

H. R. Policy 2021-22, 2022-23



# H.R. POLICY

Revised from April 2021

Holy-Wood Academy's

## Sanjeevan Engineering & Technology Institute, Panhala



**PRINCIPAL**

Sanjeevan Engg. & Tech. Institute  
Somwar Peth, Panhala - 416 201

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*Holy-Wood Academy's*



***Vision***

*SETI to Educate to Excel in Social Transformation.*

***Mission***

- *To inculcate academic excellence in pursuit of technical education and to strive hard for good academic result and placements.*
- *To attract nurture and to retain the best faculty and technical manpower.*
- *To develop holistic personality of students to be a responsible citizen with ethical values and lifelong learning.*
  - *To promote industry institute interaction for employability and entrepreneurship.*

***Quality policy***

*We promise a conducive environment to our faculty, staff and students to realize the vision.*

***Environment Policy***

*Green Sanjeevan, Clean Sanjeevan*



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# CHAPTER 1

## SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA

### 1.1 INSTITUTE AT A GLANCE –

Sanjeevan Engineering & Technology Institute (SETI) started in 2009 by Hon. Shri. P. R. Bhosale, Holy-Wood Academy. The Trust is a non-profit organization dedicated to the cause of imparting Quality Education.

SETI is a self-financed Engineering College and it is affiliated to Shivaji University, Kolhapur, approved by All India Council of Technical Education (AICTE), recognized by the Government of Maharashtra, affiliated to Shivaji University, Kolhapur & Maharashtra State Board of Technical Examinations. The Institute is reputed for its high academic standards, excellent infra-structural facilities, knowledgeable and dynamic faculty and an atmosphere of well maintained discipline.

The Institute has a beautiful campus with more than 70 Acres, Spacious College Building separate hostel for boys and girls, canteen, mess, Medical facility, 24 hours Wi-Fi internet connectivity etc.

### 1.2 LOCATION –

The institute is situated in Panhala town. Panhala is located adjoining to Kolhapur-Ratnagiri state highway. It is 22 kms. from Kolhapur & at the foot hills of Panhala fort.



  
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## CHAPTER 2

### BOARD OF GOVERNORS

2.1: The College is governed by the Board of Governors, the constitution of which is shown below:

Sr. No.	Name of Governing Body Member	Governing Body Members Designation	Office Address, Phone Number Mobile if any
1	Mr. P. R. Bhosale	Chairman	9823284444
2	Mr. G. N. Kharade	Member (Management Nominee)	8390328038
3	Mr. N. R. Bhosale	Member (Management Nominee)	9545453822
4	Ms. Nirmala V. Ghorapade	Member (Management Nominee)	9021291060
5	Mr. M. S. Lohar	Member (Management Nominee)	9420457999
6	Mr. A. A. Chavan	Member (Management Nominee)	9423037765
7	Mr. Nitin Wadikar	Member (Industrialist)	0231-2692858
8	AICTE, Regional Officer	Member (AICTE - Ex. Officio Member)	022 - 22838502
9	Mr. D. G. Thombare	Member (University Nominee)	9970700740
10	DTE, Regional Officer	Member (DTE - Ex. Officio Member)	020-25656234
11	Mr. S.P.Nangare	Member (Faculty Nominee)	9970890301
12	Mr.V.S.Mane	Member (Faculty Nominee)	7387917318
13	Principal, S.E.T.I.Panhala	Member – Secretary	9146999500



  
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॥ विद्यानां विद्या संजीवनी ॥

**NAAC Accredited**

AICTE ID : 1-8019451  
AISHE Code : C-11165

HOLY-WOOD ACADEMY'S

# SANJEEVAN

**ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA**

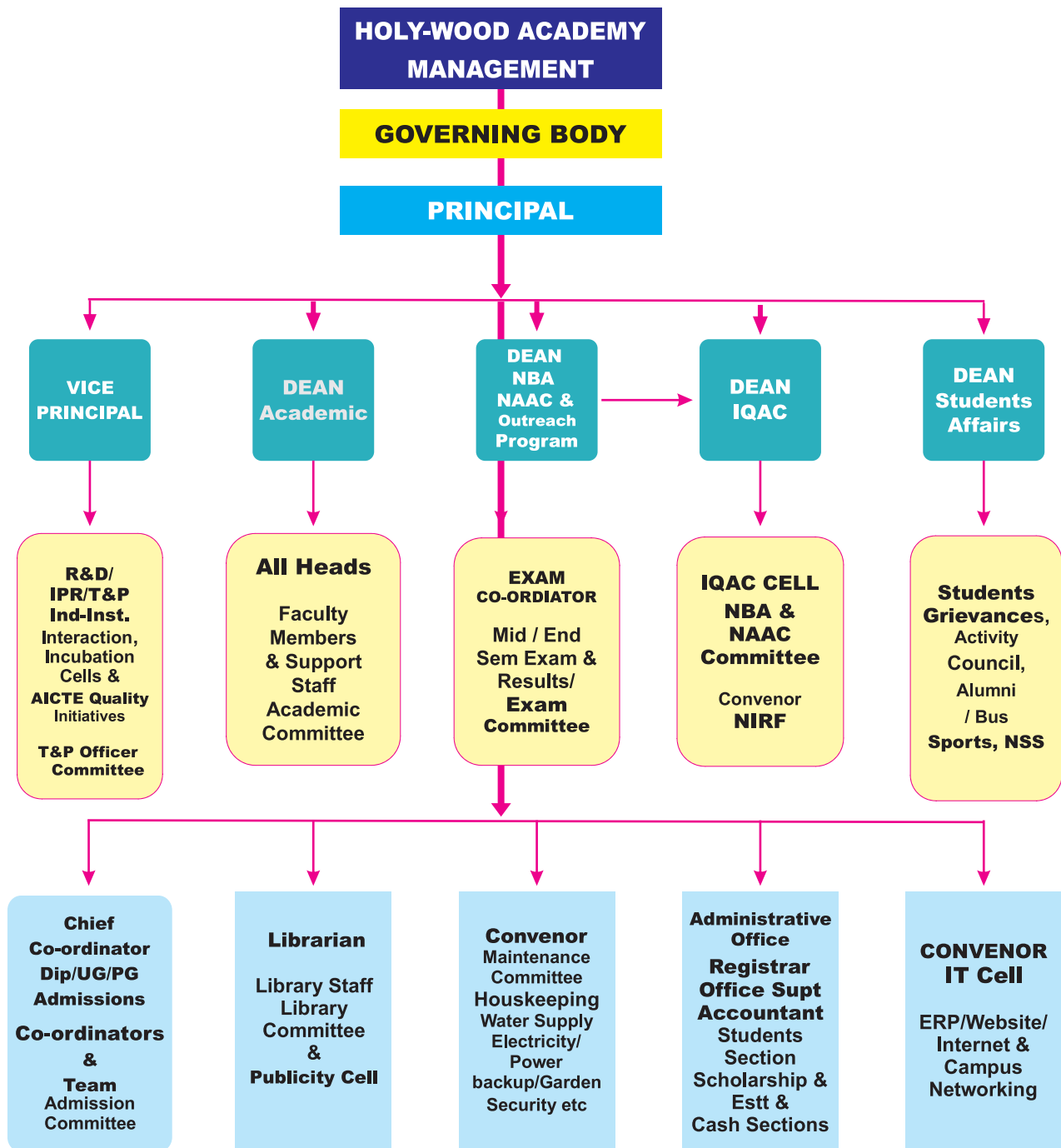
Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur.  
Pin- 416 201 (Maharashtra) Phone : 9146999500

○ Approved By AICTE, New Delhi ○ Recognized by Govt. of Maharashtra & DTE  
○ Permanent Affiliation by Dr. Babasaheb Ambedkar Technological University, Raigad

DTE Code : **EN6315**

## ORGANIZATION STRUCTURE

(w.e.f. 2022-23 - as per BOG Res.No.07, dt.04/2022)

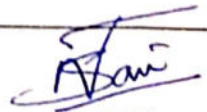


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**2022-23**

Principal -	Dr.S.N.Jain
Vice-Principal	Dr.S.G.Sapate
Dean (Academic)	Prof.E.P.Salokhe
Dean (NBA/NAAC)	Dr.D.S.Bhosale
Dean (IQAC)	Dr.G.C.Koli
Dean (Students Affairs)	Dr.V.H.Deokar
Admission Cell	Dr.A.A.Katkar, Prof.N.S.Jadhav & Prof.N.B.Tharkar
Exam - Co-ordinator	Prof.S.K.Pisal
NIRF Convenor	Prof.J.J.Gavade
Convenor = IT Cell	Prof.S.A.Babar
Building Maintenance	Prof.S.S.Chavan & Prof.A.P.Bhosale
NSS & Sports Officer	Prof.R.A.Ingavale
Alumni Association	Prof.S P.Jadhav & Dr.Vishal Patil
Cultural Co-ordinators	Prof.Nilopher Khan & Prof.Nasrin Khan
Innovation, Incubation & Ind Consultancy Incubation Cell (under Dr.Deokar)	Dr.V.H.Deokar- Co-ordinator Prof.Vinayak Ghewari
Unnat Bharat Abhiyan	Prof.Vishal T. Metkari
PUBLICITY Cell	Shri.Sangram R.Patil, (Print Media), Prof.Amol Chavan, (Electronic Media), Prof.Ranjit Mane (Electronic Media)
SOCIAL MEDIA Cell	Prof.Ms.Pallavi Patil (Twitter/Facebook/LinkedIn)
Day's Special	Prof.Ashok Kolekar & Prof.Ankita Kulkarni
R&D Cell & Technical Pub	Dr.S.S.Potdar & Prof.Sagar Shinde
Entrepreneurship Dev. Cell (EDC)	Prof.Amrut P. Bhosale & Prof.Amit C.Thoke
IPR & IETE Students Chapter	Prof.C.R.Dongarsane & Prof.Y.R.Naik
Industry-Institute Interaction Cell	Prof.A.N.Naik
Industry Internship Activity	Prof.Pravin S. Atigre
BUS/Transport	Prof.N.B.Tharkar & Prof.A.A.Katkar



  
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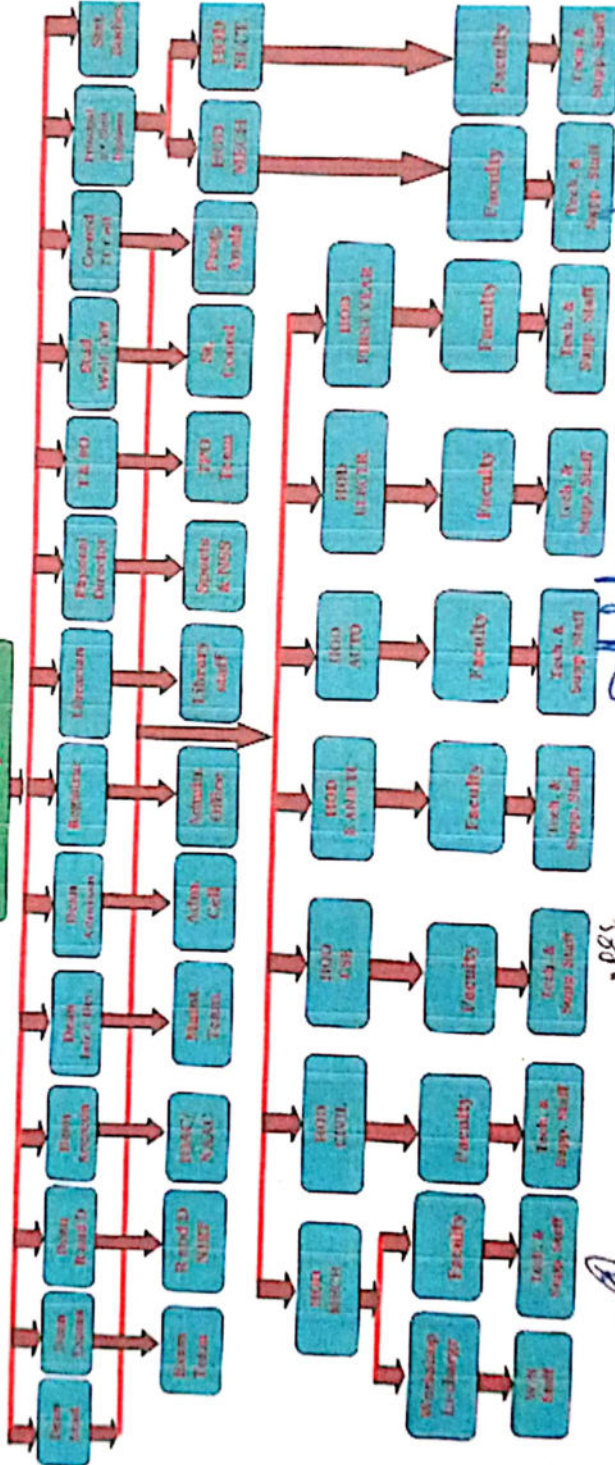
2.2: ORGANIZATIONAL CHART

Holy-Ward Academy's Sanjeevan Engineering and Technology Institute (SETI), Panhala

BOG Meeting Item No. 5/2



Organization Chart



Principal  
Shri. B. V. Aambar

Principal  
Dr. Mohan B. Vanarotti

Joint Secretary  
Shri. N. R. Bhosale

Chairman  
Shri. P. R. Bhosale



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*(Signature)*



## 2.3: RECRUITMENT

### ELIGIBILITY CRITERION:


With reference to AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff. (05<sup>th</sup> March 2010)

2.3.1 For Faculty members: Faculty Members are recruited based on the qualifications prescribed by AICTE and Shivaji University, Kolhapur for various cadres. At present the following criteria is being followed, as per Notification No. F.NO. 37-3/Legal/2010 dated 05/03/2010

### Engineering and Technology

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



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



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**Humanities & Science**

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	Good Academic record with at least 55% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience require
02	Associate Professor	Qualification as above that is for the post of Asstt.Prof, as applicable and PhD or equivalent, in appropriate discipline  Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline  Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching /research / Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications / IPR/ patents etc. as deemed to fit by the expert members of the selection committee.



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

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

**2.3.2: Staff/Non-Teaching:** The eligibility criteria for various posts of staff are given below.

**a) Librarian**

Sr. No.	Cadre	Qualification	Experience
01	Librarian	<p>Master's degree in Library science / information science/Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record.</p> <p>Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree</p>	

**b) Director of Physical Education**

Sr. No.	Cadre	Qualification	Experience
01	Director of Physical Education	<p>A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and consistently good academic record.</p> <p>Passed the physical fitness test. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>However, candidates , who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET</p>	<p>Represented the university/College at the inter-university/inter-collegiate competitions or the State in national championships.</p>



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c) Administrative

Sr. No.	Cadre	Qualification	Experience
01	ADMINISTRATIVE OFFICER /REGISTRAR	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	At list 5 years experience in academic Institution or equivalent post in academic administration
02	SUPERINTENDENT	A Bachelor' s Degree or equivalent	3 years of experience of administration
03	ACCOUNTANT	Master degree in Commerce or equivalent	Min 3 years of Experience in Accountancy
04	STENOGRAPHER	A Bachelor's Degree of equivalent Technical I) Typewriting English Grade High e and II)Shorthand English Lower Grade III) Knowledge of MS Office	1 or 2 years of service as Stenographer is desirable.
05	SENIOR CLERK	A Bachelor' s Degree or equivalent Typewriting English & Marathi at higher grade, knowledge of computer operation- MS Office	3 years service category of Jr. Clerk
06	JUNIOR CLERK	A Bachelor' s Degree or equivalent Typewriting English & Marathi at higher grade, knowledge of computer operation- MS Office	
07	Sr. Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	3 years of experience
08	Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	
09	Laboratory Asstt. (Science)	First Class B. Sc in concerned branch of Science	
10	Workshop Instructor	A certificate from I.T.I. / NCTVT in relevant Trade or equivalent	
11	Electrician/ Plumber Welder	I.T.I certificate in relevant Trade	
12	DRIVER	10th Standard, and should posses professional driving license	1 or 2 Years experience as Driver is desirable.
12	PEON	10th Standard Able to ride a bicycle in respect of male members	
13	HOUSE KEEPING ASSISTANT	No formal education is required	



*[Handwritten Signature]*

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## 2.4: MODE OF SELECTION.

### 2.4.1: Faculty Members

#### A) PROCEDURE

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

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

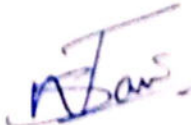
1. Shivaji University approval for filling the post such as workload, Advt., Roster is obtained.
2. Advertisement in leading Newspapers at Regional and National Level.
3. Scrutiny of applications received till the last date mentioned in the advertisement.
4. Selection committee is constituted by the Shivaji University, Kolhapur.
5. Fixing of schedule for conduct of interview.
6. Intimation to candidates about the date and time of interview.
7. Reporting of candidate and verification of certificates.
8. Process of interview.
9. Submission of recommendation report to university for consideration and approval.
10. Issue offer of Appointment to the selected candidate.
11. Inclusion of the candidate in regular muster roll.
12. Submission of report on "Change in Staff" for university approval. On receipt of approval, regularization of appointment.

### 2.4.2: Non-Teaching Staff

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members. The selection committee shall take decision to waive the qualification / experience criteria, in case of deserving candidates for appreciate Non-teaching post.

- (a) Chairman
- (b) Jt. Secretary
- (c) Principal
- (d) Respective Head of Department
- (e) Registrar



  
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The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue offer of Appointment to the selected candidate.
8. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.



A handwritten signature in blue ink, appearing to be "A. Anwar".

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## CHAPTER 3

### SERVICE RULES AND REGULATIONS

#### 3.1: SERVICE CONDITIONS INCLUDING PROMOTION POLICY

- I. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.

Assistant Professor	15600-39100 AGP 6000, 7000 & 8000
Associate Professor	37400- 67000 AGP 9000
Professor	37400-67000 AGP 10000

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

Sr. No.	Designation	Pay Band	AGP
01	Registrar	9300-34800	4400
03	Superintendent	9300-34800	4300
03	Accountant	9300-34800	4300
04	Stenographer	9300-34800	4300
05	Head Clerk/Assistant Superintendent / Asstt. Accountant	9300-34800	4200
06	Library Assistant/Assistant Librarian	5200-20200	2800



  
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07	Technical Assistant / Sr. Technician Asstt. (Diploma)	5200-20200	2800
08	Senior Clerk	5200-20200	2400
09	Jr. Laboratory Assistant / Instructor ITI Holder / Electrician / Skilled Technician	5200-20200	2400
10	Store Keeper	5200-20200	2000
11	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
12	Semi-Skilled Technician/ Wiremen / Plumber / Xerox Operator	5200-20200	1900
13	Laboratory Attendant/Library Attendant / Field Collector	4440-7440	1600
14	Peon/Hamal	4440-7440	1300

- V. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- VIII. Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Principal and copy thereof shall be furnished to employee concerned.
- IX. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.



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### 3.2: POLICY RELATED TO PROBATION

- i. Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management incase of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- iv. If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- v. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

### 3.3: POLICY RELATED TO INCREMENTS:

- i. Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- ii. In all cases, the increment is sanctioned by the Head of the institution based on Appraisal report of the employee.



  
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### 3.4: POLICY RELATED TO RETIREMENT


An employee of the College shall be retired on Superannuation when he/she attaining 60 years in case of Teaching employees, & 58 Years in case of Non-Teaching employees. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.

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

### 3.5: POLICY RELATED TO RESIGNATION

- i. Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally they will not be relieved in the middle of a semester.**
- ii. Any member of the Support Staff in permanent service shall give three months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Again, normally they will not be relieved in the middle of a semester.**
- iii. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally Teaching faculty members will not be relieved in the middle of a semester.**
- iv. However, the management reserves the right to waive the notice period or the compensation there of.



  
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### 3.6: POLICY RELATED TO TERMINATION OF SERVICES OF AN EMPLOYEE

- i. The services of Ad-hoc / Temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- iii. 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, that has taken cognizance by Police authority, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties or having continuous poor teaching performance.
- iv. A service file shall be maintained in case of all employees.
- v. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vi. The Management, subject to the ratification of the BoG, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.

### 3.7: CODE OF CONDUCT : STAFF

- i. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- iii. No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
- iv. No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.



  
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- vi. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- vii. **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.**
- viii. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- ix. The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- x. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xi. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
- xii. No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

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

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



  
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### 3.8: DISCIPLINARY PROCEEDINGS

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

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii. Such representation, if any, is taken into consideration by the competent authority.

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

### 3.9: TEACHING FACULTY JOB RESPONSIBILITIES – AICTE GUIDELINES

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

- a) Academic
- b) Research & Consultancy
- c) Administration and
- d) Extension Services.

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


### 3.10: JOB RESPONSIBILITY OF FACULTY

As per AICTE Pay Commission recommendations. The job responsibility of faculty consists of the following components

- a) Academic
- b) Research & Consultancy
- c) Administration.
- d) Extension Services.
- e) Mentoring Services.

Each of them is described below.



  
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### 3.10.1: Academic

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

### 3.10.2: Research & Consultancy

- a) Research & Development Activities and Research Guidance.
- b) Industry sponsored Projects

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

### 3.10.3: Administration

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



A handwritten signature in blue ink, appearing to read "A. Saw".

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### 3.10.4: Extension Services.

- a) Interaction with Industry and Society.
- b) Participation in Community Services.
- c) Providing R&D Support and consultancy services to industry and other User agencies,
- d) Providing non-formal modes of education for the benefit of the Community.
- e) Promotion of entrepreneurship and job creation.
- f) Dissemination of knowledge.
- g) Providing technical support in areas of social relevance.

### 3.10.5: Mentoring Services

- a) Interaction with Students & Parents.
- b) Counseling to poor students to improve academics
- c) Guardianship.

Any other relevant work assigned by the Head of the Institution.

### 3.11: WORKING HOURS OF THE COLLEGE

The college's working week consists of 36 working hours. This excludes lunch break. The normal working hours of the College is from 9.00 a.m. to 4.30 p.m. with 1 hr break. The College remains closed on First and Third Saturdays & Sundays.

### 3.13: TEACHING DAYS

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

### 3.14: WORK LOAD

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

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

These teaching contact hours includes minimum 4 to 6 hours theory load.



  
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## CHAPTER 4

### PERFORMANCE APPRAISAL OF EMPLOYEES

**4.1 : PERFORMANCE APPRAISAL SYSTEMS :** Annual Staff Performance Appraisal Systems have been introduced. The System consists of

- a. Appraisal by Students
- b. Appraisal by Head of Department
- c. Appraisal by Peer group
- d. The Academic Performance Index (API) system shall be implemented in due course of time as per the guidelines of AICTE / UGC.

The weight age for various levels of appraisal will be as follows-

- a. Appraisal by Students 50%
- b. Appraisal by Head of Department 25%
- c. Appraisal by peer group 25%

### 4.2: TRANSPARENCY

The Management, Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- a. Internal promotions.
- b. Selection Grade Promotions.
- c. Eligibility for Study Leave and other benefits.
- d. Awards / Apparition

Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with.



  
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### 4.3: LEAVES RULES

It may please be noted that any leave or compensatory off including permission/movement is not a right of the employee by a privilege and should be treated as such

#### 4.3.1: Casual Leave

- All Faculty and staff are eligible for 12 days CLs in a year during the calendar year.
- Faculty and Staff who have not completed one year of service can avail CLs only on pro-rata basis.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in a calendar year will lapse.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.

Casual leave is availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after taking consent by informing to the concerned authority. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telephone to the competent authority. The competent authority for all employees will be the concerned Heads of the Department. For all the Heads of the Departments, the competent authority is the Principal.

It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal.

- In addition to central record, the HOD should maintain the casual leave register and permission granted for the faculty/staff under his/her control and should submit before the last working day to the Accountant for preparing the pay bill.
- The rules and regulations given above may be followed while working out the pay bill for that month,
- Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.



  
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#### 4.3.2: Permissions/Movements

Depending on urgency of the mater faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the \*competent authority. Such permission can be give two times per month only.

#### \*Competent Authority:

For Heads and all teaching faculty - Principal  
For all other staff - Respective Heads of Department

#### 4.3.3: Vacation Leave

1. Faculties who have completed 1 year of service are eligible for a vacation leave of 70 days.
  2. Laboratory staff who have completed minimum 2 years of service are eligible for vacation as per rules.
- However, the vacation will not be a right. He/she may be retained during vacation, if required by the Institute.

#### 4.3.4: Earned Leave

Principal, Librarian, TPO and Supporting Staff who are not eligible for vacation, will be eligible earned leave as per rules.

#### 4.4.: APPOINTMENTS TO IMPORTANT FUNCTIONAL POSTS.

The position of Head of Department, Deans, Chairman of Committees, representation in management Committee, etc, if any, to be made by rotation on tenure basis. This gives to all the Senior Professors faculty members a sense of involvement and enhances their commitment to the institution.



  
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## CHAPTER 5

### FACULTY DEVELOPMENT & WELFARE MEASURES

#### 5.1: FACULTY DEVELOPMENT

##### 5.1.1: Higher Studies.

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

- 1) Preference will be given to those opting for doctoral programs, followed by Master's degree and second master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 3 years after awarding the Ph.D. Degree & after completion of masters program.
- 2) In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

##### 5.1.2: Seminars/ workshops/Conferences

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

The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.

The period of absence is treated as "ON DUTY" during the period of attending the courses.



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

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

$(12000 + 3000) \times (6 + 1 \text{ for FE}) = 1,05,000$

Supporting staff training = 10,000

- Only one National / International conference (organized in India) per person in the a year.
- Registration and TA (shortest route, sleeper class) will be paid.
- Maximum allowance for paper presentation at National / International Conference / STTP/ Workshop is Rs. 2000/- per year. (After a year of service.)
- Maximum service requirement after availing the financial benefit for attending the conference / workshop will be for at least 1 year from the date of workshop / conference. If resigning before that, assistance claimed has to be returned to college.

### 5.1.3: Promotion of Research

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

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


### 5.1.4: Awards

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

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

## 5.2: STAFF DEVELOPMENT AND TRAINING: SUPPORT / ADMINISTRATIVE STAFF



  
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Arranging in house training programme for improving communication skills, particularly skills of writing (with such inputs as grammar at basic level) with the help of the Department of English. Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering College.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre and online computer software trading as per requirement of the work.

### 5.3: STAFF DEVELOPMENT & TRAINING: SUPPORT STAFF (TECHNICAL)

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

### 5.4: WELFARE MEASURES

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

- Provision of canteen in the campus.
- In the event of death of an employee while in service, an ex-gratia of Rs.10000/- is granted to the dependants of the deceased employee, towards funeral expenses.
- The Management grant maternity leave to the women employees, for a period of 180 days and limited to the first two living children.

### 5.5: GRIEVANCES REDRESSAL CELL

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

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Holy-wood Academy, Kolhapur's

## SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur

Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : [www.seti.edu.in](http://www.seti.edu.in) Email : [principal@seti.edu.in](mailto:principal@seti.edu.in) / [office@seti.edu.in](mailto:office@seti.edu.in)

**EN 6315**

### CODE OF CONDUCT : STUDENTS

1. Students are required to carry at all times their Identity card and produce for inspection when requested by any member of the authority, faculty or staff of the Institute.
2. Students are expected to have 100% attendance. However minimum 75% attendance is mandatory to qualify for appearing for the university exams. Late comers are commencement of classes will not be allowed to enter the class / premise.
3. In case a student requires to remain absent, he/she would obtain prior permission for the Head of the Department / Principal written, clearly stating the reason of absence along with supporting documentation.
4. Student should behave and present themselves properly in class, laboratory as well as in the campus.
5. Smoking and consumption of liquor, gutka, drugs or any such intoxicating substances is strictly prohibited in the campus. Anybody found in possession or under the influence of such items would face sever disciplinary action.
6. Students must attend each and every event as and when organized by the department / Institute, examinations scholarship etc. The institute accepts no responsibility for loss of any advantage by a student on account of his / her failure to do so.
7. Students must regularly read the notices relating to time tables, activity schedule, examinations. Scholarship etc. the institute accepts no responsibility for loss of any advantage by a student on account of his/her failure to do so.
8. Vehicles of the students will not be allowed in the campus. The Institute will accept no responsibility for the safety and security of students' vehicle.
9. Students should strictly observe the safety norms during practicals in the laboratory and premises of the Institute.
10. Any change in the Address, E-mail ID, Cell No. should be notified by the student in writing to the Institute.
11. Using mobile in the premises in strictly prohibited. Mobiles should be strictly in switched of mode during college hours and within the premises.
12. The attitude and behavior of every student must demonstrate his/her commitment to Institute's vision, mission and goals.
13. Any damage to Institute/Hostel/Mess property, misconduct in hostels, sexual harassment, ragging, intoxication found inside the campus will lead to strict disciplinary action of termination. The rules and regulations of the hostel shall also be strictly obeyed by the hostellers. Any damage to the Institute's property may attract heavy fines or replacement of the same.
14. Maharashtra prohibition of Anti-ragging Act, 1999 defines the meaning of ragging within the campus or outside is strictly prohibited. Any student convicted of an offence o ragging shall be liable to punish as per the provision in Maharashtra Prohibition of Anti ragging Act, 1999 and AICTE regulations.
15. He / she should strictly follow the rules and regulations of the Institute, AICTE, DTE, Shivaji University which are in existence and that may be framed hereinafter.
16. Students will generally be in uniform dress for normal classes. Slippers, short plants and banyan type tee shirts without collar are not allowed in the classrooms. For specific functions and events the students should have formal dress including a coat and tie, whatever the institute decides.
17. In case of any legal matter, the case shall be exclusively under the jurisdiction of Kolhapur District.

Any student violating the rules and regulations of the Institute may lead to his / her termination from studentship or debaring from examinations.