

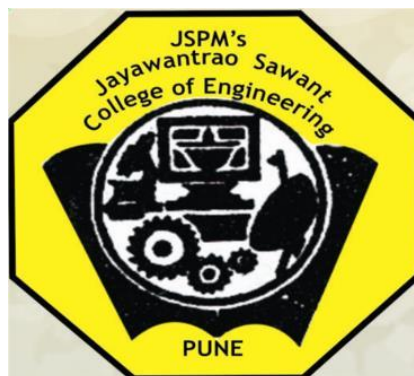


STAFF HANDBOOK



Jaywant Shikshan Prasarak Mandal

STAFF HANDBOOK (version 2)



Jayawantrao Sawant College of Engineering, Pune

(Approved by AICTE & Affiliated to Savitribai Phule Pune University)

YEAR 2019-20

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Preface:

Members of the faculty of JSCOE have a special obligation to understand the College's nature, mission, and objectives. Faculty members should strive to improve the intellectual and practical effectiveness of the College by willful, thoughtful, engaged, and cooperative participation in shared governance with management and administrators. This Faculty Handbook provides information, policies, and procedures for the faculty's participation in shared governance.

The Handbook is not intended to be exhaustive, as College employee policies applicable to faculty are set forth in the College Employee Handbook. The JSPM trust, therefore, reserves the right to add, modify, or delete provisions in this Handbook at any time.

1. INTRODUCTION

1.1 ABOUT JSPM

Jayawant Shikshan Prasarak Mandal (JSPM) was established in the year 1998 by Honorable Prof. Dr. T. J. Sawant. JSPM group of institutions are committed to provide value based quality education maintaining pace with changing technology to produce competent and skilled professionals ready to accept global challenges. There are 78 institutions under JSPM group offering quality education in schools and higher education in the field of Engineering, Management, Computer Application, Pharmacy, Commerce and Science. Presently more than 50,000 students are pursuing education in JSPM group of institutes. All the institutes are recognized and approved by Government of Maharashtra and respective regulatory authorities.

1.2 JSCOE

The Institute was established in 2004 as a part of JSPM group with the aim is to impart good education and to develop the complete personality of the students with an emphasis on moral values. The institution strives hard to shape the students in a way they will be an asset to the community and nation at large. The institute is affiliated to Savitribai Phule University Pune, Pune and conducting four year B E. Programs and ME, MBA and MCA post graduate programs.

The Institute is located in Hadapsar (Pune) surrounded by Industries, IT Companies and reputed townships. The excellent academic calendar with space for individual skills and personality development, excellent team work of faculty members and initiative for industry interface is salient features of institute. The College location has a history as pilgrims traveling from dehu and Alandi to Pandharpur

Website: www.jspmjscoe.edu.in

1.3 INSTITUTE VISION, MISSION AND OBJECTIVES

VISION

"To satisfy the aspirations of youth force, who wants to lead the nation towards prosperity through techno-economic development".

MISSION

"To provide, nurture and maintain an environment of high academic excellence, research, and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards ".

OBJECTIVES:

1. To provide quality education to students and nurture them for a professional career.
2. To increase the number of students progressing in higher education and entrepreneurship.
3. To make the students engaged in lifelong learning for accepting socio-economic responsibilities.
4. To promote students for research and adopting recent trends in technology among all disciplines.
5. To enhance the proficiency and excellence of teachers

1.4 QUALITY POLICY

"To imbibe global standards of excellence in endeavors of Institute and to adhere with accountability towards society through best practices and techno economic prudence".

2. Governance

2.1 Introduction:

Faculty participation in governance promotes diversity of ideas, shared responsibility, collaboration, collegiality, and institutional excellence. Furthermore, it is the right of all faculty members to participate in governance without fear of retaliation in subsequent decisions. It is the responsibility of the central administration, deans and department chairs to protect these rights. The governing faculty of each academic unit should establish the operating procedures of its academic unit governance entities including, but not limited to, procedures of agenda setting, establishment of a quorum, determination of membership qualification of attendance by persons other than members, appointment of a faculty secretary, distribution of minutes, and the retention/filing of minutes.

2.1.1 Governing Body:

The Governing Body functioning is as per the guidelines of AICTE. The meeting is conducted at least twice a year.

The major functions and responsibilities of the Governing Body are as follows:

- 1) To approve an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and enable the college to foster excellence in curricular, co-curricular and extra-curricular activities.
- 2) Approval about introducing new academic courses and the creation of additional teaching and administrative posts and approval to fill the vacant post.
- 3) To Encourage and strengthen research culture, consultancy and extension activities in the college.
- 4) Approval for recommendations of College Development Committee regarding overall development of the institute.
- 5) To approve the annual financial estimates (budget) and financial statements of the college.
- 6) To Approve the recommendations regarding the students; and employees welfare activities in the college.
- 7) To take note of inspection reports, local inquiry reports, audit report, report of NAAC / NBA etc. and approval to actions if any.

8) To ensure the implementations of the recommendation of the Governing Body

The organization chart of the institute

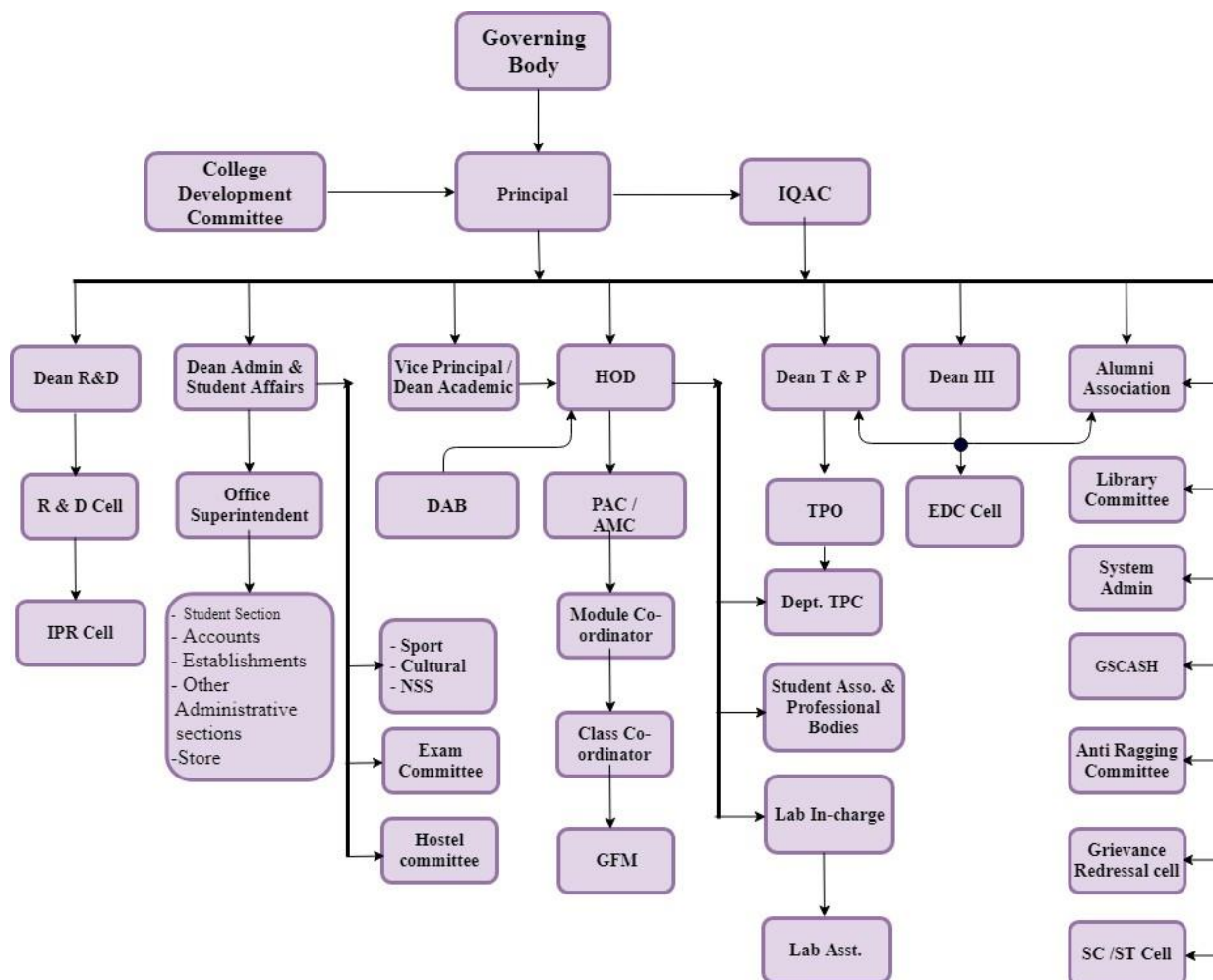


Fig 2.1 Organizational Chart

2.1.2 College Development Committee

The functions and responsibilities of the College Development Committee are as follows:

- 1) Prepare an overall comprehensive development plan of the college regarding academic. Administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extra-curricular activities.
- 2) Decide about the overall teaching programs or annual calendar of the college.
- 3) Recommend to the management about introducing new academic courses and

the creation of additional teaching and administrative posts.

- 4) Make specific recommendations to the management to encourage and strengthen research, culture, consultancy and extension activities in the college.
- 5) Make specific recommendations to the management to foster academic collaborations with industry to strengthen teaching- learning process.
- 6) Make specific recommendations to the management to encourage the use of information and communication technology in the teaching and learning process.
- 7) Make specific recommendations regarding the improvement in the teaching and suitable training programs for the employees of the college.
- 8) Prepare the annual financial estimates (budget) and financial statements of the college and recommend the same to the management for approval.
- 9) Formulate proposals of new expenditure not provided for in the annual financial estimates budget.
- 10) Make recommendations regarding the students' and employees' welfare activities in the College.
- 11) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- 12) Frame suitable admissions procedure for different programs by following the statutory norms.
- 13) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- 14) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.
- 15) Consider and make appropriate recommendations on inspection reports, local inquiry reports, the audit report, report of National Assessment and Accreditation Council, etc
- 16) Recommend the distribution of different prizes, medals and awards to the students.

2.1.3 IQAC

The functions and responsibilities of IQAC are as follows:

- 1) Development and application of quality benchmarks/parameters for the teaching learning activities and unbiased academic audit.

- 2) Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- 3) Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- 4) Dissemination of information on the various quality parameters of higher education.
- 5) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- 6) Documentation of the various programs/activities of the College, leading to quality improvement.

2.2 Various roles and their responsibilities:

The details of functions and responsibilities of faculty members who have been delegated powers of taking administrative decisions

1. Principal

The Principal as an administrative and academic head of the College, shall be responsible for:

- To set quality policies and objectives for Institute.
- Delegates responsibilities of various positions in the organization.
- Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities
- Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution .Plans and provide necessary facilities / equipment for development.
- Develop confidence and devotion in every member of the College.
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, CDC and the Governing Council.
- Monitoring all the procedures to be followed by the office which include

admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.

- Conducts periodic meeting of various bodies such as Governing Body, College development committee, and Grievances Redressal Committees, etc.
- Monitoring the liaison of activities with departments within the college and most importantly with the top management
- Looks after the overall development of institute

2. Vice Principal/ Dean Academic

- Plans, executes and monitors academic and support activities of each department.
- To ensure that accurate and timely academic advising is provided to all students in their respective departments.
- To ensure scope and coverage of the curriculum, working towards full utilization of faculty expertise in its delivery.
- To ensure that a system of student observation and evaluation of faculty occurs systematically, fairly and regularly.
- To establish a formal and informal communication network so that student feedback occurs on significant issues and problems in the department
- All the academic related activities are executed day to day in consultation with Principal.

3. Dean Admin

- Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- Assists the Principal in administering and leading the college within the policy framework developed by the College Development Committee (CDC).
- Supervises at the direction of the principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
- Maintaining all records pertaining to students, faculty and staff
- Assists the Principal in administrative activities

- Preparing information to be disseminated to parents, students, other stakeholders and public.
- Verification of payments of expenses with receipts
- Preparation of Annual College Budget
- Budget Allocation to various Programs after approval from management.
- Preparation of Balance Sheets
- Preparation of Audited Statements
- Preparation of statement to AICTE, DTE, SPPU, AISHE, etc
- Hostel activities.

4. Dean Research and Development:

- Develop and establish a policy to promote research culture in the college
- Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, and follow up with the funding agencies, for securing sanction of projects.
- Identify R&D projects to be taken up with college funding.
- Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
- Prepare annual R & D plan of activities including externally funded projects and college funded projects.
- Manage R & D projects
- Submit quarterly reports to Principal on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
- Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
- Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.

5. Dean III

- Organize visits by eminent industry persons to interact with the faculty and students.
- Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
- Initiate and co-ordinate signing of MoUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.
- coordinate Summer Training/internship programs.
- Evaluate the impact of the linkages, periodically, on:
 - i. Curriculum development
 - ii. Faculty exchange and development
 - iii. Research, Publication
 - iv. Consultancy
 - v. Student placement.

6. Dean TPO

Functions and Responsibilities of Training and Placement Officer:

- Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team Identifies and provides for training needs of students
- Proposes annual T & P budget and arranges campus interviews
- Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- Assists students develop and implement successful job search strategies.
- Works with faculty members/department Heads and administration to integrate career planning and academic curriculum
- Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
- Prepares a placement brochure having all the student profiles.
- Undertakes a rigorous placement campaign.

- Empowers students with life-long career decision-making skills.
- Provides resources and activities to facilitate the career planning process.
- Acts as a link between students, alumni and the employment community
- Up gradation of the students' skill sets commensurate with the expectations of the industry. Generation of awareness in the students regarding future career options available to them.
- Assists different companies in recruiting candidates as per their requirements.
- Assists students in obtaining final placement in reputed companies.

7. HOD (Head of Department)

- To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
- Assigns duties to teaching and non-teaching staff of the Department.
- With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
- To co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
- To present the departmental budget/requirement to the Principal.
- To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
- To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
- To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
- To ensure Quality, Maintenance and cleanliness of the department.
- To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
- Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college. Coordinating the activities of the department and assisting the Principal of the College.

2.3 Departments & Employee Career Path

Teaching Departments:

- Information Technology Engineering
- Computer Engineering
- Electrical Engineering
- Electronics & Telecommunication Engineering
- Mechanical Engineering
- Applied Sciences & Humanities

Non -Teaching Departments:

- Human Resource & Administration
- Accounts
- Non-Teaching Technical
- Exam Section
- Housekeeping & Maintenance 12 – Service

3. Faculty Role

3.1 Introduction:

A faculty is the core of an institution that must contribute to the good of society in ways that go beyond just the advancement of individual faculty members' interests. Faculty contribute to the institute's purpose of transmitting, evaluating, and extending knowledge for the greater good of society, actively engaging in research/ creative activity and/or professional development, as well as participating in service to the university, institute, the community, and the profession.

3.2 Responsibilities of Faculty:

Faculty members carry special and varying responsibilities with respect to the creation and maintenance of high quality curricula, scholarship, nurture of students in the educational process, and overall governance of the institution. Faculty members enjoy academic freedom – the right to teach, study, and engage in research toward the end of transmitting, evaluating and extending knowledge, under conditions permitting independence of thought and expression.

1. Teaching:

Through their teaching, faculty members are expected to transmit knowledge, extend their students' understanding and vision, and develop in their students the ability for critical and independent thinking. In their roles as teachers, faculty members are expected to maintain and reflect quality in their discipline and to enable students to understand and appreciate the material of the course. Teaching effectiveness includes the following indications:

- a. Clearly stated course objectives;
- b. Adherence to professional standards in the development and delivery of subject matter, approach, and evaluation methods;

- c. The creation of an engaging learning environment responsive to student needs and developments in the field;
- d. Implementation of multiple, mutually independent mechanisms of evaluation,
- e. Completing syllabus within the stipulated time.

2. Scholarship/Research/Creative Activity and/or Professional Development

- a. All faculty members are expected to engage in research/scholarship/creative activity and/or professional development as defined by their disciplines and appropriate to their position and terms of appointment.
- b. Units shall develop and make available their own criteria of productive scholarship, research, and creative activity and/or professional development consistent with the expectations in the discipline, their position.

3. Service

- a. The effective operation and development of the college significantly relies on the service contributions of the faculty. Performance expectations in service, as in teaching include the faculty member's adherence to professional standards.
- b. faculty members are expected to perform service activities within the university and to the profession. Internal faculty service responsibilities may include administrative duties, committee work, advising student organizations, and involvement in other roles that contribute to the unit, college and university.
- c. Professional service activities include participation in professional organizations, seminars and colloquia relevant to the individual's academic interests or to the education process.
- d. Faculty members also serve by contributing their disciplinary knowledge to the general community. As with the other categories above, expectation of service contributions varies based on the faculty member's position, the unit's needs and workload policies, specifics of the faculty member's term of appointment, and relative weight and productivity expectations of other performance duties.

4. Recruitment Policy and Procedure

4.1 Policy

1. All Academic faculty and staff recruited should be able to fulfill our Vision, Mission and organizational goal.
2. Towards achieving our goal the organization is committed to train and develop our teachers and provide all facilities to them to grow to their potential. Our HR policies are directed towards this goal.
3. In terms of our policy, manpower requirement is decided well in advance of academic year/semester by the Principal in consultation with Heads of Departments and Coordinators of various streams.
4. Rigorous procedure is put into operation so that we are able to locate the best talent. Our recruitment procedure is in line with University requirements.

4.2 Procedure

- Recruitment is normally done twice in a year during May and November. Advertisement inviting application are given in the prominent newspapers.
- A number of vacancies both teaching and non-teaching are notified by Principal/ HOD/ Designated Authority based on student strength/resignations or separations of staff members, to the management for approval/information.
- Screening of applications received is done by the respective Department. Short listed candidates are informed through call letters /over telephones from the office.
- At times, Walk- in interviews is also conducted for immediate postings.
- Interview panel for faculty consists of the Principal, Subject Expert, Heads from the Institute and a Management representative.
- The candidate finally selected is briefed about the policies and rules of the institution.

❖ Documents to be Submitted after Recruitment

The faculty who wish to join the institute, has to visit Administration Section to complete joining formalities. Documents to be Submitted after Recruitment

1. original /copies of Certificate of SSC/HSC/ Graduation / Post Graduation /PhD.
2. Original mark sheets
3. Experience letters
4. PAN/Adhaar Card copy
5. Medical fitness certificate
6. Previous approval letters

4.3 Approval of Qualification:

- Employee services will be governed by the provisions of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations and the Rules of the University and as will be amended from time to time by the University and the regulations and rules of the Governing Council of Jayawant Shikshan Prasarak Mandal, Katraj, Pune-41.
- Employee appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the AICTE & SPPU, Pune University norms.
- Till the approval of the desired qualification by the university, the candidate is paid a consolidated amount as decided by the administrator. If the qualification is not approved by the university, the appointment is canceled for such candidate.
- In later stage, any malpractice in qualification noticed by any authorities the candidate/ employee is terminated with immediate effect and a penalty imposed as decided by the management
- Employee will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.

4.4 Probation Period

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

2. Temporary appointment: It means appointment made purely on temporary basis either for a permanent post or in tenure post or against a temporary post. With the exception of certain employees, all regular employees serve the first twelve months of employment on a probation basis.

3. Evaluation in Probation Period: Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance. Should the Principal agree with the evaluation, the employee shall be continued in service else, he / she may be terminated from service.

4.5 Service Conditions for the Staff

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- There shall only three designations in the respect of teachers in JSPM namely Assistant Professor, Associate Professor, and Professor.
- Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his / her capacity as aforesaid.
- Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Founder Secretary or his nominee.
- A member of the staff shall have his / her service separated by giving one month notice or one-month basic salary in lieu thereof, in the case of temporary appointment or during the probationary period. In the case of permanent service,

three months' notice or three month's salary must be given. But during the close of the academic year, one-month notice is sufficient for separation from service of view for permanent staff. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.

- A security amount equivalent to one-month salary is deducted from staffs during the service in convenient installment.
- A service file for keeping the record of service of staff shall be maintained by Principal in respect of each employee of the College. All activities of an employee in his/her official position shall be recorded in this service file.

4.6 Promotion Policies

- All promotions shall be considered on the basis of merit- cum –seniority basis or as decided by the management from time to time.
- The Founder Secretary shall appoint a committee for promotion, in which he shall be the Founder Secretary, with administrator, principal, and experts in the respective area
- The Committee shall consider the promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- The staff shall be considered for promotion to the next higher level position, subject, however, he/she had completed the three years of service after probation in the present position and should have obtained AICTE prescribed qualification.
- Special preference to the faculty who is undergoing PhD and completing the course work and comprehensive viva voce for PhD and on publication of 5 International Journal papers, being in the author's area of specialization for the promotion to the post of Associate professor with Minimum of 5 Yrs. experience in teaching/research/ industry or (Equivalence for Ph.D. is based on the publication of 5 International Journal papers, being in the authors" area of

specialization) and subjected to a condition that, they fulfill the AICTE requirement within four years from the date of promotion.

- Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor and possess a Ph.D. degree in the relevant discipline or Minimum of 13 years experience in teaching and/or Research and/or Industry with PhD shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE.
- No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor
- The following information is required in the CV for reappointment and promotion of candidates:
 - ✓ Educational background
 - ✓ Academic and another relevant employment history
 - ✓ Awards and appreciation if any
 - ✓ Research and/or creative works, publications journal, conference proceeding, text book publications etc.
 - ✓ Teaching accomplishments: List classes taught with results, List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list etc.
- Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- All decisions on promotions shall be taken up for the month of April / October every year
- All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.

4.7 Retirement from Service

- All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 62 years for teaching and 58 years non-teaching.

- When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
- If the retiring employee has an accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

4.8 Separation of Services of an Employee

- Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Founder Secretary and shall remain under suspension until further orders.
- In a case wherein a member of the teaching or non-teaching staff commits any misconduct in the discharge of his / her duties, the Founder Secretary has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Founder Secretary.
- The Founder Secretary shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:
 - Serious misconduct and wilful negligence of duty
 - Gross insubordination;
 - Physical or mental unfitness; and
 - Participation in any criminal offense involving moral turpitude. The services of a temporary employee are liable to terminate at any time without assigning any reasons whatsoever.

- The Management reserves the right to terminate the service of an employee whether a probationer or regular on medical grounds giving 1/2/3 months' notice.
- The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event or the employee has failed to do his duty or negligence of duties.

4.9 Transfer Policy

- As mentioned in the letter of appointment, any employee (confirmed, on probation, on contract, trainee) may be transferred to department within Jayawantrao Sawant College of Engineering at the mutual consent between the employee and the Management, as and when the need arises or as per Business requirement.
- In case of inter department transfer which involves role change, Office in charge will inform the concerned employee and issue a letter to that effect, copy of which will be maintained in the personal file of the concerned employee for record.

5. Work Days, Institute Timings & Attendance System

5.1 Scope:-

All employees of Jayawantrao Sawant College of Engineering working days are as follows:

Teaching Staff :- Working days are from Monday to Friday and Saturday (Even).

Saturday (Odd) and Sunday = weekly off.

Non Teaching Staff: Working days are from Monday to Friday and Saturday (Even).

Saturday (Odd) and Sunday = weekly off.

The work timings of Jayawantrao Sawant College of Engineering is as follow:

- **For Teaching staff And Lab Assistant:** 08.30 am to 04.30 p.m.
- **For Non-Teaching Staff:** 08:30 am to 04:30 p.m.
- **Sweeper:** 08:30 am to 04:30pm
- **Gardner:** 08:30 am to 04:30pm
- **Security Department:**
 - Morning Shift: 07.00 am to 03.00 pm
 - Afternoon shift: 03:00 pm to 10:00 pm
 - Night Shift: 10.00 pm to 07.00 am

(This includes 8 hours of working and 35 minutes of lunch)

Office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.

Department specific time as per the institute need may differ which shall be to the concerned Employees separately.

5.2 Lunch Time

Applicability: Employees who are present in the Institute.

For Teaching and Non-Teaching staff: Lunch break is for 35 Minutes

5.3 Grace Time, half day & late coming Grace Time

- Upto 10 minutes" grace time is available for employees reaching late to their respective work place after their official in-time.

➤ Late Coming

- Any employee coming after grace time shall be considered as late.
- Three (3) late marks shall attract deduction of a full day"s leaves.
- Employee must inform his / her Reporting Authority if he / she is coming late.
- Employee must inform his / her Reporting Authority if he / she won"t be coming to work due to any reason or emergency (immediately he / she is coming to know about his emergency).

➤ Half day

Half day shall be defined as 4 hours of work **excluding** the lunch.

Employees may require working on weekly off, Holidays and on non-working days as per the decision of Management. (In an event employees are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmes/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., employee shall attend duties without fail and no extra remuneration will be payable for the same.)

In such scenario, "Compensatory Benefits" policy shall be applicable.

➤ Attendance System

It is mandatory for all the Employees to mark their attendance daily in "Attendance Register".

6. Leave Policy

6.1 General

- Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
- The leave application shall be submitted well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged
- The lab staff shall make alternate arrangements/internal adjustments to keep the students engaged. The same must be informed to concerned class-coordinators and HOD"s. Casual Leave, Out station duty and Duty Leave application should be submitted in advance. All other leaves forward to the Founder Secretary for sanctioning through proper channel.
- No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deduction.
- Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
- No leave will be sanctioned on telephone except in the case of extraordinary circumstances/sudden illness, etc. This shall, however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.
- The continued absence of more than five days or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

6.2 : -Kinds of Leave: -

The staff members are entitled to enjoy the following leave benefits:

Table 6.1 Kinds of Leave

• Casual Leave	CL
• Leave without Pay	LWP
• Duty Leave	DL
• Compensation Duty leave	CDL
• Study Leave	ST
• Vacation Leave	VL
• Maternity Leave	ML
• Medical Leave	MED

❖ Casual Leave (CL)

- Every employee held on the roster of the college is entitled to One (1) day casual leave for each twenty-four (24) days block of duty performed by him/her subject to a maximum of Fifteen (15) days of casual leave in one Academic year.
- CL can be prefixed /suffixed with all types of holidays/leaves.
- Total no. of days of C.L. to be availed at a spell should not exceed 3 days for regular employees.
- CL up to total accumulated period may be granted under special circumstances.
- For contract /probationary staffs CL can be available proportionate to accumulated CL up to the date of application.
- CL will not be carried forward to next Academic year and will lapse at the end of the Academic year.

❖ Leave With-out Pay (LWP)

- No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if an employee has to avail leave in excess of one's authorization he may be granted, "Leave without Pay" at the discretion of the Founder Secretary /Management subject to exigencies of service.
- Such leave shall not exceed 30 (Thirty) days in a Academic year subject to a maximum of 15 (Fifteen) days at a time.
- The absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category. "Leave without pay" shall also be got sanctioned in advance as any other leave.
- But If the quantum of LOP [LOSS OF PAY] is more than 15 days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave are provided. The decision of the Principal/Designated Authority shall be final in such cases.
- If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.
- Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

❖ Duty Leave (DL)

- An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.
- Duty leave may be granted for one or more of the following purposes:
- To deliver academic lecture
- To work on behalf of the College or to attend technical workshops/ symposium of National/International level.
- To read/present a research paper in a Conference/ Symposium of National/International level.
- To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.

- To inspect academic institutions attached to a statutory body or a University recognized by the Government.
- The duty leave will be restricted to a maximum of 15 days during a Academic year subject to the following conditions:-
 - There exists a written request from the competent authority.
 - The paper has been accepted for presentation and a communication to this effect received in writing/email.

❖ Out-Station Duty (OD)

- OD will be granted when staff members are required to go out on official duties as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than Savitribai Phule Pune University, OD will not be granted.
- The number of days on OD is limited to 10 days for a year at the rate of 5 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the Designated Authority. This limit is applicable to conduct of University Practical Examination, Theory Examination, and paper evaluation, Viva voce, Synopsis submission & DC meeting. However, this limit is not applicable to centralized evaluation camp.
- Head of the Department has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
- Staff members are permitted to go on „On Duty“ for academic works of the colleges such as Board of Studies, Academic Council, Staff Selection Committee, and Accreditation Committee, Resource person for other colleges and other Committee / Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing O.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.
- In all the cases, prior written permission has to be obtained from the Principal through HOD.

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

❖ Compensation Duty Leave

It is the policy of JSPM that staffs are expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However, under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he/she is directed to do so by the authorities i.e. Founder Secretary, Principal, administrator and H.O.D concerned of the college. Such approval of CDL rests solely at the discretion of the Principal/Designated Authority. Approved CDL

- o Can also be combined with C.L.
- o This leave must be availed within three months from the day of the duty carried out.
- o C.D.L. can be availed as full day only

❖ Study Leave

- JSPM appreciates and encourages faculty development by acquiring higher qualifications such as Ph.D. Study leave of up to 2 years will be granted to faculty who wish to pursue full-time Ph.D.
- Faculty should have completed a minimum of 5 years of service at JSPM to avail the above facility.
- Faculty those who wish to avail study leave for full-time Ph.D. shall give an undertaking to the effect that after the completion of the Ph.D., they shall rejoin JSPM and shall serve a minimum period of one year or shall pay liquidated damages accordingly. Faculty while rejoining JSPM after the successful completion of Ph.D. will be eligible for 3 increments.
- To pursue Ph.D. under part-time/part-time external schemes, faculty will be permitted under the following conditions.
- Faculty shall give an undertaking to the effect that they will be continuing with JSPM after completion of their Ph.D. for a minimum period one year.

❑ Faculty should have completed a minimum period of 3 years of service at JSPM before applying for Ph.D. under part-time.

- The number of faculties availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
- Permission to avail this facility will be given by the management based on the recommendation of the HOD/ Principal and consider the overall performance and seniority of the faculty.
- Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
- It is imperative that the faculty doing Ph.D. under part-time scheme to pursue their research work without affecting their duties and responsibilities at JSPM
- An employee will not be entitled to draw the salary during study leave

❖ Maternity Leave

- Maternity leave will be granted to a permanent female employee who has completed two years in service a maximum of two children leave in accordance with the provisions of Maternity – Benefits Act, 1961.
- All the holidays occurring during the leave shall be counted for the purpose of computation of 90 days out of which not more than 6 weeks shall precede the date of her expected delivery.

❖ Vacation Leave

- The total number of VL days for members of permanent staff (vacation staff) is limited to 60 (Sixty) days, for a continuous service of 24 months in the institution. These 60 days includes the declared 30 days vacation during winter and summer respectively.
- If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, Compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.
- A staff member becomes eligible for full VL only after rendering a continuous service of two full academic years as on 30th June. ie. From 1st July of an Academic year to 30th June

of the following academic year. In such cases, staff members are required to serve the institution for a further period of six months or one semester. If he/she joins on service on a later date, they can avail proportionate VL.

- In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) at the rate of 5 days per month and proportionate salary will be deducted from any payment due to him/her or will be recovered from the said staff member.
- However, in special/deserving cases, VL can be sanctioned for permanent staffs proportional to a number of completed months of continuous service, solely at the discretion of the Designated Authority. In such cases, staff members are required to serve the institution for a further period of six months or one semester.
- Any unused part of VL cannot be carried over to the next academic year.
- While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
- The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning is not hampered.

❖ Medical Leave

- The entitlement of Medical leave is @10 days for every Academic year. Medical leave can be availed only on the Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
- The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application.
- Medical leave application shall always be accompanied by a medical certificate.
- Sundays & Holidays can be prefixed/ suffixed to medical leave; however, intervening holiday

7. Performance Appraisal of Employees & Increments

- Staff Members are eligible to the increments prescribed at the end of 12 months in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of JUNE.
- Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
- Annual Staff Performance Appraisal Systems consists of
 - Appraisal by Students
 - Appraisal by Head of Department
 - Appraisal by Peer group
 - Appraisal by Management
- All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Principal, and Administrator will discuss results of the appraisal with each employee. The sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Nonperformance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments
 - Paper publication -Journal/conference,
 - Patent –Apply/sanction,
 - Project –Apply/sanction
 - Testing/consultancy
 - Conduct/coordinate – Conference/Seminar/FDP/Workshop/any similar event.

8. CONSULTANCY, R&D AND TEACHING ASSIGNMENTS

8.1 Introduction

The College encourages its teachers to take consultancy and in-house R&D assignments. The teacher shall undertake such assignments When the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Founder Secretary/administrator in writing.

- A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
 - Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
 - In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

8.2 INCENTIVES FOR PUBLISHING PAPERS

- As a part of the continual quality improvement policy of the college, it has been decided to give incentives to the
- Staff members publishing papers in conferences and journals as per the following guidelines.
 - **Rate of incentives**
 - National conference – Rs 1000/-
 - Internationals conference – Rs 2000/-National Journal–Rs 2000/-
 - International Journal–Rs 3000/-
 - International Journal with an impact factor more than 3–Rs 5000/-
- To claim the above incentives, a hard copy of the paper published in the proceedings/journal clearly indicating the affiliation of the author as a staff member of JSPM has to be submitted along with the application.
- Faculty members who are pursuing Ph.D. on part time external basis may claim only 90% of the declared incentive when they mention the author affiliation as a research scholar.
- Prior permission shall be obtained from competent authority for sending papers.
- In the case of conferences, an oral presentation is needed and poster presentation will be having only 50% weightage and hence the incentives for poster presentation at national and international conferences will be Rs500/- and Rs1000/- respectively.
- In the case of more than one author for the paper, the first author will get the full credit and the subsequent authors can claim 50% of the incentive.
- In any case, the number of authors per paper shall not exceed four to claim this incentive.
- The maximum amount that can be claimed by a staff member in this regard is restricted to Rs25000/- per year.
- To prepare the manuscripts of text books, the author may claim an advance amount of Rs 10000 for which shall be returned to the college within 12 months.

8.3 Reimbursement Policy

- ❖ **Eligibility:** All kind of reimbursements viz. Food, conveyance, Travel etc. shall be applicable and cleared subject to the prior approval from the Management.

Note: In case of failure to submit the claim within stipulated time, no claim shall be entertained under any circumstances.

- All kind of Food, Conveyance and travel bill shall be reimbursed at actual subject to the submission of valid bill on time and pre-approval from the Management.
- **In-Land / Overseas Travel**
 - Any Travel with-in or Outside the country shall be governed as mentioned below
 - The Hotel & Travel Mode - Air Way/Rail Ways shall be booked by the Institute.
 - On visit, employee should have incurred the travel cost to meet the day to day expense at the place of Visit, Fill Payment Voucher Application form and reimbursed from Accounts
 - **Department.**
 - On return Employee need to submit detailed expense summery along with Valid Bills to Accounts Department, balance cash, claim form if employee has incurred out of pocket expanse etc. within 7 days of returning from In-Land / Overseas travel.

9. Work Place Employment Policy

9.1 Equal Employment Opportunity

Institute policy prohibits all unlawful discrimination against any employee or applicant for employment. The Institute is committed to providing equal opportunity to all qualified individuals in its hiring and promotion policies. The Institute will endeavor to create a workforce that is a reflection of the diverse population of the communities in which it operates.

9.2 Harassment

The Institute believes that all employees, workers, staff should be treated with dignity and respect. It is the policy of the Institute to provide a work environment which is free from harassment. As used in this policy, harassment includes sexual, racial, ethnic, and other forms of harassment, including harassment based upon disability. Some examples, depending on the facts and circumstances

9.3 Verbal or Written Harassment

Unwelcome or derogatory comments regarding a person's race, color, sex, sexual orientation, religion, ancestry, ethnic heritage, mental or physical disability, age or appearance; threats of physical harm; or the distribution of material having such effects, including by electronic mail or display in any Institute work area.

9.4 Physical Harassment

Hitting, pushing or other aggressive physical contact or threats to take such action, or inappropriate gestures.

9.5 Sexual Harassment

Unwelcome sexual conduct, whether verbal or physical, including sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual nature, whether or not it was designed or intended to promote an intimate relationship. It is not

Considered harassment for supervisors and other members of management to enforce job performance and standards of conduct in a fair and consistent manner

- Reports of harassment will be investigated promptly and discreetly.
- Any employee, who reports any act of harassment in good faith, including sexual harassment, will not be retaliated against because of such report.

9.6 Political Activities

The Institute believes strongly in the democratic process. Its Director and employees should take an active interest in fostering principles of good governance in the countries and communities in which they do business

10. Discipline, Decorum & Code of Conduct

10.1 Code of Conduct

- Every employee of the college shall maintain a high standard of work and conduct, exhibit excellent professional ethics. He/she shall be loyal to the college and observe all the rules and regulations and such modifications, amendments, diligently during his tenure of service with the college
- For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- Every employee shall possess good moral character, and shall maintain absolute integrity, devotion to duty, loyalty, dedication, truthfulness, faithfulness and sincerity.
- He/She shall not get involved in criminal case, embezzlement, defalcation, fraud or remain unauthorized absent from duty or willful and deliberate disobedience or flouting the orders of the higher authorities, working against the management
- In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- No employee shall interfere with other employees work or disturb other employees or cause annoyance to other employees during discharge of their duties.
- Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college/hostels.
- If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
- Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

- All members of the staff shall be governed by general rules/norms also practiced by the college from time to time.
- No employee shall while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or local bodies take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for the vindication of his grievances.

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

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

10.2 Disciplinary Procedure

- Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the Principal/Founder Secretary.

- If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories

10.3 Memo and Censure.

- Warning in writing, with the recovery of monies, where the financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal or discharge from service.
- ✓ Any staff member receiving more than two memos or warning will be given punishments. Where the punishment proposed is in this categories Principal/ Founder Secretary shall constitute a one-man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing the principle of natural justice.

10.4 DRESS CODE

It is important to employees to project a professional attitude and appearance. Accordingly,

their dress and demeanor should reflect the College's high institutional standards. The College expects employees to wear dress code for three days in a week and to present themselves professionally at all tim

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All above rules, policies and procedures are and the data on internet is updated time to time.