

Y. B. PATIL POLYTECHNIC AKURDI, PUNE

Approved by AICTE,
Recognized by DTE &
Affiliated to Maharashtra State
Board of Technical Education,
Mumbai



HUMAN RESOURCES POLICY MANUAL



His Excellency
Padmashree Dr. D. Y. Patil (D.Lit.), Hon. Dada
Founder President Dr. D. Y. Patil Pratishthan
& Ex-Governor States of Bihar, Tripura, & West Bengal

Great men are born to lead, and the birth of Padmashree Dr. D. Y. Patil in an affluent agriculturalist family in Kolhapur in Maharashtra on 22nd October 1935 was the beginning of great things to come. Dr. D. Y. Patil is a well-known educationalist and philanthropist from an agricultural town in Kolhapur in the state of Maharashtra. Despite being born in a small agricultural village in Maharashtra, his visionary social and political work has widely reached all over the country.

His vision, dedication, and passion have been indelibly influenced by his wisdom and generosity and have set several benchmarks. Be it in the schools for imparting basic education or institutes for higher learning, he strongly believes that youth in India need a greater platform that offers multiple opportunities to educate themselves across the geography. He envisions a goal of spreading education across the length and breadth of India by taking steps in the direction of craft, each day at a time, and realizing his dreams under the umbrella of prestigious educational institutes in Kolhapur, Mumbai, and Pune. A firm believer in the expression "Action speaks louder than words," he has reflected this philosophy in all spheres of life.

The first college offering a Bachelor's degree in engineering was established in the year 1983. There was no turning back from there, and today, Dr. D. Y. Patil Group has now spread its wings encompassing 3 deemed universities, 2 private universities, 180+ institutions, 300,000+ graduating students, and 11,000+ employees in the varied disciplines of education.

For his contributions to the cause of education and healthcare, the President of India honored Dr. D. Y. Patil with the Padmashree, the highest civilian honor of the country, in the year 1991. He was also awarded 2 doctorates in philosophy, first by the World University Roundtable, Arizona, U.S.A., in 1985, and later by the Nottingham Trent University, United Kingdom, in 1996. He served as the Governor of Tripura, Bihar, and West Bengal. He has also been awarded the prestigious D.Lit. from Shivaji University, Kolhapur, Maharashtra, India, in the year 2015.



Hon. Dr. Sanjay D. Patil
President
Dr. D. Y. Patil Pratishthan

Dr. Sanjay D. Patil is an educationist, agriculturist, and civil engineer. He is the architect of Dr. D. Y. Patil Educational Institutions of Kolhapur. Dr. Sanjay D. Patil has brought about outstanding changes in the field of rural development, agriculture, and education. He is the president of Dr. D. Y. Patil Group and the Chancellor of Dr. D. Y. Patil Education Society (deemed to be University), Kolhapur, Maharashtra.

Recently, in the ranking by the National Institutional Ranking Framework, Ministry of Human Resource Development, Government of India, D. Y. Patil Education Society (deemed to be University) stood 97th out of the top 100 universities in India. He has been awarded the prestigious D.Lit. on 23rd May 2013 by the University of Himachal Pradesh, India.

He has to his credit his rewards and recognitions. The Government of Maharashtra awarded him the "Vanashree Puraskar" in the year 1991. He is also a recipient of the "Indira Priyadarshini Vrukshamitra Award" in the year 1993. He has been awarded the "Kolhapur Bhushan" in the year 2001 for his achievements in the field. He was bestowed with the "Kshatriya Shikshan Sanman Puraskar", "Krishnathshila Puraskar" by the Government of Maharashtra in 2004, and has won first prize in the "All India Mango Show" held at Bangalore in 1996.

Dr. Sanjay D. Patil believes in nurturing the potential of the students, giving them exposure to the latest developments in their fields, thus enabling them to become competent and quality-conscious engineers. The world-class infrastructure and environment in the institutes reflect the meticulous care taken by him in maintaining high academic standards with the help of a galaxy of renowned academicians and ultra-modern laboratories. His humane and calm approach towards addressing various problems and his quick decision-making ability are responsible for the rapid progress and growth of the educational institutes.

Dr. Sanjay D. Patil has been awarded the most prestigious award in London for Sayaji Hotel at Kolhapur of Dr. D. Y. Patil Group as the "International Five Star Hotel" by Best Large Hotel India Awards 2016. Recently, he received the "Entertainment Trade Award" for his contribution in education, the agricultural field, public health care, and social work. He also received the "Bharat Gaurav Award" at the hands of Hon. Pratibha Tai Patil, Former President of India. Dr. D. Y. Patil Agriculture & Technical University has been started at Talsande Campus from June 2021.



Hon. Shri Satej D. Patil

Vice President and Chairman

D. Y. Patil Educational Complex, Akurdi, Pune

Y.B. Patil Polytechnic, Akurdi's forays into education extend back to over three decades and today stand as benchmarks for others who aspire to emulate. Each campus is a landmark in itself, having a culture of commitment, transparency, and teamwork. It lays emphasis on the holistic development of students and, at the same time, is conscious of the development and welfare of the faculty and staff of the college.

D. Y. Patil Pratishthan believes that, for sustainable development, institutional effectiveness, and employee satisfaction, it is imperative to have a sound set of human resource policies that are dynamic and accommodating, creating a conducive working environment where employees can work and benefit in conformance with the vision, mission, and quality policies of the institution.

With the same view of maintaining uniformity in the processes that are followed and for ease of operation, the HR policies are formulated with due consultation with the various stakeholders of the institute. I am sure that these policies will define the processes, roles, and responsibilities, and motivate the faculty members to put in their best efforts to achieve our goal of imparting quality education.



Hon. Mr. Tejas Satej
Patil Trustee
Dr. D Y Patil Pratishthan.

Mr. Tejas Patil is a young, dynamic and promising educationist and leader of Dr. D.Y. Patil Educational Complex, Akurdi, Pune, who aims to bring revolution in field of education by introducing new courses, new learning avenues faculty training and best technology. He aims to drive education on the path of Academic excellence so as to develop the right environment for faculty, staff and students and thereby provide them a complete security, exponential learning and a sense of Social Responsibility. He has introduced state-of-the-art technology that will help all the Stakeholders to achieve new heights. He is a strong believer that every human who brings in revolution, learns at every stage of his life. Moreover, he proclaims that Change is inevitable for growth. He has driven this change across the Campus by setting up a State of Art System which ensures that everything comes on record. Also, the Green Campus Concept of his has set in motion a healthy atmosphere, positive thinking and perseverance.

At YBPP, Akurdi, Mr. Tejas aims to make students compatible enough to look at themselves as budding entrepreneurs and employees for tech jobs who would definitely add value to the Organization they join.

To achieve this, he focuses on strengthening of III (Industry Institute Interaction). He places utmost importance on the functionality of Incubation Centre, Industry driven Centers of Excellence, Entrepreneurship Development Cells at the Campus.

To achieve this, he focuses on strengthening of III (Industry Institute Interaction). He places utmost importance on the functionality of Incubation Centre, Industry driven Centers of Excellence, Entrepreneurship Development Cells at the Campus.

Research and Development is his personal goal as he firmly believes that "Innovation can only sustain us in the future".

He staunchly opines that Akurdi Campus would keep standing tall as a Powerhouse of Knowledge on three pillars:

- Quality Education
- Qualified Faculty
- Healthy Environment

His vision spells out as: "Intelligence plus Character is the true goal of Education."

STAFF POLICY DOCUMENTED PROCEDURE



RAdm Amit Vikram (Retd)

Campus Director

Dr. D. Y. Patil Educational Complex, Akurdi, Pune

Y. B. Patil Polytechnic is known for its student-centric educational activities. The teaching-learning process is designed as an amalgamation of classroom activity with well-equipped laboratories, workshops, and field/industry experience. We are committed to keeping our processes in line with the New Education Policy (NEP)-2020 and all regulatory guidelines implemented from time to time. Hence, the revision of the course curriculum is a dynamic process on our campus. Our focus is on the holistic development of students through technical, soft skills, and professional training. Our campus placement records across the spectrum of courses highlight the high satisfaction levels of both industry and alumni.

Along with students, our focus is on faculty development and well-being. Y. B. Patil Polytechnic is taking efforts to strengthen the HR policies and governance of the institute. After due deliberation, HR policies are finalized to address faculty recruitment, appraisal, leave policies, faculty retention, etc. To ensure employees can work enthusiastically and maximize their potential, it is essential to keep them professionally satisfied. With this view, I am happy to propose the HR policies.



Dr. Arvind S. Kondekar

Principal

Y. B. Patil Polytechnic, Akurdi, Pune

Greetings from Y. B. Patil Polytechnic. It has been one of the cornerstones of Dr. D. Y. Patil Pratishthan since 1984. As the head of the institute, I believe that the strength of our institution comes from our faculty, staff, and students. These committed human resources contribute to making our institution a one-point success destination. Moreover, we equip our students with the necessary skills for both job opportunities and higher education after their diploma. We invite experts from the industry to enrich the knowledge of our students and to provide insights into the current trends in the field of engineering.

We have spacious classrooms, well-equipped laboratories, a rich library with the latest books and magazines, and lush green lawns, all of which make learning a great pleasure. We organize extra-curricular activities like cultural programs, sports, and various other programs to elicit the dormant talents of our students. We ensure that students develop multifaceted personalities to face the world confidently.

I wish my students a grand future as global technocrats.

STAFF POLICY DOCUMENTED PROCEDURE

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Chapter 1- About the Trust

1.1 Name of the Trust : Dr. D. Y. Patil Prathishthan, Kolhapur
1.2 Registered Address : 2126, E Ward, Ajinkyatara, Kolhapur, 416003

1.3 Registration Number:

1. R.A.I.T 16/07/1983
 2. D.Y. PATIL PRATHISHTHAN / Under B. P. T. Act: E- 1175 (Kolhapur), Dated 27/12/1990
- 2 Board of Trustees:** Y. B. Patil Polytechnic, Akurdi is working under the umbrella of Dr. D. Y. Patil Prathishthan. The rules and regulations for governance of the college are framed by the governing body. The Board of Trustees is the apex governing body.

Name	Designation
Dr. Sanjay D. Patil	President
Shri. Satej D. Patil	Vice President
Sou. Shantadevi D. Patil	Trustee
Sou. Vijayanti S. Patil	Trustee
Sou. Pratima Satej Patil	Trustee
Shri. Ruturaj S. Patil	Trustee
Shri. Devraj B. Patil	Trustee
Shri. Prithviraj S. Patil	Trustee
Shri. Tejas S. Patil	Trustee
Shri. Shripad S. Dharangutti	Secretary

- 3 Management Committee:** The trust and society has Management Committee which assists Board of Trustees for effective management of the trust activities, which includes employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises and all financial and legal requirements.

4 Office Bearers: Office bearer is the team who carries the office administration task and activities. The team comprises of Campus Director / Principal / Management Nominee and Office superintendent.

5 Vision of the Trust: The trust believes in the teachings of the thirteenth century Sain Philosopher Shri Dnyaneshwar “The whole universe is a manifestation of pure intelligence and consciousness”. The trust further identifies itself with Albert Einstein's assertion “I believe in God, who reveals himself in the orderly harmony of the universe and I believe that intelligence is manifested throughout nature.” All the great saints, sages and seers and the learned scientists of the world have a common goal i.e., Welfare of the Humanity.

The vision is” To promote the "Culture of Peace" through value based "Universal Education System", with a firm belief that "Union of Science and Religion and Spirituality alone will bring peace to mankind".

6 Mission of the trust: To harness the knowledge of Science & Technology for the welfare of the society.”

Chapter 2- General Information

2.1 About the Institute:

- a) **Name of the Institute** : Y. B. Patil Polytechnic, Akurdi, Pune.
- b) **Address of the Institute** : Sector 29, Nigdi Pradhikaran , Pune -44
- c. **Contact Details** : 020 – 27653058 Fax No. 020 - 27653057
Website: www.ybppolytechnic.ac.in
Email: info@ybppolytechnic.ac.in
- d) **AICTE Permanent ID** : 1-434118461
- e) **DTE Institute Code** : **D 6410**
- f) **MSBTE Code** : **0134**
- g. **Vision of the Institute** : Transforming teenage power into technically competent and socially responsible human resource.
- h. **Mission of the Institute** :

M1. To direct our service of education to the students ensuring their development by unfolding and activating their unique potential.

M2. equipping them with technical and generic skills so that they would prove a talent pool to the industry and society at large.

i. Long Term Goals:

- i. To impart quality technical and professional education to the institute.
- ii. To take up research and consultancy assignments in collaboration with industry, government agencies and others for sustainable development of institute.
- iii. To establish a state of art innovation center for showcasing student's creativity.
- iv. To establish tie-ups with foreign universities for staff and student exchange programs and twinning programs.
- v. To become the Institute of excellence of national importance.

g. Short-Term Goals:

- i. To prepare students to excel in engineering careers within the global marketplace.
- ii. To increase the scope, scale, and impact of research programs.
- iii. To improve the College's presence within academia, the professional world, and society at large.

h. Quality Policy: The college is committed to creating quality professionals to meet emerging industrial and social needs through:

- Innovative quality education.
- Technology-oriented system administration.
- State-of-the-art infrastructure.
- A congenial and disciplined learning environment.
- Inculcating moral and ethical values among faculty and students.
- Aiming at continual improvement in all activities.

2.3 Details of the Institute:

The Institute is run by Dr. D. Y. Patil Pratishthan Trust and is located at Sector 29, Nigdi Pradhikaran, Akurdi-44. The Institute is approved by AICTE and is affiliated with the Maharashtra State Board of Technical Education, Mumbai.

Y. B. Patil Polytechnic, Akurdi, Pune, is a self-financed institution established in 1984 under the visionary leadership of Padmashree Dr. D. Y. Patil, former Governor of Tripura, Bihar, and West Bengal. The Institution is approved by the All India Council for Technical Education (AICTE), New Delhi, and DTE Government of Maharashtra, and affiliated with the Maharashtra State Board of Technical Education, Mumbai (MSBTE).

The Institute has been offering quality technical education for the past 40 years. The Institute offers four diploma programs:

- Civil Engineering
- Computer Engineering
- Electronics & Communication Engineering
- Mechanical Engineering

STAFF POLICY DOCUMENTED PROCEDURE

2.4 Working Hours: The working hours for Institute are as follows

Sr. No	Cadre	In Time	Out Time
1	Teaching	9.45 am	5.15 pm
2	Lab. Asst. / Instructor / Technical Asst.	9.45 am	5.15 pm
3	Librarian	9.45 am	5.15 pm
4	Asst. Library & Library Asst.	9.45 am	5.15 pm
5	Accountant	9.45 am	5.15 pm
6	Clerk	9.45 am	5.15 pm
7	Peon/Attendant/ Gardener	9.30 am	5.30 pm
8	House Keeping	8.00 am	4.00 pm
9	Estate Manager/Transport In charge/House Keeping Supervisor	8.00 am	5.00 pm
10	Driver	8.00 am	5.00 pm
LUNCH TIME			
1	All Departments	30 min depending upon Time Table	
2	Administrative Office	1.00pm to 1.30 pm	

2.5 Discipline:

Reporting on duty upon arrival: Every day, staff members are required to register their attendance in the Attendance Muster as well as in the biometric system.

Late arrival: Staff members are expected to report for duty 15 minutes prior to the reporting time on all working days.. Only two instances of arriving 30 minutes late are allowed per month with prior intimation to the Head of the Department (or their deputy). For three late arrivals, one day's leave is considered. Repeated incidents of late arrival are recorded in the personal file, attract negative points in performance evaluation, and may lead to a proportional deduction of salary.

Leaving the campus before time: Generally, staff members are not allowed to leave the campus before the stipulated official working hours. The only exceptions to this rule are special concessions or On-Duty leave. An authorized person performs random checks, and irregularities are reported to the disciplinary committee for further necessary action.

On Duty leave: All staff members should apply online for On-Duty leave for any official work and obtain authentication from the Head of the Department or appropriate authority, then submit it to the Principal for approval. The On-Duty application must be accompanied by suitable proof. This proof must be submitted to the college office within two working days. Late submission of proof is treated as leave for the applicable period. In cases where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

Chapter 3: Guiding Principles

3.1 Leadership

The Institute's leadership at all sites and in all capacities communicates the Institute's goals and values. It believes in facilitating teamwork, collaboration, and partnership; rewards the achievement of desired outcomes; and supports continuous learning and improvement. It encourages innovation and the capacity to respond to change. In doing so, the Institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

3.2 Quality of Employment

The Institute is committed to creating a sustainable workforce of highly qualified faculty and staff, providing a positive work environment for all, and encouraging a balance between work and personal commitments.

3.3 Compensation, Reward, and Recognition

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

3.4 Continuous Learning and Development

The Institute values and supports continuous learning, understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates the institutional mission, organizational and individual needs, and performance expectations.

3.5 Response to Change

The Institute is constantly preparing itself for the challenges of the future. During periods of changing needs, the Institute creates opportunities for employees to acquire the necessary skills to continue to advance the mission of the Institute.

During times when a reduction or change in the nature of the workforce is required, the Institute will rely on attrition to the extent possible. In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, reward, and recognition across all units and among all employee classifications.

Chapter 4 - Classification of Employees

4.1 Hierarchy of Reporting:

Reporting by different employees to higher authorities shall be as per the table below:

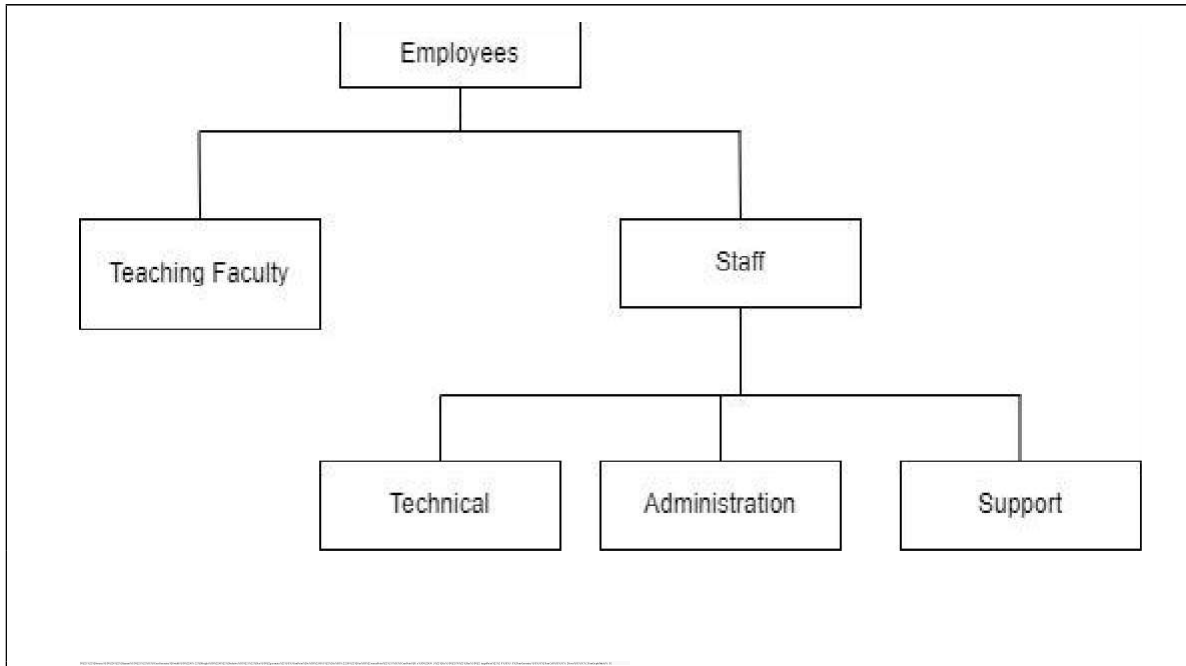
Table No. 3: Hierarchy of Reporting

Staff	Reporting authority
Principal	Campus Director
Vice Principal	Principal
Head of the Department	Principal
Office Superintendent	Principal
Training & Placement officer	Principal
Workshop Superintendent	Principal
Librarian	Principal
Teaching Staff	Head of the Department
Laboratory Staff	Head of the Department
Office Staff	Office Superintendent
Library Staff	Librarian
Stores Staff	Registrar
Peons / Non-teaching Staff	Head of the Department / Registrar

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

4.2 Classification of employees:

At YBPP, Akurdi, employees are classified on a functional basis to optimize institutional efficiency while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:



Teaching Faculty: This category comprises individuals involved in teaching and research at the Institute on a full-time basis.

Full-Time Faculty:

1. Faculties enrolled on the institutional payroll.
2. Salary is granted as per the pay scale declared by the government from time to time and decided by the management.
3. Eligible for yearly appraisals, increments, and adherence to government rules and regulations.

Teaching faculty is further categorized as:

i. Senior Lecturer:

1. Must have thirteen years of experience in the industry, teaching field, or both.
2. The management can designate an eminent faculty member as a Senior lecturer if they have made significant contributions in:

- a. Research and Development.
- b. Possessing extensive experience with sound expertise.

ii.Lecturer:

- 1. Must have a B.E. degree.
- 2. Must have ten years of experience in the industry, teaching field, or both.

Full-Time Faculty:

- 1. **Regular:** Faculty members approved by DTE and MSBTE who have completed a two-year probation period.
- 2. **Ad-Hoc:** Faculty members not yet approved, in the process of approval, or approved on a one-year ad-hoc basis by DTE and MSBTE, and who have not yet completed a two-year probation period.
- 3. **Adjunct Faculty:** Retired experts (educational or industrial) serving as faculty members in recognition of their expertise, according to AICTE/MSBTE guidelines.

Non Teaching Staff:

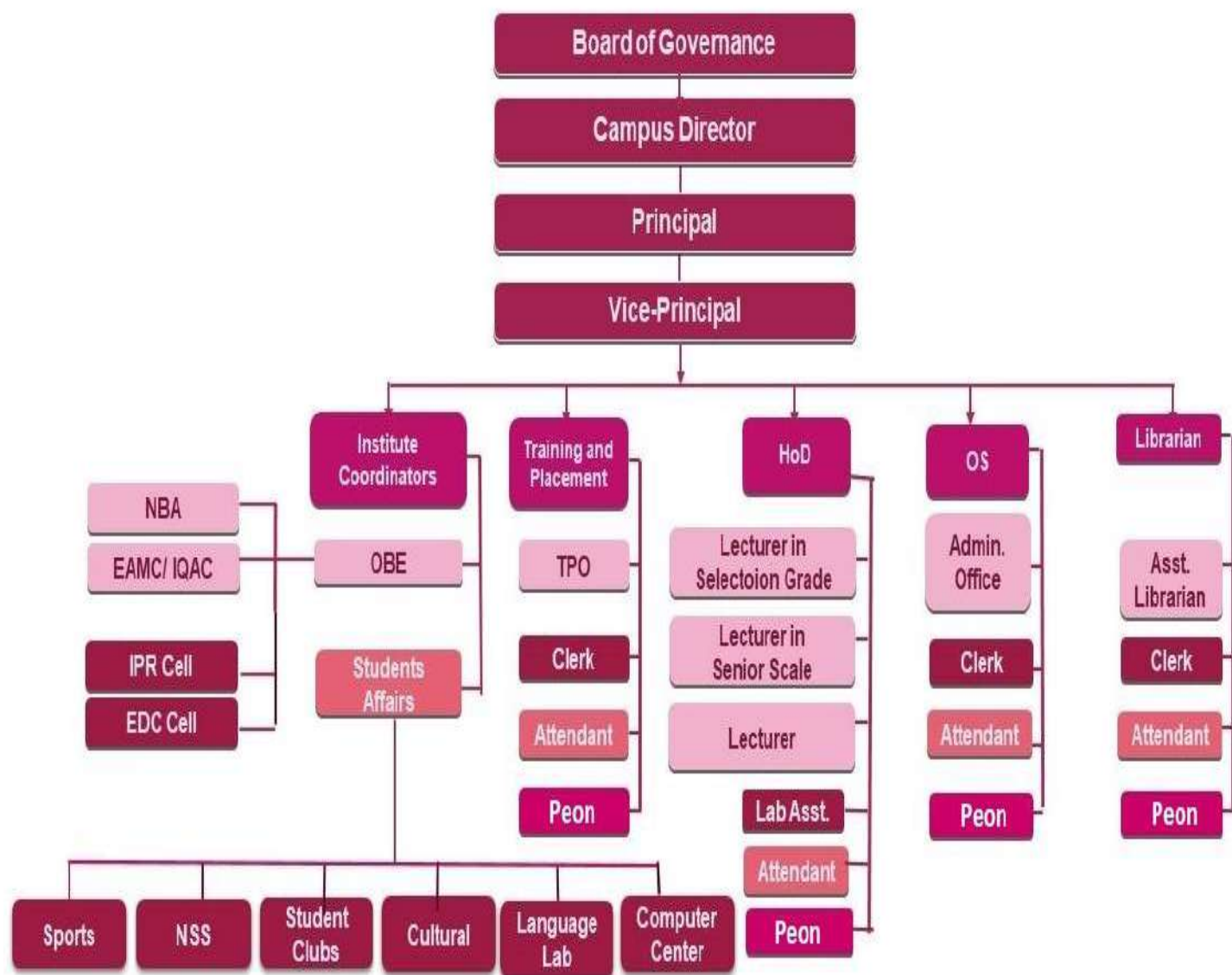
- a. **Technical Staff:** Includes technical assistants, lab assistants, workshop instructors, network administrators, computer programmers, librarians, library assistants, internet center receptionists, and electricians.
- b. **Administrative Staff:** Includes the Office superintendent, human resource executives, accounts and finance officers, head of the students' section, stores and purchase officers, medical officers, executive assistants, hostel rectors, accountants, assistants, clerks, data entry operators, front office executives, and receptionists.
- c. **Supporting Staff:** Includes lab attendants, peons, electricians, drivers, watchmen, sweepers, gardeners, plumbers, and assistants to hostel rectors.

STAFF POLICY DOCUMENTED PROCEDURE

Organization Chart:

The organization chart illustrates the lines of responsibility between departments and the hierarchy of institutional delegation of authority and responsibility.

ORGANIZATIONAL STRUCTURE



4.4 Staff Pattern /Position wise Number of positions:

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

I. **Teaching Load:** The teaching load in hours (minimum) is assigned cadre wise to each faculty as per his/her post and position as follow:

- | | | | |
|----|-----------------|---|-------------------|
| a. | Principal | : | 6 hours per week |
| b. | HOD | : | 16 hours per week |
| c. | Senior Lecturer | : | 18 hours per week |
| d. | Lecturer | : | 20 hours per week |

II. **Cadre Ratio:** As per AICTE norm the cadre ratio is 2:6 for Sr. lecturer- Lecturer

III. **Teacher Student Ratio:** As per AICTE norm the faculty student ratio is 1:20.

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

As per the requirement. The desirable ratio of non-teaching (Lab/ Technical Assistant) staff should be one lab assistant per lab or essential one lab assistant per two labs.

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

The recruitment for non-teaching (non- technical) comprises all staff except non-teaching (Technical).

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

ii. For office it is as per the requirement and with the recommendation of College Development Committee.

iii. Each department, library and store may have one clerk for departmental office.

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

The recruitment for non-teaching (non-technical) comprises all staff except non-teaching (Technical). It comprises the Registrar to Peon recruitment. The recruitment of this category staff is as follows:

I) Office superintendent: 01

II) Office Assistant: As per office requirement with the recommendation of the Principal and Management.

III) Librarian: 02

i. Librarian Assistant / Assistant Librarian: 02 (As per Library requirement with the recommendation of Principal and Management).

ii. Clerk / Junior Clerk/ Library Trainee: 02 (In Library): As per various sections requirement with the recommendation of Principal and Management number of post can be created. For office, it is as per the requirement and with the recommendation of Management.

iii) Each department, library and store may have one clerk for departmental office.

iv) Other than above essential posts other category of the posts can be created with the recommendations of Principal and Management.

4.5 Duties and Responsibilities of Employees:

Each and every employee in the Institute has some responsibilities and the employee should carry all the tasks assigned to him/her with the full of his/her ability.

4.5.1 Principal (Roles and Responsibilities)

- To administrate day to day smooth working of college.
 - To ensure better academics & research attainment in campus.
 - To correspond with all statutory bodies, viz. AICTE, DTE, University/Board, ARA, FRA, etc.
-
- To oversee and monitor the work of the Vice Principal, Heads of Departments (HODs), Registrar, and other functional heads.
 - To plan and facilitate visits and activities of all government committees.
 - To conduct periodic meetings with faculty, staff, and students.
 - To address grievances of faculty, staff, and students.
 - To coordinate new admissions at the first year, direct second year, and postgraduate levels with the admissions cell.

As the figurehead of the institute, the principal should have the vision and leadership ability to

ensure the Institute continuous development.

Administration

- To conduct periodic meetings with faculty for effective administration of the college.
- To ensure that employees and students are aware of the rules, policies, and procedures set by the college and enforce them.
- To initiate the recruitment of non-teaching and teaching staff as per the rules set by MSBTE, Mumbai.
- To approve vendors for resources required by the institute.
- To sanction staff leave according to established norms.
- To monitor and update the institute website with complete information.
- To communicate with MSBTE, Mumbai; Directorate of Technical Education; All India Council for Technical Education; University Grants Commission; and Fees Regulatory Authority for compliance.
- To monitor, manage, and evaluate the administration of the institution, organize Governing Body meetings, and maintain minutes of the meetings.
- To perform any other work assigned by the management.

Finance

- To recommend budget allocation for departments as requested by Heads of Departments to the Governing Body.
- To authorize cash advances for urgent purchases required by the institute.
- To ensure that all financial transactions are conducted according to established norms.

Promotion of Co-curricular and Extra-Curricular Activities

- To monitor and promote technical and non-technical co-curricular and extra-curricular activities such as seminars, workshops, cultural events, and sports, with the assistance of the Students Welfare Officer.

4.5.2 Vice Principal

Academics

- To monitor and conduct academic activities of the institute under the guidance of the management and with the assistance of the Vice Principal and Heads of Departments.
- To collect and act on feedback from the institute and faculty.
- To plan and implement necessary actions for the improvement of college results and academics.
- To promote industry-institution interaction and research and development activities.
- To coordinate with Heads of Departments and the College Examination Officer on
 - Teaching and learning processes, academic calendar, student feedback, internal evaluation.
 - Examination activities and academic results.
- To coordinate with the Student Affairs Coordinator on: -Discipline, attendance, counseling, mentoring, alumni relations, etc.
- To prepare the institute's academic calendar.
- To prepare the central timetable and supervise its execution in all departments with the help of Heads of Departments and academic coordinators.
- To supervise the proper distribution of academic load among faculty.
- To ensure strict adherence to academic plans.
- To implement Outcome-Based Education (OBE) in the institute.
- To observe faculty lectures as required.
To check lecture plans, lecture notes, course files, and academic diaries in coordination with Heads of Departments and academic coordinators.
- To maintain all academic records according to rules.
- To conduct internal examinations and declare their results.
- To ensure fair distribution of term work marks by faculty.

- To communicate with parents and students about academic progress and address problems in consultation with the Principal, Heads of Departments, and Student Affairs Coordinator.
- To approve faculty and staff leave within two days.
- To perform any other tasks assigned by the Principal/Campus Director/Management.

4.5.3 Head of Department

Academics

- To monitor and conduct academic activities of the department under the guidance of the Principal/Vice Principal.
- To collect and act on feedback from the department and faculty.
- To plan and implement necessary actions for the improvement of department results and academic performance.
- To coordinate term work assessment and conduct practical/oral examinations as outlined by MSBTE, Mumbai.
- To prepare the departmental academic calendar.
- To prepare and execute the departmental timetable.
- To regularly check lecture plans, lecture notes, course files, and academic diaries.
- To distribute faculty and staff workload.
- To regularly observe faculty lectures.
- To ensure strict adherence to academic standards within the department.
- To conduct course monitoring committee meetings regularly and take action as needed.
- To maintain discipline and enforce rules as set by the institute within the department.
- To coordinate term work assessment and conduct practical/oral examinations as outlined by the University/Board.
- To conduct NBA meetings and implement its recommendations.
- To initiate the recruitment of non-teaching and teaching staff as per MSBTE, Mumbai rules.
- To perform any other tasks assigned by the management/Campus Director/Principal/Vice Principal.

- Development of Learning Resources & Laboratory.
- Student Assessment & Evaluation including examination work of MSBTE Board.
- Participation in Co-curricular & Extra Curricular Activities.
- Students' mentoring & helping their ethical and moral development.
- Keeping abreast of new knowledge and skills, help generate new knowledge and help disseminate such knowledge through books, publication, seminars, etc.
- Self-development through upgrading qualifications, experience, and professional activities.
- Research & Consultancy:

1. Research & Development activities and Research Guidance.
2. Industry-sponsored Projects.
3. Provide Consultancy and Testing Service.
4. Promotion of industry institution interaction and R&D.
5. Research publications/IPRs.
6. Laboratory Development, Modernizations, Expansion, etc.
7. Submission of funding proposals.
8. Writing books and chapters.
9. Planning and conduct of lectures and practicals, preparation for the course assigned, conduct of internal exams, and to maintain the course file and personal file in appropriate format.
10. Participation in seminars, workshops & conferences.

- To counsel students and conduct extra lectures/revision lectures for students requiring help.
 - To use innovative teaching aids and adopt innovative teaching-learning methodologies.
 - To organize/coordinate/attend various seminars/workshops/STTP/training programs.
 - To participate proactively in any research and development activities conducted in the department.
 - To perform other academic/administrative duties assigned by Head of the Department/Vice Principal/Principal./Finance
- To prepare departmental requirements and budget as needed.

- To oversee the purchase and deployment of resources allotted for the department.
- To assist the central office in the timely recovery of student fees.
- To purchase consumables as required.

Administration

- To monitor the day-to-day activities of the department.
- To maintain discipline and enforce rules as set by the institute within the department.
- To plan semester and academic year activities, including guest lectures, workshops, etc., for the benefit of students and faculty.
- To conduct regular meetings with teaching and non-teaching staff, as well as Class Representatives and Class Teachers, to address any academic issues and queries.
- To perform any other tasks assigned by the Principal/Campus Director/Management.
- To approve faculty and staff leave within two days in JUNO.
- To constitute various departmental committees for smooth operation and supervise their functions.

4.5.4 Lecturer: Teachers include all cadre categories, such as senior lecturer and lecturer. Their duties and responsibilities are as follows:

Academics:

- To plan and execute curriculum.
- To follow all rules and regulations set by the institute, including working hours, signing the muster roll, wearing college uniform, updating leaves, and submitting tax documents.
- To prepare course handouts, lecture plans, course notes, and course files.
- To update academic diaries regularly and ensure they are checked by the Head of Department.
- To mark attendance daily in JUNO
- To update profile in JUNO.
- To develop learning resources and laboratories.
- To conduct student assessments and evaluations, including university/board examination work.
- To participate in co-curricular and extra-curricular activities.
- To mentor students and assist in their ethical and moral development.
- To stay current with new knowledge and skills, contribute to new knowledge generation, and disseminate it through publications, seminars, etc.
- To engage in self-development through upgrading qualifications, experience, and professional activities.

Administration:

- Academic and administrative management of the department/institution.
- Policy planning, monitoring and evaluation, and promotional activities.
- Preparing project proposals for funding in areas of R&D work.
- Monitoring and evaluation of academic and research activities.
- Participation in policy planning at the regional/national level for the development of technical education.
- Assisting in the mobilization of resources for the institution.
- Developing, updating, and maintaining the Management Information System (MIS).
- Planning and implementing staff development activities.
- Conducting self-performance appraisals.
- Maintaining accountability.

Extension Services:

- Interaction with industry and society.
- Participation in community services.
- Providing R&D support and consultancy services to industry and other user agencies.
- Offering non-formal education for the benefit of the community.
- Promoting entrepreneurship and job creation.
- Disseminating knowledge.
- Providing technical support in areas of social relevance.
- Performing any other relevant work assigned by the head of the institution.

4.5.5 Non-teaching Technical Staff:

a) System Administrator:

- To update and maintain the institute website with current data.
- To administer and maintain servers, firewalls, routers, manageable switches, UPS, and batteries.
- To initiate the purchase of equipment.
- To provide support for various software servers.
- To ensure continuous internet connectivity during assigned hours.
- To support online exams, seminars, workshops, and technical training programs.

a) Laboratory/ Technical Assistant:

- To prepare the laboratories for smooth conduction of laboratory sessions.
- To assist faculty and students during laboratory sessions.
- To maintain the dead stock register, instrument issue register, and maintenance register.
- To conduct installation of new equipment and maintenance of existing equipment.
- To maintain and update the supplier list for equipment.

4.5.6 Non-teaching non-technical staff: Roles & Responsibilities

a) Office Superintendent:

- To provide secretarial support to the Trust and the Campus Director.
- To handle the Student Section, Establishment Section, Stores and Accounts section, maintenance-related activities, and control of centralized activities of Dr. D. Y. Patil Pratishthan.
- To ensure the Vision and Mission are followed at various stages of administrative processes.
- To execute the admission process and MSBTE Examination process for students.

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- To handle student grievances and take remedial actions.
- To execute attendance monitoring and salary payments to faculty and staff.
- To handle customer complaints and ensure corrective actions.
- To ensure corrective and preventive actions are implemented with respect to all non-conformities.
- To execute any other work given by the management.
 - Communicate with AICTE, DTE, /MSBTE, ARA, FRA, Samaj Kalyan.
- To prepare the college roster for faculty and staff.
- To supervise and update the Service Books of employees.
- To supervise the upkeep of personal files of employees.
- To administer the conduct of the Recruitment process.
- To maintain minutes of all statutory committee meetings.
- To prepare and submit all affiliation reports and new proposals.
- To coordinate day to day activities of office.
- To supervise stores & purchase process.
- To ensure the smooth conduct of AICTE, DTE, and SPPU committee visits.
- To coordinate the preparation of the annual college budget.
- To supervise the timely submission of the FRA proposal.
- To maintain general discipline, safety, etc.

b) Librarian:

- To implement all library rules as defined by the management.
- To ensure that the library remains open for the allotted hours.
- To ensure the documented Vision and Mission are followed at various stages of library processes.
- Librarian should ensure that the circulation section (Issue/Receipt) operates during the given times.
- Responsible for the overall functioning of the library.
- Responsible for the procurement of recommended books, daily newspapers, journals, magazines, videos, audio cassettes, e-books, online resources, etc., and the renewal of books/magazines.
- Librarian should ensure that books/journals are available in proper places.
- Ensure timely subscription renewals for magazines/journals.
- To display all technical articles, literature, and new arrivals.
- To circulate and distribute magazines, literature, etc., to faculty and management, and maintain records of the same.
- Librarian should ensure that display of new arrivals of books and journals are in a separate area.
- Librarian should ensure that systems and reprographics facilities are in good working condition.
- To ensure 100% use of ERP in the library.
- To ensure stock verification every three years.
- To ensure proper discipline in the library.
- Functional plan for the digitization of the library.
- Ensure that students with complete uniforms and ID cards are entertained in the library.
- To ensure proper behavior of the library staff with students and faculty members.

- Compile the requirements submitted by teachers and students, and present them at the Library Committee meeting for recommendations to higher authority.
- To ensure that entry registers are maintained in the library, including reading rooms, and that students and staff make effective use of them.
- To ensure that syllabus and a sufficient number of question papers from previous university examinations for all subjects are available in the library in subject-wise files.
- To execute any other work given by management.

4.5.4. Training and Placement Officer:

- To maintain complete information regarding students appearing for placement activities.
- To ensure proper coordination in Training & Placement among all departments.
- To conduct placement activities smoothly.
- To decide and arrange personal development programs for students.
- To arrange in-house training sessions for students during vacation to improve soft skills.
- To motivate students for training in various industries and maintain records accordingly.
- To plan and act as a marketing/representative person of the Institute to industries.
- To maintain up-to-date data regarding the academic performance of all college students in the format(s) required by industries.
- To update and maintain the contact details of companies interested in recruitment activities.
- To send invitations to industry and companies for campus recruitment, notify students about events, and take necessary action.
- To ensure students get internships in good companies.
- To arrange industrial training for faculty.
- To take feedback from industry about recruited students.

- To ensure industrial visits are made to promote Training & Placement activities.
- To prepare the college placement brochure.
- To arrange an Entrepreneur Development Program with the help of experts or government bodies at least once a year.
- To help in arranging Leader Talks at the Institute.
- To ensure an ample number of aptitude and technical test papers are available.
- To ensure that PPT presentations concerning the Institute profile are prepared and kept up-to-date.
- To ensure hospitality, as per the culture and tradition of the Institute, is extended to guests coming for sessions or placements.

4.5. 5. Students Affairs Coordinator (Roles & Responsibilities):

- To maintain students' discipline within Institute premises.
- To supervise the timely reporting of students.
- To prevent any type of common offs by the students.
- To ensure that students wear Institute uniforms and I-cards.
- To maintain a smoke and alcohol-free environment with the help of Heads of Departments.
- To supervise physical Directors, sports activities, NSS/NCC, annual gatherings, and other student events.
- To assist students in the effective organization of extracurricular and co-curricular activities both on and off campus.
- To monitor hostel and campus areas to ensure a ragging-free environment.
- To counsel students on any issues that may arise.
- To assist the Principal in all student-related issues.

- To formulate policy and facilitate research and consultancy work within the institution.
- To encourage and promote publishing of Industry-Institute Linkages, Collaborative Research programs, and the formation of new incubation centers.
- To monitor Research projects periodically, ensure the effective utilization of grants, and ensure the timely completion of these projects.
-
- To apply for intellectual property rights generated from Institute research and market these patents to the industry.
- To encourage and promote the publishing of research work in reputed, high-impact factor journals and publications.
- To motivate faculty to explore new avenues for research work, consultancy, and projects.
- To assist faculty in applying to various government and other agencies for research and other funding projects.
- To form policies, in consultation with management, for sponsoring faculty attendance at conferences, seminars, and workshops.
- To sign MoUs with industry and academia and ensure all MoUs are active according to their areas of interest.
- To prepare and continuously update a central database regarding publications, consultancy, and IPRs.

4.5.6 Accountant:

- To prepare details of total receivables from students, Samaj Kalyan, and EBC from the final roll call and clearly specify applicable fees to each student as per FRA directives.
- To ensure that various payments have the sanction of competent authorities.
- To ensure accuracy in bank reconciliation statements, budgets, and final accounts of assigned funds.
- To attend to audit queries and respond to audit reports.
- To submit necessary statements of accounts.
- To prepare asset, liability, and capital account entries by compiling and analyzing account information.

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- To summarize the current financial status by collecting information and preparing balance sheets, profit and loss statements, and other reports.
- To submit daily MIS to CD/CFO/Principal and obtain daily sign-off from the Principal.
- To reconcile MIS, JUNO reports, and TALLY statements daily.
- To prepare payments by verifying documentation and requesting disbursements.
- To prepare the FFC Report and other reports as required by AICTE, DTE, and the University.
- To maintain customer confidence and protect operations by keeping financial information confidential.
- To make all statutory payments and tax payments on time.
- Do not accept fees in cash or cheque mode under any circumstances.
- To issue fee receipts to students from JUNO on the same day.
- To transfer scholarship/free ship/EBC amounts received from the government to students' accounts within 15 days and print receipts for the same.
- To maintain a manual fee register as per the given format.
- To prepare the salary list, obtain signatures from higher authorities, and deposit salaries in the bank on time.
- To prepare income tax calculations and deduction records for all employees, including Form 16.
- To issue advances to employees and maintain records and audits of the same.
- To track the recovery of old fee dues from students as well as the government.

4.5.7 Establishment Section (Roles & responsibilities):

- To maintain the daily attendance record of employees.
- To maintain the daily biometric attendance record.
- To maintain leave records of all employees.
- To maintain service books and personal files of all employees, including memos and show cause notices.
- To submit daily late reports and leave without permission reports to the Principal.
- To maintain records of all court cases, if any.
- To maintain and review daily gate pass records.
- To fill in the data of all employees on the AICTE portal and college websites.
- To maintain records of all employees for increments, promotions, resignations, and retirements.
- To assist in the recruitment process of employees.
- To collect feedback on all employees from HODs and the Principal and keep records in personal files.
- To collect records of all publications and achievements of employees and maintain them.
- To keep records of all awards, rewards, and incentives given to employees.
- To keep records of personal information of all employees.

4.5.9. Examination Section:

- To coordinate with the MSBTE examination-related activities.
- To ensure students fill out MSBTE exam forms on time.
- To inform faculty, staff, and students about all exam-related circulars and notifications.
- To assist students in filling out revaluation /Xerox copy forms.
- To assist in the smooth conduct of MSBTE theory and PR/OR exams.
- To prepare exam schedules and exam duties well in advance and inform all concerned parties.
- To conduct result analysis of MSBTE exams within three days of the declaration of results.
- To promote existing students to higher classes after results, in association with the Student section, and send the list to the concerned HOD and accounts section.
- To communicate with MSBTE regarding all exam-related matters.
- To distribute mark sheets to students within 15 days of receipt, subject to fee clearance.
- To maintain records of all exam-related stationery and submit bills to the MSBTE on time.

4.5.12 Scholarship Section (Roles & Responsibilities)

- To prepare a detailed summary of all students categorized by caste.
- To ensure students fill out all scholarship, free ship, EBC, minority, and PWD forms on time.
- To bring all circulars and notices related to scholarships to the attention of all concerned.
- To prepare and submit date-wise data of filled forms to higher authorities.
- To verify all data for accuracy, filled by students through their login on the DBT portal (particularly the year of admission), and then forward these applications to the

Principal's login.

- To ensure that the Principal or Registrar forwards the filled applications on the DBT portal on time.
- Immediately provide the list of students whose money has been received to the Accounts Section for reconciliation.
- To continuously visit the DBT portal for updates.
- To maintain proper liaison with the Samaj Kalyan Department /DTE.
- To ensure scholarship-related information is updated on JUNO.

4.5.13 Student Section:

- To carry out admissions of all existing students after receiving the list of activated students from the Exam Section.
- To carry out admissions of new first-year and direct second-year students as per DTE directives.
- To ensure the uploading of profiles of all students in the ERP with photos, cell numbers, and email IDs.
- To prepare, upload, and get the merit list verified by the FFC on time.
- To fill AICTE data on the portal on time.
- To ensure students' eligibility is confirmed by the university.
- Issue roll numbers to students.
- Issue I-cards to students.
- To get anti-ragging affidavits filled out by students.
- To issue all certifications to students, such as expenditure letters, Bonafide certificates, TC/LC, bus passes, railway concessions, etc.
- To prepare the final class-wise roll call list of students, clearly indicating the year of admission, type of admission, gender, and caste/category.
- To carry out the process of branch/college change as per DTE directives.
- To prepare the student General Register.
- To issue a unique code to each student through the ERP.

4.5.14 Inward/Outward Section:

- To receive daily post and deliver it to the Principal.
- To assign proper inward numbers to all incoming letters.
- To ensure that no letter leaves the office without a proper outward number.
- To ensure that all circulars and notices from the office are uploaded to the Institute's website before circulation.
- To maintain minutes and records of all statutory committee meetings.
- To maintain a log of all important letters and notices circulated within the Institute.
- To ensure that replies to important letters sent to controlling authorities are submitted on time without delay.

4.6 Recruitment of Employee:

4.6.1 Recruitment Procedure: Teachers:(Lecturer/Sr.Lecturer / Principal)

● Manpower Planning:

● Manpower planning is the first step in recruitment. This should be carried out at the start or end of each academic term, which lasts six months and constitutes a semester for the Institute. Staff employment during the semester should be avoided as much as possible. Planning the process is the responsibility of the Head of the Department. The Head of the Department will present the requirement for their respective department to the Campus Director during the semester. The Campus Director then determines whether the vacancy should be filled with in-house staff or if a new employee should be selected. As much as possible, the Management will ensure that all existing employees are given the opportunity to apply for the new vacancy if they wish. Screening candidates for advertised positions is important, and definite guidelines should be followed when calling qualified candidates. The Head of the Department calculates the human resource requirements by consolidating subject-wise teaching load and calculating student-teacher ratios according to statutory body guidelines.

- **Approval of Faculty by the MSBTE:**

The Institute will ensure that, to the best of its capacity and in accordance with MSBTE rules, all faculty members are approved. Even if a faculty member fails to obtain MSBTE approval despite possessing the necessary qualifications, experience, and competence, they will be treated on par with other approved faculty in terms of pay, allowances, and other benefits.

- **Filling in of temporary vacancy:**

When a teacher's vacancy is to be filled temporarily for a period not exceeding one term, the Registrar, on the recommendation of the Principal, initiates the process of temporary appointment.

- **Creating a New Position:**

- The Head of the Department must complete the description of the new position and submit it to the Principal, who reviews it and assigns the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen that is not on the current pay plan, a pay grade will be assigned based on available market data. As much as possible, post titles should align with the nomenclatures of the All India Council for Technical Education, the Directorate of Technical Education, and MSBTE nomenclature

- **Job Announcement:**

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management. A list of new openings will be available on the Institute's website from time to time.

- **Closing Date:** All classified positions are open for a period of fifteen working days. At times, a hiring official may choose to keep the job open until it is filled. In such instances, the hiring official reviews all applications received up to that date and notifies the Management once a decision is made.

- **Advertising:**

- Once the job advertisement is ready, it will be posted on the website and in two local newspapers. When placing an external advertisement, it will specify that all resumes or applications are to be sent to the Registrar, and all correspondence should refer to the appropriate job position.

- a) Verification: Verification of the roster and finalization of approval for backward class reservations for the posts to be advertised.

- b) Publishing the Advertisement: The advertisement should be published in:

1. Newspapers

2. Website, etc.

- **Employee Selection:**

If an applicant contacts any department, they are immediately referred to the Registrar.

The Registrar may also approach leading institutions and outsourcing firms to fulfill the organization's manpower and research requirements.

- **When a position closes:**

- The department's senior staff shall shortlist candidates according to the norms of the All India Centre for Technical Education, the Directorate of Technical Education, and MSBTE. A selection panel consisting of the Principal, the Head of the Department, and a few senior staff members will interview the candidates. The panel will include at least one Head of the Department or senior faculty member from another department. The panel will conduct the interviews according to established norms. A personal interview is always conducted.

- **Selection Committee:**

- A) **MSBTE Level Committee:**

There shall be a selection committee to recommend suitable candidates for appointment to substantive or permanent posts of Assistant Professor in the College/Institution as per the Maharashtra University Act 2016. The selection committee shall consist of the following members:

- (a) The Chairperson of the Management of the College/Institution or their
- b) Nominee from among the members of the Management.
- c) The Principal/Director, as the case may be, serving as Member Secretary.

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(d) The Head of the Department in the concerned subject in the College/Institution. If there is no Head of the Department in the subject, the senior-most teacher in the subject in the College/Institution.

(e) Two nominees of the MSBTE, not below the rank of Senior Lecturer, from a panel approved by the Secretary, one of whom shall be a subject expert. In the case of a College/Institution notified or declared as a minority educational institution, two nominees of the Chairperson of the Management of the College/Institution, selected from a panel of five names, not below the rank of Senior Lecturer, preferably from minority communities, as recommended by the MSBTE Secretary from the list of experts suggested by the relevant statutory body of the College/Institution.

(f) Two subject experts not connected with the College/Institution, to be nominated by the Chairperson of the Management of the College/Institution from a panel of five names, not below the rank of Senior Lecturer, recommended by the Vice chancellor from the list of subject experts approved by the relevant statutory body of the institution.

(f) An academican representing the reserved category, not below the rank of Associate Professor, to be nominated by the Secretary from the panel approved by the MSBTE.

(g) The Joint Director of Higher Education of the concerned region or their nominee, not below the rank of Senior Lecturer, if the post is on a grant-in-aid basis.

B. Institute Level Committee: The Institute level committee is constituted for

1. Local Selection of faculty 2. Walk-In Interviews, 3. Emergency recruitment.
Committee consist of -

- a. Management Nominee
- b. Principal of the Institute
- c. Head of the Department
- d. Subject Expert.

C. Schedule and Venue:

a) MSBTE Interview:

- i. Meeting should be scheduled within 30 days after formation of selection

committee.

ii. The venue is decided by Top management/ trust.

b) Institute Level Interview:

i. The venue is decided by management/ Principal.

D. Invitation:

- The invitation letter to DTE Committee members includes the schedule, venue, etc., to ensure the availability of committee members as per the schedule.

- If the minimum number of members is not available as scheduled, it can be rearranged.

E. Call letter:

Interview call letters are processed and sent to the shortlisted candidates through post.

The call letter includes:

1. Candidate Name.
2. Post for which he/she has been short listed.
3. Day, date & Time for interview.
4. Venue.

candidate must present the call letter at the time of the interview.

F) Interview Conduction:

a) Eligible candidates should attend the interview with all necessary documents and educational testimonials and must produce them when demanded by the interviewer.

b) The interview committee should submit interview reports with recommendations for appointment.

c) P
Preparation of a consolidated statement in detail with respect to recommended candidates.

d) The office should submit the interview selection committee report to the university within 72 hours for further processing.

G. Appointment Order:

a) Selected candidates are finalized, and appointment orders are prepared.

b) Approval of the management for issuing appointment orders.

c) Issue of appointment orders by office staff.

d) Special appointments on compassionate grounds (appointment of a family member in

the event of death while in service).

e) Acceptance Letter: Candidates should submit an acceptance letter for the appointment.

f) Joining Report: At the time of joining, faculty should submit a joining report to the office, with the signature of the Principal,

g) Job Offer: All selections are reviewed and approved by the management prior to extending a job offer. The interview panel submits the information through the "Request for Recruitment Form" to the management

H) Evaluation Criteria:

The interview panel develops an applicant evaluation form, which lists the advertised and preferred qualifications and experience. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position.

I) Interview Guidelines:

- For every candidate, a technical as well as a personal interview is conducted by a panel defined in a previous section.
- Interviews for internal applicants are treated on par with external applicants in all respects, as far as the selection process is concerned. The selection of candidates called for interviews for regular posts advertised is through the Panel of Experts appointed and approved by the SPPU University for all disciplines at YBPP.

J) Induction and Orientation:

Every newly inducted employee has to undergo a formal orientation session as soon as possible. Orientation sessions provide necessary information concerning the history, facilities, and major policies of the Institute, staff responsibilities, faculty and staff benefits, and educational opportunities, etc. Heads of Departments are responsible for providing each new faculty/staff member with the necessary on-the-job orientation. The Registrar informs all concerned whenever a new employee joins the institution. The establishment section makes the newly joined staff aware of all the working procedures and leave rules, etc.

4.6.2) Recruitment Procedure: Non-teaching staff:

- i. Requirement Finalization:** All heads of departments present their requirements to the Principal/Human Resource Manager/Deputy Registrar in the head of the department meeting.
- ii. Succession Plan:** This process involves identifying particular internal individuals or

employees as possible successors to key or senior positions if they become vacant. In this process, a peon may be promoted to clerk, a laboratory assistant may be promoted to a technical assistant, and a clerk may be promoted to head clerk and office superintendent, etc. The succession can be absolute if the identified candidate fulfills all conditions required for the appointment; hence, no special conditions are involved in the appointment

iii) Advertisement: Publish an advertisement, if required.

iv) Application: Eligible candidates for advertised posts should apply against the respective advertisement.

vi) Scrutiny:

- a) Collection of applications and preparation of its database.
- b) Scrutiny of data and shortlisting of eligible candidates.

vii) Selection Committee:

An institute-level committee is constituted for the recruitment of non-teaching staff for:

- 1. Walk-In Interviews
- 2. Emergency recruitment.

The committee consists of

- a. Management Nominee
- b. Principal of the Institute
- c. Registrar of the Institute
- d. Head of the Department

viii) Schedule and Venue:

- a) Schedule, as and when requirement is raised.
- b) The venue is decided by Principal.

ix) Call letter:

- a) Interview call letters are sent to shortlisted candidates through the post.
- b) The call letter includes:
 - 1. Candidate Name.
 - 2. Post for which he/she has been shortlisted.
 - 3. Day, date & Time for the interview.

4. Venue.

x)Interview Conduction:

- a) Eligible candidates should attend the interview with all necessary documents and educational testimonials and must produce them when demanded by the interviewer.
- b) The interview committee should submit interview reports with recommendations for appointment.
- c) Preparation of a consolidated statement in detail with respect to recommended candidates.

xi) Appointment Order:

- a) Selected candidates are finalized, and appointment orders are prepared.
- b) Approval of the management for issuing appointment orders.
- c) Issue of appointment orders.
- d) Special appointments on compassionate grounds (appointment of a family member in the event of death while in service).

xii)Joining Report: Candidate should submit joining report at the time of joining.

xiii) Induction/ Orientation Program:

- a) Induction introduces newly appointed employees to their jobs, colleagues/peers, and the organization.
- b) After the candidate has joined, he/she is informed of his/her duties and responsibilities by the head of the department/principal.
- c) The principal/head of the department takes the initiative to induct new emplo

Chapter 5- Human Resource Policy

The management and principal understand that department heads need guidelines to effectively recruit, hire, and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are kept up to date and department heads are kept abreast of them.

This manual does not supersede the requirements of statutory/non-statutory bodies like AICTE, DTE, MSBTE, Mumbai, or any other relevant body. It is aimed at ensuring that Y.B. Patil Polytechnic, Akurdi Pune adheres to those, so as to become an employer of choice while spearheading its goal of value-based quality education meeting global aspirations.

All employees are expected to read the Human Resource Policy Manual during each term to know the policy updates made from time to time. Updates will also be informed to employees by circulars. Any update is made as and when required with the permission of the management of the institute and as per the statutory requirements.

A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users. Suggestions and contributions to make the manual more comprehensive are welcome from all the employees.

Any ambiguity, clarifications, or doubts that arise out of the interpretation of the text of this manual shall be resolved through the rules and regulations laid down by MSBTE, Mumbai. In case of conflict of rules laid down by AICTE, DTE, and MSBTE, Mumbai, a proper decision on a specific matter is left to the sole discretion of the Campus Director/Principal. This manual shall not remain a sacred book and may be subject to periodic amendments depending on the needs that arise from time to time.

Chapter 6 - Policy Statement and Code of Conduct

6.1 General Policy

a) Policy for Physically Handicapped People:

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge, or other aspects of employment based on that person's disability if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

b) Drug and Alcohol-Free Workplace Policy:

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees, as a condition of employment:

- i. Abide by the institute's policy on prohibited substances
- ii. Inform the institute if he/she is convicted of possessing/using drugs within five days of conviction. An employee convicted of a felony, misdemeanor, or drug violation faces strong disciplinary action, which may include termination of employment or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

c) **Equal Employment Opportunity:** It is the policy of the institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees/students are not denied benefits or subjected to discrimination under any program or activity of the institute.

d) **Sexual Harassment:** Sexual harassment of employees or students at the institute

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is prohibited and offenders are dismissed, or other disciplinary action is taken. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, such as:

- 1Physical contact and advances.
- 2Demand or request for sexual favors.
- 3Sexually colored remarks.
- 4Showing Pornography.
- 5Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

d) **Soliciting / Canvassing:** Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind, and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institute's resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise, will be suspended with immediate effect.

e) **Employment of Relatives:**

No individual shall be employed in a department or unit if it creates a subordinate-superior relationship between the individual and any of his/her relatives who are employed at the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision or management. For the purpose of this policy, relatives are defined as husbands, wives, parents, children, brothers, sisters, and any in-laws of the foregoing.

f) **Attendance:** Employees are expected to be punctual in reporting to work. They should remain on the job until the end of the workday unless excused by the Head of the Department. Employees who know they will be absent on a particular day should report the anticipated absence to the Head of the Department. Records of tardiness and unexcused absences may result in loss of pay or other disciplinary actions.

g) **Conflicts of Interest:** Employees of the Institute must avoid actual or apparent conflicts of interest between their Institute obligations/responsibilities and outside activities.

STAFF POLICY DOCUMENTED PROCEDURE

h) **Code of Conduct:** All employees must follow the rules, regulations, and standards of courtesy, conduct, cooperation, ethics, and etiquette as expected by the Institute. The following are examples of actions that are unacceptable to the Institute and often result in disciplinary action or termination of employment:

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- 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
- Dereliction of duty
- 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.

j) **Safety:**

Ensuring safety on the job and taking care of property and equipment is the responsibility of all employees. Every effort should be made to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job injury, regardless of severity, to the Head of the Department and the Human Resources Office immediately. A qualified doctor is available on campus along with an equipped clinic during work hours and is also on call for emergencies. Basic medicines are

provided to all employees and students free of charge.

k) Confidential Information:

Some employees handle confidential information as part of their duties. Such information should not be discussed or made available to anyone until it has been approved for release by the proper authority. Any person found using classified information improperly will face disciplinary action depending on the severity of the matter.

l) Gratuities:

Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person, corporation, or association that, directly or indirectly, seeks to use the connection to secure favorable comment or consideration on any commercial commodity, process, or undertaking.

m) **Political Activities:** As individuals, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute or to take part in a political campaign while on duty.

n) Disruptive Behavior:

While honoring the freedom of expression and the right to peaceful dissent, the Institute, in the interest of orderly operation and preservation of a favorable study environment, prohibits disruptive behavior by any student, faculty, or staff member. The Institute stipulates that any employee who, individually or in connivance with others, clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, public service, or any other activity authorized on the campus is considered to have committed an act of gross indiscipline and is subject to disciplinary action, which may include termination of services.

o) Outside Employment:

Employment outside the Institute is not permitted unless it does not interfere with the regular and punctual discharge of duties and responsibilities at the Institute. The employee must discuss with the Head of the Department before engaging in any outside employment to ensure there is no conflict of interest. Use of Institute property in such endeavors is prohibited. An employee must seek written permission from the Management before taking up any outside employment.

p) Malpractices:

No employee should engage in or encourage any form of malpractice related to examinations or other activities of the Institute.

q) Revelations:

Without prior sanction from the Management, no employee can speak to the media or publish any statement, either by name or anonymously, about issues related to institutional matters. Employees and superiors should contact the Registrar immediately if assistance is needed regarding these policies.

Chapter 7 - Probation Period Policy

7.1 Probation:

Probation means an appointment made on trial under specified conditions for a stipulated period to a post for determining one's fitness for the job. With the exception of certain employees, all regular employees serve the first two years of employment on probation.

7.2 Temporary appointment:

A temporary appointment is made purely on a temporary basis, either for a permanent post, a tenure post, or a temporary post. With the exception of certain employees, all regular employees serve the first eleven months of employment on a temporary basis.

7.3 Evaluation in Probation Period:

The probation period allows the employee's department head to evaluate the employee's ability, suitability, and potential for success. It also allows the employee time to decide whether the job is satisfying. Fifteen days prior to the completion of the probation period, the Head of the Department, based on his/her evaluation, will inform the employee about his/her performance. If the Principal agrees with the evaluation, the employee shall continue in service; otherwise, he/she may be terminated from service. In case of termination, the employee loses the right to appeal.

7.4 Continuance of Probation:

If the employee's service during the probationary period is deemed unsatisfactory, but it is determined that the employee should continue in a probationary status rather than be terminated, the recommendation for the extension of the probationary period should be forwarded by the Head of the Department to the Management. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probationary period, which can be for a maximum of one year.

7.5 Voluntary Resignations:

Voluntary resignations may be accepted in lieu of termination. Unless otherwise notified, all job offers are on a permanent basis with a probation period. Termination of employment or other disciplinary actions during the probationary period is not subject to progressive discipline and the grievance procedure.

Chapter 8 - Salary Policy

8.1 Type & fixation of Initial salary:

Type & Fixation of Initial Salary: In general, the type and fixation of initial salary are subject to the statutory requirements of MSBTE, Mumbai, DTE Govt. of Maharashtra, and the All India Council of Technical Education (AICTE). The salary is fixed at the discretion of management.

- **Consolidated Salary:** Usually, non-teaching staff are paid a consolidated salary at the time of joining until regularization of salary based on individual performance. Salary fixation depends on the post, qualifications, experience, and the employee's service at YBPP. It is fixed as per management's decision.
- **Salary and increments as per pay commission / Pay Scale cadre wise:** Teaching and non-teaching staff are eligible for pay scales based on eligibility, experience, and MSBTE approval, at the management's discretion. Salary is fixed as per the All India Technical Education Notification, dated 5th March 2010, F. No. 373/Legal/2010, and Government of Maharashtra Higher and Technical Education Department Resolution No. SPC-2010(34/10)-2, dated 20th August 2010, dt. 2009/ (326/09)-1 (non-teaching).

8.2 Salary Increments (Rationalization):

Time Scale of Pay: The time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay rules, by periodical increments, from a minimum to a maximum. Every employee is entitled to an annual increment in salary, subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, MSBTE Mumbai etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Campus Director. Annual increments, in general, will be paid in the month of July of every calendar year.

- **Debt Repayment and Monetary Responsibility:** The Institute is authorized to withhold paychecks or deduct from paychecks amounts owed by employees to the

institution for any fine, fee, penalty, or other financial obligations to the Institute or under legal compliances and statutory obligations.

8.3 Payroll Schedules: Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature. All employees are advised to open a savings bank account in the designated bank and intimate the account number to Accounts.

8.4 Payment mode of salary:

- Every employee must open a salary account at the designated bank, and the salary is transferred to the employee's account.

8.5 Payroll Deductions:

- Income Tax, Professional Tax, and Contributory Provident Funds are deducted wherever applicable. An employee may also authorize deductions for Institute-sponsored health benefits, insurance, and the employee's emergency fund, wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency, bank, financial institution,
- Co-operative society without explicit written permission from the Management/Principal.

- **Income-tax:**

It is mandatory that all staff present their deduction scheme to the Administration by the end of February, and provide final proof of savings by the end of December each calendar year to finalize tax deducted at source for the year.

- **Contributory Provident Fund Scheme:** - Contributory provident fund facility is available to eligible employees from the start date of their employment.

8.6 Working Time

- **Muster:** A record of entry time for employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using the biometric system. Those going out for work-related matters need to fill out an on-duty form, or else they will be marked absent for the day.

STAFF POLICY DOCUMENTED PROCEDURE

- **The Standard Workweek:** Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard workweek for employees is Monday to Saturday. The timing for Monday to Saturday includes a forty-five minute break for lunch.
- **Change of Workweek:** Any change of workweek, breaks, work timings, etc., should be with the prior approval of the Management. No employee is to work for 15 days continuously without a holiday, except under exceptional circumstances and with intimation to the Management. The Management may intervene when a deviation that is not suitable to the HR policies of the Institute is noticed. All employees will be informed from time to time of any changes made by the Management in this matter. It is the responsibility of each employee to ensure that the Management is made aware of any change in workweek or timings assigned to him/her.

8.7 Overtime: No overtime charges are provided to any employee. Only the administration and supporting staff, however, are entitled to a compensatory off if they work on public holidays and weekends. The workweek may be adjusted by the various Heads of Departments to facilitate students' access to additional lectures, trainings, library, internet center, workshop, or admission procedures.

8.8 Welfare activities for employees:

- Employees studying at YBPP can avail themselves of a concession in tuition fees.
- As a reward, all eligible staff are allowed a 50% interest-free loan facility.
- Non-teaching staff receive Rs. 11,000/- for their daughter's marriage as a token of gift from the management.
- Any employee who has completed one year of continuous service can avail themselves of one week of special leave for his/her marriage.
- Any employee who has completed one year of continuous service can avail themselves of one day of special leave for their birthday and anniversary.
- Provision of 50% coverage for accidental and health policy.
- A function outside the campus is organized for class four staff.

Chapter 9-Performance Evaluation Policy

The performance evaluation policy is a systematic process of jointly assessing the work-related achievements, strengths, and weaknesses of individual employees. This activity also helps provide performance feedback to individuals and teams to which the staff belongs. It represents a link between goal setting and reward setting. This is an effort to establish a fit between individual targets and Institute goals.

9.1 Job Evaluation:

This is a systematic method of determining the relative value of all jobs in the Institute. The value is based on job content, not on how well an individual performs the work. Staff must complete the 'Self-appraisal form' after the completion of an academic year.

9.2 Performance Appraisals: Performance appraisal is a benefit given to employees to form a proper job matrix in the Institute.

9.3 Appraisal Factors: Factors used to appraise an individual's performance in a job include:

- **Education** - Depth of knowledge normally acquired through education or specialized formal training.
- **Experience** - Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training.
- **Job scope** - Decision-making requirements including job complexity, independence of action, analytical and creative job requirements.
- **In campus relationships** - Responsibility for contacting and dealing with administrative staff, faculty, students, and others within the Institute. Relationships with seniors, subordinates, juniors, etc.
- **Out campus relationships** - Responsibility for representing the Institute.
- **Managerial responsibility** - Influence on the importance of decisions, including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy, and strategy development.
- **Position conditions** - Degree to which the position has certain undesirable working conditions.
- **Integrity-** Integrity with the Institute, initiative, ability to shoulder responsibility, etc.

9.4 Parameters of Evaluation: Each employee of the Institute is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals, which are further reviewed by the Principal and Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance and punctuality, potential for future development, productivity, capability, goals, and efficiency.

- **Student Feed Back:** Confidential student feedback shall be collected twice a semester and reviewed by the Executive Director. This will be maintained in the Head of the Department/Principal's office.
- **Lecture monitoring:** Once a year, each faculty member's lecture is monitored. The Principal, Head of the Department, and one senior faculty from a different department monitor and evaluate the lecture and fill in the Lecture Monitoring form. It is then submitted to the Principal and maintained in the Head of the Department/Principal's office.

9.5 Lecture Monitoring Form

Result analysis: - Analysis of results for subjects taught by the faculty.

The following formulae may be used as guidelines for the Time Management for working at YBP Polytechnic.

- 40% teaching, 30% institutional/departmental work, and 30% self-developmental work.
- 50% official work, 30% institutional/departmental work, and 20% self-developmental work.
- 75% study, 15% curricular/extracurricular activities, and 10% other administrative work.

9.6 Process of Performance Appraisal: A self-appraisal is the first step in the appraisal process. Employees are asked to sign appraisal forms. The employee's signature does not imply agreement with the appraisal but acknowledges that the employee has seen it. Differences can be discussed with Management, who will then perform an independent analysis of the issue. Productivity and activity are key considerations in evaluating any employee.

It is the responsibility of the employee to ensure that they have had at least one performance appraisal during twelve months of service. All performance appraisals are used to provide positive and developmental assessments of individuals and are

not used as tools of personal vendetta under any circumstances.

9.7 Training and Development Programs for Teaching /Technical / Supporting staff:

From time to time, Management deutes staff for training both outside and within the organization based on the Head of the Department's recommendations. Basic training, such as ISO 9001:2000 awareness and medical issues awareness, is often organized in-house. Employees are also encouraged to attend training sponsored by organizations like the Indian Society for Technical Education, University, Directorate of Technical Education, University Grants Commission, and All India Council for Technical Education.

- The Institute encourages all staff to undergo Quality Improvement Programs (QIP) and attend other relevant training and seminars as part of its faculty development programs. Depending on the merit of the case and the budget allocated to the department/section, the Institute may cover complete or partial expenses for registration, boarding, lodging, etc.
- At the beginning of the academic year, each department is briefed about the budget allocated to them to meet expenses.
- For all paper presentations, on-duty leave is given, and expenses are borne by the Institute as per the decided norms.
- A record of training is to be kept by all employees in their personal files. The Institute encourages and supports the training and development of all its staff members and is dedicated to promoting a vibrant team of employees.

Chapter 10 - Promotion and Transfer Policy

10.1 A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is likely in the case of promotions, but Management reserves the right to decide.

10.2 A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range. Transfers are based on mutual agreements between departments and the consent of employees.

10.3 A lateral transfer occurs when an employee moves from one position to another on the same pay scale, regardless of the title of the new position.

10.4 Transfers and Promotions During Probation Period are subject to administrative approval by the Principal.

10.5 Employees are encouraged to apply for any position for which they are qualified and should contact the Registrar for specific information.

10.6 When an employee is promoted either by applying for an advertised position or via the reclassification process, they may receive remuneration based on exceptional experience, education, and job responsibility.

10.7 A faculty member desiring promotion to a higher post faces the Selection Committee

Appointed by MSBTE Mumbai. Based on the committee's recommendations, the faculty member may be granted promotion.

Chapter 11 - Leaves and Vacations Policy

The general principle for granting leaves is to follow the guidelines issued by the University, All India Council for Technical Education, Government of Maharashtra, etc.

11.1 Continuous Service:

Continuous service means a service rendered by an employee without any break under the same competent authority. Leave of any kind mentioned (as under Section 11.2) does not constitute a break in service. The Management maintains a permanent record of leaves granted and used by each employee.

11.2 Types of leaves:

- i) Casual Leave [CL]
- ii) Medical Leave [ML]
- iii) On-Duty Leave [OD]
- iv) Maternity Leave [MA]/Paternity Leave [PA]
- v) Compensatory Leave [CO]
- vi) Earned Leave [EL]
- vii) Sabbatical Leave [SA]
- viii) Special Leave [SP]
- ix) Leave Without Pay [LWP]

- **Casual Leaves [CL]:**

- All employees are entitled to 12 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.

- Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- Casual Leave must not be pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- It is necessary to get prior sanction of CL by reporting to the authority.
- In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned. Heads of the Department and further submitted to

Administration Office Department. CL of Head of the Department is sanctioned by the Principal Director. (The application of CL if not submitted before, it is to be submitted within four days from the date of availing the CL)

- CL cannot be equated with ML or vice-versa.
- In the event of transfer of an employee the unused CLs are carried over.
- CL Leave application is reviewed and recommend by HOD and further submitted to Administrative Office for leave record verification. Final Approval for CL is given by Principal.

ii) Medical Leaves [ML]

- All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- Request for extension of ML will be considered by the Head of the Department /Principal/ Management. An employee returning from ML will be required to submit a physician's certificate and a fitness certificate. The services of the Institute's medical officer may be utilized for this purpose
- For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by MBBS doctors.
- Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Principal and Management.

- **Unscheduled Absences** Unplanned absences can be very detrimental to workplace efficiency. 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 Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.

- Unused MLs will be carried forward into the subsequent years.
- **On Duty Leave [OD]:** OD is granted to an employee when the
 - MSBTE /Exe- Director/ Principal / Head of the Department / or any other competent authority assigns a duty that has to be carried out for the Institute, University or State.
 - On Duty Leave for MSBTE Examination Work: 24/ Year/ Person.
 - On Duty Leave for outside MSBTE work: 10/Year/ Person.
 - On Duty Leave for any Administrative Work.

- **Maternity Leave [MA] and Paternity Leave [PA]:**

Maternity leave may now be granted to a female teacher for 180 days and only twice in one's career. Likewise, a paternity leave of 15 days may be granted to a male teacher who would be parent.

- A lady employee with minimum 2 years of continuous service is entitled to a maternity leave on full pay and allowances for a maximum period of 180 days subject to the submission of a medical certificate.
- A lady employee with minimum 1 year but less than two years of continuous service is entitled to maternity leave without pay and allowances for a maximum period of 90 days' subject to the submission of a medical certificate.
- In all other cases the principal fixes a period of leave to be granted as Maternity Leave without pay.
 - A lady employee, availing MA, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the principal reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of

reinstatement of the employee.

- Not more than 2 MAs can be availed by a lady employee while in service at the Institute.

- Paternity Leave [PA] can be availed by the male staff / faculty for a period not exceeding 15 days and not more than 2 PAs can be availed by male employees while in service at the Institute.

- Breastfeeding employees are allowed Min 2hrs break time during working hours to breastfeed the child.

- **Compensatory off [CO]**

- All Faculty, Administrative and supporting staff, who works on holidays will be entitled to CO for an equal number of days that they have worked.

- COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.

- If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and note as COs.

- COs cannot be carried over to the next calendar year.

- Examiner ship: No extra payment or compensatory leave (in lieu for duty on weekly offs or holidays) is provided for doing examiner's duty. Examiner ship will be considered as on duty for record

vi) Earned Leave (EL)

- If any staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is one third (1/3) number of days that he / she have been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active period of the semester.

vii) Sabbatical Leave (SA)

- Any faculty who has completed ten years of continuous service can avail one year of SA with full pay for study /executing research projects / Book writing etc. A proof of having effectively used the SA is required to be submitted to the Institute on resuming duties.

viii) Special Leave (SP)

- An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.
- Any employee who has completed one year of continuous service can avail one week of SP for own marriage,
 - Any employee who has completed one year of continuous service can avail one day SP for Birthday and for Anniversary.

ix) Leave Without Pay

- If proper documents duly signed are not submitted in stipulated time to the Registrar Department, leave may be treated as LWP.
- A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave, or for any exceptional personal or institutional reason.
- Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
- A leave of absence may be granted only if the employee has a bonafide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one years' service.
- Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.
- Should a position be not available upon the expiry of the leave of absence or return to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted. until such time as a position for which the employee is qualified becomes available.
- **Sanction of Leaves**
Head of the Department must recommend the leave application form of an employee before forwarding the same to the Management. All leaves except CL and ML must be notified to the Management within 4 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the principal while the Registrar shall sanction the Leaves for supporting staff. The principal shall get his leave sanctioned by the Campus Director / Higher Authority.

11.4 Vacation and Holidays

i Category of Employees: Employees in the organization are of two types;

- vocational employees that constitute the Faculty and Technical staff who are eligible for summer and winter vacations
- non vocational employees that constitute the administrative and supporting staff who are not eligible for summer and winter holidays.

ii Using Vacation / holidays:

All regular and probationary employees who have prior recommendation approval from the Head of the Department /Principal are eligible for availing vacation. However, employees who need to take days off during the first three months of their probation period may take leave without pay if it is not in the regular vacation slot. This, however, is applicable only in exceptional circumstance Vocational employees who have exhausted their vacation, with the approval of the Head of the Department can take CL in whose absence LWP can be taken in exceptional circumstances. As far as possible employees may take vacation / holidays in the slots allocated for the same. Only the Principal on the recommendations of the Head of the Department allow any exceptions.

Any balance of unused accumulated vacation / holiday time is transferred along with an employee being transferred from one department or campus to another. Vacations /holidays however cannot be carried forward, under any circumstances

iii Period of Vacation/holidays: A permanent record of vacation /holidays and its use, is maintained for each employee annually. The details of vacations/holidays that the employees are entitled are as follows:

All regular employees who are attempted by university or trust are given vacation as per the rules of MSBTE & DTE.

- Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
- Vacation / holidays may be taken in one / two slots. Only on the recommendations of the principal shall exceptions be allowed.
- 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 Head of the Department must take utmost care while recommending the vacation/ holiday period.

- Vacation / holidays can be recommended by the Head of the Department only and sanctioned by the principal if all the departmental work, MSBTE work, other duties are completed. All the records and documents should be handed over by the concerned employee to the Head of the Department before proceeding on vacation/ holidays.
- Staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
- All the employees proceeding on vacation/holidays must give all necessary details in the vacation/ holiday format available with respective Head of the Department.

Chapter 12- General Aspects of Resignation and Suspension

12.1 Resignation & Retention Policy:

- An employee wishing to resign should inform their Head of the Department and tender their resignation in writing to the Principal. They should state clearly the date from which they wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if the employee who intends to resign provides the reasons for doing so.
- The Campus Director, Principal, or Head of the Department conducts the exit interview.
- Employees doubtful of the effective date of resignation or the contractual notice period should contact the Registrar for advice. An employee should give a minimum of thirty days' written notice, unless a shorter period is acceptable to the Head of the Department.
- Employees leaving without a notice of thirty days do not receive their pay for one month or have to deposit one month's salary. Employees interested in resigning cannot utilize any leaves except OD and CO.
- An employee who resigns during an academic semester is released after academic sessions, keeping in mind the interest of the students, or they may be released only in exceptional cases.
- Employees who resign may be retained by YBPP at the prerogative of the management.

12.2 Handing Over:

Before being relieved, all employees should hand over their charge to the appropriate person after consulting the Head of the Department and inform the same to the Principal. The 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.

12.3 Suspension:

- Advance notice is not required when termination is the result of incidents that are serious enough to justify immediate discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, or violation of Institute policy. Terminated employees are entitled to all salaries and wages earned until the date of termination.
- The employee's immediate superior may effect dismissal or suspension when the Principal determines that the employee's performance of duty or personal conduct is unsatisfactory. The employee shall be informed in writing of the reasons for the action taken and granted an opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of action. However, under emergency circumstances when immediate action is necessary as decided by the Management, the employee may be immediately dismissed or suspended, with or without pay.
- An employee who has been dismissed or suspended without pay and is later reinstated shall be entitled to recover pay at their regular rate, at the discretion of the Management and in accordance with the guidelines of MSBTE.

Chapter 13 - Grievance and Appeals Procedure

1) **General Grievance Cell and Its objectives:**

A grievance is any complaint by an employee concerning any aspect of employment. Every employee shall represent their grievance for redressal only through the proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences in the interpretation of policy. Additionally, grievances may be filed alleging discrimination based on race, color, religion, sex, sexual orientation, national origin, age, disability, and status. Employees adversely affected by reorganization, program modification, or financial exigency, as approved or determined by the Principal or their designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

Objectives:

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

2) **Procedure of Working:**

Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled within the department or unit, some require special

attention. The procedures outlined apply to all employees of the Institute after the completion of two years of employment. The employee attempts to remedy the problem through consultation with their immediate superior. If the problem pertains to the immediate superior, they may proceed directly to the second level.

- The second level includes the Head of the Department. If the problem pertains to the Head of the Department, the employee may proceed directly to the third level.
- If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents their grievance to the Principal.
- If the grievance cannot be resolved at the third level, the employee presents their grievance to the Campus Director.

2)Grievances Redressal Cell:

The Grievances Redressal Cell is formed to maintain a healthy working atmosphere among the staff, students, and parents. This cell helps staff, students, and parents to record their complaints and solve their problems related to academics, resources, and personal grievances. The Grievances Redressal Cell is assisted by other committees such as the Internal Complaint Committee and the Anti-Ragging Committee.

3)Facility:

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

4) Composition:**Table No. 6: General Grievance Cell Composition**

S r N o .	Constitution Category	Categor y
1	Principal of the Institute	Chairper son
2	Three senior members of the teaching faculty to be nominated by the principal (out of three, one member shall be female and other from SC/ST/OBC category)	Member s
3	A representative from among students at the Institute to benominated by the principal based on academic merit /Excellence in sports/performance in co-curricular activities	Special Invitee

5) Recommendation

The recommendations of the members of the Grievance Redressal Committee are forwarded to the Principal for a final decision. If the matter is not resolved to the satisfaction of the employee, they may file an application for review, in writing, to the Campus Director through the Registrar within twenty days following the written decision of the Principal. This appeal should state the decision regarding the complaint and the redressal desired. The decision of the Campus Director on the appeal shall be final and binding on the employee.

6)Co-operation in internal investigation:

All employees of the Institute are expected to cooperate fully in any internal investigation conducted by their employment unit when directed to do so by their immediate superior or other persons who have been given investigative authority by the Principal. Failure to cooperate fully is grounds for adverse action, including possible termination of employment.

Chapter 14-Disciplinary Action Policy

- It is obligatory for the Institute/Management to set and maintain satisfactory standards of conduct and performance at work. Employees must be clear about the standards expected of them and the consequences if these standards are not met. Disciplinary arrangements are an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, its primary purpose is to maintain and improve standards.
- The purpose of these procedures and disciplinary rules aim to establish equitable and consistent standards throughout the Institute and ensure that disciplinary action is fair and reasonable in each case.
- Normally, no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or behavior. These shortcomings should be discussed between the employee and the Head of the Department.
- It is hoped that most difficulties can be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- If the conduct or performance of an employee is not satisfactory, they are required to attend a formal disciplinary hearing held by the Head of the Department and the Principal. If the explanation is unsatisfactory, an appeal against a verbal/written warning notice issued by the superior may be made in writing within seven days of receipt of the warning. The appeal will normally be heard within fourteen days.

14.1 Other Policies:

The campus is equipped with a security office that manages security. Everyone on campus should assist security personnel if they suspect anything odd. Cameras are installed at important locations.

Counseling Facility: The college has appointed a visiting counselor for students and staff members. Students and mentors are encouraged to use this facility. The counselor is available on campus twice a week.

- **Biometric Attendance:** Every staff member is required to register their fingerprint in the biometric system and must record attendance through this system. Three late marks will be treated as one full day of leave.
- **Uniform Policy:** Staff and students must wear uniforms every Monday and Thursday and whenever announced for special days. Disciplinary action will be taken against those not wearing uniforms, starting with a verbal warning, followed by a written letter for repeated offenses.
- **I-Card Policy:** Staff and students must wear their I-Cards every day. Disciplinary action will be taken against those without I-Cards, starting with a verbal warning, followed by a written letter for repeated offenses. I-Card registration is available in the office.

- **Examination Duties:**

Supervision Duty of MSBTE exams: All teaching staff are assigned supervision duties for MSBTE and departmental examinations.

Sealing supervisor: Teaching faculty with five or more years of experience are usually appointed as senior supervisors. They must monitor at least five examination

sessions.

Supervisor: All graduate employees are eligible to act as junior supervisors. They must supervise a minimum of three sessions and a maximum of seven sessions.

Examiner Duties: No extra payment or compensatory leave is provided for examiner duties. Examiner duties will be considered as on duty for the record.

Private Coaching/Outside Employment: No staff member should be involved in private coaching without prior permission. Staff must not take up other employment, part-time or full-time, at any other place. Disciplinary action will be taken against such staff members. No staff is allowed to misuse the institute's name for any kind of consultancy.

Internet Facility: Staff must use the internet facility only for office and academic purposes. They must not send unsolicited emails or download material from the internet without proper acknowledgment of the original source. Watching unsolicited videos or wasting internet resources is prohibited.

No Smoking, Alcohol, or Tobacco Chewing: There is zero tolerance for smoking, drinking, and tobacco chewing on campus. Strict action will be taken against staff members and students found indulging in these activities.

Keys Deposition Policy: College main office keys are deposited in the security office. Department keys are deposited in the college office keyboard. Department classroom, lab, and staff room keys are deposited in the department office keyboard. This hierarchy must be followed by everyone in the college. Authorized staff members are responsible for closing and locking rooms.

Vehicle Parking Policy:

e) For Staff Members: All staff members are required to park their vehicles in designated

parking lots.

- f) For Students: Students must park their vehicles properly to avoid parking problems. Bringing four-wheelers to campus is discouraged. Everyone must follow pollution and license norms on campus. Vehicles must not be parked for extended periods without prior permission; otherwise, action will be taken.

Disciplinary Procedure:

Appropriate actions will be taken against staff and students who do not follow the guidelines, rules, and regulations of the college.

Chapter 15 - Benefits and Incentives

- 15.1 Honorarium means payment granted to teachers as remuneration for special work or work of an occasional nature.
- 15.2 Employee Incentives: Employees receive incentives in the form of additional increments every year, depending upon students' feedback and performance appraisal results.
- 15.3 Faculty Promotion: Faculty members are promoted to higher positions based on their capability and initiative.
- 15.4 Medical Benefits & Allowances: All employees can avail themselves of the facilities provided by an on-campus doctor, who is present during working hours and available on call during emergencies. The medical officer keeps personal medical records of all employees and offers medical check-ups and medical assistance.
- 15.5 Consultancy Assignments: Faculty members are encouraged to accept consultancies, direct projects, register patents, develop R&D products, and engage in technology transfers as part of their academic duties. This benefits society by leveraging the professional inputs of the academic community and contributing to societal development. The University Grants Commission should lay down detailed guidelines for conducting consultancy work to ensure transparency and uniformity. The amount received is shared in a 70:30 ratio between the teacher and the institution, respectively.
- 15.6 Contributory Provident Fund: The Contributory Provident Fund Scheme is available to all eligible employees from the first day of joining.

Chapter 16 - Travelling Allowance / Dearness Allowance Policy

16.1 Conveyance:

- a. **Local conveyance-** Staff members traveling within the city for official work are eligible for compensation according to the following table:

Table No. 7: Conveyance Rates

Type	Rs. Per KM	Eligibility
Two- wheeler	05.00	All Staff
Four- Wheeler Auto	10.00 At Actual	Head of Dept. with at least two other members or Group of at least three staff members All Staff, if carrying heavy Material

- b. **Outstation conveyance-** Reimbursement is at actual cost for all staff. If the Head of the Department travels with at least two other staff members, or if a minimum of three staff members are traveling, they can hire a taxi for such travel.
- c. **Journey:**
- i. Technical Staff and Non-teaching Staff: Ordinary sleeper class or bus, subject to production of tickets.
 - ii. Teaching Staff (Associate Professors, Assistant Professors, Heads of Departments): III AC or luxury bus, subject to production of tickets as proof.
 - iii. Principal/Professor: For short distances, AC car or AC chair car; for long distances, II AC.
 - iii. Staff members must clear all Travel Allowance claims within 48 hours after completion of the tour. They must submit the visit report to the Head of the Department or Principal.

16.2Accommodation - Staff members can avail accommodation facility as per requirement and approval by Institute.

Chapter 17 - Deputation for Higher Education Policy

17.1 Deputations for Post Graduate Studies:

Staff members with a graduate qualification are encouraged to pursue postgraduate (PG) qualifications. Staff members who have put in at least three years of continuous service at YBPP College of Engineering and whose performance is satisfactory can request management to depute them for completing PG studies from recognized institutions. The grant of such a request is considered based on the merit of the case, as judged by the Head of the Department, Principal, and Campus Director. The staff member is required to sign a legal bond before starting the PG course. The Head of the Department extends necessary support to such aspiring staff members in terms of adjusting the teaching load, etc. However, such support is available to the staff member for the specified minimum tenure of the PG course, and it is expected that the staff member completes the PG within this tenure.

17.2 Deputation for higher education:

Staff members with a postgraduate qualification are encouraged to pursue higher education. Faculty members who have put in at least three years of continuous service at YBPP College of Engineering and whose performance is satisfactory can request management to depute them for completing higher education from recognized institutions. Such requests are granted based on the merit of the case, as judged by the Head of the Department, Principal, and Director. The staff member is required to sign a legal bond before starting the higher education course. For self-sponsored staff members pursuing higher education at IITs, the entire expenses toward completing higher education are borne by the staff member. The staff member must serve Y.B. Patil Polytechnic for a period of three years after completing higher education.

Chapter 18- Research & Development Policy

The objective of the research and development initiatives undertaken by Y.B. Patil Polytechnic is to motivate students and faculty members to engage in and promote research and innovation, thereby enhancing the impact of engineering education on society and industries. To accomplish high-quality research activities, the following policies have been implemented. A research development cell has been established to prepare and implement documents for the growth of research and development activities within the Institute.

18.1 Establishment of Research and Development (R&D) cell:

The R&D Cell comprises of the following members

- Principal -Chairman
- R & D – Coordinator
- Members - Senior Faculty members, nominated by the Principal/HoD.
- Nominee from the Industry
- Nominee from the University
- Nominee from Network Institution.

18.2 Responsibilities:

Following are the main responsibilities of R&D Cell

- Identifying research focus/thrust areas for innovation and research across various departments.
- Motivating faculty members and students to conduct high-quality research in their areas of expertise.
- Conducting the Institute's research and development training activities.
- Reviewing and monitoring achievements under Research & Development.

- Writing and publishing papers in reputed national and international journals indexed in Web of Science, Scopus, etc.
- Encouraging faculty members to participate in various national and international conferences at reputed institutes
- Motivating faculty members to submit research proposals to BARC, AICTE, DST, and other funding agencies.
- Collaborating with leading research institutes at national and international levels. Initiatives like joint international conferences, workshops, and research papers can also be undertaken to improve the overall research culture at the university.
- Assisting students in completing research projects and participating in various research activities at national and international levels
- Enhancing consultancy and R&D activities at the Institute
- Creating awareness about research ethics and publications among faculty members and students.

18.2 Meeting Schedule

18.3 The R&D meetings are scheduled at least three times each semester: at the start of the semester, in the middle of the semester, and at the end of the semester. All members will be informed of the dates of scheduled meetings and any additional meetings if required.

18.4 Policies for Research and Developments

1. Paper Publication Policies:

- Faculty should publish papers only in reputed refereed journals indexed in WoS, SCI, SCOPUS, and other reputable databases (a list may be available at the department).
- Professors and Associate Professors should publish at least two papers in reputed refereed journals.

- Assistant Professors should publish at least one paper in reputed refereed journals.

2. Policies for Participation in National and International Conferences:

- The Institute will provide financial support for faculty to participate in national and international conferences as per Institute rules. The following conditions apply:
- The conference should be hosted by a reputed institute.
- Conference proceedings must have a valid ISBN or be published in a journal with an ISSN number.
- Registration fees up to a maximum of Rs. 10,000 will be sanctioned for national and international conferences in India once per academic year.
- For international conferences outside India, half of the registration fees will be sanctioned.

3. Research Policies for Students:

Registration fees up to a maximum of Rs. 5,000 will be sanctioned for national and international conferences in India for students once per academic year for each department, as per Institute rules.

The Institute provides funds for final year projects under the Project Grant to College Students (PGCS) scheme. For this, the R&D cell will form a team to evaluate students' projects in various departments. Student groups can receive funds up to a maximum of Rs. 50,000, with the limit potentially exceeding depending on the quality of the projects.

4. Patents:

Receiving a patent for one's research work is a significant indicator of research quality. Full financial and legal assistance shall be provided to those interested in registering a patent. The patent shall be registered in the name of Y.B. Patil Polytechnic, with the researcher's name prominently featured as the inventor. The commercial aspects shall be mutually agreed upon between the Institute and the researcher. If the patent is filed by the individual, the expenses will be borne 50% by the researcher and 50% by the Institute. If the patent is filed by the Institute, 100% of the expenses are borne by the Institute. If filed jointly, 100% of the expenses are borne by the Institute and the individual.

Chapter 19 - Purchase Policy

The staff members must follow the defined purchase procedure as outlined below:

- i. Requisition (indent) for the required items/consumables/material should be raised by the staff/lab in charge and submitted to the Head of Department for scrutiny and approval from the Principal.
 - ii. The Head of Department will scrutinize the requirement and certify it, taking into consideration the allocated budget of the department as approved by the Management.
 - iii. The approved indent will be sent to Stores through the Head of the Department and Principal for obtaining quotations from various vendors.
 - iv. The indenter will select the best three quotations with the help of the Stores Department, prepare a comparative statement, and forward it to the Head of the Department and Principal. The purchase order will then be prepared. The purchase order, indent, three quotations, comparison statement, and budget sanction document will be forwarded to the Principal for signature. This set of documents will be sent for approval by the Campus Director. Only after approval will the purchase order be sent to the supplier.
 - v. Once the material is received at Stores, it will be forwarded to the concerned department for installation and testing. The department will check the material, certify it, and the concerned Head/Authority will sign the Installation/Testing Report supplied by the supplier. The same will then be entered in the Dead Stock Register.
 - vi. Stores will receive the material, duly checking it with the help of the indenter, and issue the material to the concerned person. The invoice from the supplier will be submitted to Stores for approval and forwarded to the Accounts Department for payment. Without approval from the Stores Department, the Accounts Department will not process the payment, causing a delay in payment to the supplier.
 - vii. In case of urgent requirement of consumables/small items, they may be procured verbally in consultation with the Principal, Head of the Department, and Stores, and then follow all the above procedures.
 - viii. While processing the invoice, the following original documents are compulsory:
 - Purchase Order.
 - Invoice.
 - Delivery Challan.
- a. Comparative Report.
 - b. Budget Report.

- Quotation.
- GRN Report.

Chapter 20 – Student centric policies

20.1) The Code of Conduct for students on / off-campus behavior during

- i. Industry visits and In-plant training
 - ii. Student activities: sponsored, conducted or authorized by the MSBTE or by a registered Student organization
- 1.1.1 Students are expected to remain present at all the times in the classroom and on campus.
 - 1.1.2 Compulsory attendance on guest lecture, workshop & seminar must be followed & students involving in proxy attendance will be punished.
 - 1.1.3 The use of mobile phones, laptop and other wireless equipment is prohibited in the working areas of Institute, which include the classroom, library and laboratories except project work.
 - 1.1.4 Disciplinary action will be taken against students who misbehave, argue or ill deeds with the faculty of Institute.
 - 1.1.5 All library users are required to enter their names and sign the register provided at the entrance.
 - 1.1.6 Students have to maintain silence & discipline at all times in the lab.
 - 1.1.7 Students on their own are also not allowed to invite any media person without the permission of the Principal or authorized person.
 - 1.1.8 Recording of photo images/video recording without the knowledge of another person is prohibited.
 - 1.1.9 Unnecessary touching, patting, hugging or brushing against a student's wish is treated as a guilty.
 - 1.1.10 Student involved in the ragging incident, a strict action will be taken as per the Ragging Act which may adversely affect their career.
 - 1.1.11 The defaulter students in case of misbehave will be issued a Show Cause notice wherever necessary.
 - 1.1.12 Such students will appear before Disciplinary Committee which will hear and take appropriate action.

Below mentioned all committees are included for grievance & other.

Sr. N	Name of Committee
1.	Anti-ragging Committee
2.	Grievance Redressal Committee
3.	Internal Complaint Committee

20.2 Rules & Regulations for students:

- Student must behave with discipline in the campus.
- Students must regularly read notices.
- Student must possess their identity card.
- Uniform is compulsory for all the students.
- Every student must complete term work which is prescribed as per the MSBTE Norms.
- As specified in MSBTE rule RG-4 (G), minimum 75% attendance for theory & practical is compulsory for each subject.
- Indecent and rude behavior with any faculty will be viewed seriously.
- Students should not hang around in corridors.
- Students must take care of all their belongings like calculator, vehicles and instruments.
- Any act on part of student causing damages to cleanliness of any part of campus will be charged with heavy fine.
- Student should handle all laboratory instruments & equipment's with due care. Any loss/damages caused to institute property will be recovered.

20.3 Details of Anti ragging:**20.3.1 Objectives of Anti-ragging Committee:**

To prohibit and prevent any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from higher educational institutions in the country by regulations provided by AICTE and Maharashtra prohibition of ragging act, to create healthy development, physically and psychologically, of all students.

20.3.2 What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

20.3.3 Penalty for Ragging-

1. Oral/written warning
2. Financial Penalty

3. Suspension from class for one week/ one month/semester
4. Prevention from appearing MSBTE Exams
5. Suspension from hostel
6. Rustication from institute



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