HR Policy

Screening, Recruiting, Training and Implementing Employee Processes

POLICY No: APN/ 2019/ 6.2.2

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1. Foreword from Director

Here at **Dr D Y Patil School of Engineering (ADYPSOE), 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. ADYPSOE 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 ADYPSOE steps in – to make a difference through our management and faculties by inculcating the right attitude andpassion towards engineering, which goes beyond books and instructions.

At ADYPSOE, 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.

ADYPSOE 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.

Dr. Kamaljeet Kaur
Director-Technical Campus

Chapter 2: About the Institute

2.01 Principal's Foreword:

Dr D Y Patil School of Engineering (ADYPSOE) 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. ADYPSOE 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. ADYPSOE has earned a commendable reputation amongst the students, faculties, and stake holders within a short span of time. ADYPSOE 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 ADYPSOE, this institute is progressing continuously. The success is the result of dedication, creativity and entrepreneurship of our faculty, students, and management.

Here at ADYPSOE, 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 ADYPSOE. 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 ADYPSOE 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
ADYPSOE

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

2.02 Address of the College/ Institute:

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

2.03 Contact Details of the College:

Tel: 020-27409821
Website: www.adypsoe.in
AICTE Permanent Approval Number:

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

2.04 College ID Number by Directorate of Technical Education, Maharashtra:

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

2.05 Pune University's College ID number:

ADYPSOE is affiliated to University of Pune and the College ID number is: **CEGP015720**

2.06 Vision of the College:

"Empowerment through quality technical education"

2.07 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

Chapter 3: Recruitment of Employee

3.1 Recruitment Procedure: Teachers: (Asst. Prof. /Assoc. Prof. /Prof.)/ Principal

1. **HODs calculate the Human resource requirement:**
   a. Consolidation of subject wise teaching load Calculation.
   b. Student – Teacher Ratio (as per AICTE guideline)
      i. For UG: 1:20.
      ii. For PG: 1:12.

   c. Cadre ratio is 1:2:6.

2. **Requirement Finalization:**
   a. All HODs present their requirement to Principal/ Human Resource Manager / Registrar in the HOD meeting.
   b. The nature of the requirement is finalized after discussion in meeting. The nature of finalized requirement may be: 1. Full Time, 2. Part time, 3. Visiting,
   c. The posts for reserved Categories must be identified.

3. **Succession Plan:**
   A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant.
   In this process, Assistant Professor may be promoted as Associate Professor, Associate Professor may be promoted as a professor.

   The succession can be:
   a. **Absolute Succession:** The identified candidate fulfills all conditions required for appointment; hence, no special conditions are involved in the appointment.
   b. **Conditional Succession:** The identified candidate full fills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprises of acquiring higher qualification, Publication and certifications etc.

4. **Advertisement:**
   a. **Verification:** Verification of Roster & finalization of approval for backward class reservation for the posts to be advertised.
   b. **Publishing the Advertisement:** The advertisement should be published in 1. News papers, 2. Website etc.

5. Application:

    a. Eligible candidate for advertised posts should apply in the proforma application, available on the institutional web site (www.adypsoe.in).

6. Scrutiny:

    a. Letters to various Government agencies demanding list of registered candidates of reserved category.

    b. Collection of application, list of registered candidates of reserved category & preparation of its database.

    c. Scrutiny of data and short listing of eligible candidates.

7. Selection Committee:

a. UGC Committee:

A request to be send to take UGC Committee from SPPU for the selection of the post of Principal and university approved teachers

b. Institute Level Committee:

The institute level committees are comprising three to five department wise eminent/ senior faculty members. This type of committees is formed for: 1. Walk-In Interviews, 2. Emergency recruitment.

There shall be a separate selection committee for making recommendations of suitable candidates for appointment to the posts of:
(i) Registrar;
(ii) Controller of Examinations;
(iii) Finance and Accounts Officer;

8. Schedule and Venue:

    a. UGC Interview:

        i. Meeting must be scheduled within 30 days after formation of selection committee.

        ii. The venue is decided by the Director.

    b. Institute Level Interview:

        i. Schedule, as and when requirement is raised, and possibility of UGC interview is not sure.

        ii. The venue is decided by Principal/ Assistant Registrar / HOD/ LMC / Committee Members.

9. Invitation:

   a. Invitation letter to UGC Committee members comprises Schedule, Venue, etc to assure the availability of committee members as per the schedule.

   b. If the minimum number of members is not available on schedule, it can be rearranged.

10. Call letter:

   a. Interview Call Letter is process to finally shortlisted candidates through post.

   b. The call letter comprises: 1. Candidate Name, 2. Post for which s/he has been short listed, 3. Day, date & Time for interview 4. Venue.

   c. A candidate must present the call letter at the time of Interview.

11. Interview Conduction:

   a. Conduction of interviews and Report of Selection Committee recommending names of candidates.

   b. Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer.

   c. The interviewer's committee should submit interview reports with recommendations for appointment.

   d. Preparation of a Consolidated Statement in detail in respect of recommended candidates.

12. Appointment Order:

   a. Subject to the provisions of this Act, Statutes and Ordinances, the Vice- Chancellor shall, till the University Grants Commission's scheme of recruitment becomes operative, appoint according to the order of merit and recommendations made by the selection committee, a university teacher.

   b. Selected candidates are being finalized and appointments orders ought to prepare.

   c. Approval of the Management for issuing Appointment Orders.

   d. Issue of appointment orders by office staff.

   e. Special appointment on compassionate ground (Appointment to one of family member in the event of death while in ADYPSOE's service).

   f. Appointment against category post is valid for one year only.

   g. **Acceptance Letter:** Candidate should submit acceptance letter for appointment order.

   h. **Joining Report:** At the time of joining, faculty should submit joining report to the office, with the signature of Respective HOD, Assistant Registrar & principal.

3.2 Recruitment Procedure: Non-teaching staff:

1. **Requirement Finalization:** Finalize vacancy considering staff pattern and proposed by HOD.

2. **Requirement Finalization:**

   a. All HODs present their requirement to Principal/ Human Resource Manager / Assistant Registrar in the HOD meeting.

3. **Succession Plan:**

   A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant.

   In this process Peon may be promoted as Clerk, Lab. Asst. may be promoted as a Technical Asst. Clerk may be promoted as Head clerk & office superintendent, etc.

   The succession can be:

   a. **Absolute Succession:** The identified candidate fulfills all conditions required for appointment; hence, no special conditions are involved in the appointment.

4. **Advertisement:**

   a. Publish advertisement, if required.

5. **Application:**

   a. Eligible candidate for advertised posts should apply in the pro forma application, available on the institutional web site (www.adypsoe.in).

6. **Scrutiny:**

   a. Collection of application & preparation of its database.

   b. Scrutiny of data and short listing of eligible candidates.

7. **Selection Committee:**

   a. **Institute Level Committee:** The institute level committees are comprises of department wise eminent/ senior faculty members (3 - 5). This type of committees is formed for: 1. Walk-In Interviews, 2. Emergency recruitment.

   8. **Schedule and Venue:**

      a. **Institute Level Interview:**

         i. Schedule, as and when requirement is raised.

         ii. The venue is decided by Principal/ Assistant Registrar / HOD/ LMC / Committee Members.

9. **Call letter:**

   a. Interview Call Letter is process to finally shortlisted candidates through post.

   b. The call letter comprises: 1. Candidate Name, 2. Post for which s/he has been short listed, 3. Day, date & Time for interview 4. Venue.

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b. Approval of the Management for issuing Appointment Orders.
c. Issue of appointment orders.
d. Special appointment on compassionate ground (Appointment to one of family member in the event of death while in ADYPSOE's service).
e. **Acceptance Letter:** Candidate should submit acceptance letter for appointment order.
f. **Joining Report:** Candidate should submit joining report at the time of joining.

3.3 Induction/ Orientation Program:

a. Induction is planned introduction to newly appointed employees to their jobs, colleagues/peers, and the organizational behavior.
b. After the candidate is joined, s/he has told as what are his/her duties and responsibilities by HOD/ Principal.
c. The Principal / HOD take initiative to induct new employee.

Chapter 4: Salary and perquisites

4.01   Type & fixation of Initial salary:

In general, these are subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), SPPU norms and AICTE also merit Increments, Promotions, Demotions / Lateral Transfers etc. Salary is fixed at the discretion of management.

a.   Consolidated salary

Usually Ad-hoc Teaching and non-teaching staff is paid consolidated salary at the time of joining tillregularization of salary on the basis of individual performance. Salary fixation is dependent upon post, experience as well as employee's service at ADYPSOE. It is fixed as per management's decision.

b.   Salary as per pay commission / Pay Scale cadre wise:

Teaching and Non-teaching staff is eligible for getting pay scale and fixed as per eligibility, experience and UGC approval & management's discretion. Salary fixation guidelines as per pay commission are taken in to consideration and as per recommendations of SPPU.

Annexure: (AICTE Regulations on pay scales dated 1st March 2019)

4.02   Allowance granted in lieu of salary:

It is fixed at the discretion of management based on the contribution to the institute. It requires approval of the Management & is part of salary.

a.   Allotment of staff quarter

Limited facility is available for Principal and staff who are required to be all time on campus e.g. security.

b.   Shoffer driven car:

This facility will be given available to selected ADYPSOE eminent employees according to their workprofile & principal.

c.   Car petrol allowance:

This facility is available to the Director, Principal and selected ADYPSOE employees according to their work profile.

d. Mobile / telephone facility:

Mobile and telephone allowance is granted to the Director, Principal, Registrar, and selected ADYPSOE employees according to their work profile.

e. Entertainment Allowance:

This facility is available to selected ADYPSOE employees according to their work profile.

4.04 Provident Fund Scheme:

Contributory provident fund facility is available to grade III cadre employees from the starting date of their employment. This facility is granted to employees having university pay scale only after completing 3 years of service.

4.05 Welfare activities for employees:

a. Free / Concessional Dental medical treatment facility:

Emergency medical and Dental medical treatment facility is available; a small dispensary & Doctor is available at the campus.

b. Tuition fee concession to wards of employees studying in ADYPSOE's institution:

Wards of employees studying in ADYPSOE's institution can avail concession @ 25% in Tuition fees

c. Gratuity scheme for employees:

Provision is made for those who work for continuous 5 year.

d. Health insurance plan for employees:

ADYPSOE is implemented Health insurance plan for employees, Personal accident insurance policy for employees along with group insurance scheme for employees.

4.06 Payment mode of salary:

Every employee opens a salary account at any Nationalize bank, and the salary is transferred to employees account.

4.07 Yearly increments:

Every faculty is given an annual increment as entitled by sixth pay norms. The annual pay is revised once in a year only.

4.08   Incentive and rewards in salary:

It is awarded as per the discretion of management for any meritorious job of employees.

4.09   Granting of higher pay scale/ post for non-teaching:

It is awarded as per the discretion of management for any meritorious job of employees.

4.10   Promotion in cadre:

An employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility. A faculty desirous of promotion to a higher post faces the Selection Committee appointed by the SPPU for UGC interview or Institute level committee for internal promotions and only on the recommendations of the committee he /she is granted promotion. The employee which is promoted should fulfill the Minimum Qualification and Norms as per *AICTE Regulations on pay scales dated 1st March 2019.*

It is granted as per the discretion of management as per management decision.

Chapter 5: Retirement and Extension in service

5.01 Retirement Age:

Non-teaching employees:

The age of retirement of non-teaching employees is 58-60 years. They are not given a formal notice of being relived from service on attainment of age. An employee who completes the age in middle of the month will be relived at the end of the month.

Teaching staff:

As per Govt. of Maharashtra the retirement age for teaching staff is 60 years. Employees give a minimum of thirty days written notice, unless a shorter period of time is acceptable to the HOD. Employees whose retirement date lies during academic period are relived after academic's sessions with respect to student point; they may be relived during academic session only in exceptional case.

5.02 Pre- Retirement rules:

Before being relieved all employees hand over charge and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all Institute's property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

5.03 Extension in service:

The pay review recommends that teachers may be reemployed selectively after retirement on contract basis up to the age of 70 years in 2 slots of 3 years in the 1st instance & then further for 2 years on the basis of their merit, experience , area of specialization & peer group review. Employees who resign may be retained by ADYPSOE at the prerogative of the management.

5.04 Notice of retirement:

Employee at the retirement age informs their HOD and tenders intimation in writing to the Principal. They state clearly the date on which they retire.

5.05 No dues certificate:

An employee retiring has to submit a no dues certificate with a clearance from the lab in charge, accounts department, library, stores in charge of stating that there are no pending dues of the employee in any section after getting the clearance a no dues certificate is issued to them signed by the principal and assistant registrar.

5.06 Relieving letter:

Once the retiring employee is issued no dues certificate also a reliving letter is issued to them mentioning that he is relieved of his duties on a particular date.

5.07 Experience certificate:

A retiring employee is also given a certificate of experience along with relieving order.

5.08 Handing over charge:

Before being relieved all employees hand over charge and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

Chapter 6: Service and Assessment

6.01 Signing of Undertaking:

The signing of undertaking is the document which is filled and signed by the employee at the time of joining the institution. It comprises the oath to work sincerely, competently and with diligence.

6.02 Personal Data sheet &documents in Personal file at office

Information that should be maintained in the official personal file includes, but is not limited to:

It contains the following employee specific information such as:

- Personal details
- Resume
- Educational qualification details with certificates
- Family details
- Contact Numbers
- Employment offer letter
- Performance appraisal forms
- Corrective action letters
- Employee written warning notice
- Training history records
- Training program applications/requests
- Nominations for departmental or campus awards
- Training expenses reimbursement records
- Notification of salary increase/decrease
- Exit interview form

6.03 Probation period and its extension and curtailment:

The probation period is considered as observation period for an employee before s/he is going to be regularized in the institute.

The probation period can be extended, if the management realizes to give some more time and observe the performance, in case of poor performance.

The probation period can be curtailed, if the management satisfied with the employee performance and s/he completed the all conditions established for the regularization.

6.04 Yearly Self-Assessment

ADYPSOE is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organization to achieve its objectives.

The self appraisal scheme is a formal process centered on an annual meeting of each employee and their head to discuss his/her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organizational goals and objectives.

a. Core Principles of the Appraisal Policy:

1. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual and of the organization are being met, and will be met in the next year.

2. All directly employed employees who have completed their probationary period are required to participate in the appraisal process.

3. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.

4. All staff will receive appraisal training as an appraise, and where appropriate as an appraiser.

5. The appraisal process will be a fair and equitable process.

b. Appraisal Implementation:

1. Teaching staff is provided a SELF APPRAISAL FORM, to be filled, at the end of every academic year.

2. First part of this form is to be filled by the Appraise and second part of the form is to be filled by Appraiser after discussion with Appraise and in the presence of Appraise.

3. The performance is assessed based on parameters mentioned in the form.

   - Teaching Performance
   - Research papers published
   - Activities Organized/Attended
   - Research proposals
   - Admission to higher degree

- Books- (Only recognized publishers)
- Involvement in extracurricular and conductivity-curricular activities:
- Administrative work
- Action plan for self-improvements next academic year.

4. The discussion will be held in private. Information shared during the appraisal will be shared only with senior management. Confidentiality of appraisal will be respected.

5. All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.

6. The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organization and of the individual.

7. The discussion should be a positive dialogue, and will focus on assisting the appraise to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.

8. The appropriate forms will be completed and signed by both parties. The appraise will be given the opportunity to note any comments that he/she does not agree with and complete a self assessment.

9. The performance is assessed by the appraiser based on parameters mentioned in the form.
    - Subject Knowledge, Teaching Competency
    - Work Output (ability to handle reasonable work volume / quantity)
    - Quality of Work
    - Initiative to Improve Work and Accepting More Responsibility, Pro-activeness.
    - Attitude & Interest in Job Commitment to Work, Reliability Dependability, Trust.
    - Teamwork, Team Spirit, Cooperation, Helping others.
    - Ability & Willingness to learn new trends and developments.
    - Timely, Proper Reporting & Feedback with Minimum Supervision & Follow-up
    - Communication Skills, Oratory, and Writing ability
    - Subject Result.
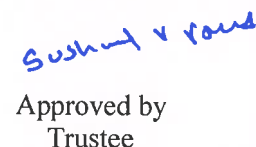   - Interest shown in the employability of the students.
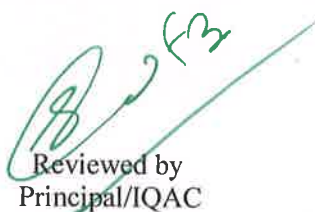
1. Policy Details:

Policy Name	Human Resource Policy
Policy Number	APN/ 2021 /6.2.1
Version Number	6.2.1
Effective Date	1 July 2021
Policy drafted by	HR
Policy Applies to	All Stakeholders
Approved by	Management
Responsible Authority	HR
Superseding Authority	Principal
Date of last revision	-
References	-

Version History				
Version	Approved By	Revision Date	Description of change	Author
6.2.1	Dr. Sushant Patil	1/07/2021	-	HR department

Prepared by
HR

Reviewed by
Principal/IQAC

Recommended by
Director-TC

Approved by
Trustee

Staff Policy

Communicating Institute Mission Policies and Expectations

POLICY No: APN/ 2018/ 6.3.1

INDEX

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.

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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 Hrridaysh Deshpande
Director-Technical Campus

DYPSOE

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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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2.03   **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

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

DYPSOE

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

- 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

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

(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
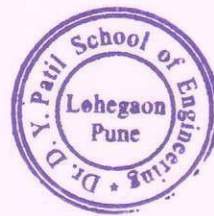
Chapter 3: Human Resource Planning

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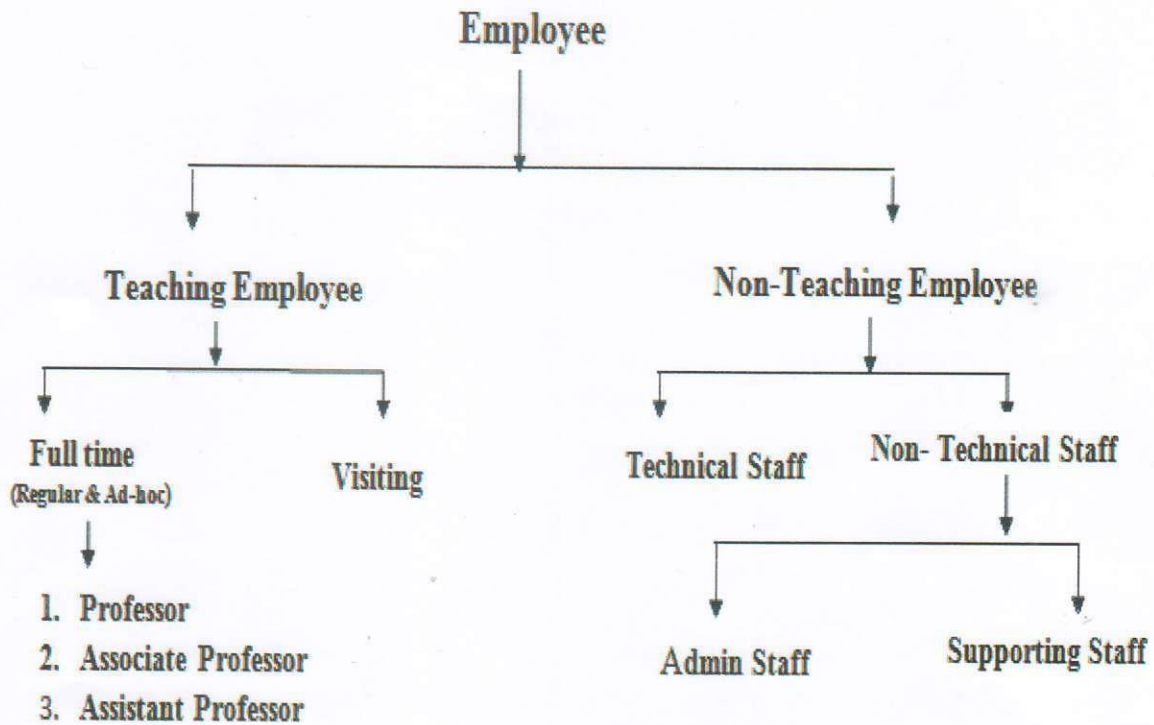
3.1.1 Teaching Employee: It comprises of persons who are involved in teaching / instructors/Research at the institute may be full time, Part time, Visiting or Emeritus Faculty.

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:

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.

(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.
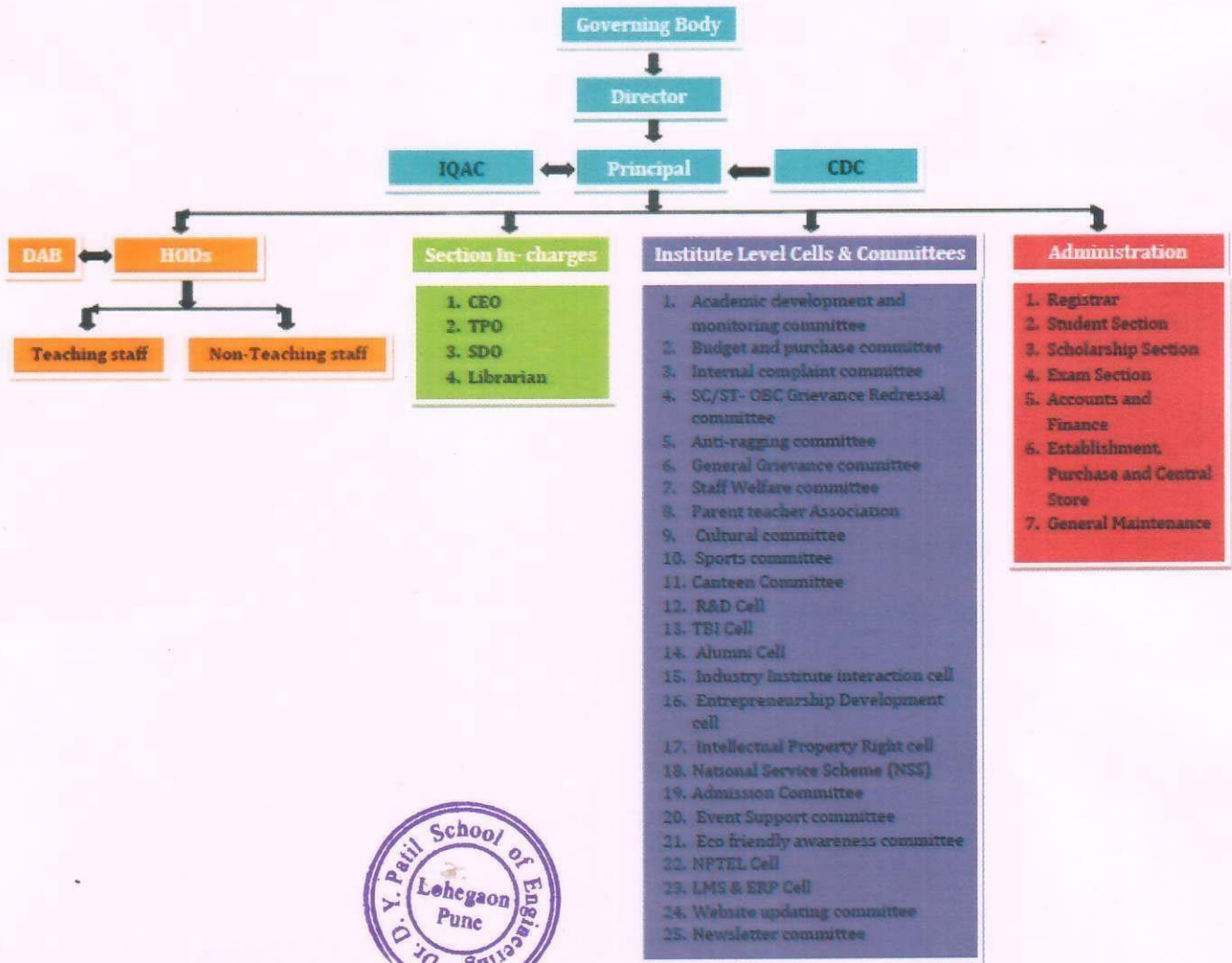
3.03   Staff Pattern /Post wise Number of Positions

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.

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.

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.
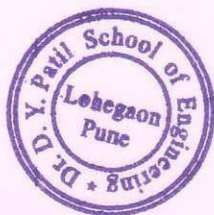
9. Ensure that the employee/ students is aware and follow the rules, policies and procedures published by the College.

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.

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.
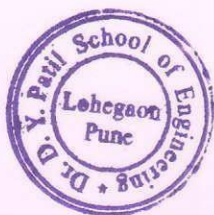
3. Conduct the lectures and practical as per the time table sincerely. Complete 100% syllabus.

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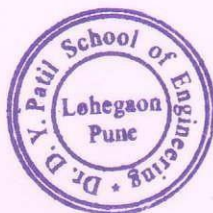
F. Duties and responsibilities of Non-Teaching Technical Staff:

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 Suprideant/Office Staff:

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

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.

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.

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 1st and 3rd Saturday of a month.

4. Weekly off for office staff in Account section is 2nd and 4th Saturday of a month.

b. College Standard working time:

Working Hours

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

College-	Monday to Friday	: 09.45 am to 05.15 pm	Lunch break, Tea Break – As per Time-table
Office-	Monday to Saturday	: 10.00 am to 05.30 pm	
Library-	Monday to Friday:	10.00 am to 05.30 pm	
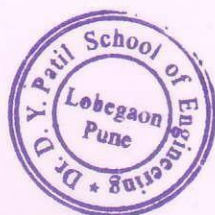
Chapter 4: Leaves, Vacations & other Holidays

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

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

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 01st June and 01st 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.

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.

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.

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 grunt 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 tor 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 he 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.

- 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

may be necessary. In such cases the staff members shall be entitles 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

- 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

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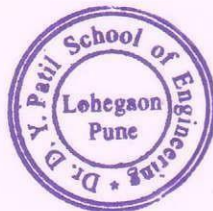
5.05 Uniform for teaching faculty, non-teaching staff and student community:

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.

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 DYPSOE, 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* 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.
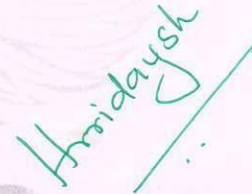
Facility:

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* and woman related complaints can be received on woman_grievance@dypic.in

Dr F B Sayyad
Principal
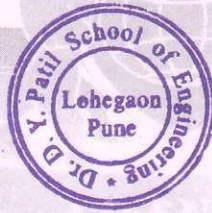
Prof. Hrridaysh Deshpande
Director-Technical Campus

IQA Policy
Quality Assurance, Enhancement and Sustenance

POLICY No: APN/ 2019/ 6.1.2

INDEX

Vision

Empowerment through quality technical education

Mission

M1: To excel as a center of excellence in technical education

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

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social &ethical values among the students

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 stakeholders.

1. **IQAC- Vision:**

   To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

2. **Aims & Objectives of IQAC:**

   The primary aim of IQAC is
   - To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
   - To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

3. **Strategies:**

   IQAC shall evolve mechanisms and procedures for

   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
   b) Relevant and quality academic/ research programmes;
   c) Equitable access to and affordability of academic programmes for various sections of society;
   d) Optimization and integration of modern methods of teaching and learning;
   e) The credibility of assessment and evaluation process;
   f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
   g) Sharing of research findings and networking with other institutions in India and abroad.

4. **Functions:**

   Some of the functions expected of the IQAC are:
   a) Development and application of quality benchmarks
   b) Parameters for various academic and administrative activities of the institution;
   c) Facilitating the creation of a learner-centric environment conducive to quality

education and faculty maturation to adopt the required knowledge and technology
for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related
institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related
themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities,
including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose
of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per
guidelines and parameters of NAAC.

5. **Benefits:**

IQAC will facilitate / contribute to
a) Ensure clarity and focus in institutional functioning towards quality enhancement;
b) Ensure internalization of the quality culture;
b) Ensure enhancement and coordination among various activities of the institution
and institutionalize all good practices;
c) Provide a sound basis for decision-making to improve institutional functioning;
d) Act as a dynamic system for quality changes in HEIs;
e) Build an organised methodology of documentation and internal communication.

6. **Composition:**

IQAC may be constituted in every institution under the Chairmanship of the Head of
the institution with heads of important academic and administrative units and a few
teachers and a few distinguished educationists and representatives of local
management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken.

A few of them are listed below:
◉ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
◉ It is advisable to change the coordinator after two to three years to bring new thoughts and activities in the institution.
◉ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
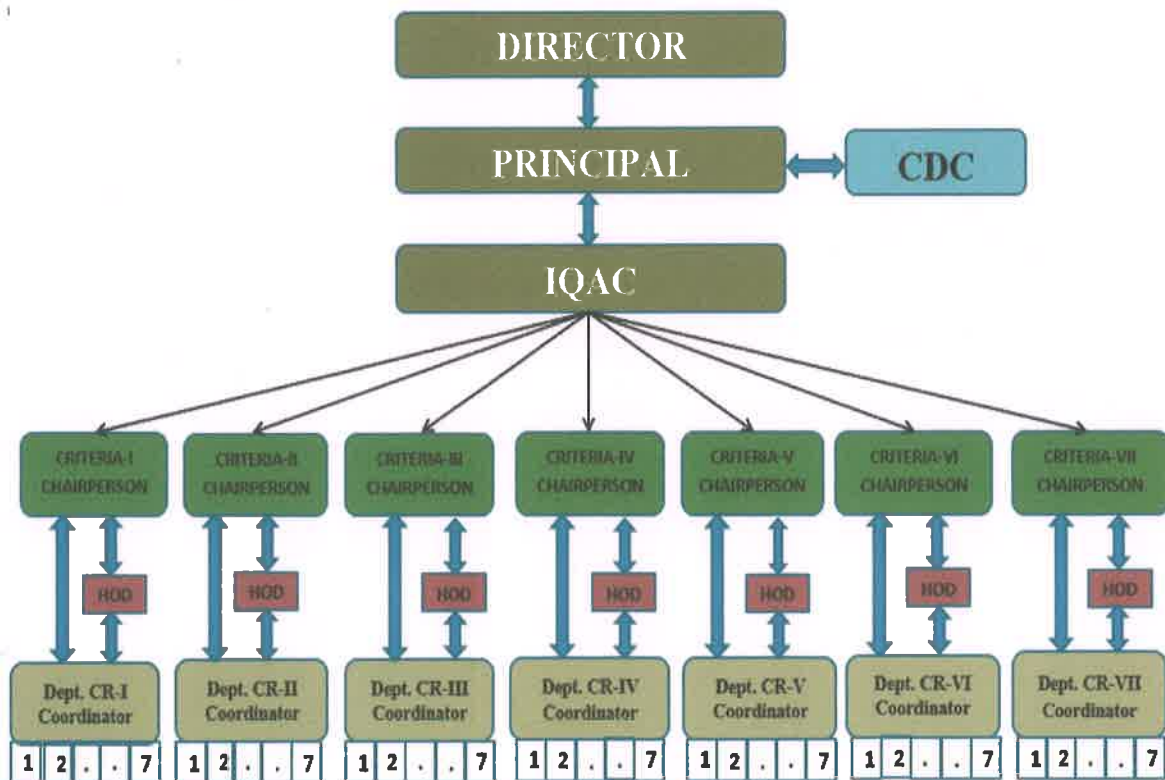
⊚ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

7. **Role of the Coordinator:**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

8. **IQAC Working Model:**

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                          │   DIRECTOR   │
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CRITERIA-I CHAIRPERSON	CRITERIA-II CHAIRPERSON	CRITERIA-III CHAIRPERSON	CRITERIA-IV CHAIRPERSON	CRITERIA-V CHAIRPERSON	CRITERIA-VI CHAIRPERSON	CRITERIA-VII CHAIRPERSON
HOD	HOD	HOD	HOD	HOD	HOD	HOD
Dept. CR-I Coordinator	Dept. CR-II Coordinator	Dept. CR-III Coordinator	Dept. CR-IV Coordinator	Dept. CR-V Coordinator	Dept. CR-VI Coordinator	Dept. CR-VII Coordinator
1 2 . . 7	1 2 . . 7	1 2 . . 7	1 2 . . 7	1 2 . . 7	1 2 . . 7	1 2 . . 7

9. Systems & Quality Approach:

Having System in place where processes are guided to desired outcomes is the essence of quality.

System → Process → Quality Outcome

Input [Students] → Process [Through Academic & Administrative Setups] → Output [Graduates] .

Output of the Institute is the input to other organization.

Success of Educational Institute is based on the contribution of graduates to her/his organizational growth & its sustainability.

Outcome Based Planning, Implementation & Supervising

Development & Application of Quality Benchmarks for Internalization of Quality Culture and Institutionalization of the Best Practices

IQAC Focuses on following graduates attributes in overall development of learner in order to ensure better employability.

Graduate Attributes	
1	Attitude
2	Professional Ethics & Etiquettes
3	Digital Capabilities
4	Knowledge
5	Life Skills
6	Confidence
7	Entrepreneurial Skills
8	Team Work
9	Moral Values
10	Social Responsibilities
11	Problem Solving Ability
12	Creative Thinking
13	Communication Skill
14	Self Awareness & Emotional Intelligence
15	Intellectual Breadth
16	Leadership Readiness

10. The Framework:

Criteria No.	Quality Indicators Framework
I	Curricular Aspects
II	Teaching-Learning and Evaluation
III	Research, Innovations & Extension
IV	Infrastructure and Learning Resources
V	Students Support and Progression
VI	Governance, Leadership and Management
VII	Institutional Values and Best Practices

11. Outcome Based Planning:

IQAC Coordinator & Criteria Chairpersons plans the activities of AQAR in the Month of May by referring the AQAR Guidelines, Standard Operating Procedures, and Latest A++ Grade SSRs and prepares the AQAR Activity Calendar for the academic year. AQAR activity calendar along with the budget to conduct the activities is approved by the authorities.

12. Outcome Based Supervision:

Criteria Chairpersons communicate the AQAR Activity Calendar to the department criteria coordinators and finalize the dates of the events, Name of event coordinators, and resource persons. The same is being communicated to Heads of the Department. Criteria Chairpersons track the activity calendar and inform to the department criteria

coordinators three days before the scheduled date of event and instruct to submit the

documents as per SOP within three days of event conduction.

Outcome Based Execution:

Department criteria coordinators follow the event conduction guidelines given by Criteria Chairpersons and IQAC formats for execution. Heads of the Departments monitor the activity and provide the required support for successful completion of the event and acts as a mentor in mapping the outcome of activity. Department criteria coordinators submit the hard and soft copy of the event documents as per SOP to the respective Criteria Chairpersons within three days of event conduction.

13. **IQAC Documentation:**

Criteria Chairpersons submit the documents of the activities conducted in a previous month to the IQAC Coordinator on first week of every month. IQAC Coordinator ensures that all the activities planned are conducted as per schedule. IQAC Coordinator also supports rescheduling the activities if not conducted due to any reason. Besides, student centric activities; staff, administration and institute centric activities are also planned, executed and documented.

14. **Review, Analysis and Action Taken Reports:**

IQAC Coordinator time to time takes the review of activities, discusses with IQAC, Guides to the core team, analyses the outcome of planning, use feedbacks for improvements, prepare action taken reports and communicate it to IQAC for necessary actions. The core objective is to satisfy the need and expectations of all stakeholders.
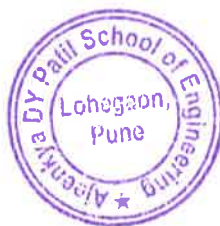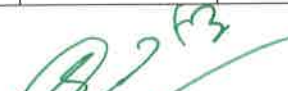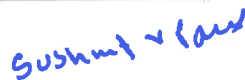
15. Policy Details:

Policy Name	IQA Policy
Policy Number	APN/ 2019/ 6.1.1
Version Number	6.1.1
Effective Date	1 June 2020
Policy drafted by	IQAC
Policy Applies to	All academic, administrative & managerial processes in the organization
Approved by	CDC
Responsible Authority	IQAC Coordinator
Superseding Authority	Principal
Date of last revision	1 June 2021
References	NAAC: AQAR Guidelines

Version History				
Version	Approved By	Revision Date	Description of change	Author
6.1.1	Dr. Sushant Patil	1/06/19	-	Prof. Riyaj Kazi
6.1.2	Dr. Sushant Patil	02/03/2020	Reformatted for Standardization	Prof. Riyaj Kazi

Prepared by
Coordinator

Reviewed by
Principal/IQAC

Recommended by
Director-TC

Approved by
Trustee

IQA POLICY 11

Staff Welfare Policy

Staff Welfare Schemes

POLICY No: APN/ 2019/ 6.4.2

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1.	Welfare Measures Schemes	4
2.	Policy Details	5

Vision

Empowerment through quality technical education

Mission

M1: To excel as a center of excellence in technical education

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

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social &ethical values among the students

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.

1. Following schemes are implemented towards the welfare of teaching and non teaching staff members,

Sr. No.	Particular
1.	Staff Policy
2.	HR Policy
3.	Health Care Centre
4.	Mess and Canteen
5.	Cafeteria and Tuck Shop
6.	Police Station
7.	Green House Nursery – Samplings are available
8.	Solar System – Facility used in staff quarters
9.	Staff Quarters
10.	RO Water Plant
11.	ATM Facility
12.	Maternity and Paternity Leave
13.	Gratuity
14.	Medical/Accidental Insurance
15.	Employees Provident Fund
16.	Transport Facility
17.	Free Yoga Classes and Meditation sessions
18.	Two Sets of Uniform are sponsored for each non teaching staff
19.	Fees concession to employee's children for school education
20.	50% of Fees to be reimbursed towards attending conferences, workshops, FDP, NPTEL certification, Professional membership etc.

2. PolicyDetails:

Policy Name	Staff Welfare Policy
Policy Number	APN/ 2016 /6.4.2
Version Number	6.4.2
Effective Date	1 June 2019
Policy drafted by	Principal
Policy Applies to	All Teaching & Non-Teaching Staff
Approved by	Management
Responsible Authority	Principal
Superseding Authority	Management
Date of last revision	1 June 2019
References	-

Version History				
Version	Approved By	Revision Date	Description of change	Author
6.4.1	Dr. Sushant Patil	-	-	Principal
6.4.2	Dr. Sushant Patil	-	Revised and Reformatted	Principal

Prepared by Coordinator	Reviewed by Principal/IQAC	Recommended by Director-TC	Approved by Trustee