved to the satisfaction of the staff, he/she may file an application for review, in writing, to Director through the HR within twenty days following the decision of the Principal. This appeal states the decision regarding the complaint and the redress desired. The decision of the Director on the appeal shall be final and binding on the employee.

**Table 10: General Grievance Cell Composition**

<b>S. No.</b>	<b>Committee</b>	<b>Designation</b>
1	Chairman	Chairman
2	Core Members	Core Members
3	General Grievances Committee	Member as per AICTE guidelines
4	Anti-ragging committee	Member as per AICTE guidelines
5	Woman anti-harassment committee	A woman faculty from each department
6	Member Secretary	Sr. faculty member

### **10.5 Facility**

Suggestion cum complaint boxes have been installed at different places in the college campus and in hostels. The students and staff may write their grievances and suggestions for improving the academics and administration of the college. Written and acknowledged complaints are encouraged; however, one may choose to remain anonymous

### **10.6 Co-operation in Internal Investigation**

All staff of the institute must cooperate to the fullest possible manner in any internal investigation conducted by his/her department or his/her immediate superior or such other persons who have been given investigative authority by the Principal/Director. Failure to cooperate fully with the internal investigation may constitute grounds for the adverse action.

## Chapter 11

### Research & Development Policy

#### 11.1 Objectives

- 1) To promote research (Industry & Institution Sponsored) culture in the institution.
- 2) To develop research capability of students and faculty members by improving participation in quality STTP /FDP/Skill development Program/Industrial Training/ Conference.
- 3) These guidelines will be implemented from Academic session 2021-22 w.e.f. 1st July 2021 to 30th June 2022.

#### 11.2 Sanctioning of External Funding Proposal

Departments with intake 120 should submit a minimum of four, and departments with intake 60 and Basic Sciences & Humanities department should submit a minimum of 2 core research proposals every year under various schemes of funding agencies (Like AICTE, UGC, SERB, MHRD). In addition to this, every department should submit a minimum of 1 proposal for organizing STTP/FDP / Conference / Skill Development under various schemes of funding agencies. The coordinator/ Principal investigator (Applicants of the proposal) is entitled to an incentive of 5% on the sanctioned amount of grant. Apart from this, HoD and R&D coordinators are entitled to an incentive of 1% each on sanctioned amount. Incentives will be shared equally in case of more than one coordinator/PI from SVP CET, Nagpur.

#### 11.3 Patents and Copyrights

##### A. Patent Application

All the patent applications have to be processed through the R & D cell. The address for correspondence of the applicant should be “St. Vincent Pallotti College of Engineering & Technology, Nagpur” (Don’t use short forms). The Institute will provide 100% of the patent filing amount, 50% of the early publication fee & 50% of the patent examination fee as financial assistance to the applicant (s).

##### Incentives:

- 1) Rs. 10000/- award/grant of the patent to the faculty member.
- 2) The incentive will be shared equally in case of multiple applicants as faculty members from SVP CET
- 3) A faculty member will be eligible to get financial assistance for one patent per year.

##### B. Copyright Application

All the copyright applications have to be processed through the R & D cell. The address for correspondence of the applicant should be “St. Vincent Pallotti College of Engineering & Technology, Nagpur” (Don’t use short forms). The Institute will provide 100% of the copyright filing amount as financial assistance to the applicant (s).

**Incentives:**

- 1) Rs. 3000/- award/grant of the copyright to the faculty member.
- 2) The incentives will be shared equally in case of multiple applicants as faculty members from SVP CET
- 3) A faculty member will be eligible to get financial assistance for only one copyright per year.

**11.4 Book Publication**

Following incentives will be granted to the author(s) of the institute with institute affiliation on the book. ISBN number is compulsory in the book publication. A copy of the said book is to be attached along with the application.

**Incentive:**

- 1) Rs. 10000/- for a book published in the publication house of International repute approved by R&D cell.
- 2) Rs. 5000/- for a book published in publication house of National repute approved by R&D cell
- 3) Rs 1000/- per chapter Maximum Rs. 5,000/- for publication of book chapter in publication house of International repute approved by R&D cell. Rs 1000/- per chapter. Maximum Rs. 3,000/- for publication of book chapter in publication house of National repute approved by R&D cell
- 4) The incentive will be shared equally in case of multiple authors as faculty members from SVP CET

**11.5 Research Paper Publication**

Departments with intake 120 should publish a minimum of 20 and departments with intake 60 and Basic Sciences & Humanities department should publish a minimum of 10 research papers every year in reputed conferences/Journals as follows.

**A. List of Reputed Conferences / Journals Approved by R &D Cell.**

- 1) Papers published in International Journals indexed by SCI, ESCI, SCIE, Scopus or UGC.
- 2) Conferences organized by top 100 NIRF ranked Engineering Institutes of that year.
- 3) Conferences organized by National Research centres
- 4) Conferences organized by Industry of high repute within the country.
- 5) Conferences organized ( Proceeding Published ) by reputed International Professional Bodies such as IEEE, IET, SPRINGER, ELSEVIER, ASME, ACM, ASCE, ISC.

Following incentives will be granted to the author(s) of the institute with the institute name “St. Vincent Pallotti College of Engineering & Technology, Nagpur” (Don’t use short forms) on the paper.

**B. Incentives for International Journals**

- 1) Rs.10,000/- for paper publication in the latest web of science journals (SCI, SCIE, & ESCI indexed journal).
- 2) Rs.5000/- for paper publication in the latest SCOPUS indexed journal.

- 3) Rs.3000/- for paper publication in the latest UGC indexed journal.
- 4) Incentives will be shared equally in the case of multiple authors as faculty members from SVP CET.

### **11.6 Reimbursement for Attending Conference in India**

The institute will provide duty leaves to faculty members for presenting papers in conferences maximum up to 6 Conference days + required travelling days per year. A faculty member will be eligible to get a maximum of Rs.10000 for attending conferences per year. The assistance will be granted as per the following cases.

#### **For attending the reputed conferences mentioned in section 11.5** A Full registration fees

- TA and daily allowance as per the institute's travelling allowance policy.
- DL (number of conference days + required travelling days).

#### **For presenting a research paper in e-Conferences mentioned in section 11.5**

- Full registration fees

#### **If the organizing institute doesn't fall in the above category.**

- Duty leaves (number of conference days + required travelling days) if recommended by HoD and R&D cell.

A hard copy of all research papers (Category Not falling in above Categories 11.6) along with details should be submitted to R & D Cell for the record. DL (number of conference days + required travelling days) will be given for chairing the session or delivering a keynote address in reputed conferences. Students participating in the conferences mentioned in 11.6 will get 100% TA (Second class railway fare). Students earning the first 3 ranks in the paper/poster presentation competition will get a 100% registration fee.

### **11.7 Foreign Conferences and Reimbursement**

The Institute will provide financial assistance to its University Regular Faculty members to present research papers or chairing the session, or delivering a keynote address at conferences organized by reputed international professional bodies mentioned: IEEE, IET, SPRINGER, ELSEVIER, ASME, ACM, ASCE, ISC in foreign countries once in 2 years. Financial assistance will be given to the single author of the paper. Preference will be given as per the sequence of authors in the paper. Such faculty must apply for a travel grant to AICTE/ other bodies under the travel grant scheme.

The faculties shall be eligible for the reimbursement of the maximum amount of Rs. 20,000/- for conferences organized in Asian Countries and Rs.40000/- for conferences organized in Non-Asian Countries or 50 % of expenses (Registration Fees + Economy air ticket to & fro) whichever is less on successful submission of the certificate, registration fee receipt and air ticket details.

### **11.8 Attending Workshop/STTP/FDP**

The Institute will provide duty leaves to faculty members for attending Workshop / STTP/ FDP maximum up to 8 Workshop / FDP / STTP days +required travelling days per year. A faculty member will be eligible to get financial assistance of maximum Rs.10000 for attending FDP / STTP per year.

### **A. List of reputed STTP/FDP/Workshop approved by R&D Cell**

- Workshop / STTP/ FDP organized by top 100 NIRF ranked Engineering institutes of that year.
- Workshop / STTP/ FDP organized by National Research centers
- Workshop / STTP/ FDP organized by Industry of high repute within the country.

The assistance will be granted as per the following cases.

### **B. For attending STTP/FDP/Workshop mentioned above**

- Full registration fees
- TA and daily allowance as per the institute's travelling allowance policy.
- Duty leaves (number of STTP/FDP days + required travelling days).

### **C. For attending online STTP/FDP /workshop**

- Full registration fees

If the organizing institute doesn't fall in the above category. Duty leaves (number of STTP days + required travelling days) if recommended by HoD and R&D cell. A hard copy of the brochure, certificate, report (Category Not falling in above Categories 11.8 B&C) along with details should be submitted to R & D Cell for the record.

## **11.9 Approved Research Centre**

- 1) PhD scholars must publish one research paper in SCI, SCIE or ESCI Indexed Journal and one reputed Conference (As mentioned in 11.5). It is mandatory to include the PhD supervisor as the second author in the paper. In case of PhD supervisor is from an outside institute, it is mandatory to include a co-guide from the institute as the third author in the paper.
- 2) PhD supervisor (In-house faculty member) will get an incentive of Rs. 5000/- for the registration of every PhD scholar and Rs. 5000/- after award of PhD.

## **11.10 Plagiarism Checking**

- 1) It is mandatory to check plagiarism for every paper publication /UG thesis/Mini Project report/ PG Thesis /PhD thesis.
- 2) Plagiarism content other than references should not be more than 10%.

## **11.11 Standard Operating Procedure**

### **A. Procedure Before Attending Conference/ STTP/ FDP / Filing Patent/Copyright**

- 1) Applicants have to submit the application addressed to the Principal/Vice-Principal through HoD a minimum of one week before the date of event. The authors of the paper or applicants of STTP workshop/patent/copyright have to submit details like brochure of STTP, conference/STTP application form. A hard copy of the paper along with details of publication such as ISSN No, indexing details, DOI etc., patent/copyright abstract to be attached along with the application in the format given by R&D Cell.
- 2) The Principal/Vice-Principal will forward it to R & D Cell for validation of credentials.



- 3) R & D cell check application as per R&D policy and forward it to the HR with their remarks.
- 4) HR will validate the application in concern with R&D policy & will get a final decision from Director.
- 5) HR will prepare an office note and forward it to the concerned HoD and applicant.
- 6) The Management reserves the right to take a decision over and above the R&D policy in special cases, in the interest of the institute.

**B. Procedure for Reimbursement after Attending Conference/ STTP**

- 1) After getting approval for attending conference/STTP/filing copyright/patent, the applicant will pay full registration fee of STTP / Conference, patent/copyright filing fee and will collect payment receipt.
- 2) The applicant will submit application & payment receipts for reimbursement/ incentives to the R&D Cell. The cell will forward all applications received in the semester to the HR Department at the end of every semester.
- 3) HR will forward all applications to the account section for reimbursement.

## Chapter 12

### Purchase Procedure Policy

The purchase policy is implemented in the institute in order that all the staff members follow the defined purchase procedure as below:

- 1) Requisition for the required item/consumables/material should be raised by the staff/lab in charge and submitted to the HoD for scrutiny and approval from the Principal/Director.
- 2) HoD will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by the Director/Principal.
- 3) The approved indent will be sent to the finance office through HoD and the Principal for calling quotations from various vendors.
- 4) The department/ indenter will select the best three quotations with the help of the Finance office and will prepare a comparison statement and forward the same to the HoD and Principal. The concerned vendors are called for negotiations, and the purchase indent is issued with the inputs of the committee consisting of principal, HoD, lab in charge and financial administrator with the approval of the Director. After the approval, the Purchase order will be sent to the vendor, and a copy of the same is kept in the concerned department.
- 5) Once the material is received at stores, it will be checked with the tax invoice and issue the material to the concerned person by generating a barcode for the equipment. The same is fixed on the equipment while handing over to the concerned department.
- 6) The department will check the material, certify, and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier. The same will be entered in the Stock Register maintained in the department.
- 7) The invoice from the supplier will be submitted to the Finance office for payment along with the installation report. Without passing remarks by Stores and the respective Department, Finance office will not process for payment, and the payment to supplier will be delayed.
- 8) In case of urgent requirement of consumables/small items, the same may be procured by filling the requirement form with the approval of the Financial Administrator and HoD and submit to the stores for procurement.
- 9) While passing invoice, the following documents in original are compulsory:
  - a. Purchase Order
  - b. Tax Invoice
  - c. Delivery Challan
  - d. Goods received note (GRN)
  - e. Installation report duly signed.

## Chapter 13

### Remuneration Policy for External Experts

#### 13.1 Offline Meetings

- |   |                         |   |
|---|-------------------------|---|
| 1 | <b>Expert Level I</b>   | professor/ distinguished industry expert at the level of director |
|   | <b>Remuneration</b>     | 1500.00 per hour  |
| 2 | <b>Expert Level II</b>  | associate professor/ industry expert with 15 years above exp      |
|   | <b>Remuneration</b>     | 1000.00 per hour  |
| 3 | <b>Expert Level III</b> | Assistant professor/industry personal with less than 15 years exp |
|   | <b>Remuneration</b>     | 750.00 per hour   |

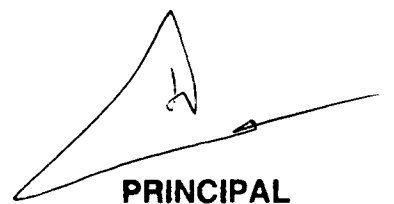
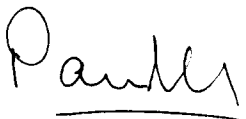
Conveyance of Rs. 9.00 per km for four-wheelers, or up to Rs. 500.00 Whichever is less for all the levels mentioned above. For outstation n experts, III-tier ac or its equivalent is applicable.

#### 13.2 Online Meetings

- |   |                         |   |
|---|-------------------------|---|
| 1 | <b>Expert Level I</b>   | professor/ distinguished industry expert at the level of director |
|   | <b>Remuneration</b>     | 1000.00 per hour  |
| 2 | <b>Expert Level II</b>  | associate professor/ industry expert with 15 years above exp      |
|   | <b>Remuneration</b>     | 750.00 per hour   |
| 3 | <b>Expert Level III</b> | Assistant professor/industry personal with less than 15 years exp |
|   | <b>Remuneration</b>     | 500.00 per hour   |

**NB: Gross amount payable shall not exceed Rs. 3000.00.**

**Screenshots of online resource engagement to be attached as proof for payment**



**PRINCIPAL**  
**ST. VINCENT PALLOTTI**  
**COLLEGE OF ENGINEERING,**  
**& TECHNOLOGY, NAGPUR.**