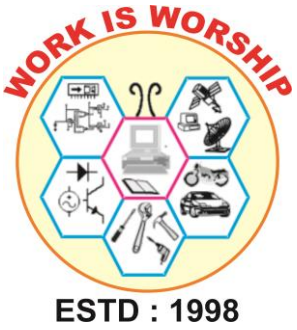

Human Resource (H.R) Manual

Prabodhan Shikshan Prasarak Sanstha's

Rajendra Mane College of Engineering & Technology

Published on 18th September 2017

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PART – I
INTRODUCTION
VISION, MISSION AND GOALS

Vision

To empower the rural youth for better employment by providing engineering and management education.

Mission

- To prepare all students for successful career based on Strong Moral and Ethical Foundation.
- To produce quality engineers by providing state of the art engineering education
- To impart personality development skills to students that will help them to succeed.
- To encourage and facilitate faculty and students to work together across discipline boundaries.
- To bring up mutually beneficial partnerships with Alumni, Industry and Institutes

Goals

- To become one of the most progressive and innovative knowledge hubs in Konkan region.
- To become a student centric institute, where academics is followed with utmost passion and sincerity.
- To attract, retain and develop faculty for promoting lifelong learning.
- To develop graduates for employment, entrepreneurship and research.
- To conduct sequential courses and training programs in collaboration with training institutes.

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2. COLLEGE AT A GLANCE.

Rajendra Mane College of Engineering & Technology (RMCET) is started in the year 1998 by Prabodhan Shikshan Prasarak Sanstha (PSPS). PSPS is a registered charitable trust established with a view to promote education in the state. The trust is registered under the Bombay public trust act 1950 with the charity commissioner's office at Ratnagiri.

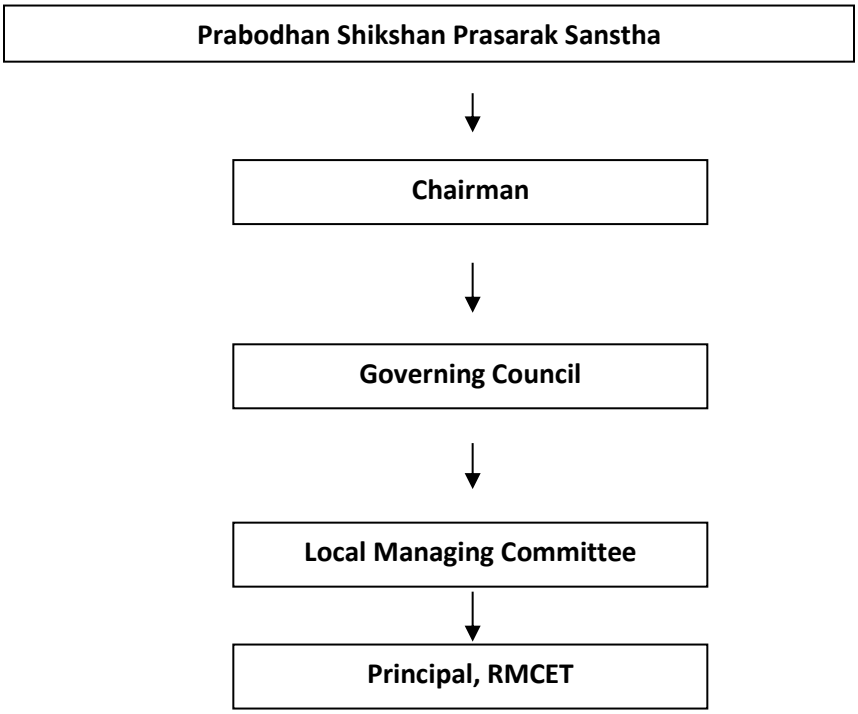
Rajendra Mane College of Engg. & Tech. was established in the year 1998 and is approved by AICTE, New Delhi, Recognized by Directorate of Tech. Education (DTE), Maharashtra and affiliated to University of Mumbai. RMCET is located on 37 acres of land at village Ambav, about 7 Km. from Devrukh city. The campus includes Administrative, Instructional Area, Work Shop, Laboratories, Library and Residential buildings area admeasuring 22000 Sq.mtrs, A Sports Ground, Running Track, Volley Ball Court, Basket Ball Court and Gymnasium etc. This college is fully developed residential engineering college. At present there are over 1300 students studying in the following four branches of engineering with intake viz. Computer Engineering - 60, Electronics & Telecommunication - 60, Automobile Engineering - 60, Mechanical Engineering - 60 and Post Graduate course Master of Management Studies (MMS) – 60 Seats. This college has earned a reputation as being among the best colleges in Konkan Region.

3. GOVERNING COUNCIL

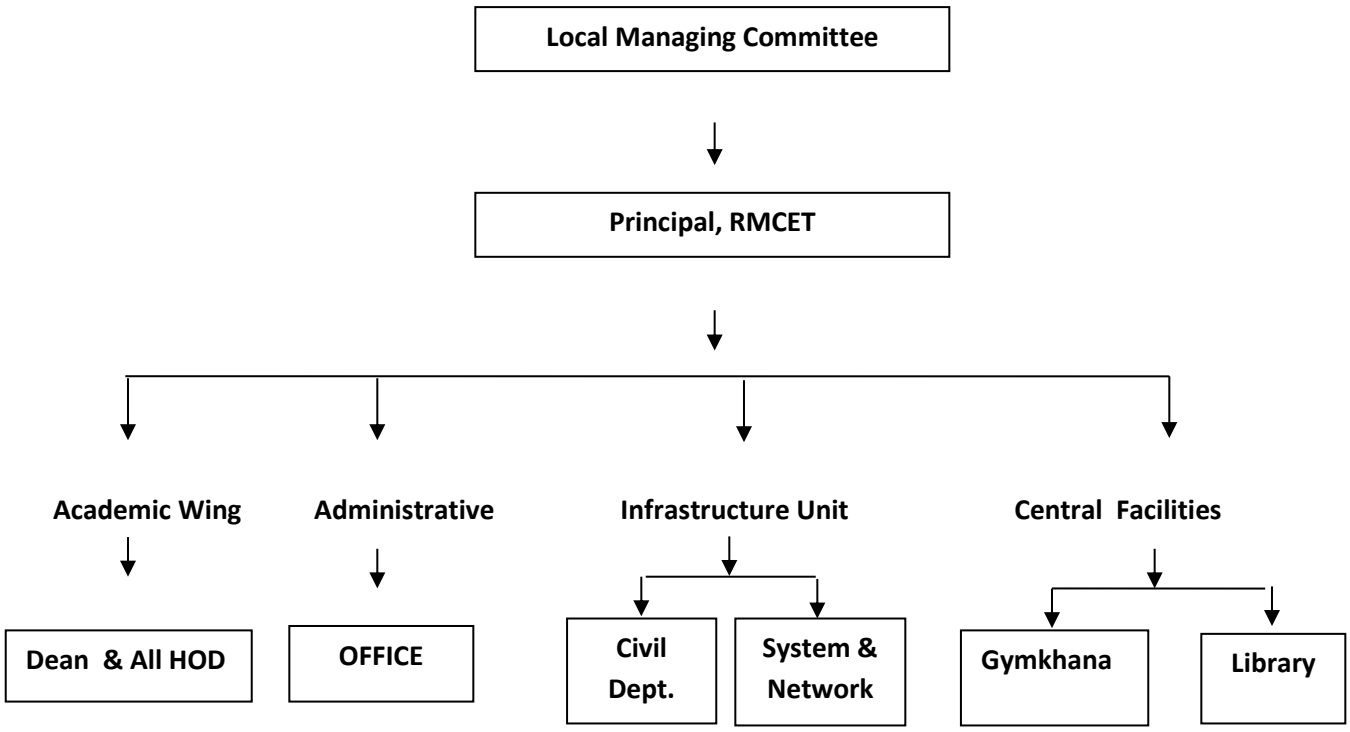
The College is governed by the Governing Council, the constitution of which is shown below:

1. Chairman	Shri.Ravindra Murlidhar Mane
(2-5). Members Nominated by the Trust	Shri. D. S. Jadhav
	Mr. M. R. Mane
	Mrs. N. R. Mane
	Mr. A. D. Gaonkar
6. AICTE Nominee	Regional Officer, AICTE
	(Ex-Officio)
7. DTE Nominee	Director of Technical Education
	(Ex-Officio)
8. V C Nominee	Dr. S. K. Ukarande
9. Industrialist	Shri. V. M. Pitre
	Director, Sushrut Surgicals Pvt.Ltd.
10. Industrialist	Shri. R. M. Naik
	Director, Naik Group of Companies.
11. Educationist	Dr. S. D. Joshi
	Ex-Principal, Athley Sapre College, Devrukh
12. Educationist	Dr. S. A. Deo
	Principal, Gogate Joglekar College, Ratnagiri
13. Principal & Member Secretary	Dr. M. M. Bhagwat
	I/c Principal, Rajendra Mane COE&T.
14. Faculty Member	Mr. V. S. Joshi
15. Faculty Member	Mrs. K. M. Bagayatkar
16. Co-Opted Member	Mr. S. S. Neve, Architect
17. Co-Opted Member	Mr. S. R. Pandit, Chartered Accountant

4. MANAGEMENT STRUCTURE



5. ORGANIZATION STRUCTURE



PART - II

SERVICE RULES

CHAPTER 1 - SERVICE RECORDS

1.1. RECORDS OF SERVICE

1.1.1. A service book for keeping the record of service of staff shall be maintained by Administration Department in respect of each employee of the College.

1.1.2. All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the Office Superintendent or his/her superior.

1.1.3. The Office Superintendent shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

1.2. SERVICE CONDITIONS FOR THE STAFF:

1.2.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

1.2.2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him /her or which are necessary to be done in his / her capacity as aforesaid.

1.2.3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the chairman or his nominee.

1.2.4. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE and University of Mumbai norms.

1.2.5. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.

1.2.6.Staff members should get prior permission from Chairman/Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college.

1.2.7. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.

1.2.8. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.

1.2.9. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.

1.2.10. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

1.2.11. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Chairman has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.

1.2.12. Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Principal and copy thereof shall be furnished to employee concerned.

1.2.13. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

1.2.14. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.

1.2.15. The management reserves the right to offer special pay to deserving employees.

1.2.16.All the Staff Members shall be paid Salary as per the pay scale declared by AICTE and resolved by the government of Maharashtra and other allowances as per Sanstha norms**.** In addition, contribution shall be made by the management towards the employees' provident fund, at a rate fixed by the Government of Maharashtra.

The pay scale of teaching staff as per Vth Pay:

Lecturer	8000-275-13500
Assistant Professor	12000-420-18300
Professor	16400-450-22400
Principal	16400-450-22400

The pay scale of teaching staff as per VIth Pay:

Assistant Professor	15600-39100 with AGP 6000, 7000 and 8000.
Associate Professor	37400-67000 with AGP 9000.
Professor	37400-67000 with AGP 10000.
Principal	37400-67000 with AGP 10000.
	Special allowance Rs. 3000.

1.2.17. The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by Government.

Sr. No.	Designation	Pay Scale
01	Office superintendent/Programmer/Workshop Superintendent	7000-225-11500
02	Accountant	6500-200-10500
03	Senior clerk	6500-200-10500
04	Junior Accountant	4500-125-7800
05	Clerk	3050-70-4590
06	Laboratory Technician	4500-125-7800
07	Laboratory/Workshop Assistant	4000-100-6000
08	Laboratory/Workshop Attendant	3050-70-4590
09	Peon/Watchman	2550-45-3540
10	Sweeper	2550-45-3540
11	Helper	2550-45-3540

Additional 6th pay norms: with reference to Higher & Technical Education Department Resolution No.l SPC-2010/(34/10)/TE.2, dated: 20.08.2010

(i) Assistant Professor with completed service of 4 years, possessing Ph.D degree in the relevant branch/discipline shall be eligible, for moving up to AGP of Rs. 7000.

(ii) Assistant Professors possessing Master's degree in the relevant branch/discipline shall be eligible for the AGP of Rs. 7000 only after completion of 5 years' service as Assistant Professor.

(iii) Assistant Professors who do not have Ph.D or a Masters degree in the relevant branch/discipline shall be eligible for the AGP of Rs. 7000 only after completion of 6 years' service as Assistant Professor.

(iv) The pay of incumbents to the posts of Lecturer (senior scale) in the pre-revised scale of Rs. 10,000 – 15200 shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs. 15600-39100 based in their present pay, with AGP of Rs. 7000.

(v) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE , to move up to the AGP of Rs. 8000.

(vi) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.

(vii) Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs. 37400-67000 with AGP of Rs. 10000.

(viii) All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refreshers programs of not less than two weeks duration each and two TEQIP sponsored programs, each of one week duration.

(ix) Teachers who acquire M.Phil degree or a M.Tech degree in relevant branch/ discipline recognised by the Statutory University while in service, shall be entitled to one non-compounded advance increment.

Stages of promotions in 6th Pay:

Fresh Appointed Assistant Professor Rs. 15600-39100 with AGP Rs. 6000

Possessing Master's degree with 5 Years experience Rs. 15600-39100 with AGP Rs. 7000

Completed service of 5 Years at the AGP of Rs. 7000 to move up to AGP of Rs. 8000

Completed service of 3 Years at the AGP of Rs. 8000 to move up to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.

Completed service of 3 Years at the AGP of Rs. 9000 and possessing a Ph.D. to move up to the Pay Band of Rs. 37400-67000 with AGP of Rs. 10000 and to be designated as Professor.

1.3. ALLOWANCES FOR THE STAFF:

1.3.1. House Rent Allowance shall be as declared by State Govt. time to time.

1.3.2. Dearness Allowance will be as per State Govt. policy & will revised in the month of January and July every year.

1.4. POLICY RELATED TO INCREMENTS:

1.4.1. Each annual/additional increment(s) will be as per the AICTE norms.

1.4.2. An increment may be withheld to an employee if the conduct has not been good or his/her work has not been satisfactory. The authority ordering such with- holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.

1.4.3. In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.

1.5. POLICY RELATED TO PROBATION

1.5.1 Initially the appointment of the selected candidate will be temporary, for a period of one year, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.

1.5.2 The confirmation at the end of one year shall be ordered separately, unless extended for another year by a specific order before expiry of the first year.

1.5.3 Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of one year and the period of probation can be extended by management in case of non-satisfactory performance.

1.5.4 If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.

1.5.5. If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.

1.5.6. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

1.6. POLICY RELATED TO PROMOTION

1.6.1. Promotion to higher level of service shall be made as per AICTE norms under the Career Advancement Scheme (CAS) and State Govt / University norms, subject to eligibility of the staff and the commitment of the staff to the cause of all-round development / improvement of institution. Other things being equal, seniority will be the deciding criterion.

1.6.2. Non Teaching Staff Promotion:

- A staff member secure higher qualification from a recognized Board / Institution / Organization (during his service), if required for a particular post (promotion) during his service period, he will be promoted to upper cadre subject to completion of two years service in the same cadre after securing the higher qualification. He/she will be benefited with immediate additional special allowance of Rs. 500.00 for a period of two years after submitting the higher qualification certificate.
- Probation period for non-teaching post will be of one year. After the completion of probation period, the appointment is liable to be converted into permanent appointment subject to your satisfactory performance during the probationary period and with recommendation from the Principal.
- During the probation period college will not issue any consent letter for Bank Loan or for any other type of Financial Schemes.
- For the incumbent (new entrant) Increment and Provident Fund is subject to performance evaluation & recommendation by Head of the Department, Dean Academic & Principal, if not recommended for 2 years, he/she is liable for termination. The final discretion is under Chairman.

1.7. POLICY RELATED TO RETIREMENT

1.7.1 An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.

1.7.2 However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

1.8. TERMINATION OF SERVICE

1.8.1. A member of the staff shall have his / her service terminated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment. In case of permanent service three months notice or three months salary must be given.

1.8.2. The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

a. Serious misconduct and with full negligence of duty;

b. Gross insubordination;

c. Physical or mental unfitness; and

d. Participation in any criminal offence involving moral turpitude.

1.8.3. The services of a temporary employee are liable for termination at any time without assigning any reasons whatsoever.

1.9. POLICY RELATED TO RESIGNATION

1.9.1. Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally they will not be relieved in the middle of a semester.**

1.9.2. Any member of the Support Staff in permanent service shall give one months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Again, normally they will not be relieved in the middle of a semester.**

1.9.3 Any member of the faculty/Support staff during probation or if appointed on ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally Teaching faculty members will not be relieved in the middle of a semester.**

1.9.4. However, the management reserves the right to waive the notice period or the compensation thereof.

1.9.5. Any Staff Members who has served notice can avail 1 C.L during notice period months; no any other type of leave is not permissible during the notice period.

1.9.6. Vacation period will not be counted as Notice Period. The period of the notice should be calculated such that it will not cross the last date of term as declared by University or maximum till the completion of oral and practical examination, whichever is later.

1.9.7. Any member of the faculty relieved after completing the notice period as mentioned above, will have to complete the assessment work of the subject taught at the preceding semester and cooperate Examination department.

SPONSORSHIP RULES

A) For ME/M.Tech Program

- Faculty will be sponsored to higher studies after completing a minimum of 2 years of service in the institute.
- The specialization for their ME/M.Tech program will be as deemed desirable by the department to have specialized faculty in all the streams.
- During the period of their studies they will be paid full salary.
- On completion of ME/M.Tech they need to serve the institution for a period of 4 years from the date of award of the provisional degree certificate.
- During the ME/M.Tech he/she has to publish atleast one national/International journal article failing which increment will be heldup till he completes after an year.
- Not more than 2 can be on Higher studies simultaneously in the same department excepting during the project semester.

For Conferences:

Yearly 1 lakh will be earmarked for registration fees, traveling and dearness allowance for the college staff & students with the following distribution:

Rs 15,000 to each department (12,000 for faculty and 3000 for students) and 10,000 at the college level for all supporting staff.

(12000+3000) x (5+1 for FE) = 90,000

Supporting staff training = 10,000

- Only one National/ International conference (organized in India) per person in a year.
- Registration and TA (shortest route, Sleeper class) will be paid and DA is actuals to a limit of Rs 300/- per day.
- If the funds are not utilized by January, the person is entitled to attend second International/ National conference.
- It is preferred that the second one is preferably at a higher level.
- In the succeeding year one who has availed will be given chance, only after he/she publishes one National/International Journal article.
- As an incentive, any one publishing an article in National Journal will be awarded Rs 500/- and Rs 1000/- for International journal from the departmental budget.
- Maximum allowance for Paper Presentation at National / International Conference / STTP / Workshop is Rs.3000/- per year. (After a year of service).
- Maximum service requirement after availing the financial benefit for attending the conference / workshop will be for atleast 1 year from the date of workshop / conference. If resigning before that, assistance claimed has to be returned to college.
- Book purchased using the book bank allowance facility, can be retained with faculty till the end of the term and will be under the department library head for the use of the students.

CHAPTER 2- METHOD OF RECRUITMENT

2.1. PROCEDURE FOR FACULTY MEMBERS:

The procedure as specified by AICTE in their regulation dated 05th March, 2010 is followed.

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

- University of Mumbai approval for filling the post is obtained.
- Advertisement in leading Newspapers.
- Scrutiny of applications received till the last date mentioned in the advertisement.
- Selection committee is constituted by the University of Mumbai.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Process of interview.
- Submission of recommendation report to university for consideration and approval.
- Issue offer of Appointment to the selected candidate.
- Inclusion of the candidate in regular muster roll.
- Submission of report on "Change in Staff" for university approval. On receipt of approval, regularization of appointment.

2.2. PROCEDURE FOR NON-TEACHING STAFF

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

(a) Chairman

(b) Principal

(c) Office Superintendent

(d) Respective Head of Department

2.3. ELIGIBILITY CRITERION FOR FACULTY MEMBERS:

2.3.1 For Faculty members:

Faculty Members are recruited based on the qualifications prescribed by AICTE and University of Mumbai for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated 05/03/2010

Engineering and Technology

Sr. No.	**Cadre**	**Qualification**	**Experience**
01	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
02	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech. and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/1 PR/ Patents record shall be required as deemed fit by the expert members of the Selection committee.
			If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.

04	Principal	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech & PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable Qualification as above that is for the post of Professor as applicable.	Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/l PR/Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee. Flair for Management and Leadership is essential

Humanities & Science

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	Good Academic record with at least 55 % marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. Notwithstanding anything contained in sub-clauses (i) and (ii), candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum standards and procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professors of equivalent positions in Universities / Colleges / Institutions	No minimum Experience require

02	Associate Professor	Qualification as above that is for the post of Asst. Prof, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 5yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee.

Sr. No.	Cadre	Qualification	Experience
04	Librarian	i.) Masters degree in Library sciences / information sciences / documentation science or an equivalent professional degree with at least 55 % marks or an equivalent grade in a point scale wherever grading system is followed and a consistently good academic record with knowledge of computerization of library. ii.) Qualifying in the national level test conducted for the purposes by UGC or any other agency approved by the UGC. iii.) However, candidate who are or have been awarded Ph. D. degree in accordance with the UGC (Minimum standards and procedure for award of Ph. D. degree), Regulations 2009 shall be exempted from the requirement of minimum eligibility condition of NET / SLET / SET for the recruitment and appointment of College Librarian.	No minimum Experience required

05	Director of Physical Education	A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Passed the physical fitness test. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates, who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET.	Represented the university/College at the inter- university/inter- collegiate competitions or the State in national championships.

If a class/division is not awarded at BE/ME/equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to First class/division. If a grade point system is adopted the CGPA will be converted into equivalent marks as given below.

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

2.3.2. Equivalence for Ph. D. is based on publication of five international journal paper, is journal having a cumulative impact index of not less than 2.0 with incumbent as the main author and all five publications begin in the author's area of specialization.

2.3.3. Ph. D. shall be from recognized University.

2.3.4. For an incumbent Assistant professor, experience at level of assistant professor will be considered equivalent to experience at the level of associate professor provided, the incumbent assistant professor acquired or acquires Ph.D. degree in the relevant discipline.

2.3.5. Experience at Diploma institution is also considered equivalent to experience in degree level institution at appropriate level and as applicable. However qualifications as above shall be mandatory.

2.4. ELIGIBILITY CRITERION FOR NON TEACHING STAFF:

Sr. No.	Cadre	Qualification	Experience
01	Office Superintendent	A Bachelor's Degree or equivalent	5 years experience of administration
02	Accounts officer	A Bachelor's Degree or equivalent	5 years services in the lower category.
03	Senior Clerk	A Bachelor's Degree or equivalent	5 years services in the lower category.
05	Junior Accountant	A Bachelor's Degree or equivalent	1 year experience is desirable
06	Clerk	A Bachelor's Degree or equivalent	No minimum Experience required
08	Library Clerk	A Bachelor's Degree or equivalent	No minimum Experience required
09	Rector	A Bachelor's Degree or equivalent	
10	Programmer	A Master's Degree or equivalent	
11	Workshop Superintendent	Bachelor's Degree with second class or equivalent	
12	Laboratory Technician	Diploma in appropriate branch of Engineering/Technology	
13	Laboratory Assistant	A certificate from I.T.I and NCTVT, in relevant Trade	
14	Laboratory Assistant (Science)	A B.Sc Degree or equivalent	
15	Hardware Assistant	A Bachelor's Degree or equivalent	1 or 2 Years experience as Hardware Engg. desirable.
16	Workshop Assistant	A certificate from I.T.I and NCTVT, in relevant Trade	
17	Laboratory Attendant (Technical)	A certificate from I.T.I , in relevant Trade	
18	Workshop Attendant (Technical)	A certificate from I.T.I, in relevant Trade	

19	Driver	10th Standard, and should posses professional driving license	1 or 2 Years experience as Driver is desirable.
20	Peon	10th Standard Pass	
21	Watchman	10th Standard Pass	
22	Helper	No formal education is required	
23	Sweeper	No formal education is required	

CHAPTER 3 - LEAVE RULES

3.1. LEAVE RULES:

3.1.1. No leave can be claimed as a matter of right. Discretion to refuse or revoke leave in exceptional circumstances lies with the sanctioning authority.

3.1.2. A member of the staff shall not normally or on any pretence absent himself/ herself from his/her duties without prior permission of his / her superior officer authorized to sanction leave.

3.1.3. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.

3.1.4. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

3.2. CASUAL LEAVE (CL):

3.2.1. All staff members shall be entitled to 12 days' casual leave in a year the word "year" referring to the academic year.

3.2.2. A Staff member on probation shall be entitled to casual leave of 12 days in a year and shall not be eligible for any other kind of leave.

3.2.3. A minimum of half (½) day or a maximum of three (03) days of CL can be availed of at one time. Half day CL will not be granted on half working days.

3.2.4. Casual leave shall be evenly distributed during the year as far as possible. Casual leave cannot be prefixed or suffixed to vacations or any other kind of leave except special leave.

3.2.5. Casual leave shall not be combined with any other kind of leave, but it may be permitted either at the beginning or at the end of the public holiday declared by the sanctioning authority and/or Sundays, provided that the period of total absence does not exceed 3 days at one time.

3.2.6. Holidays or Sundays falling during the period of casual leave shall be excluded in the quantum of casual leave.

3.2.7. Ordinarily all applications for casual leave shall be sent before the date from which the casual leave id required.

3.2.8. Casual leave not availed in an academic year will lapse.

3.2.9. If the number of permissions for late exceeds 3 in a month, it shall be considered as one day CL.

3.2.10. Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

3.3. VACATION FOR STAFF:

3.3.1. Vacation is applicable to Teaching and Non- teaching-Technical staff members of the institute with eligible service.

3.3.2. A teacher other than Principal is entitled to 70 days vacation during the period of 12 months commencing from the beginning of the academic year, for a continuous service of 12 months in the college.

3.3.3. Total number of Vacation for Non teaching staff (other than administrative) is entitled to 30 days, for a continuous service of 12 months in the institution.

3.3.4. A staff member is entitled to 15 days vacation for completing 2 semesters but not 1 year in the college.

3.3.5. The Calendar for an academic year including vacation shall be as fixed by the College from time to time.

3.3.6. Any unused part of Vacation cannot be carried over to the next academic year.

3.3.7. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

3.4. EARNED LEAVE (EL)

3.4.1 The Principal being the administrative Head of the college all be treated as a non-vacation teacher and shall not be entitled vacations to which teachers are ordinarily entitled. He shall, be entitled to earned leave at the rate of one-eleventh of report on duty subject to a maximum accumulation of 240 days.

3.4.2 If a teacher is required to do any work during vacations or which he does not receive any additional remuneration he shall be entitled to earned leave equal to one-third of the number of days on which he works during the vacations subject to maximum of 30 days.

Provided, however, that such leave cannot be accumulated for more than 240 days.

3.5. EXTRAORDINARY LEAVE

3.5.1. A staff member may be granted extraordinary leave when:

(a) No other leave is admissible; or

(b) Other leave is admissible and the staff member applies in writing for the grant of extraordinary leave.

3.5.2. Extraordinary leave shall always be without pay and allowances.

3.6. MATERNITY LEAVE

3.6.1. A female teacher who has been confirmed shall be eligible for maternity leave on full pay for 90 days from date of its commencement. Such leave shall not be debited to leave account.

3.6.2. Maternity leave shall be granted, subject to the production of a medical certificate to a female teacher who does not have three or more living children on the date of application. Cases of miscarriage or abortion shall be excluded from the application of this provision.

3.6.3. A female teacher who has not been confirmed shall also subject to the provision of this clause, be eligible for maternity leave for 30 days.

3.6.4. A woman employee of the institution will be given maternity leave on a bond to serve institute for at least two years after resume back from maternity leave. In case any employee who has taken maternity leave with pay and decides to leave the service of the institute within two years will have to return the pay given for the period.

3.6.5. The Maternity leave sanctioned shall be availed on a continuous basis and cannot be availed in part.

3.6.6. In the case of miscarriage or abortion, including abortion, induced under the Medical Termination of Pregnancy Act, 1971 maternity leave not exceeding six weeks shall be admissible on the production of a medical certificate.

3.6.7. The decision of the Principal/Designated Authority will be final in sanctioning of maternity leave.

3.7. STUDY LEAVE

A teacher shall be eligible for study leave, according to the following rules. The Governing Body shall be the sanctioning authority for such leave.

3.7.1. General

a. A staff member in a college may be granted study leave at the discretion of the Governing Body of the college to enable him to undertake higher studies or specialized training either in India in the subject having a direct and close connection with his sphere of duties which will increase his usefulness to the college.

b. A staff member shall ordinarily not be eligible for more than 24 months of study leave.

c. A staff member must apply for study leave sufficiently well in advance (at least six months) before he intends to avail himself of such leave and shall specify the course or any examination he may propose to undergo alongwith a detailed programme.

d. Leave due and admissible may be combined with study leave if and as may be permitted by the Governing Body provided that the total period of absence after combination does not exceed 28 months.

e. Study leave shall not ordinarily be granted to more than two staff members in department of college at a time during the term.

f. The total period of study leave during the entire service of a teacher in the college shall not ordinarily exceed 48 months.

3.7.2. Eligibility

Study leave may be granted to a staff member who is confirmed in his post and who has put in continuous service of not less than 2 years o the date when such leave is granted.

3.7.3. Agreement for Study Leave

a. A staff members who is granted study leave shall enter into an agreement with the Governing Body to serve the college for a period of at least 3 years if the study leave does not exceed 24 months, and for a period of at least 5 years if the study leave exceed 24 months.

b. If a teacher fails to rejoin and/or fails to continue to serve as agreed on the completion of study leave, he shall be liable to refund the entire amount received by him by way of emolument during the study leave.

c. The governing Body shall be empowered to prescribe further conditions under the agreement to be entered into by a staff member, as it may deem fit.

3.8. DUTY LEAVE (DL)

3.8.1. DL will be granted when staff members are required to go out on official duties or to participate in seminars, workshops, etc. as approved by the Principal/Designated Authority. When staff members go for examination work of University, DL will be granted.

3.8.2. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

3.9. MEDICAL LEAVE (ML)

3.9.1. An employee of the institution, who has completed at least one year of continuous and satisfactory service is eligible for Medical Leave of 10 (ten) days per year, subject to prior approval of the Principal/Designated Authority.

3.9.2. The Medical leave will be carry forward for upcoming years.

3.9.3. Medical leave should not be less than three days.

3.9.4. The decision of the Principal/Designated Authority will be final in sanctioning of medical leave.

3.9.5. Employees are advised to contact Administration department to know the leave record and then apply for leave.

CHAPTER 4: CODE OF CONDUCT & DISCIPLINE

4.1. CODE OF CONDUCT

4.1.1. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.

4.1.2. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.

4.1.3. No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.

4.1.4. No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.

4.1.5. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.

4.1.6. Any faculty/staff members, who reports incidents ragging will be given a certificate of appreciation, which will part of service record.

4.1.7. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the College.

4.1.8. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.

4.1.9. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.

4.1.10. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.

4.1.11. The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

4.1.12. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.

4.1.13. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

4.1.14. No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

4.1.15. The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

4.2. DISCIPLINARY PROCEEDINGS:

4.2.1. No order imposing any punishment on a Member shall be imposed except after.

(a) The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.

(b) Such representation, if any, is taken into consideration by the competent authority.

4.2.2. No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punished except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

PART - III : THE DUTIES AND RESPONSIBILITIES

1. TEACHING FACULTY JOB RESPONSIBILITIES – AICTE GUIDELINES

The job responsibilities as a faculty consist of four components viz.

a) Academic

b) Research & Consultancy

c) Administration and

d) Extension Services.

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components. Each of them is described below.

1.1. Academic

- Class Room Instructions.
- Laboratory Instructions.
- Curriculum Development.
- Development Learning Resources Material & Laboratory Development.
- Student Assessment & Evaluation including examination work of University.
- Participation in Co-curricular & Extra Curricular Activities.
- Students‟ guidance & Counselling & helping their ethical, moral, and overall character development.
- Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book's publication, seminars, etc.
- Counting Education Activities.
- Self development through upgrading qualification, experience and professional activities.

1.2. Research & Consultancy

- Research & Development Activities and Research Guidance.
- Industry sponsored Projects

Provide Consultancy and Testing Service Promotion of industry institution interaction and R & D.

1.3. Administration

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

1.4. Extension Services.

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

2. WORKING HOURS OF THE COLLEGE

The college working week consists of 38 working hours. This excludes lunch break. The normal working hours of the College is from 9.00 a.m. to 5.15 p.m. with a 60 minutes lunch break. The College remains closed on Sunday, second and fourth Monday.

3. TEACHING DAYS

The College shall have at least 180 full teaching day per year or 90 full teaching days per semester. “Teaching Days” here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/ tours/ sports etc.

4. WORK LOAD

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

Principal: 4 hours/week
Professor: 8 hours/week.
Associate Professor: 12 hours/week.
Assistant Professor/Lecturer: 16 to 18 hours/week.

PART - V: FACULTY DEVELOPMENT & WELFARE MEASURES

1. FACULTY DEVELOPMENT

1.1. **Higher Studies.**

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

1) Study leave may be granted for faculty members after a minimum of two years of continuous service, to pursue higher studies in the fields of specialization.
2) Preference will be given to those opting for doctoral programs, followed by Masters degree and second masters degree on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program and 3 years after completion of masters program.
3) In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

1.2. **Seminars/ workshops/Conferences:**

1) Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as DUTY LEAVE.

2) The faculties are being deputed to short term/orientation courses during vacation or non- vacation days without hindrance to the academic work; preference will be given to those, who have to fulfil the requirements of rules stipulated for Career Advancement. The period of absence is treated as " DUTY LEAVE" during the period of attending the courses.

1.3. **Promotion of Research**

The College aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations.

1.4. **Awards**

Excellent Teacher Awards and Excellent Support Staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been be put in place so that no abuse or misuse of the provisions may take place.

Faculty members are encouraged to take up minor research and development projects. Grants will be sanctioned to the extent possible. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

1.5. **INTERNAL REVENUE GENERATION**:

The employees working in the connection with any internal revenue generation scheme of the institute will be given up to 60 % of the total revenue received. The quantum of amount to be awarded to any particular employee shall be decided by Principal/Designated Authority with approval of the Management.

2. STAFF DEVELOPMENT AND TRAINING: SUPPORT STAFF (ADMINISTRATIVE)

2.1. Arranging in house training programme for improving communication skills, particularly skills of writing (with such inputs as grammar at basic level) with the help of the Department of English.

2.2. Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering college.

2.3. Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

3. STAFF DEVELOPMENT & TRAINING: SUPPORT STAFF (TECHNICAL)

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads.

4. WELFARE MEASURES

The following are service benefits and welfare measures extended to the employees of the College.

- Provision of canteen in the campus.
- In the event of death of an employee while in service, an ex-gratia of Rs.10000/- is granted to the dependants of the deceased employee, towards funeral expenses.

5. MEDICAL FACILITIES

The College is running a Medical Centre inside the campus and a Registered Medical officer is appointed who is attending the Medical Centre on every evening from 6pm to 8pm. He/she takes care of the students and staff for minor ailments. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the nearby hospital at Devrukh/ Ratnagiri for treatment.

6. GRIEVANCES REDRESSAL CELL

To redress the genuine grievances of staff and students so that congenial atmosphere for studies and smooth working of administration, the College has constituted a grievances redressal cell.