



St. Vincent Pallotti College of Engineering & Technology

A Christian Minority Autonomous Institution affiliated to RTM Nagpur University

Managed by **The Nagpur Pallottine Society, Nagpur**

Gavsi Manapur, Wardha Road, Nagpur – 441108



Tech Pallottine Staff Manual

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St. Vincent Pallotti College of Engineering & Technology

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.

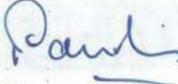
This staff Manual is an effort to develop consistent policies and procedures. Hopefully, this Guide will prove to be a useful tool to HoDs and will help to establish uniform policies and procedures for our personnel.

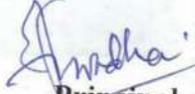
The Management is committed to help in the interpretation of any policy. All employees are expected to read the Policy Manual during each term in order to know the policy updates made from time to time. Any update is made as and when required with the permission of the GB of the Society and the Management 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

*As applicable to minority institutions


HR Head


Director


Principal

INDEX

Foreword	Error! Bookmark not defined.
Abbreviations.....	ix
Chapter 1	1
General Information about the Society & Institute.....	1
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	4
1.6 College Development Committee	5
A. Constitution of CDC	5
B. Duties and Responsibilities	6
1.7 Internal Quality Assurance Cell	7
A. Objectives.....	7
B. Functions	7
1.8 Management Committee	7
1.9 Academic Council.....	8
A. Composition of the Academic Council	8
Chapter 2	10
Classification of Employees & Responsibilities.....	10
2.1 Hierarchy of Reporting.....	10
2.2 Classification of Employees	10
A. Teaching Faculty	11
B. Non-Teaching Staff(Admin & Support Staff).....	12
2.3 Staff Pattern/Position.....	13
A. Teaching (Subject wise & Cadre Wise Full-Time Faculty).....	13
2.4 Duties and Responsibilities of Employees.....	14
A. Principal	14
B. Dean Academics	15
C. Controller Of Examination.....	17
D. Head of Department.....	18

E. Students Affairs Development Cell	19
F. Training and Placement/ Career Development Cell (CDC).....	19
G. Administration Cell.....	19
H. Research & Development Cell	20
I. Industry Connect.....	20
J. Staff Welfare cell.....	20
K. Teacher (Professor, Associate Professor & Assistant Professor).....	21
L. Librarian	22
M. Non-Teaching Technical Staff	22
N. Administrative Staff.....	23
O. Office /Lab Attendant	23
1) All support work related to office / department.....	23
2) Maintenance and upkeep of the floor ,department ,class rooms,labs keeping	23
records of maintenance.....	23
3) Locking of all windows and doors of departments/floors.....	23
4) Being vigilant and keeping check on the activities of the floor reporting to	23
maintenance incharges for any loss or breakage.....	23
5) Keeping the labs,classrooms ready for the conduction of classes and practicals.....	23
Chapter 3	24
HR Practices: Recruitment and Appointment	24
Staff Recruitment Policy	24
3.1 Recruitment Procedure: Teaching Staff.....	25
A. Manpower Planning.....	25
B. Succession Plan	25
C. Approval of Faculty by the University	25
D. Filling in of Temporary Vacancy	25
E. Job Announcement	26
F. Advertising	26
G. Selection Committee(UGC).....	26
H. Guidelines for Screening/Shortlisting of candidates for appointment.....	26
A. Criteria as per Institute Norms.....	28
I. Interview Call Letter.....	28
J. Interview Guidelines.....	29
K. Interview Conduction	29
L. Evaluation Criteria.....	29

M. Job Offer.....	29
N. Appointment Process	29
O. Induction and Orientation	29
P. Internal selection policy for HoDs and institute level portfolio in-charges	30
3.2 Recruitment Procedure: Non-Teaching Staff	31
A. Requirement Finalization	31
B. Succession Plan	31
C. Advertisement.....	31
D. Application	31
E. Scrutiny	31
Chapter 4	32
Discipline, Code of Conduct and Disciplinary Action Policy.....	32
4.1 Discipline.....	32
A. Attendance and Discipline.....	32
B. Drug and Alcohol-Free Workplace Policy	33
C. Sexual Harassment.....	33
D. Soliciting/ Canvassing.....	33
E. Keys Deposition Policy	33
F. Vehicle Parking Policy	33
G. Conflicts of Interest.....	33
4.2 Code of Conduct	34
A. Confidential Information	34
B. Gratuities	34
C. Political Activities.....	35
D. Disruptive Behaviour.....	35
E. Outside Employment	35
F. Malpractices	35
G. Revelations	35
H. Safety	35
4.3 Media, Copy Rights and Intellectual Property Policies	36
A. Social Media Policy	36
B. Internet Facility Policy.....	36
C. Copy Rights and Intellectual Property	36
4.4 Other Policies	36
A. Security & Vigilance on Campus	36

B. Supervision of Examination Duties	37
C. Overtime Policy	37
D. Policy for Physically Challenged People.....	37
E. Equal Employment Opportunity.....	37
F. Employment of Relatives	37
G. Re-employment Policy.....	38
H. Disciplinary Action Policy	38
Chapter 5	39
Probation Period Policy.....	39
5.1 Probation.....	39
5.2 Evaluation in Probation Period	39
5.3 Continuance of Probation.....	39
Chapter 6	40
Salary, Promotion, Allowance and Consultancy Policy	40
6.1 Type and Fixation of Salary	40
A. Consolidated Salary	40
B. Regular Salary	40
6.2 Salary Increments & Pay Roll.....	40
A. Dearness Allowance.....	40
B. Payroll Schedules	40
C. Debt Repayment and Monetary Responsibility.....	40
D. Payroll Deductions.....	40
6.3 Staff Benefits	41
A. Contributory Provident Fund.....	41
B. Gratuity	41
C. Accidental Insurance.....	41
D. Medical Insurance.....	41
E. Staff Welfare Fund.....	41
F. Staff Performance Awards	41
G. Policy Guidelines for Faculty Involvement in External Engagements as	42
Resource Persons in Workshops, Conferences, FDPs, STTPs, etc.)	42
H. Study leave policy for pursuing part time PhD from IITs, NITs, IITs and	43
selected institute of eminence.....	43
I. i) Upgradation of qualification while in service (applicable to the non teaching staff)	44
ii) Policy for non-teaching staff acquiring additional qualification while in service.....	44

J. Policy for academic Scholarship to the wards of Staff.....	45
K. Festival Gifts	45
L. Travel	
Concessions.....	45
M. Birth day Gift	45
N. Employee Retirement Appreciation	46
O Annual staff gathering.....	46
P Staff Picnic.....	46
Q Staff family gathering.....	46
6.4 Faculty Promotion Roadmap in the Institute	46
6.5 Consultancy Assignments and Incentive Policy	46
A. Academic Consultancy.....	46
B. Research Consultancy	47
C. Online Exams	47
6.6 Travelling Allowance/Daily Allowance Policy	47
A. Conveyance	47
B. Daily Allowance (DA)	48
Chapter 7	49
Performance Evaluation Policy	49
7.1 Self-assessment.....	49
7.2 Teaching-Learning Evaluation.....	49
7.3 Evaluation on Enrichment Activities	49
7.4 Parameters of Evaluation	49
7.5 Training and Development Programs for Teaching /Technical / Supporting Staff	49
Chapter 8	51
Leaves and Vacations Policy.....	51
8.1 Classification of Leaves	51
A. Casual Leaves.....	51
B. Half Pay Leave	51
C. On Duty Leave.....	52
D. Maternity Leave.....	52
E. Compensatory Off.....	52
F. Earned Leave	52
G. Leave without Pay	52
8.2 Sanction of Leaves	52

8.3 Absences.....	53
A. Scheduled Absences.....	53
B. Unscheduled Absences.....	53
8.4 Vacation and Holidays.....	53
Chapter 9.....	55
Resignation, Suspension and Termination.....	55
9.1 Resignation.....	55
9.2 Handing Over and Exit Clearance.....	55
9.3 Suspension.....	55
9.4 Termination.....	56
A. Termination of Services.....	56
B. Termination on Disciplinary Grounds.....	56
C. Termination on the Grounds of Judicial Conviction/Observation.....	56
D. Termination for Prolonged Absence.....	56
E. Termination on the Grounds of Non-Performance.....	56
Chapter 10.....	57
Grievance and Appeals Procedure.....	57
10.1 General Grievance.....	57
10.2 Grievances Redressal Cell.....	57
10.3 Objectives of Grievances Redressal Cell.....	57
10.4 Procedure of Working.....	57
10.5 Facility.....	58
10.6 Co-operation in Internal Investigation.....	58
Chapter 11.....	59
Research & Development Policy.....	59
Chapter 12.....	69
Purchase Procedure Policy.....	70
Chapter 13.....	71
Remuneration Policy for External Experts.....	71
13.1 Offline Meetings.....	71
13.2 Online Meetings.....	71

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

1.3 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 run by under “The Nagpur Pallottine Society”, Nagpur. Rules and regulations for governance are framed by the Governing Body of SVP CET, and the Board of Trustees of the Nagpur Pallottine Society, Nagpur.

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 Email: 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. **Autonomous Status:** Institute has been conferred “Autonomy” on 7th September 2021 for 10 years from the Session 2020-21 to 2030-2031
- j. **NBA:**-All eligible Under Graduate programmes are accredited by NBA.
- k. **NAAC:** Institute is NAAC accredited upto December 31,2026.
- l. **Vision of the Institute:** To develop knowledge-based society with clarity of thoughts and charity at hearts to serve humanity with integrity.

- m. **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.
- n. **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
Undergraduate Courses (UG)			
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)	417491210	60	2021
Artificial Intelligence	417199710	60	2021
Computer Science and Engineering (Cyber Security)	417426010	60	2022
Computer Science & Business Systems	417426210	60	2022
Industrial IOT	417426510	60	2022
Robotics & AI	417426610	60	2025
Bachelor of Vocation (B.Voc.) (UG)			
Software Development		60	2021
Cyber Security		60	2021
Postgraduate Courses (PG)			
Computer Science & Engineering (Big Data Analytics.)	0417497310	18	2025
Automotive Technology	417463010	12	2025
Computr Science & Engineering (AI & ML)	417491110	12	2025

Embedded Systms And VLSI Design	417458310	12	2025
Strauctural Engineering	417421210	12	2025
Power Electronics & Power Systems	417439410	12	2025
PhD Research Centre (Mechanical Engineering)		3	
PhD Research Centre (Computer Science & Engineering)		4	
Total		837	

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

Table 2: Working Hours

College	Monday to Friday	9.00 am to 4.30 pm	Lunch break: 1.15 pm to 2.15 pm Tea break: 11 am to 11:15 am
	I & III & V	9.00 am to 4.30 pm	
	Saturday		
	II & IV Saturday	Holiday	
Library		9.00 am to 6.30 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.

GB Members

Governing Body shall consist of

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
2 members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 member	Educationist or industrialist	Nominated by the management
1 member	UGC Nominee	Nominated by the UGC
1 member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 member	University Nominee	Nominated by the University
1 member	Principal of College	Ex-Officio

Term: The Governing Body shall be reconstituted every three years except in the case of UGC

nominee who shall have a term of five years.

Meetings : Meetings of the Governing Body shall be held at least twice a year.

Functions of the Governing Body:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC/AICTE and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

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

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. 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 budget

1.9 Academic Council

A. Composition of the Academic Council

1. Principal (Chairman)
2. All Heads of the Departments in the Institute.
3. Four teachers of the Institute representing different categories of teaching staff by rotation on the basis of seniority of service in the Institute.
4. Not less than four experts or academicians from outside the Institute representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc. to be nominated by the Governing Body.
5. Three nominees of the University not less than professor.
6. A teacher member nominated by the Principal (member secretary).

B. Functions of the Academic Council

Without prejudice to the generality of functions mentioned the Academic Council will have powers to:

- a. Scrutinize and approve the proposals with or without modifications of the Body of Studies with regard to course of study, academic regulations, curricula, syllabi and modifications. Thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc. provided that where the Academic Council differs on any proposal, it will have the right to return any matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- b. Make regulations regarding the admission of students to different programmes of study in the college.
- c. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- d. Recommend to the Governing Body proposals for institution of new programmes of study.
- e. Recommend to the Governing Body of scholarships, studentship, fellowships, prizes and medals, and to frame regulations for the award of the same.
- f. Advise to the Governing Body on suggestion(s) pertaining to academic affairs made by it.
- g. Perform such other functions as may be assigned by the Governing Body.

Any other matter from time to time as thought necessary by the Principal and the Governing Body.

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
Assistant Director	Director
Principal / Vice Principal/ Institute Mentor	Director
Head Admission	Director
Head Finance	Director
Head HR	Director
Admin Incharge	Principal
Deans/ HoDs	Principal
Training & Placement officer	Principal
Librarian	Principal
Teaching Staff	HoD
Laboratory Staff	HoD
Office Staff	HoD /Cell Incharge
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:

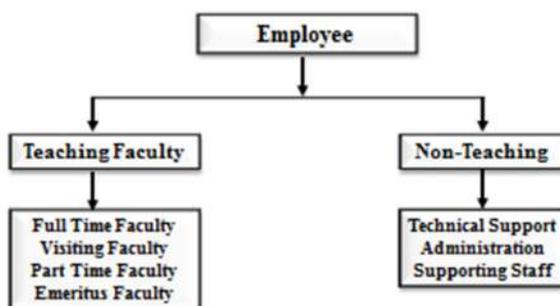


Figure 1: Classification of Employees

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

a. University Regular

- 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.

b. Management Regular

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

II Associate Professor

a. University Regular

- 1) Ph.D. 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.

b. Management Regular

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

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 consolidated 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(Admin & Support 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 Staff Pattern/Position

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

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

Designation	(Teaching/Laboratory hours)/Week
Principal	6
Professors/Senior Professors	12
Associate Professors	14
Assistant Professors	16

- The faculties having centralized full time portfolio staff shall have weekly load of 10 hrs.except of Training & Placement Office & Controller of Examination
- Head of the Department having additional portfolios shall have weekly load of 08 hrs.
- Head of the Department having no additional/extra portfolios shall have weekly load of 12 hrs.
- **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.

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.

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.

2.4 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

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.

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 UGC/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

Finance

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

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. Dean Academics

Roles & Responsibilities of Dean Academics

The Dean Academics is responsible for planning, designing, monitoring and leading the academic activities of the institute so as to ensure the achievement of the highest academic standards. The office will design and establish academic regulations aligning with the norms of statutory bodies and institute. It will monitor procedures and fundamental protection of academic integrity for achieving the vision of the institute. Dean Academics shall look after the academic regulations relating to all courses of study offered by the institute and development of the human resource of Teaching and Non-teaching (Technical Staff). The office of Dean shall carry out the responsibilities in collaboration with the Heads of the Departments, CoE, and the Principal.

The Dean Academics shall be responsible for the following activities.

1. Academic Programmes: planning and execution

- The office shall be responsible for design, development and implementation of institutional academic philosophy and policies.
- Preparation of the academic calendar, monitoring the progress of class work, syllabus coverage, student counselling/mentoring, directing and supervising student activity programs.
- Managing and evaluating instructional support program and helping faculty in planning effective remedial instruction and approving the teaching load of the faculty.
- Launch of new academic programmes, upgradation of existing programme structure, course contents etc.

- The office is accountable for ensuring the academic integrity and curricular consistency of all programs embraced within it.

2. Monitoring and evaluation of the teaching-learning processes of the institute

- Ensuring Regular and effective conduct of classes and labs by faculty through regular visits/ taking rounds in the departments.
- Follow up of evaluation of teaching learning process and examination system in its true spirit with transparency and accountability.
- Conduct Students' Feedback, analyse and take/recommend appropriate action and remedial measures.
- Review the academic process by supervising attendance of lectures, verification of files and interacting with the faculty and students on curriculum implementation.
- Monitor and assess performance of Faculty, Staff and students and counsel them for improvement of academic process.
- Analysis of student/ departmental Performance in CAT and end semester examinations and plan measures for curriculum improvement.
- Recommend disciplinary actions for faculty for dereliction of duty, and students for misconduct and non-compliance of academic requirements mandated in the academic guidelines.

3. HRD of Teaching and non-teaching technical staff

- Developing orientation and induction programs for faculty and staff in view of highest academic performance.
- Plan and review faculty requirements (recruitment of staff) for the program before the beginning of the academic year.
- Organize faculty development programs (FDPs) to develop the faculty and staff in state of the art teaching-learning methodologies, industry orientation and training, training in emerging technologies, research methodologies, patenting etc.
- Serve as mediator in resolving problems arising among faculty and their department chairs or program coordinators, faculty, staff and students.
- Create and implement a faculty development plan which contains a systematic design to improve classroom teaching skills and promote innovation in teaching at all levels.

4. Meetings and compliances

- The office shall arrange the Board of Studies (BOS) meetings of all departments and process the files to be placed before the appropriate bodies for their approval.

- The office shall prepare and implement the academic ordinances and regulations in its true spirit and bring in dynamic changes whenever required.
- The office shall communicate the resolutions of the Board of Studies to concerned departments and management and ensure implementation of various resolutions of such Boards
- Organize periodic academic review meetings for all departments for monitoring the progress and effectivity of teaching-learning processes.

C. Controller Of Examination

The Controller of Examinations will be a permanent faculty member of the Institute, nominated by the Principal.

Duties of Controller of Examinations:

Controller of Examinations shall be appointed by the Principal and shall function autonomously under the Academic Rules and Regulations of the Institute.

Controller of Examinations shall be responsible for conduct of examinations, assessment of answer books and declaration of the results. He/she shall discharge his/her functions under the supervision, directions and guidance of the Principal.

An autonomous Office of CoE shall ensure confidentiality at every stage of the examination process.

Controller of Examinations shall be the member secretary of Examination Committee and the sub-committees appointed by the Examination Committee. He shall be responsible for prompt and proper implementation of the decisions taken by the committee(s).

The CoE shall be responsible for

1. Making all arrangements necessary for holding examinations, assessment of answer books and declaration of results.
2. Preparation and announcing in advance the schedule of examinations.
3. Preparing the time table for CAT / End Semester Examination, scheduling the examination for common courses across branches on the same date and time.
4. Appointing competent person for setting question papers, moderation of question papers in consultation with respective chairman of board of studies and arrange for printing of question papers.
5. Arranging for proper assessment of End Semester Examination answer books and process the results.
6. Arranging for timely publication of results of examinations.
7. Postponing or cancelling examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal

proceedings against any person or a group of persons alleged to have committed malpractices.

8. Taking disciplinary action wherever necessary, connected with examinations, against the candidates, paper setters, examiners, moderators, or any other persons found guilty of malpractices in relation to the examinations

The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him from time to time, by Examination Committee.

For smooth conduct of the examination and evaluation process, the Principal shall depute a senior faculty member as

- a) Officer in Charge to assist COE for Conduct of Examinations.
- b) In-charge Spot valuation for Central Assessment of Answer books.

D. Head of Department

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.
- 5) To Prepare Board of Studies & curriculum designing etc.
- 6) To prepare the department for various Accreditation by statutory bodies

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.

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.

E. 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.

F. Training and Placement/ Career Development Cell (CDC)

- 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.

G. 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.

H. 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.

I. 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.

J. Staff Welfare cell

Composition of the committee

Staff Welfare committee comprises of HR Incharge +2 Teaching + 2 Non Teaching staff members.

Objectives / Duties of Staff Welfare Cell:

1. To motivate the staff members by creating positive work environment and enhancing professional skills.
2. To create a sense of brotherhood, co-operation and mutual harmony among the staff members.
3. To plan & organize enjoyable moments for staff members periodically.
4. To manage staff benefit schemes like insurance, staff welfare fund, travel concession etc.

K. Teacher (Professor, Associate Professor & Assistant Professor)

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.

L. 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.
- 11) To issue I-cards to all staff & students of the Institute.

M. Non-Teaching Technical Staff

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.

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.

N. 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.

O. Office /Lab Attendant

- 1) All support work related to office / department.
- 2) Maintenance and upkeep of the floor ,department ,class rooms,labs keeping records of maintenance.
- 3) Locking of all windows and doors of departments/floors.
- 4) Being vigilant and keeping check on the activities of the floor reporting to maintenance incharges for any loss or breakage.
- 5) Keeping the labs,classrooms ready for the conduction of classes and practicals.

Chapter 3

HR Practices: Recruitment and Appointment

Staff Recruitment Policy

1. Preamble

Faculty and staff members play a pivotal role in engineering and technical education and their knowledge and its percolation, competence and experience are crucial in imparting skill based learning. Therefore, special attention is given in recruiting and providing opportunities for sustained intellectual activities and professional growth through proper service conditions. The policy for recruitment ensures that promoting, safeguarding and enhancing the welfare of the students are kept foremost in mind by all recruited staff members. Throughout the recruitment procedure, the institution follows the guidelines of the University Grants Commission (UGC) and AICTE along with the service rules laid out in the Tech Pallottine Staff Manual of the institute.

The governing body of the institution is responsible for prescribing and interpreting the service rules of the institution through the HR office of the institute. The same are revised from time to time as per the recommendations of the statutory bodies. The well devised staff policy and staff appraisal mechanism which ensures recognition and awards for excellent performers.

2. Guiding principles of Recruitment

a. Quality of Employment

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

b. Compensation, Reward and Recognition

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

c. Continuous Learning and Development

The Institution values and supports continuous learning, while understanding that continual learning is a core responsibility of each teaching staff member. To that end, it provides structured development that integrates institutional mission, organizational and individual needs and performance expectations.

d. Response to Change

The Institution is constantly preparing itself for the challenges of the future requirements of its students. In doing so, during periods of changing needs the institution creates opportunities for teaching staff members to acquire the needed skills to continue to advance the mission of the institution.

In support of these guiding principles, the institution commits adequate resources for the equitable support of employee development, compensation, reward and recognition across all levels and classification of employees.

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(UGC)

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. Guidelines for Screening/Shortlisting of candidates for appointment

In order to restrict the number of candidates to be called for interview so as to enable the Selection Committee to have a comprehensive assessment of the candidates, applications received for the faculty position shall be screened on the basis of the academic and other related credentials of the candidates through the following criteria:

For the post of Assistant Professor, the criteria for evaluation of candidates for determining their eligibility for shortlisting shall be on based on a 100 point scale. The distribution of marks will be as follows:

I Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Colleges of the University for Engineering Streams and basic sciences & humanities (as per UGC norms)

1	ACADEMIC SCORE	Maximum	Medium	Minimum
	Academic scores obtained in qualifications	80% & above	60% to 80%	55% to

				60%
	Graduation	21	19	16
	Post-graduation	25	23	20
	Ph.D. completed (percentage not applicable)	25	25	25
	Pursuing Ph.D. in engineering stream OR NET/JRF * applicable to BS&H only	10	10	10
	International national level awards (international organizations, Govt. India, Govt. recognized national level bodies)	3	3	3
2	RESEARCH PUBLICATIONS			
	Research publications published in peer reviewed or UGC listed journals (2 marks each, maximum up to 6marks)	6	6	6
3	TEACHING EXPERIENCE			
	Teaching experience considered for maximum up to 5years, 2 marks each. (post-doctoral experience also considered in teaching experience)	10	10	10
	TOTAL SCORE	100	96	90

SUMMARY	MAX		
ACADEMIC SCORE	84		
RESEARCH PUBLICATIONS	6		
TEACHING EXP.	10		
TOTAL	100		

II Shortlisting of candidates: Criteria and Process

A. Criteria as per Institute Norms

1. Criteria followed while shortlisting candidates in the Institute.
 - ❖ Candidates with PhD completed, at least 5 years teaching/ industry experience
 - ❖ Candidates pursuing PhD, at least 8 years teaching/ industry experience.
 - ❖ Candidates completed M.Tech, at least 10 years teaching/ industry experience.
2. The number of candidates to be called for the interview shall be decided by the college. However, all candidates securing 60 marks and above shall be considered for interview for posts of Assistant Professors.

B. Process

3. The Screening Committee will draw a list of all the candidates indicating the marks scored by them in descending order i.e. starting from the candidate getting the highest marks towards the candidates getting the lower marks.
4. In case of tie in the marks of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).
5. The marks awarded to the candidates during the process of screening of applications shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these marks shall be used only for screening/shortlisting purposes.
6. The time taken by candidates to acquire Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion.
7. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.
8. The status of short-listing will be made available on the dashboards of the respective applicants for information.

I. 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.

J. 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.

K. 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.

L. 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.

M. 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.

N. 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.

O. 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.

P. Internal selection policy for HoDs and institute level portfolio in-charges

This policy is implemented in the institute to provide guidelines for institute level portfolios and its working the institute. Such guidelines will help to improve the functioning, visibility and effectiveness of the portfolios which will further enhance the quality of deliverables in the institute.

1. Portfolio announcement & Selection Process

The change of the institute level portfolios will be listed and announced among faculty before the beginning of each academic year. Interested faculty members in all cadres can give their willingness in the prescribed format and apply for the posts with the justification to sustain the claim. After the applications have been received, the candidates will be shortlisted as per resume and shortlisted candidate will be called for an interview with the management. In the interview, suitable candidates will be selected on the basis of one's performance in the interview, one's expertise in the respective domain and previous experience in handling such posts. The best suited will be entrusted with the responsibility for a term of three years, which will be renewed after due appraisal at the end of the year. In the case of the allotment of responsibility for the post of HoD, the selection and the allotment process will be done as per eligibility criteria set by AICTE/UGC applicable.

2. Planning, action and evaluation

Once the selections have been finalized, the in charges will be asked to provide a plan for the responsibility for the academic year, with specific action plan and its expected outcome for each month. The listed action plan will be mapped with the outcomes generated at the end of the year and evaluation of the responsibility will be done based on the set targets and goals. The continuation of the responsibility of the portfolio for the next academic year will be done only after the due appraisal process at the end of each academic year.

3. Terms and conditions and tenure of office

Generally one faculty can hold only one institute level cell/ portfolio and this will be limited to the cadre of assistant professors. However, in exceptional cases head of the department/ professors /

associate professors may be given additional responsibility of a portfolio. In exceptional cases the assistant professor or may be given as an additional charge as a co-coordinator in another portfolio as per the requirement of the institute. The term of the portfolio is fixed for a term of three years, an extension of one year may be granted based on the performance and the discretion of the management. The term of assistant / departmental portfolio coordinators/ members in any portfolio shall not exceed more than 3 years and they can be from any cadre. However, some important portfolios like Head of the Department, IQAC, training and placement, academics may be for an extended beyond specified term.

The responsibilities of some institute level portfolio or cell may be preferred from the cadre of professors and associate professors. The responsibilities like R&D, IQAC, controller of examination, respective deans may be preferred from such cadre.

The management reserves the right to make changes in the portfolio or discontinue with the portfolio based on the requirement of the college from time to time.

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.

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.

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.

I. Late Arrival

Staff members are expected to report on duty 10 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, 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.

II. 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 2 early going in a month before 30 minutes of the official working hours for valid reasons approved by HoD/Principal.

III. 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.

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.

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 **Principal** are allotted supervision duties for University and departmental examinations.
- Allotment of supervision duties will be
 - a) Professor :20%
 - b) Associate Professor:30%
 - c) Assistant Professor:-50%
- 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, the administration and supporting staff are entitled to a Compensatory Off if they work on public holidays and Weekends. 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 Challenged 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) Formal disciplinary action is taken after 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(1+1) 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 losses 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 6th 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 faculty & 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 intake 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. Policy Guidelines for Faculty Involvement in External Engagements as Resource Persons in Workshops, Conferences, FDPs, STTPs, etc.)

1. **Objective:** The objective of this policy is to provide guidelines for faculty members of St. Vincent Pallotti College of Engineering and Technology, Nagpur, who are invited to deliver as resource persons or serve as session chairs at external institutions. This policy ensures that such engagements align with the institution's mission and contribute positively to the academic reputation of the college.
2. **Scope:** This policy applies to all full-time faculty members who engage in academic activities outside the college for at least one day (minimum 6 hours) or more as resource persons in Session Chair at Conferences/Seminars, Panel Discussions, Workshops and Training Programs etc. this policy does not cater to staff going as guest lectures in institutes.
3. **Approval Process:**
 - Faculty members must seek prior approval from the Head of Department (HoD) and the Principal before accepting an external academic invitation in the prescribed format available at HR office.
 - A formal request must be submitted at least **one week in advance** along with invitation letter, brochure, details of the engagement, including date, topic, institution, and duration.
 - The request will be reviewed for relevance, faculty workload, and potential benefits to the college.
 - Once approved, the faculty submit the format to the HR department for duty leave and documentation purposes.
4. **Institutional Acknowledgment:**
 - Faculty members must represent themselves as faculty of St. Vincent Pallotti College of Engineering and Technology, Nagpur during their engagements. It is mandatory to wear the staff ID card when representing the institute in official capacity.
 - Faculty must acknowledge their affiliation with the college in all presentation materials, brochures and publicity materials.
5. **Honorarium, Financial Considerations and Duty Leaves:**
 - If an honorarium is offered, faculty members may retain the amount.
 - Travel and accommodation, if applicable, should be borne by the inviting institution/ or the faculty invited.
 - However, in cases where the college sponsors such resource engagement in another institute, TA DA may be borne by the institute.

- Duty leaves will be sanctioned for working days as per the schedule of the program, with a maximum cap of 8 leaves in an academic year, with 5 leaves granted at for one-time engagement.

H. Study leave policy for pursuing part time PhD from IITs, NITs, IITs and selected institute of eminence.

This policy outlines the guidelines for granting study leave to faculty members who wish to undertake a part-time Ph.D. program from premier institutions such as the IITs, NITs, IIITs, and other Institutions of National Importance. The policy aims to support faculty in their research pursuits while ensuring academic continuity and excellence within the college. It is structured to facilitate professional growth, knowledge advancement, and the overall improvement of the institution's faculty and student-centric ecosystem. The following are the major outlines of this policy.

- Faculty members must have a minimum period of one year of continuous service at St. Vincent Pallotti College of Engineering & Technology to be eligible for study leave.
- The leave is granted only for specific academic activities like coursework, research work at the host institution, or a pre-submission seminar as per the requirement. Although no fixed days are fixed for a faculty, a leave of 10 to 20 days can be availed in an academic year. Further, relaxation in reporting is permitted for mandatory coursework up to six months.
- During the sanctioned study leave, a faculty member generally continues to receive their full pay and allowances. However, if a scholarship, fellowship, or any other financial assistance received from the Ph.D. granting institution exceeds their regular salary, the college may reduce or forfeit the salary.
- A faculty member who avails study leave is required to execute a bond with the college, which obligates the faculty to serve the college for a minimum of one full academic year after the completion of PhD. The non-fulfilment of the bond obligation will lead to the refund of the salary and allowances paid to them during the leave period or in lieu of one year's salary.
- The faculty member must submit a formal application for leave with a clear plan of work. The application should be recommended by the head of their department. The faculty member is required to submit six-monthly progress reports from their Ph.D. supervisor to the college. Failure to submit these reports on time may result in the suspension of leave. The faculty member has to ensure that the academic duties such as class engagement,

practical and other duties are responsibly delegated to others with the approval of the head during their absence in the institute.

I. i) Upgradation of qualification while in service (applicable to the non teaching staff)

This refers to the non-teaching staff upgrading his/her qualification while employed at St. Vincent Pallotti College of Engineering & Technology may be given additional increment/s as per the degree awarded, from a subsequent month. The satisfactory performance of the employee in the interview conducted to assess ones qualification is a prerequisite to upgrade the scale as per norms or provide additional increment or increments as per listed below.

1. Lab attendants/ attendants who have completed diploma in engineering while in service from a Govt. recognized institute/board/university may be given two additional increments. The designation of the staff may be changed from lab attendant to lab assistant provided that a vacancy for lab assistant is created / available in the department.
2. Lab assistants who have completed degree in engineering while in service from a UGC recognized university may be given two additional increments.
3. Office assistants who have completed MA/M.Com/MBA while in service from a UGC recognized university may be given one additional increment.

This benefit to the staff is provided only once in his/ her career while employed at the institute.

ii) Policy for non-teaching staff acquiring additional qualification while in service.

This policy underlines the importance of qualification enhancement for the non-teaching staff while employed at the institute. The institute provides support system to cater to the staff for their continuous learning and upgradation.

1. Non-teaching staff acquiring the graduate degree/ professional degree/ diploma while in service from a Govt. recognized institute/board/university are entitled for an assistance of 50% of tuition fess up to 15,000.00, whichever is less per academic year.
2. Similarly non-teaching staff acquiring post graduate degree in any streams while in service from a Govt. recognized institute/board/university are entitled for an assistance of half of tuition fees or up to 10,000.00, whichever is less, per academic year.

This benefit to the staff is provided only once in his/ her career while employed at the institute.

J. Policy for academic Scholarship to the wards of Staff

The institute has implemented the policy for academic scholarship to the wards of the staff studying in the institute while in service to facilitate the continuous education of the wards of the staff. the following are the details of the implemented policy.

Sr. No.	Scholarship Percentage on Payable Fees	Eligible staff for Scholarship
1	50%	Non-teaching at the level of Attendant, guards, Sweeper including boys hostel staff. (regular and contractual)
2	35%	Non-teaching at the level of Lab Assistant, Office Assistant etc.
3	25%	Teaching Staff

Note:

1. Scholarship Percentage is applicable on Payable Fees (Tuition Fees + Development Fees)
2. The eligibility to avail scholarship on the successive years depending on the performance of the students as per the performance norms stipulated in the academic scholarship policy of the institute.(refer to the policy available with the accounts office)
3. This scholarship is applicable to the wards of the staff with effect from the academic year 2023-24.

Application process will be as per the academic scholarship application form available with the accounts office.

K. Festival Gifts

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.

L. 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.

M. Birth day Gift

The institute makes each employee feel special on occasion of his/her birthday by giving a birth day gift to each the hands Management member. This activity is coordinated by the staff welfare cell and HR office.

N. Employee Retirement Appreciation

As a token of appreciation and gratitude for the long years of service, each employee is given an appreciation plaque and sum of Rs.50001/- on the occasion of the retirement of each employee irrespective of their cadre of service.

O. Annual staff gathering

An annual Staff gathering called “faculty insight” is organized every year to showcase the sports and cultural talents of the staff members. The event generates team building and camaraderie among staff members.

P. Staff Picnic

The staff welfare cell of the institute organises an annual picnic for all staff members of the institute. The event focus on celebrating the togetherness, friendship, and provide much needed relaxation to the Staff members.

Q. Staff family gathering

The institute organises “Tech Pallottine Family Day” on the occasion of the fouders day. The objective of this gathering is to create a strong bond between the institute and the family members of the staff. The gathering also creates lot of joy and bond among the family members of the staff. The institute conducts such gathering once in three years, or as and when decided by the staff welfare cell.

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

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

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.

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: IInd AC, or approved flight charges (not exceeding Rs. 5000/- per person) 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. 1500/-	Rs. 1000/-
Assistant Professors	Rs. 2300/-	Rs. 1500/-
Associate Professors	Rs. 2500/-	Rs. 2300/-
Principal/ professors	Rs. 3000/-	Rs. 2500/-

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 deposes 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

SVP CET 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) 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 may 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.

B. Half Pay Leave

- 1) All Management regular faculties (served more than 6 yrs. in the Institute) & approved faculties & regular non-teaching staff 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. Duty leave where it is remunerative, the absence of the staff shall be treated as leave. A faculty can avail maximum of 10 calendar days duty leave for self development, training and research activities.

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 administrative 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. The non teaching staff attached to department (Technical Staff) will be entitled for vacation on non academic days. The staff must avail such leaves during the calendar year and hence such will not be carried forward.

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. Long leaves taken for any

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 compensatory leave will be credited to the account of the faculty. As far as possible, faculty should avail such compensatory leave during non-academic 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 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.

Annual Vacation Policy for Staff					
1. Teaching Staff	Summer Vacation Period Total (30 Days)	Summer vacation days	Diwali vacation	Christmas Vacation	Total Vacation days
UGC approved & more than 7 yrs Exp. of MR	100%	30	10	10	50
5-7 yrs of Exp.	75%	23	10	10	43
3-5 yrs of Exp.	50%	15	7	7	29
1 - 3 yrs of Exp.	25%	8	7	7	22
0-1	Nil	Nil	7	7	14
2. Non-teaching (regular, ad-hoc & contractual)	Nil	Nil	5	3	8

NB

1. All days are counted as continuous calendar days, including Sundays and Saturdays.
2. The regular faculties in first year of probation are not entitled for annual vacation.
3. Teaching assistants with BE qualification is also categorized under nonteaching staff, leaves and benefits applicable as per the non-teaching staff norms.
4. For the non-teaching staff, other than the approved holidays, all other days are working days.
Any other days to be treated from the earned leave

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 reliving 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 may not 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.

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 equipments 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/her 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 or against colleague. 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 proceeds 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

S. No.	Committee	Designation
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 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 Policy Statement & Description:

“Provide an organizational structure, guidance, periodic review, and financial assistance to promote research among faculty and students.”

This policy aims to promote a strong R&D culture among the faculty and students of the institution. It is expected that the implementation of this policy will enhance R&D activities and help achieve the targets set by the institution.

11.2 Institute R & D Activities

The following are the R & D activities:

- Sponsored research projects from External funding agencies (State and Central)
- Internal sponsored research projects
- Applied research in collaboration with industries
- Research collaboration of faculty with National and International organizations
- Organizing Conferences/Seminars/Symposia/Short Term Training Programs/Faculty development Programs/ Workshops for dissemination of knowledge in collaboration with departments
- Publishing quality papers in National and International Journals and Conferences
- Applying for National and International Patents / Copyrights

11.3 General R & D Guidelines

For Institute's R & D Cell

- The R&D Cell shall seek funds from the management of SVP CET to support exclusive research and development activities.
- A college-level newsletter highlighting R&D activities shall be published annually.
- The webpage hosted on the institute's website shall be regularly updated to include all current updates and achievements related to research activities.
- The R&D Cell shall regularly send emails to all faculty members regarding funding opportunities available across the country.

- Organize talks by external experts at regular intervals to enhance the knowledge and research perspectives of all faculty members of SVP CET.
- The activities of the R&D Cell shall be displayed on a dedicated notice board.
- Conduct quarterly meetings with the R&D Steering Committee to review progress and discuss future prospects.

For Departments

- Departments shall undertake research activities such as publishing papers, organizing conferences, writing and submitting funding proposals, and filing patents and copyrights, in accordance with the assigned targets specified in the Annual Research Target Plan (ART).
- The Head of Department (HoD) shall ensure the proper distribution of R&D targets within the department in alignment with the Annual Research Target Plan (ART).
- The following are the minimum targets that each department must achieve:
 - Minimum 1 WoS/SCOPUS paper per faculty member per year.
 - Minimum three patent applications must be filed from each department annually.
 - At least one national or international conference shall be organized each year, on a departmental rotation basis, in collaboration with the R&D Cell.
 - Minimum five copyrights must be filed from each department every year.
 - Every department must apply for external funding.
- Departmental R&D Coordinators shall be responsible for ensuring that the departmental R&D data is updated on a monthly basis. They must ensure that the data sheet shared with the R&D Cell strictly follows the prescribed format. It is also the coordinator's responsibility to verify the indexing status of each published paper.
- The Heads of Department (HoDs) shall ensure that the departmental R&D Coordinator has an active research background.

For Individual Faculty Member

- Faculty members shall accept research targets based on the Annual Research Target (ART) Plan and shall submit a duly filled and signed assigned target form to the Head of the Department/In-Charge at the beginning of each session.
- Faculty members are expected to devote a minimum of five (05) hours per week to research-related activities.

- Each faculty member shall be responsible for achieving all assigned targets.
- Faculty members holding a Ph.D. degree shall apply for external research funding. A list of various external funding agencies shall be provided to each departmental R&D Coordinator.
- Faculty members shall identify suitable industries and seek possible funding in mutual agreement on a defined problem statement.
- It is mandatory for all faculty members who have not yet registered for a Ph.D. to complete their registration in the academic year 2025–26 at a UGC-recognized university/institute, preferably one ranked within the top 150 in NIRF, and submit the Ph.D. registration or admission letter to the R&D Cell.
- Faculty members pursuing Ph.D. must complete it within 5 years from date of registration.
- Faculty members pursuing Ph.D. must publish one paper in Scopus/SCI/Web of Science per year with affiliation of “St. Vincent Pallotti College of Engineering & Technology, Nagpur”
- Each faculty member shall complete at least one subject course per year (preferably on Emerging Technologies) through NPTEL, with a total duration of 8 -12 weeks, and obtain the corresponding certification.
- Facilities such as reimbursement of publication charges and funding support for paper presentations at conferences, workshops, or seminars may be availed by faculty members only after completing **one year** of service at the college.
- Faculty member must use, “St. Vincent Pallotti College of Engineering & Technology, Nagpur”, as an affiliation while submitting a paper. It is mandatory for claiming incentives.

11.4 Research Policies

11.4.1 Sponsored Research Projects

Faculty members are encouraged to submit a research proposal to external funding agencies as per the two categories given below:

11.4.1.1. Projects involving SVP CET Faculty as Principal Investigator

Faculty member with Ph.D. are encouraged to apply for a suitable funding from external funding agencies (government and industry) based on the topic of their choice. In general, the duration of these projects would range from a minimum of 1 year to a maximum of 5 years. The funding does not involve industrial consultancy. Based on the interest and requirement of a funding agency an individual faculty can choose a Co-Principal Investigator within the Institute or from other National and International organizations.

11.4.1.2. Collaborative Projects as Co-Principal Investigator (CO-PI)

Faculty member can also involve in a collaborative project as a Co-PI with researchers from other National and International organizations. Faculty should submit detailed information on the budget allocated to CO-PI if any and the contributions of CO-PI to the project on a timely basis.

11.4.2. Institutional funding: The Institute is also initiating an internal funding to faculty under the following categories:

11.4.2.1. Research Initiation Grant (RIG)

Research Initiation Grant (RIG) up to 3.00 lakh is introduced to support faculty for initiating a research in the institute. This grant may be utilized for procurement of equipment, software or chemicals required for the research in the institute. PhD completed faculty members of each department is encouraged to submit a research proposal to R & D Cell which will be evaluated by a team of external experts. The minimum duration of the project should be 6 months and should not exceed 18 months. Faculty members who are awarded with this grant should maintain a separate record of all the purchases. The sanctioned amount will be given in 2 to 3 installments depending on the progress and quality of the research. The review committee would assess progress of the project once in 3 months, based on the satisfactory performance and quality of the research work. Interdisciplinary collaborations or collaborations from within the departments are highly encouraged for the award of the grant. It is mandatory for all faculty members who are sanctioned with projects to publish at least one paper in peer reviewed journals indexed in Scopus or web of Science. Faculty member shall not be entitled for any incentives for publishing a paper under this funding.

11.4.3. Research Schemes for STTP/FDP/Symposia/ Conference/Workshop / Seminar

To promote state-of-art research and to disseminate knowledge on diverse topics in the field of Science and Technology, faculty members of the institute are encouraged to submit proposals to State and Central government schemes on a timely basis depending on the eligibility of the Department. In addition to external funding, the Institute will also partially/fully support some of the programs to individual Departments. In this regard faculty members are also encouraged to invite experts from IITs, NITs, Organizations from Institute of Eminence, Central and State Universities and Industry. For internal funding, an individual faculty should route the proposal through HoD to Principal and then to R & D Cell.

11.4.4. Research Publications in National and International Journals / Conferences / Books / Book Chapters

11.4.4.1. Journal Publications (National and International)

As the publication of papers in Journals is of utmost importance, faculty members are encouraged to

publish papers indexed in the following indexing tools.

- Science Citation Index (SCI), Web of Science (Q1, Q2, Q3, Q4 Journals)
- Science Citation Index Expanded (SCIE)
- Social Science Citation Index (SSCI)
- Arts & Humanities Citation Index (AHCI)
- Scopus
- Web of Science- ESCI

Faculty members are encourage for collaborative publication with other institute of repute/ Industry.

11.4.4.2. Conference Publications (National and International)

Faculty members are encouraged to submit and present their research work at reputed national and international conferences organized by institutions ranked within the top 150 of the NIRF or conferences indexed by SCOPUS or Web of Science (WoS).

11.4.4.3. Books and Book Chapters

Contributing to a book or a book chapter is indeed a great achievement to an individual faculty and Institute as well. Hence all faculty members are encouraged to initiate this process to contribute to a book or a book chapter of reputed publishers.

All the faculty members should submit one Soft Copy/Hard Copy of the published Paper/Book/Book Chapter to the Library.

11.4.5. Patents/IPR

Faculty members can apply and obtain patents for their contribution in the form of a product, innovation, technology, etc. from National and International agencies. Faculty members are encouraged to do utility patents, also they must initiate the commercialization of their patent.

11.4.6. Ph.D. Guidance/Supervision

Faculty members are encouraged to be an internal supervisor to the SVP CET faculty and can also be an external supervisor for external candidates registering at National or International Universities. Faculty members should use “St. Vincent Pallotti College of Engineering & Technology, Nagpur”, as an affiliation for communicating papers and acknowledge any grant.

11.4.7. Plagiarism Checking

Plagiarism software ‘OURIGINAL’ is available in the Institute library. Turnitin plagiarism software

is available for faculty membrs. It is mandatory to check plagiarism for every Conference & Journal publications of students (UG/PG/Research Scholar) and Faculty Members, UG / PG / Ph.D thesis, Patent & Copyright Contents, Funding Proposals, Mini Project Report etc.

Similarity Score other than references should less than 15%.

5 Incentives

Incentives shall be provided to faculty members who consistently contribute to the research activities of the institute through external funding, publications in journals, conferences, books, or book chapters, and by securing patents.

All faculty members shall apply for R&D incentives or reimbursements effective from 1st July 2025 through the following link: <http://randd.svpct.in/>. A valid Vidwan ID is mandatory for submitting the incentives application.

11.5.1. Journal Publications (National and International)

Incentives shall be provided to faculty members who publish in journals indexed as per Section 4.4.1. The incentives shall be classified based on the type of indexing of the journal, as detailed below.

Table 1: Incentives for Journal Publications

Journal Indexing	Incentive Amount
SCI, SCIE, SSCI in Q1 Category as First Author	Rs. 15000/- + 5000/- =Rs 20000/-
SCI Q1 Category	Rs. 15000/-
SCI, SCIE, SSCI as First Author	Rs.10,000/- + 5000/- = Rs 15000/-
SCI, SCIE, SSCI	Rs.10,000/-
Scopus	Rs. 5,000/-
Web of Science- ESCI	Rs. 3,000/-

Evaluation Process: For authentication of Journal

Journal status:-Web of science



Journal status: - Scopus



***Note:**

- ✧ Before submitting a paper to any journal, faculty members should contact the R&D Cell in case of any queries regarding the indexing status of the journal (SCI, SCIE, SSCI, Scopus).
- ✧ The paper must be reflected in the college's Scopus profile to be eligible for claiming incentives.

Authorship to the level of FOUR is permitted to be considered for incentives with varying proportions as given below:

- If only one author is affiliated to SVP CET and all other authors are from other organizations, then the faculty from SVP CET shall be entitled to 100% incentive amount as per Table 1.
- If the authorship level is beyond four, then the faculty member will not be entitled to any incentive amount but the publication shall be counted in the name of the institute.
- Incentive of publication shall be shared proportionally in case of joint publication from SVP CET faculty members.
- If a journal paper is co-authored by students and faculty members, and the student is the first author, the incentive shall be provided in accordance with the Students' R&D Policy. Faculty members shall not be eligible for any incentive under this provision.

11.5.2. Conference Publications (National and International)

A faculty member who submits and presents a paper at a conference shall be entitled to the incentive amounts specified below, upon successful submission of the conference certificate/ proceedings, registration fee receipt, publication proof, and travel details.

Table 2: Incentives for publication in Conferences

Conference	Reimbursement Amount
National	Registration fee not exceeding Rs. 5,000/- + Travel Allowance- A.C. III Tier
International (Inside India)	Registration fee not exceeding Rs. 5,000/- + Travel Allowance- A.C. III Tier
International (Outside India)	Registration fee not exceeding Rs. 10,000/- + Travel Allowance- Rs.20,000/- for Asian countries & Rs.40,000/- for Non-Asian countries

For attending the reputed conferences in Top 150 NIRF Ranked Engineering/ Science Institutes, National Research centers, Industry of high repute within country or conferences indexed by

Scopus/WoS

For presenting a research paper in e-Conferences, faculty members shall be reimbursed either the full registration fee or the amount specified in Table 2, whichever is lower, subject to Early Bird registration only.

- A faculty member shall be entitled to a maximum of Six days of On Duty Leave per semester to attend national and international conferences, subject to prior approval and proper adjustment of workload. Faculty member is entitled to incentive amount only for single National conference for a given academic year after attending and presenting a paper/poster.
- Each faculty member shall be eligible to claim the registration fee reimbursement for attending a conference once per academic year, and shall be eligible to claim travel allowance for attending conferences outside India once every three years.
- If more than one faculty member from SVP CET is authoring and presenting a paper at a conference, travel allowance (TA) shall be provided to only one faculty member who is registered for the conference.
- If a Conference paper is co-authored by students and faculty members, then the registration fee and travel allowance (TA) shall be provided as per the Students' R&D Policy, and the faculty members shall not be eligible for any reimbursement under this provision.

11.5.3. Books / Book Chapters

Faculty member contributing as a single author to a book or book chapter will be entitled to following incentive amount. If there is more than 1 author from SVP CET then the incentive amount will be shared proportionately.

Table 3: Incentives for Book/Book Chapter

Book/Book Chapter	Incentive Amount
Book- Reputed International Publisher (like Pearson, RELX, Thomson Reuters, Penguin Random House, Macmillan Publishers, McGraw-Hill Education, PHI, IEEE)	Rs. 15,000/-
Book-National Publisher	Rs. 3000/- Maximum 6000/- per year
Book Chapters (Indexed by Scopus/WoS)	Rs. 2000/- per chapter to Maximum Rs. 6,000/- per year

Note: A faculty member who availed the incentive amount for attending and presenting a paper at a

conference shall not be eligible to claim an additional incentive for publishing the same paper as a book chapter through the same conference.

11.5.4. Patents/ IPR

- MoU with BLI consultancy is signed by institute for IPR related activities. All Applications for patent to be routed through R&D cell and forward to Attorney for further processing.
- All the patent applications have to be processed through R & D Cell.
- The applicant should be, “St. Vincent Pallotti College of Engineering & Technology, Nagpur” (Do not use short forms).
- An incentive of Rs. 10,000/- will be paid to faculty member on award of/grant of patent (to be shared equally if more than one members involved).
- Annual maintenance fee for 10 years from the grant of patent will be paid by the Institute. If patent is converted into product development leading to funding /consultancy for the Institute, complete annual maintenance fee for 20 years will be paid by the Institute.
- Revenue generated through the commercialization of a granted patent shall be shared in the ratio of 80% to the inventor(s) and 20% to the institute, after deduction of any direct expenses incurred for filing, maintenance, or legal protection of the patent.

5.5. Incentive for core research Grant

- The Coordinator/ Principal Investigator (Applicant of the research proposal) is entitled to an incentive of 5% on sanctioned amount of grant. The Coordinator / Principal Investigator of the research proposal are responsible for execution also.
- 5% incentive will be shared proportionally among Coordinator/ Principal Investigator and subordinates from SVP CET, Nagpur (3% to P.I & 2% to subordinates)
- 50% Incentive on sanctioned fund will be given after receiving minimum 50% of the sanctioned amount as first installment and remaining 50% incentive will be given after submission of all mandatory documents to the funding agency.

11.5.6. Incentive for other funding proposals (MODROBS/STTP/FDP/Conference/ Skill Development Programs):

- The Coordinator/Principal Investigator (Applicant of the proposal) is entitled to an incentive of 5% on sanctioned amount of grant. The Coordinator/ Principal Investigator /applicant of the proposal are responsible for execution also.
- 5% Incentive will be shared proportionally among Coordinator/ Principal Investigator and subordinates from SVP CET, Nagpur (3% to P.I & 2% to subordinates).

- 50% of incentive on sanctioned fund will be given after receiving minimum 50% of the sanctioned amount as first installment and remaining 50% incentive will be given after submission of all mandatory documents to the funding agency.

Note: Faculty members who have secured research grants in previous years and have applied for incentives (partial or full) in the current year shall be eligible to receive incentives as per the provisions of the current year's R&D Policy.

11.5.7 Reimbursement for STTP/FDP/Workshop

The Institute will provide duty leaves to faculty members for attending Workshop / STTP/ FDP maximum up to two weeks & required travelling days per year. A faculty member will be eligible to get financial assistance of maximum Rs. 10,000/- for attending FDP / STTP per year. Workshop / STTP/ FDP organized by top 150 NIRF ranked Engineering/Science Institutes of that year/National Research / Training Centers/Industry of high repute within country.

The assistance will be granted for the following:

Full registration fees, TA at actual subject to limit of 3-tier AC fare from Nagpur to place of STTP / FDP and return, Duty leaves (for number of STTP/FDP days & required travelling days).

11.5.8. Copyrights and Designs

Faculty members shall be eligible to receive financial assistance for copyright registration fees (as per actual expenses), applicable only for copyrights filed within India.

Design registration shall be treated under the same provisions as copyrights, and an incentive of Rs 1,000/- shall be provided for each approved design.

11.5.9. Research Awards and Appreciation

In order to recognize the research contributions of the faculty members following award have been initiated.

Best Researcher Award: Best Researcher Award of Rs. 20,000/- will be given to the faculty member who will score high in research activities. In case of tie the amount will be shared equally. After receiving an award, a faculty member will not be eligible for the same for the next two years.

Faculty members whose overall research score is 25 or higher and at least one Scopus/WoS journal paper shall be eligible to apply for this award.

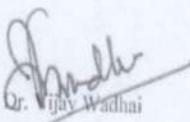
Criteria for research score is as follows:

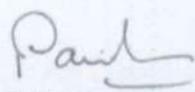
Sr. No.	Category	Type	Criterion (Marks)	Marks Obtained	Total Score
1	Journal Publication	National / International	(Web of Science- ESCI) 03 per paper		
			(Scopus) 05 per paper		
			(SCI) 10 per paper		
2	Conference Publication (Indexed in Scopus/WoS)	National	01 per Conference (Max. 02 marks)		
		International	03 per Conference (Max. 06 marks)		
3	Patent	Published	03 per publication		
		Granted	10 per grant		
4	Book	National	02 per book (Max 02 Books)		
		International	10 per book		
5	Grant Received	Technical Event (STTP/FDP/Conference)	2 to 5 Lakhs: 02 > 5 Lakhs : 05		
		Research Funding	2 to 5 Lakhs: 05 > 5 Lakhs : 10		
6	Copyright/Designs	Granted	01 per Copyright/Design (Max 02)		
7	Book Chapter (Indexed in Scopus/WoS)	Published	02 per Book Chapter (Max. 06 marks)		
8	Ph.D. Supervisor	Recognized in assessment year	02		
9	Thesis Submitted/Awarded by Students of Ph.D. Supervisor	In assessment year	05 per candidate		
10	Session Chair	International Conference	03 per session (Max. 06 marks)		
11	Keynote Speaker	International Conference	05 per session (Max.10 marks)		
12	Reviewer of Journal /Conference	SCI Journals	03 per review (Max. 09 marks)		
		Scopus Journals	02 per review (Max. 06 marks)		
		International Conference	01 per conference (Max. 03 marks)		
13	Editor of Journal	International Journal (SCI/Scopus)	15 per journal		
14	Conference Organizer	Convener	02 per conference		
		Committee Member	01 per conference		
15	Citation in Current Year (Google scholar citation) (Jan to Dec)	More than -25	02		
		More than 50	04		
		More than 100	08		
16	h-index/i10-index (Last 5 years) (Google scholar)	10 or more	06		
		7 - 9	04		
		4 - 6	02		
			Total Score		

6. Applied Research Project

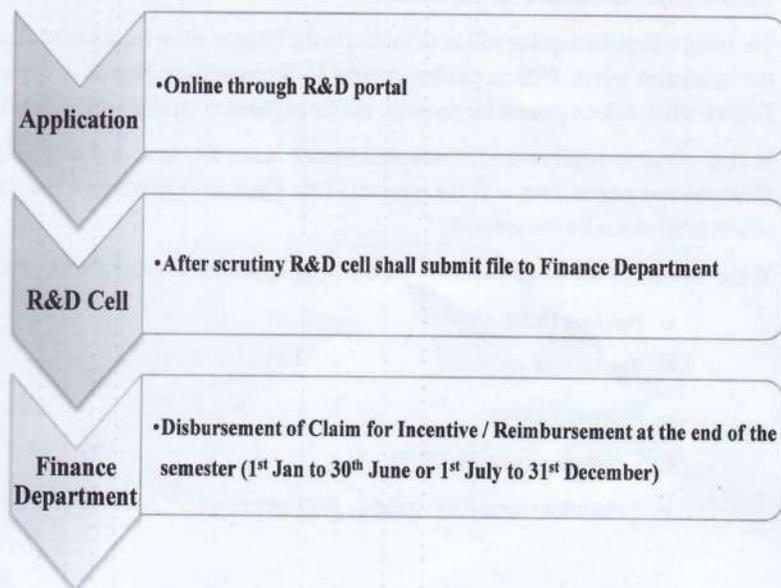
Faculty members are encouraged to work on applied research projects and a ratio of 60:40 is shared between Institution and Individual / Team respectively. All the payments for consultancy work should come in the name of Principal of the Institute. Faculty accepting a consultancy project should initially give the estimated budget along with a time required to complete the task.


Dr. Prashant Maheshwary
Director QM&ID


Dr. Vijay Wadhaj
Principal


Dr. Fr. Paul Chandrankunnel
Director

Route to be followed by the applicant for submitting application for claiming R & D Incentives



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.
- 2) a) Lab in charge will finalize the specifications of the equipment in consultation with HoD.
b) A proper justification report needs to be prepared by the respective Lab Incharge & to be submitted to the Hod for his remarks. 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 materialcode (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 Indenter /Head 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 for the payment , 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 by HoD/Incharge

Chapter 13

Remuneration Policy for External Experts

The Institute has laid out official remuneration charges for all the external experts, visiting faculties and remuneration for members attending various meetings.

13.1 Offline Meetings

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

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 experts, III-tier ac or its equivalent is applicable.

13.2 Online Meetings

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