

# Staff Policy Document

*(Version II, w.e.f. 1<sup>st</sup> June, 2020)*



“Empowerment through quality technical education”

**Dr D Y Patil School of Engineering**

Dr D Y Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105.

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## Chapter 1: Foreword from Director

Here at Dr D Y Patil School of Engineering (DYPSOE), Lohegaon Pune, we look forward to every opportunity to spread knowledge beyond our campus through the creativity and achievements of our staff and students. College has undertaken teaching in a wide breadth of subjects. It is the part of our philosophy that our research endeavors underpin the College's learning and teaching. DYPSOE transforms its students into technically competent, well communicative and application oriented lifelong learning engineers. The students are result driven and are motivated by the institute for the relevant manpower development and for their betterment.

Life is not a set of instructions but is a series of experiences and learning process, this is where DYPSOE steps in – to make a difference through our management and faculties by inculcating the right attitude and passion towards engineering, which goes beyond books and instructions.

At DYPSOE, is not just a formal education but a place to grow as an individual, it promotes all round development of the students by means of cultural events, communication and personality development classes, extra curricula and sports activities, entrepreneurship development and various other activities. We have a steadily growing alumni base, which even if young, have made a mark in the society. Learning technology in such a dynamic and motivating environment is a healthy experience for the budding engineers.

DYPSOE is committed to create a community of research scholars, students and faculty that reflects the diversity of the world we live in. The development of intellectual and practical pursuits is the core of education here.

**Prof Hridaysh Deshpande**  
**Director-Technical Campus**





### Chapter 2: About the Institute

#### 2.01 Principal's Foreword:

Dr D Y Patil School of Engineering (DYPSOE) is one of the most prestigious academic groups in the Pune City and state of Maharashtra which is Approved by AICTE and Affiliated to SP Pune University. DYPSOE was established in 2010 by the Chairman of Dr Ajeenkya D.Y.Patil Group. The institute offers five UG Programs (B.E), three PG Programs (M.E) and three Diploma programs. DYPSOE has earned a commendable reputation amongst the students, faculties, and stake holders within a short span of time. DYPSOE follows the tradition of educating students in Engineering that will best serve the nation. Dr Ajeenkya DY Patil's futuristic vision is to provide quality education at an affordable cost, so as to enable the youth, primarily the rural youth to elevate their potential and to make them contribute to National Development. Under the mentorship of Dr Ajeenkya DY Patil and the Director of DYPSOE, this institute is progressing continuously. The success is the result of dedication, creativity and entrepreneurship of our faculty, students, and management.

Here at DYPSOE, we unearth the potential of students by involving them in academic, career-building & creative activities equipping them to become globally competent to face the challenges. Education is not only an act of acquiring knowledge but learning a skill to lead life and forming one's personality. This ennobling process of growth is facilitated here at DYPSOE. Education is the most-powerful weapon that can change the face of a nation. With our experienced and learned faculties encouraging and coaching the students, no dream is far-off. Faculties of DYPSOE Institutes cultivate social, moral and spiritual values in the students along with the appropriate knowledge, skills, and attitudes that lasts a lifetime.

**Dr. F B Sayyad**  
**Principal**



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**2.02 Name of the College:** Dr D Y Patil School of Engineering

**2.03 Address of the College:**

Dr D Y Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105.

**2.04 Contact Details of the College :**

Tel: 020-67077921/2

Website: [www.dypsoe.in](http://www.dypsoe.in)

**2.05 AICTE Permanent Approval Number:**

DYPSOE is approved from AICTE under the Permanent registration number: **1- 3847411**

**2.06 College ID Number by Directorate of Technical Education, Maharashtra:**

DYPSOE is registered under DTE (Directorate of Technical Education), Maharashtra and the College ID number is: **EN 6732**

**2.07 Pune University's College ID number:**

DYPSOE is affiliated to Savitribai Phule University of Pune and the College ID number is: **CEGP015720**

**2.08 Vision of the College :**

**“Empowerment through quality technical education”**

**2.09 Mission of the College:**

M1: To achieve excellence in teaching, learning and research

M2: To impart skill based education to meet the needs of industry and Society

M3: To excel as a center of excellence in technical education

M4: To inculcate social & ethical values among the students





### 2.10 Short Term Goals:

- To sign MOU with industries to get Industry Sponsored Projects, Internship and Training to Students
- To motivate faculty for Industry Interaction with objectives to get professional training and Placement of Student
- To start Students Club in emerging areas of technology like Robotics and Automation, Drone Technology, 3D Printing, IoT, Cyber security, Cloud computing, Artificial Intelligence and Machine Learning, Web Technology etc.
- To organize various short term courses, workshops, seminars from experts under center of excellence
- To establish collaboration and exchange program for faculties and students with reputed institutes.
- To submit proposals to funding agencies for research and upgrading of laboratories.
- Faculty development by encourage them to upgrade their qualifications and professional skills and consultancy work
- To Organize International and National Level Conferences, project competition & intercollegiate design competitions

### 2.11 Long Term Goals

- Conduct UGC interview and assure around 80% of faculties should be Approved
- To work on the compliance report observed in NAAC cycle 1 and get it done before preparing SSR for Cycle 2
- To start SPPU recognised PhD research centre in Computer and ETC department
- Apply for Permanent Affiliation
- Apply UGC for recognition colleges under Section 2(f) and 12(B) of the UGC Act, 1956 for Autonomy
- Prepare all AQAR and keep ready SSR as per revised norms of NAAC manual and apply for NAAC Cycle 2 for getting A+ grade
- Apply for College Autonomy
- Start planning for NBA Accreditation

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- Start planning for NBA Accreditation

## 2.12 Quality Policy:

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders

We will achieve our vision and mission while keeping to our core values, which are as follows:

- Excellent Environment with Facilities
- Dedicated Faculty
- Talent Appreciation
- Industry Collaboration
- Social Responsibility
- Encouragement

## 2.13 Governing Body:

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

More specifically, the Governors are responsible for:

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

## 2.14 College Development Committee (CDC):

The college shall constitute College Development Committee as per MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016. The College Development Committee shall meet at least



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four times in a year and its proceedings minutes shall be maintained properly. Members elected or nominated shall have a term of five years.

### **The powers and duties of the College Development Committee are:**

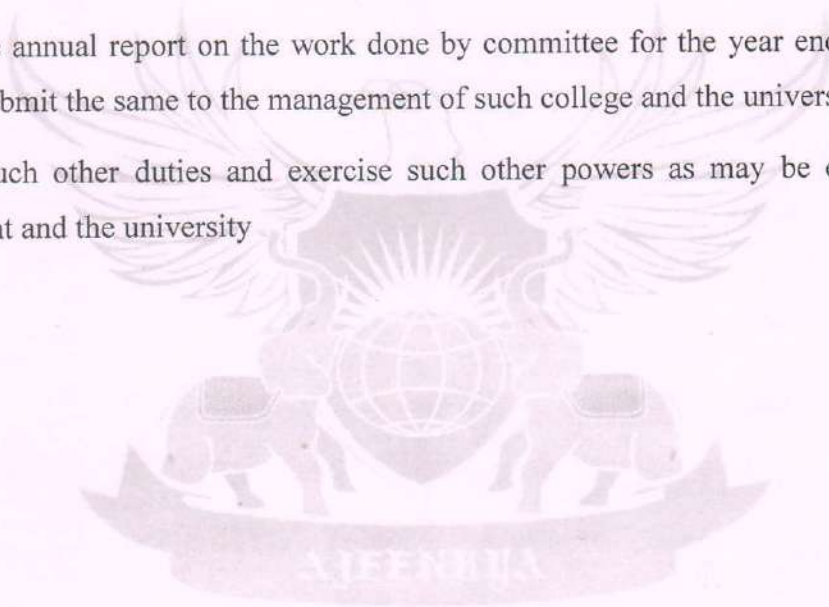
- (a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- (b) Decide about the overall teaching programs or annual calendar 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 programs 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 Internal Quality Assurance Committee and make suitable recommendations



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- (m) Frame suitable admissions procedure for different programs 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 National Assessment and Accreditation Council, etc.;
- (q) Recommend the distribution of different prizes, medals and awards to the students.
- (r) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- (s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university



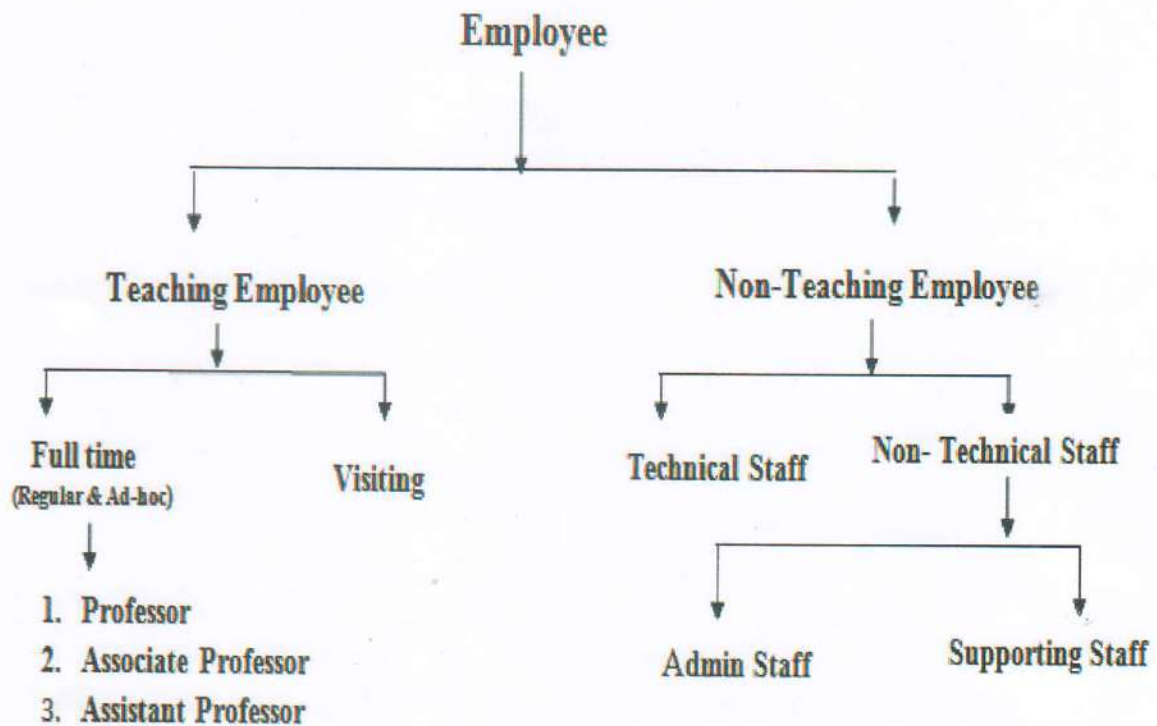


## Chapter 3: Human Resource Planning

### 3.01 Employee Classification:

DYPSOE employees are classified on a functional basis to optimize institutional competency through clearly defined authority and responsibility at each level.

Employees are broadly classified as:



**3.1.1 Teaching Employee:** It comprises of persons who are involved in teaching / instructors/Research at the institute may be full time, Part time, Visiting or Emeritus Faculty.

#### Full time Teaching Employee Types:

- I. **Regular:** The faculty member approved by UGC committee and received permanent approval letter from SPPU and has completed two years in probation.
- II. **Ad-hoc:** The faculty member not approved or in the process of approval or approved with one-year ad-hoc approval by University received ad-hoc approval letter from SPPU.

#### A. Full Time Teaching Employee:

- a. Faculties enrolled on institutional Pay roll.
- b. Teaching faculty is categorized under:

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### **i. Professor:**

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND
- b. 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. AND
- c. 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 Ph.D. guided as Supervisor / Co-supervisor 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.

### **ii. Associate Professor:**

- a. For Direct Recruitment a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND
- b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals. AND
- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

### **iii. Assistant Professor:**

Should have completed UG & PG in respective branches with first Class.

**B. Visiting / Experts:** A visiting faculty is appointed on the clock hour basis, and the remuneration is given on hourly basis.

### **3.1.2 Non-Teaching Employee:**

- (i) **Technical Staff:** Technical Assistants, Lab Assistants, Workshop Instructors, Network Administrators, Computer Programmers, Librarian and Library Assistants come under this category.





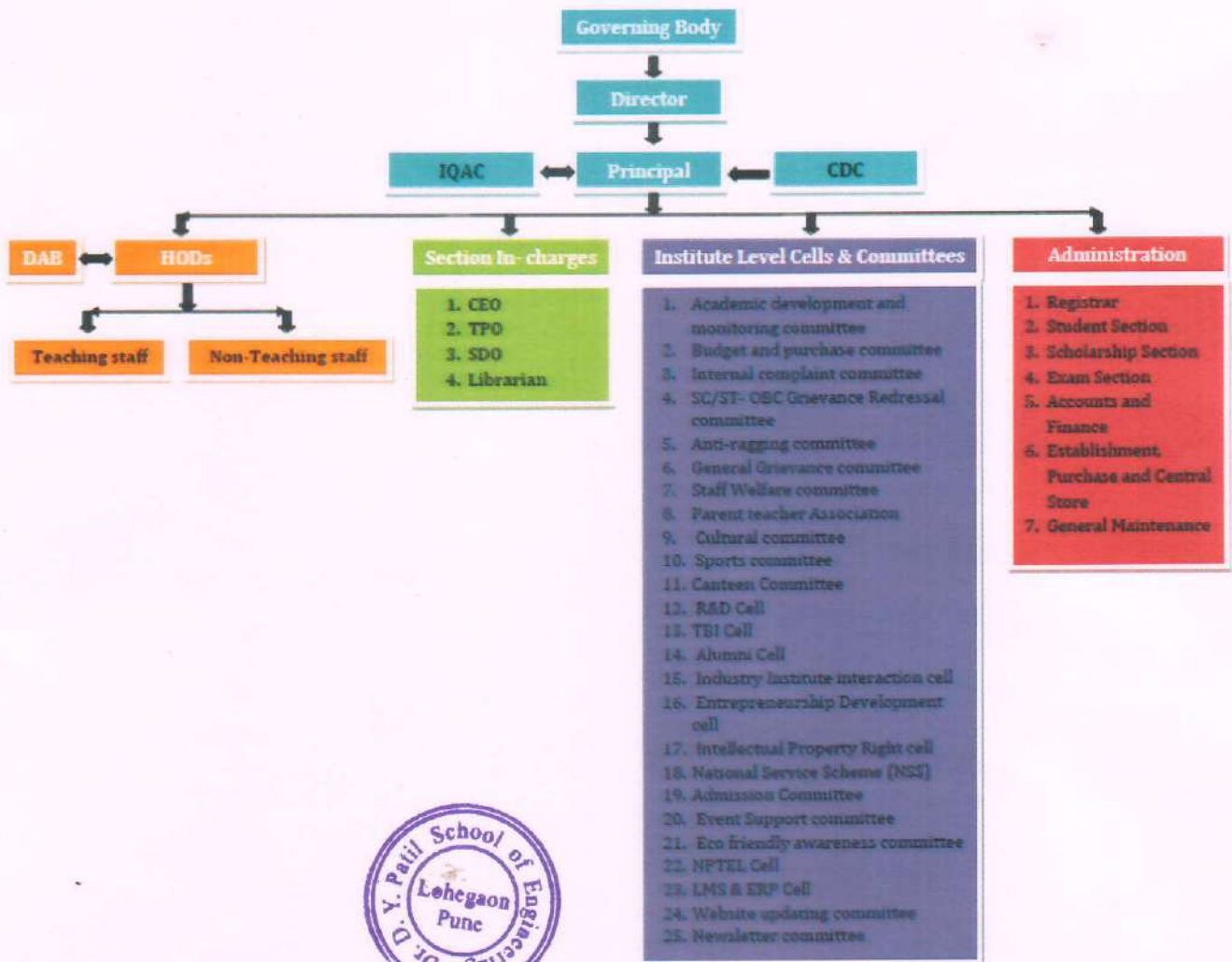
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(ii) **Administrative Staff (Non-Technical):** Registrar, Assistant Registrar, Office Superintendents, Human Resource Executive, Accounts and Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical Officers, Executive Assistants, Hostel Rectors, Accountants, Accountant Assistants, Clerks, Data Entry Operators, and Front Office Executives are under this category

(iii) **Supporting Staff (Non-Technical):** This category consists of Peons, Electricians, Drivers, Security officers, Watchmen, Sweepers, Gardeners, Plumbers, Internet Centre Receptionists, and Book-lifters and Assistants to Hostel Rectors.

### 3.02 Organization Chart:

An organizational chart shows the structure of an organization and the relative ranks of its parts and positions. It shows the lines of responsibility between departments and hierarchy of institutional delegation of authority and responsibility.



## 3.03 Staff Pattern /Post wise Number of Positions

### Cadre Ratio:

As per AICTE norm the cadre ratio is 1:2:6.

### Teacher- Student Ratio:

As per AICTE norm the cadre ratio is 1:20 (Subject to change as per AICTE norms)

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

The teaching hours are assigned cader wise to each faculty as per his/her post and position as follow:

- a. Principal – 4 to 6
- b. Professors -12 to14
- c. Associate Professors -14
- d. Assistant Professors- 16 to 18

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

Besides teaching, all the teachers or the faculty are requested to spend their time and effort for various activities and contribute to the fair image of the college. They have to necessarily cooperate in students counselling, give support to the administration and involve themselves in R&D/Consultancy and extension services AICTE norm stipulates that every teacher of the college has to contribute 38 to 40 clock hours of work per week. A tentative distribution of the time spent in a week for Professors, Associate Professors and Assistant Professors is given below, which may be considered as a guideline, but not a rigid frame work. The Heads of Departments, Deans and other officers in charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department.





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### Tentative distribution of time to be spared by a faculty member for different activities in a week

Category	Teaching	Preparation/ Assessment/ NAAC activity	Project Guidance/ R & D/ Consultancy & Extension Service	Administration	Student Counseling	Total Clock Hours
Professors	14	6	20	6	4	40
Associate Professors	14	8	10	4	4	40
Assistant Professors	16	16	6	0	2	40

**Note:** Every faculty member has to produce the evidence of time spend on Project Guidance R&D, Consultancy; otherwise he/she has to increase the time on teaching load.

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

The recruitment of non-teaching for Laboratory or Technical Assistance, ratio should be 1:2

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

This category consists of all staff members except the teaching staff, which includes Registrar of the college, all Administration staff, Accounts, Human Resource Development and class IV employees. The recruitment of this category staff is as follow:

1. Registrar / Dypt. Registrar / Assistant Registrar: 01.

2. Office superintendent: 01.

3. Office Assistant: As per office requirement with the recommendation of Principal & Management Committee.

4. Librarian: 01

5. Library Assistant: As per Library requirement with the recommendation of Principal & Management. Committee.

6. Clerk / Jr. Clerk:

As per various sections requirement with the recommendation of Principal & Management Committee number of post can be created.



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- a. For office it is as per the requirement and with the recommendation of Management committee.
- b. Each department, library and store may have one assistant for departmental work.

Other than above essential posts other category of the posts can be created with the recommendations of Principal & Management Committee.

#### 4. Roster for the posts of full time teaching faculty & Principal:

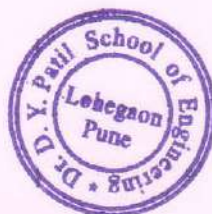
A roster is the register having list or plan showing turns of duty or leave for individuals or groups in an institution.

#### 3.04 Work- hours and Responsibilities of employees:

Each and every employee in the institute is allotted with some working hours and responsibilities and the employee should carry all the tasks assigned to him with the full of his ability.

##### A. Duties & Responsibilities of the Principal:

1. Observation of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University, DTE, AICTE and the orders issued by the Central and the State Governments.
2. Nomination of Member secretaries of Institute level committees and chair the meetings of Institute level committees.
3. Academic and Administrative management of the institution, Conduct meetings for Governing Body and College Development Committees and prepare minutes of the meeting.
4. The Principal is the in-house Chief Conductor of University Examination.
5. To appoint internal Flying Squad, Supervisors and other human resources for smooth conducting of examination in the College in coordination with Examination-in-charge.
6. To interact with University for examination related works.
7. To head Unfair Means Committee during examination.
8. To appoint internal and external examiners/moderators for paper assessment in coordination with HODs and Examination-in-charge.





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9. Ensure that the employee/ students is aware and follow the rules, policies and procedures published by the College.
10. Monitoring and evaluation of academic and research activities.
11. It is the responsibility of the Principal to interact with the industries and get the MOUs from the industries in relevant branches. There should be the involvement of teachers /students in the industry of relevance. Training & Placement officer shall take the initiative.
12. Participation in policy planning at regional, National level for development of technical education.
13. Planning and assisting in planning and implementation of academic programs, such as orientation courses, seminar, in-service and other training programs, organized by the University and/or Department / College for the academic competence of the faculty members.
14. Administration of the faculties/staff/students. Office administration includes:
  - a) Student admissions and their records. University registration.
  - b) Fee collection and maintenance of the records, Samaj Kalyan fee dues.
  - c) Student section, accounts, correspondence with the students and their parents
  - d) Maintaining College library.
  - e) AICTE/DTE/University liaison and related correspondence.
  - f) Sanctioning of various types of leaves or vacations and monitoring the records to the employees.
  - g) Monitoring the PF/IT/Insurance /Medical facilities etc.
  - h) Monitoring the security and safety of the college.
  - i) Payment of electricity/water/taxes /any dues etc.
  - j) Parents meet, students meet, alumni meet in every semester/ year.
  - k) Release from service after due clearance from the governing body/management.
  - l) To ensure that the employee clears all dues before the withdrawal of the last salary.
  - m) Recruitment of non - teaching staff & teaching staff.
  - n) Make the academic calendar of the college.
  - o) Introduction of new courses.
  - p) Authorizing cash advances for urgent purchases.
  - q) Authorizing leave for staff / faculty.

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- r) Allocation and utilization of budget of all departments.
- s) Selection of books, Journals and library policies.
- t) Ensure that the institute website is informative and updated
- u) To take necessary decisions to improve effectiveness of LMS, fulfillment of customer requirement
- v) Any other work given by the management.

### **B. Duties & Responsibilities of the IQAC Coordinator:**

1. To coordinate the dissemination of information on various quality parameters of higher education
2. To coordinate the documentation of the various programs / activities leading to quality improvement
3. To coordinate the quality-related activities of the institution
4. To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
5. To coordinate the timely and efficient execution of the decisions of IQAC committee.

### **C. Duties & Responsibilities of the Head of Department:**

1. Manage staff responsibilities in line with DYPSOE policies and University's policies.
2. Monitor all the activities of the department.
3. To ensure that the faculty members maintain professional standards of behavior and ethics at all the times.
4. Arrange faculty for the course.
5. To prepare time-table for classes, labs, tests and exams. Preparation of Academic Calendar in line with the University Calendar.
6. Resolve student's complaints and queries
7. Carry out faculty evaluation.
8. To prepare various documents for the University, AICTE, MHRD, UGC under the guidance of the Principal.
9. Identify training needs for the faculty and evaluate effectiveness of training.
10. Decide corrective action.



11. Ensure quality system implementation
12. Follow the best practice for teaching and learning.
13. Represent dept outside the institute
14. Preparing the departmental budget and involvement in the purchasing of equipments.
15. Develop and maintain relation with industries.
16. Coordinate term work assessment and conduct of practical / oral exams.
17. Coordinate Interaction with library, workshop & other service providers in the institute.
18. Record all the activities of the department.
19. Arrange parent's meet once in a semester.
20. Any other work given by the management.

#### **D. Duties & Responsibilities of the Dean – Research:**

1. To inculcate the spirit and culture of research amongst all the stakeholders like students, faculties, management, parents and Industries.
2. To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work.
3. To forge academic and research collaborations with national and international universities, governments and industries.
4. To establish links with various R&D organizations and funding agencies or venture capitalist for sponsored and contract research.
5. To work towards development of DYPSOE as a global R&D center.
6. To review and enhance the research policy of DYPSOE, Pune.

#### **E. Duties and responsibilities of Teaching Faculties:**

Teaching faculties are considered as all cadre categories as Lecturers, Professors, Associate Professors & Assistant Professors and the duties and responsibilities carried by teaching faculties are as follows:

1. Understand the Vision Mission and Quality Policy.
2. Be punctual and punch biometric and sign the attendance muster at the time of arrival and departure from the college.

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3. Conduct the lectures and practical as per the time table sincerely. Complete 100% syllabus.
4. Devotes efforts towards developing and improving scholarly competence.
5. Wear college uniform (on uniform days) and I-card during college hours.
6. Acquire the academic calendar, time table, syllabus copy and make the Lecture plan and list of assignments (theory/ practical) accordingly.
7. Maintain the Course file and personal file in appropriate format, with all required documentation.
8. Maintain the progressive assessment sheet.
9. Use teaching aids and adopt innovative teaching –learning methodologies.
10. In order to help and improve the results, take extra lectures/ revision lectures for the subject.
11. Counsel the students.
12. Publish/ present papers or books in conferences/ journals.
13. Organize/ Coordinate/ attend various seminars/ workshops/ STTP/ training programs.
14. Perform other academic/ administrative duties assigned by HOD/ Principal.
15. Take initiatives to organize/ coordinate various seminars/ workshops/ STTP/ training programs.
16. Initiate and execute various R & D activities in the department.
17. Counsel and guide the junior faculty members.
18. Apply and update the leave record on time through ERP
19. Take prior permission for one-day Casual leave. If leave required more than two days, then need to take permission from Principal. Adjust workload during leave.
20. Familiarizes students with the discipline's best scholarly standards.
21. Adheres to the proper role of an intellectual guide and counselor.
22. Treats students with understanding and respect and does not denigrate, humiliate or stigmatize students on the basis of race, religion, color, disability, gender, ethnicity, or age.
23. Avoids exploiting students.





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### F. Duties and responsibilities of Non-Teaching Technical Staff:

#### a. Technical Support -IT

1. Update and maintain college website.
2. Data backup.
3. Maintenance and Administration of servers, firewalls, routers, manageable switches, UPS and batteries.
4. Repairs of all computers, UPS and computer network.
5. Purchasing of equipments.
6. To provide support for various software's like ERP, LMS and Tally server.
7. To ensure continuous internet during assigned hours.
8. To give support to SPPU On-line exam, Seminar, ARC center, Workshop, technical training program or any other outside exams conducted in campus.

#### b. Lab/ Technical Assistant:

1. Do the necessary preparations to conduct the Laboratory sessions.
2. Assist faculty and students during laboratory sessions, SPPU exams.
3. Identification and traceability of items in the laboratory.
4. Maintain Dead stock register and Instrument Issue register
5. Maintain notice board in lab like, lab time table, equipment list, experiment list, SOPs.
6. Maintenance of existing equipment's and maintaining Instrument Maintenance register, Consumable records
7. Installation of new equipments
8. Maintain and update the approved supplier list for equipment's.
9. Maintain Entry of students in Register & keep record, maintain discipline among students.

### G. Duties and responsibilities of non-teaching non-technical staff:

#### Registrar / Office Suprident/Office Staff:

1. Ensure the documented is adhered to at various stages of administrative processes.



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2. Handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities of DYPSOE.
3. Execute the admission process and University Examination process of students.
4. Attendance, salary & payments to faculty & staff.
5. Maintain Fees & scholarship documentation & follow up within time
6. General discipline, safety, cleanliness of premises, hostels, dress code etc.
7. Responsible for handling the complaints/ grievances and ensuring corrective actions.
8. Student grievance handling and taking remedial actions.
9. Any other work given by management or principal.

### **Librarian:**

1. Responsible for overall functioning of the library.
2. Storage and preservation of all library products.
3. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes etc.
4. Display of all technical articles, literature, expected & new arrivals.
5. Bring in notice any information published in newspapers.
6. Circulation & distribution control of magazines, literature etc. to faculties & management and maintain records of the same.
7. Renewal of books / magazines and other products.
8. Implement all library rules as defined by the management or principal.
9. Updating databases of all library products.
10. Ensure the documented is adhered to at various stages of library processes.
11. Maintain Silence and discipline in library.
12. Any other work given by management or principal.

### **Training and Placement Officer:**

1. To decide and arrange faculty for personal development programmes for student.
2. To update and maintain the contact details of companies.





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3. Maintain student database and arrange internships, training skills, aptitude test, interview skill etc to enhance placement of students.
4. Sending invitation to the companies for campus recruitment, notify the students about the events and take necessary action.
5. Maintain student placement record.

### **Physical Director:**

1. Ensures smooth conduct of sports
2. Ensures proper use of sports material and facilities
3. Purchase of sport items by coordinating with Principal
4. Encourages students to participate in university/state/national level tournaments
5. Creation and upkeep of sports facilities
6. Proposing annual budget for sports
7. Ensures discipline among students in campus
8. Ensures NO Ragging in campus
9. Helps in the organization of various events in the college

### **Peons /Attendants:**

1. He should be polite and respectful toward all HODs and staff and students.
2. He must always come to office in uniform, which should be clean, and his appearance should be neat and tidy.
3. To attend work assigned by the Principal/Head of the department /Officer In-charge/ staff from department.
4. To ensure the cleanliness and general up-keep of the furniture, fixture and equipment's, machines in the workshop/store/section/office where posted.
5. To assist the Instructor during the course of practical training and placing the tool/equipment's on relevant place after practical
6. To assist the staff on duty during conducting the examination.
7. To carry out the miscellaneous works in workshop/Institute during repair of machine/equipment and infrastructure.
8. To carry files/office record in and out of the office/Institute.
9. Before leaving office/workshop he should switch off all lights, fans and heater, if any, and close the windows and locks the doors.

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10. Don't shift or allow to shift any material/equipment/furniture outside of department without permission of Hod/ in charge Before leaving the department for any work within college he should inform HoD or in charge
11. To assist loading & unloading of stock and stores received at the institution/workshop/office and shall help the store keeper/workshop In-charge in keeping the stores in order.
12. He must not leave until all in the Department/office/Workshop staff have left. If he is attached to an officer, he should not leave before the officer has left. If he has to go early, he must take prior permission of his officer In-charge or of the Superintendent to whom he is attached.
13. To arrange tea/snacks/water for the officers/officials during any events in his department/ Institute.
14. He should have a general idea about the arrangement for receipt of local and outside postal dak.

### 3.05 Working in Week:

#### a. Working days and weekly off in a week:

1. Working days at DYPSOE, is Monday to Friday for Teaching and Non-Teaching Staff.
2. Working days at DYPSOE, is Monday to Saturday for office Staff.
3. Weekly off for office staff is 1<sup>st</sup> and 3<sup>rd</sup> Saturday of a month.
4. Weekly off for office staff in Account section is 2<sup>nd</sup> and 4<sup>th</sup> Saturday of a month.

#### b. College Standard working time:

##### Working Hours

The working hours including recess time for Institute and is as:

<b>College-</b>	Monday to Friday	: 09.45 am to 05.15 pm	} Lunch break, Tea Break – As per Time-table
<b>Office-</b>	Monday to Saturday	: 10.00 am to 05.30 pm	
<b>Library-</b>	Monday to Friday:	10.00 am to 05.30 pm	



### Chapter 4: Leaves, Vacations & other Holidays

#### 4.01 Introduction:

Leave is a provision to stay away from the work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Sundays or holidays may be prefixed or suffixed to leave with prior sanction of the authority. Leave may be sanctioned by the head of the institute the following leave rules and norms give details about the different types of leave and how they can be availed of. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature. These leave rules shall be applicable to all the permanent employees (teaching and non-teaching) of the Dr D Y Patil School of Engineering

#### 4.02 General:

- i. **Leave is not a right.** It may be refused or revoked by the authority empowered to grant it. It would, however, generally, be granted unless the exigencies of service demand otherwise.
- ii. **Leave Application:** The Application shall be submitted in writing or preferably form prescribed by the Institute through ERP well in advance and shall be got sanctioned before availing of the leave. However, in exceptional circumstances, the sanctioning authority shall have discretionary power to sanction leave admissible post facto. The employee shall make alternative arrangements/internal adjustments among the employee of his/her or any other department to take care of his/her duties.
- iii. **No leave can commence unless it has been sanctioned:** Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action besides penal deductions.
- iv. **Employee on leave shall not engage himself in any other** employment, trade or business either full-time or part-time without obtaining prior sanction of the competent authority. It is an offence and the employee shall refrain from the same.
- v. **Absence without leave** will constitute an interruption in service. Continued absence of more than 15 days, or repeated irregularity without intimation of any kind may

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render an employee liable to disciplinary action including termination of services besides penal deduction.

- vi. **Employee appointed on contract basis** in a scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him with the competent authority.
- vii. Absence from duty after expiry of leave entails disciplinary action.
- viii. Leave will not be granted to staff under suspension.

### 4.03 Kinds of Leave:

The following kinds of leave shall be admissible to the employee of this Institute:

- A. Casual Leave (CL)
- B. Medical Leave (ML)
- C. Earned Leave (EL)
- D. Leave without Pay (LWP)
- E. Duty Leave/ Outdoor Duty Leave (OD)
- F. Maternity Leave ((MTL)
- G. Paternity Leave (PL)
- H. Study Leave
- I. Sabbatical Leave
- J. Vacation (Only for Teaching Staff)
- K. Compensatory off (CO)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or exceptional circumstances may be considered by the Management in its sole discretion. The decision of the Management in this regard shall be final and binding.

#### (A) Casual Leave (CL):

- i. Every employee held on the roster of the Institute is entitled to (one) 01-day casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of twelve (12) days of casual leave in one calendar year.
- ii. A minimum of half (1/2) day or a maximum of three (03) days of CL can be availed of a onetime





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- iii. CL Will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.
- iv. CL shall not be admissible during first one month of service.
- v. CL can't be taken in conjunction with any other kind of leave except compensatory off (C-off)
- vi. Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- vii. CLs are to be used at the discretion of the employee, subject to the approval of the HOD/ Section head or reporting authority and further submitted to Administration Office Department
- viii. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs.
- ix. In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. The application for CL, if not submitted beforehand, is sanctioned on application within 4 days' time from the date of availing the CL.
- x. CL of HODs is sanctioned by the Principal.

### **(B) Medical Leave (ML):**

- i. Medical Leave is entitled for only regular employee that completed two year of service continuously.
- ii. Employee shall be entitled to leave on medical ground for 10 days on commutation basis or 20 days on half of pay (Half pay Leave-HPL) for each year of completed service.
- iii. Medical leave may be granted in case of sickness of the employee and not his/her dependents.
- iv. Medical certificate from a registered MBBS doctor would be required in case of absence of three days or more.
- v. For every 6 months of service, 5 days of medical leave shall be credited to the leave account of the employee (on 01<sup>st</sup> June and 01<sup>st</sup> December in the academic year) Exceptional circumstances Medical leave not due may be sanctioned and such leave shall be deducted from his leave account subsequently.
- vi. Medical leave may be combined with other leaves.

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- vii. Medical leave can be carried forward and accumulated up to a maximum of 300 days.
- viii. An employee who has been granted medical leave is required to produce a medical certificate from a registered MBBS doctor of fitness before resuming duty. Leave sanctioning authority may secure second opinion. If considered necessary.
- ix. For three days Medical Leave there is no need to produce Medical Certificate.
- x. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the HOD / Section head as soon as possible to explain the situation and indicate the expected date and time of return.
- xi. Planned absences and other excused absences must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the HOD / Section head / Principal.

### (C) Earned Leave (EL):

#### I. For Teaching/Vacation Employees

- i. EL is not admissible, if Teaching/Vacation employee avails full vacation. If any Teaching /Vacation employee is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL.
- ii. EL is admissible to an employee at the rate of one EL for the three days of the period spent on duty during his vacation period and subject to a maximum of 30 days in a year. Such employees should avail such EL during non-active period of the semester.
- iii. EL can be accumulated up to a maximum of 80 days, which cannot be en-cashed.
- iv. Calculation of EL in fraction cannot be allowed.
- v. Earned leave can be pre-fixed /suffixed with other holiday /leaves.

#### II. EL for Non-Teaching/ Non Vacation Employees

- i. As the name suggests, earned leaves are the leaves earned by the Non -Teaching employee for providing more than 240 working days of service to the employer in a given calendar year. In such case each employee is entitled to 30 days earned leave in subsequent calendar year.
- ii. 15 days of EL is credited in advance on the first of January and first of July in the calendar year.



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- iii. EL can be sanctioned for minimum period of three days and can be availed for maximum three times in one year.
- iv. Application for EL shall be submitted to the respective authority at least one week in advance and should avail such EL during non-active period of the semester
- v. Earned leave in excess of 30 days at any time cannot be availed except when approved by the Management and Principal.
- vi. Earned leave can be accumulated up to a maximum of 300 days, which cannot be en-cashed.

### **(D) Leave with-out Pay (LWP):**

- i. No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization. He / She may be granted, "Leave without pay" at the discretion of the Institute Head Management subject to exigencies of service.
- ii. Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- iii. Leave without pay shall also be got sanctioned in advance as any other leave.

### **(E) Duty Leave /Outdoor Duty Leave (OD):**

- i. An activity of an employee which can bring recognition to the institute or which has to be performed for work of the affiliating University may be considered or grant of this leave.
- ii. OD cannot be availed of unless previously sanctioned approved by Principal. There is no provision for post facto approval of OD.
- iii. Duty leave may be granted for one or more of the following purposes
  - a) To deliver academic lecture in highly reputed ranked /organizations.
  - b) To attend meetings of the BOS. examination committees, conduct of Examination and auxiliary services of the affiliating University
  - c) To present a research paper in a conference/ symposium of National/ International Level or to attend a Quality Improvement Programs QIPs when duly authorized by the head of the Institute.
  - d) To attend selection committee, Local Inquiry Committee or any other committee meetings organized by a statutory body/University /recognized by the Government.

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- e) Any other special case on merit as approved by Management on the basis of recommendation of the head of the Institute.

### **(F) Maternity Leave (MTL):**

- i. The Regular female employees having more than two-year service at the Institute and having no children or at most one surviving child are eligible for grant of maternity leave. A suitable medical certificate from a competent registered medical practitioner must be attached with the leave application.
- ii. Maternity leave can be granted for a period of 180 days at the maximum.
- iii. During the leave period, a medical certificate and progress report from a competent registered medical practitioner must be submitted. In the absence of such report, the leave salary shall not be paid.
- iv. In case of miscarriage, leave up to a maximum period of Six Weeks on each occasion (up to a maximum of two) may be granted. Provided that the application for the leave is supported by a certificate from competent Doctor.
- v. In all other cases the Principal fixes a period of Leave to be granted as Maternity Leave without pay.

### **(G) Paternity Leave (PL):**

Paternity leave of 15 days may be granted to Regular male teachers during the confinement of his wife for childbirth, i.e. up to 15 days before, or up to six months from the date of delivery of the child and the limit is up to two surviving children. The paternity leave may be combined with leave of any other kind.

### **(H) Study Leave:**

The faculty members become eligible for study leave as per the following provisions:

#### **M. Tech. (Full time):**

- The faculty members having a minimum of two years of unblemished service at the institute are eligible for grant of study leave.
- The faculty member may be granted study leave without pay for the duration of the M.Tech. Program subject to the condition that the faculty member gives an undertaking to serve the Institute for two years after completion of M. Tech. and the faculty member submits copies of the records of his attendance/examination results from the institute where he/she is attending the M. Tech. Classes.



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- The decision of the Management regarding sanction of study leave will be final

### **Ph.D. (Full/Part time):**

- Study leave may be granted after an employee has rendered at least 3 years of unblemished service to the Institute. He / She will be required to furnish a bond on non-judiciary stamp paper Rs. 100- that he /she will serve the institute at least for a period of 5 years after return from the study leave. However, the management may reduce the bond period to 3 years under special circumstances.
- The faculty member may be granted study leave without pay, maximum for a period of three years.

### **(I) Sabbatical Leave:**

- The purpose of sabbatical leave is to promote professional improvement and intellectual growth of faculty to enhance the quality of education & research at TIET. Entitlement: Regular Teaching Staff. Maximum 2 years during one's career.
- i. Sabbatical up to period of one year may be granted once in every five years for attachment to a research organization or an Institute of good standing with the sole aim of pursuing research activity.
- ii. Although the employee will hold the lien with the parent organization, yet he /she will not be entitled to draw salary from this organization.
- iii. The sabbatical leave shall be granted to regular faculty only after completion of 7 years of service
- iv. Sabbatical leave cannot begin or end in the middle of a semester

### **(J) Vacation (Only for Teaching Staff):**

- i. Vacation is entitled for only Regular teaching staff that completed two years of service.
- ii. Teachers can avail total 70 days of vacation in a calendar year or as specified by the SP Pune University (in case of 6 days of working in a week)
- iii. In case of 5 days of working per week teachers can avail total 42 days of vacation in a calendar year.
- iv. Vacation period may be split in winter and summer as per the decision of the principal.
- v. The head of the Institute shall have the authority to detain staff member during the vacation for carrying out some Institutional/ University responsibilities for a period as



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may be necessary. In such cases the staff members shall be entitled to get proportional earned Leave (EL) as per clause 5.03(C) I.

- vi. Non availing vacation period cannot be carryforward to the next academic year.
- vii. All other teaching staff principal will fix the no of days to be granted for vacation per year.
- viii. Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
- ix. Vacation / holidays may be taken in one / two slots. Only on the recommendations of the Principal shall exceptions be allowed. Principal shall issue a circular pertaining to the vacation at the end of every term.
- x. All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the HOD/ Section head must take utmost care while recommending the vacation/ holiday period.
- xi. Vacation / holidays can be recommended by the HOD / Section head only and sanctioned by the Principal if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the HOD/ Section head before proceeding on vacation/ holidays.
- xii. Vacational staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Principal.
- xiii. HOD/ Section head shall ensure that the regular functioning of the department/ section is not hampered and that no work is held up merely due the non-availability of an employee by way of his/ her availing vacation.
- xiv. If there is any official work during the vacation period, the principal/HOD will be called to any staff to report the college.

### (K) Compensatory off [CO] :

1. The staffs, who work on holidays with prior permission of HODs / Section head/ Principal, will be entitled to CO for an equal number of days that they have worked.
2. COs cannot be attached to casual leave. **COs should not be availed when the academic sessions are in progress.**
3. COs cannot be carried over to the next calendar year.



### Chapter 5: Discipline and Grievances

#### 5.01 Security & Vigilance on Campus:

Campus has equipped with security office. They manage the security on campus. Every on campus should positively participate to assist the security personnel if you suspect anything odd on campus. College has also installed cameras in class room and important locations as outdoor security monitoring.

#### 5.02 Counseling Facility:

College has appointed visiting counselor for students and staff members. Students and mentors are requested to take the benefit of this facility. Counselor is available on campus twice a week.

#### 5.03 Code of Conduct:

All employees have to follow the rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute.

- Every employee is required at all times to maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall always act in the interest of the college.
- An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work.
- No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity nor shall subscribe or aid or assist in any manner to any political movement or activity

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- Employees leaving the campus for any official work in duty hours take permission of their respective HODs or their immediate superior and take the Gate Pass and make the note of the same in outward- movement register.
- If employees leaving his place of work within campus for any official work need to take in campus movement slip from office and took the signature of concern officer to whom he/she met for any official work and submit the same to office admin on the same day.
- All employees should avoid going canteen frequently except lunch time.
- No employee shall make any statement, publish or communicate through any media which amounts to an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
- No employee can engage directly or indirectly in any trade or any private tuition or undertake employment
- No employee shall engage in strike or incitements there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts punishment.

Following are examples of actions, which are unacceptable to the institute and often result in **disciplinary action** or **termination of employment**:

- Insubordination
- Theft
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials





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- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

### (A) Disciplinary Action

- All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.
  - i) Withholding increments/promotion
  - ii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty of breach of orders
  - iii) Suspension
  - iv) Removal from service
  - v) Dismissal from service

#### 5.04 Biometric Attendance facility:

Every staff member of this college is required to register the finger print in biometric system and must record attendance through this system. Three late remarks will be treated as one full day leave. Registration is available with office staff.



### 5.05 Uniform for teaching faculty, non-teaching staff and student community:

The staff, students must wear uniform on every Monday to Friday except Wednesday and whenever announced for special days. If any particular student or staff member is found not wearing uniform, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.

### 5.06 I-Card Policy for teaching faculty, non-teaching staff and student community:

The staff, students must wear I-Card every day. If any particular student or staff member is found without I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her. I – Card registration for newly joined employees is available in office.

### 5.07 Supervision of university exams:

All teaching staff are allotted Supervision duties as and when their university and departmental Exam.

#### 1. Senior Supervisor:

Teaching faculties who have five or more years of teaching experience are usually appointed. Every senior supervisor has to monitor at least five examination sessions.

#### 2. Junior Supervisor:

All graduate employees are eligible to act as junior supervisors. She/he has to supervise minimum of three sessions and maximum seven sessions.

### 5.08 Examiner ship for University Exams:

- No extra compensatory leave is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.



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### **5.09 Private Coaching / Outside Employment Policy:**

No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken such staff members.

### **5.10 Internet Facility policy:**

Staff of DYPSOE must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.

### **5.11 Nonsmoking policy:**

At DYPSOE, no tolerance is observed regarding smoking on campus. Smoking is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking, eating gutkha or tabacoo.

### **5.12 Keys deposition Policy:**

College main office keys are deposited in the security office. Department keys are deposited in the college office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is required by everyone in the college. Also proper staff members are authorized to close and lock the rooms.

### **5.13 Vehicle parking policy:**

#### **a. For staff members:**

All the staff members are required to park preferably at the designated parking lots for proper management.

#### **b. For students:**

Students are required to park their vehicle properly in the student allotted parking area so that it should not create parking problems. Everyone must follow the pollution norms and license norms on campus. You must not park the vehicle continually for days without prior permission; else action will be taken against it.

### 5.14 Disciplinary procedure:

Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations of this college. Initially verbal warning is given to the staff member. If repeated incidences occur written letter/ Memo is issued to him/her.

### 5.15 Grievances / complaints Redressal:

**Grievances Redressing Cell** is formed in order to keep the healthy working atmosphere among the staff, students & parents. This Cell helps Staff, Students & Parents to record their complaints and solve their problems related to Woman harassment, Ragging, academics, resources and personal grievances. There are two sections in the cell. Ragging Complaints, where students can lodge the complaint related to ragging and will be handled as per Anti Ragging rules available on University Website. This section will also look after **General Grievances**, where everyone in the college domain can lodge the complaint and get their problem addressed regarding academics, infrastructure or among the students. Woman anti-harassment section, where female can lodge the complaint and get her problem solved. Pursuant to the directives of the Supreme Court of India, Woman Anti-Harassment Cell has been set up at DYP SOE, to uphold the dignity of women at work.

To lodge a complaint (Grievances or Ragging), the person concerned can personally approach and write/ e-mail any member of the Cell. They can send an email on *principal\_dypsoe@dypic.in* or write an application in the format given and submit it to Cell convener.

### 5.16 Anti-Ragging Committee:

As per the AICTE guideline committee is formed. Following steps are carried out to curb the ragging on campus.

1. Guiding office to take undertakings from parents and students.
2. Appointment of committee as per the AICTE guidelines.
3. To raid the hostels, campus, corridors and prevent the anti-ragging on campus.
4. Conduct the meeting and keeping the records.



### 5.17 Woman Harassment at work place:

Sexual harassment of employees or students at the Institute is prohibited and the offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, viz. Issue solved by Women Redressal Cell.

Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication).

Such as:

- Physical contact and advances. or
- Demand or request for sexual favors. or
- Sexually colored remarks. or
- Showing Pornography. or
- Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

#### For woman anti-harassment:

The person concerned can personally approach/ telephone/ write/ e-mail any member of the Cell. The name of the complainant will be kept confidential. Email can be sent on address [principal\\_dypsoe@dypic.in](mailto:principal_dypsoe@dypic.in) or write an application in the format given and submit it to member secretary.

In normal (minor) cases Group B members will address the problem and solve it without involvement of Group A members. In severe cases, Group A, core members and Group B Members will address the grievances and solve it.

Grievance Action report will be prepared every year & sent to Principal. One complaint per page will be recorded containing the following details

Complaint No., Date of Grievance/ complaint, Complaint Description, Action taken/ Status.


Any written complaint received by the grieved student with respect to ragging is thoroughly discussed by the Committee and appropriate action is taken through Director.

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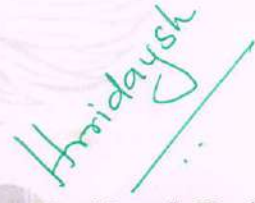
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### Facility:

1. Suggestion / complaint Boxes have been installed at different places in the College campus in which the Students/ staff, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College.
2. Students, Parents and staff of DYPSOE can send their complaints on [principal\\_dypsoe@dypic.in](mailto:principal_dypsoe@dypic.in) and woman related complaints can be received on [woman-grievance@dypic.in](mailto:woman-grievance@dypic.in)

  
Dr F B Sayyad  
Principal



  
Prof. Hrridaysh Deshpande  
Director-Technical Campus