

# HUMAN RESOURCE POLICY MANUAL



**PCET's**

**Pimpri Chinchwad College of Engineering, Pune.**

**(An Autonomous Institute)**

**December -2021**

Pimpri Chinchwad Education Trust's  
**Pimpri Chinchwad College of Engineering**  
(An Autonomous Institute)



# HUMAN RESOURCE POLICY MANUAL

**December -2021**

**Approval**

The Human Resources Policy Manual prepared and presented in respect of Pimpri Chinchwad College of Engineering (PCCOE) is approved on \_\_\_\_\_ and adopted for implementation from the date of approval.

Any revisions, modifications, additions, deletions in the Human Resources Policy Manual of \_\_\_\_ pages may only be done with a prior written approval of the undersigned.

Dr. Girish Desai  
Executive Director

Chairman

Vice chairman

Treasurer

Secretary

## Preface

Human resource planning is the first and foremost process to be considered in human resource management followed by employee remuneration, benefit administration and performance management.

PCET's Pimpri Chinchwad College of Engineering (PCCOE) is entering into an Autonomous phase. PCCOE envisions being a premier hub in Technical Education at National level. This 'Journey of Excellence' demands establishment and strengthening of right procedures and policies for human resource management.

A need was therefore felt to come up with a comprehensive, uniform, clear and fair set of guidelines for human resource at PCCOE. Human Resource Policy Manual Committee took this task and accomplished the same with accuracy and time limit. It is indeed a pleasure of the manual team to contribute in the preparation of the 'Human Resource Policy Manual'. Making of this 'Human Resource Policy Manual' has a truly been an exciting experience.

We are pleased to present this 'Human Resource Policy Manual' which is an outcome of multiple discussions and deliberations.

The objective of this Manual is to compile the HR policies and procedures followed in PCCOE. It also presents the general rules and regulations that govern the employees of the Institute. This manual is intended to provide the basic human resources procedures, practices and guidelines. The manual establishes the framework for administering human resources functions fairly and effectively. Its goal is to provide a systematic approach to administering procedures. This Manual supersedes all previous manuals, handbooks, and memorandums that may have been issued from time to time on subjects covered in this Manual.

The Institute reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual. The Institute will notify all employees of such changes.

Human Resource Policy Manual Committee

## HR Policy Manual Committee

Sr. No.	Name	Designation	Role
1	Dr. Padmakar A. Deshmukh	Professor and HOD, Mechanical Department	Chairman
2	Dr. Anuradha D. Thakare	Dean IR, Professor, Computer Department	Member
3	Dr. Mahesh T. Kolte	Professor and HOD, E &TC Department	Member
4	Dr. Rajesh N. Phursule	Associate Professor, IT Department	Member
5	Dr. Ajay K. Gaikwad	Associate Professor, Civil Department	Member
6	Mr. Prakash S. Patil	Registrar, PCCoE	Member

## Executive Summary

HR policies encourage people to exercise a degree of choice on how and how well they do their job. In other words, they help induce employee discretionary behavior which makes people work better and improve performance. This happens because the HR policies and practices develop positive employee attitudes or feelings of satisfaction, commitment and motivation.

The purpose of this manual is to explore the interface between institute and the employee.

A Brief summary of the sections of the manual:

### Section 1:

The manual provides the acknowledgement of Institute vision and mission Pimpri Chinchwad College of Engineering (PCCoE), Pune.

### Section 2:

Explains the **Guiding Principles** that aware the employees about the leadership quality of the institute along with the quality of employment provided. It also reflects about equal Compensation, Reward and Recognition of an employee and focus on continuous learning and development as the changing era and demands of the present century.

### Section 3:

Highlights **Quality Policy of Human Resources** based on the manpower requirement irrespective of gender and through effective selection process.

### Section 4 & 5:

Apprehends about varied **administrative posts** of the whole institute and departments along with the description of reporting as per the hierarchy

### Section 6:

Assimilate **duties and responsibilities of employee** i.e. Director, Deans, Head of departments, Teaching staff, Non- Teaching Technical staff, Non- Teaching Non-Technical staff.

### Section 7:

Acquaints with **Classification of Employees, planning & assessment of Manpower**, advertisement of posts and recruitment of the staff as per the guidelines of statutory bodies along with the screening criteria, personal files and service book along with probation and confirmation policy.

### Section 8, 9 & 10:

Penetrate **Service rules of Employee and Service Book** along with description of Resignation, Termination & Retirement rules of Employee. It also adheres to the Code of conduct and disciplinary rules to be followed by the employees.

### Section 11:

Gives description of varied **leave & vacation rule** provided by the institute as well as leaving authority and applicability.

### Section 12:

Imply **Performance evaluation**, Recognition, Rewards & Promotion along with Annual Performance Indicators (API) & Career Advancement Scheme (CAS)

### Section 13:

Behold Grievance **and appeals**, Procedure for Redressal of Grievances

### Section 14:

Speculate brief introduction to Employee's provident fund & Miscellaneous provisions **Act 1952**, the payment of gratuity **Act 1972**, Employee's state insurance **Act 1948**.

To conclude, the HR manual reflects all the necessary details to make an employee aware of rules and regulations of the institute, selection and appointment procedure followed by the service rules as well as beneficial and developmental policies for the development of human resources.

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This Human Resource manual is presented and approved in the meeting of Board of Governance of PCCOE on \_\_\_\_\_

Director  
**PCCOE**

**Record of Revisions**

Date of revision	Description	Director	Executive Director

## **1. Institute Vision and Mission**

### **Vision of PCCOE**

To serve the Society, Industry and all stake holders through Value Added Quality Education

### **Mission of PCCOE**

To serve the need of the society at large by establishing state-of-the-art Engineering, Management and Research institute and impart Attitude, Knowledge and Skills with Quality Education to develop individuals and teams with ability to think and analyze right values and self-reliance.

## **2. Guiding Principles**

### **2.2. Leadership**

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

### **2.2. Quality of Employment**

PCCOE is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages balancing work and personal commitments.

### **2.3. Compensation, Reward and Recognition**

PCCOE's compensation, reward and recognition is administered fairly and equitably strengthening the tie between pay, performance and organizational success for activities like Excellence in Academics, Placements, Admissions, Research, Publications in reputed journals, Consultancy, Funded projects, Patents etc.

### **2.4. Continuous Learning and Development**

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

### **2.5. Response to Change**

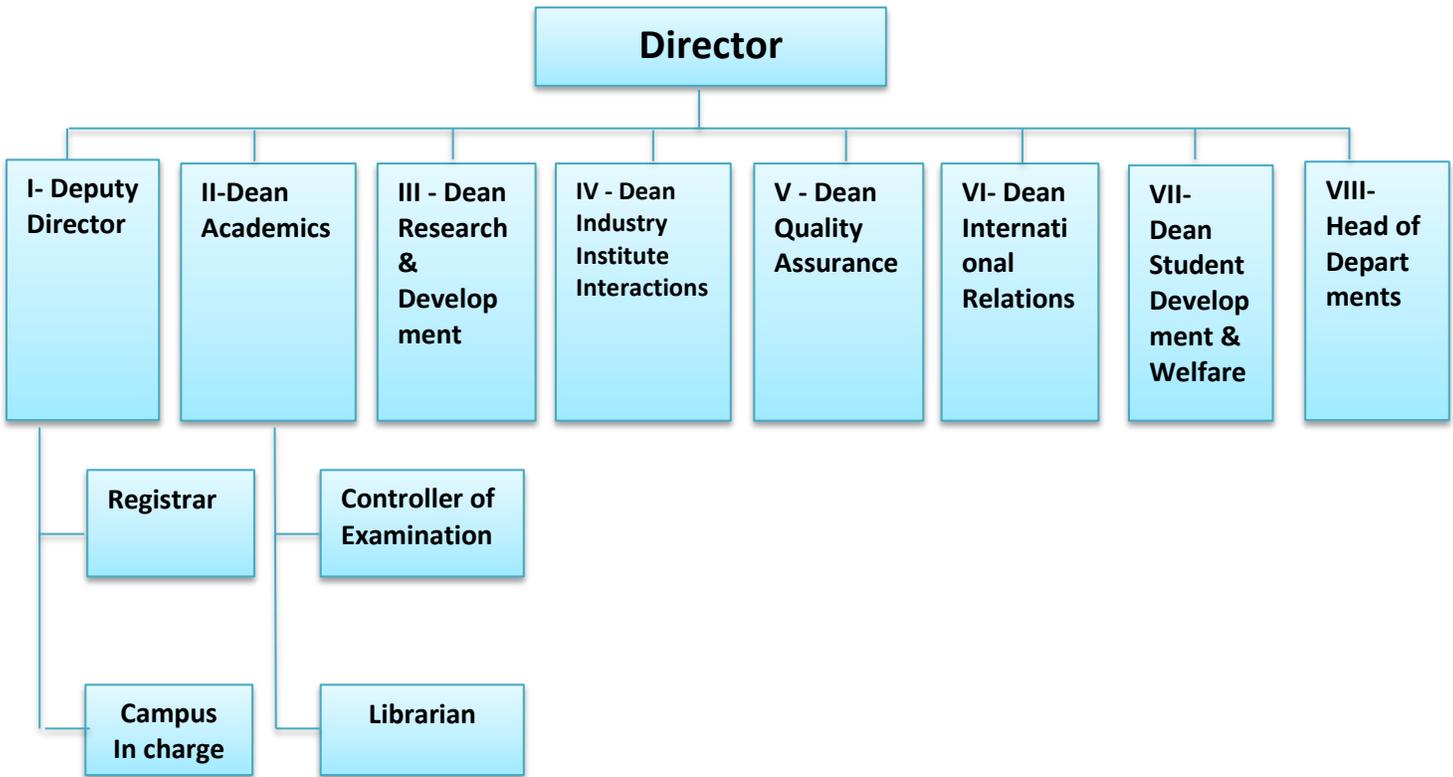
PCCOE is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute.

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

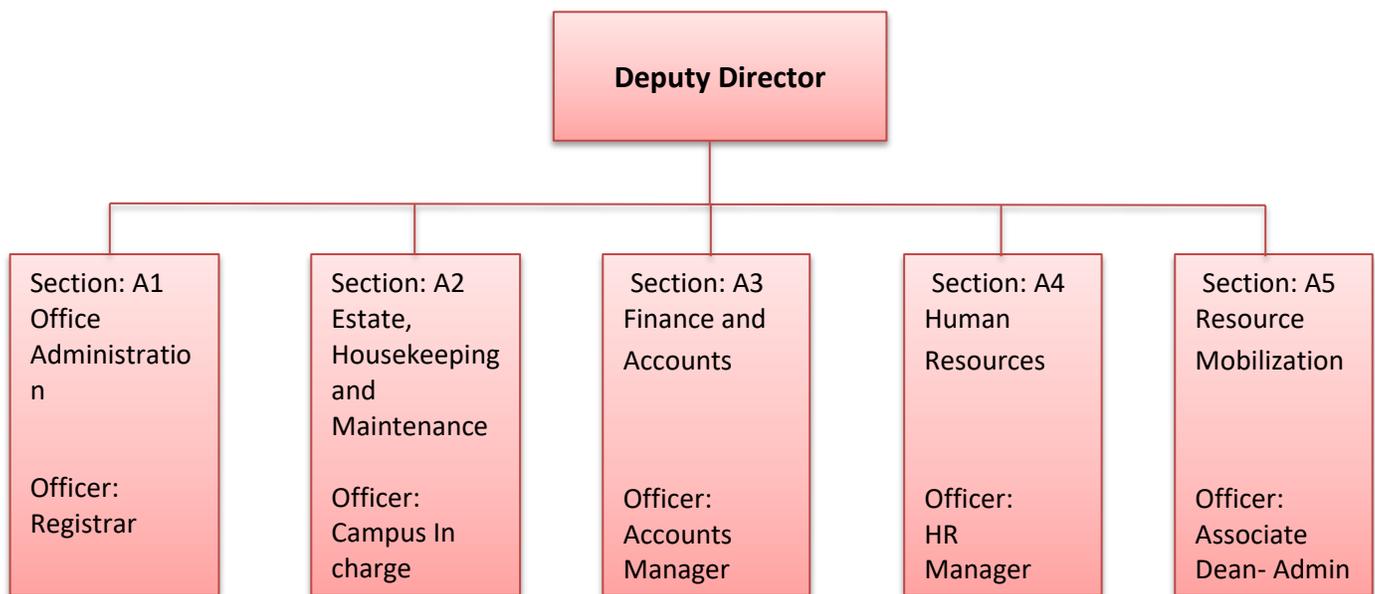
### **3. Quality Policy of Human Resource**

- ✓ To provide quality human resources (both Teaching and Non-Teaching) to PCCOE based on the manpower requirement irrespective of gender and effective selection process.
- ✓ To enrich all the staff members by providing need-based training in order to develop their skills, personality and factors required for their respective profession.
- ✓ To motivate staff members to pursue higher studies
- ✓ To promote Staff Welfare Programs and to create a competitive and progressive environment in the Institution.
- ✓ To monitor the staff performance and to reward the best performers and take appropriate measures to improve the performance of the average and below average performers.
- ✓ To recognize the services of the staff members and to motivate them through a rewarding system.

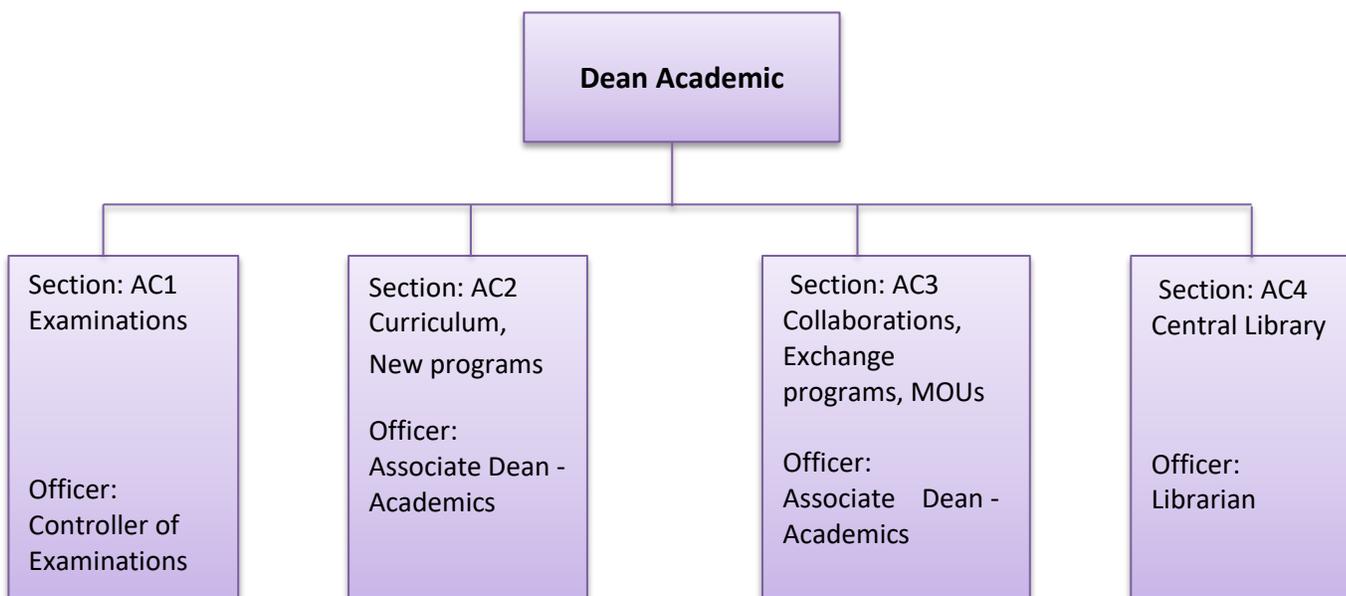
## 4. Organization Structure



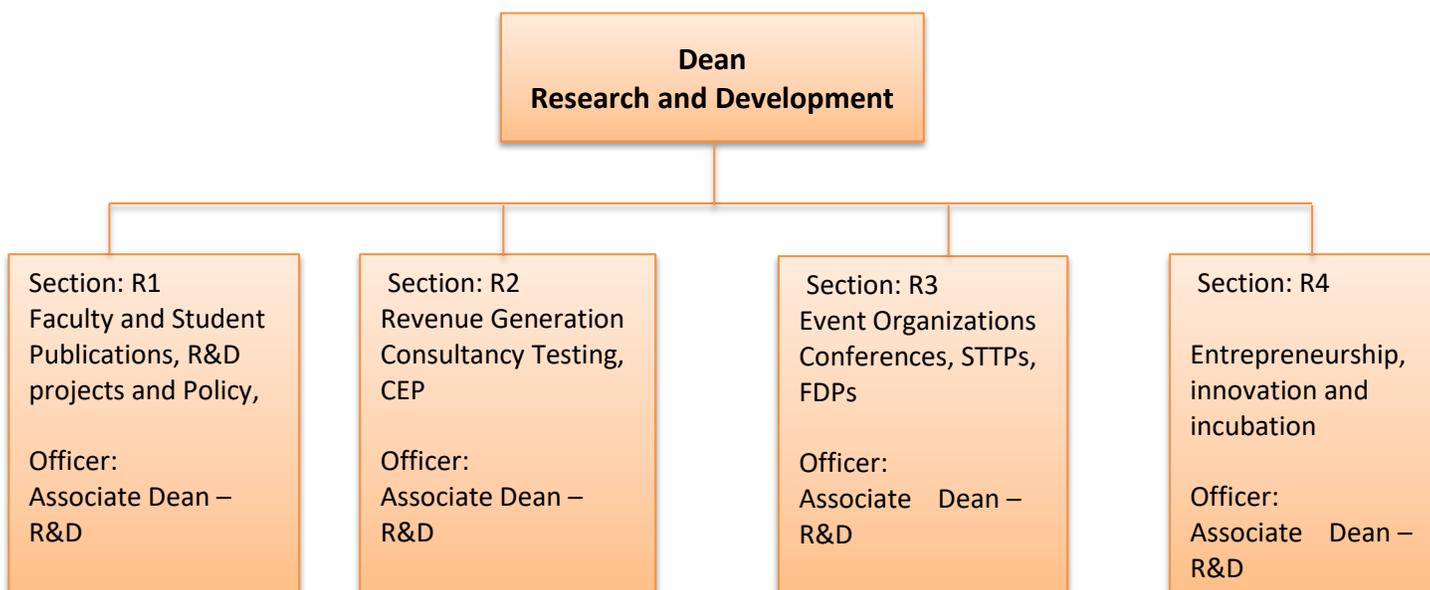
### I - Sections and Officers working under and reporting to Deputy Director



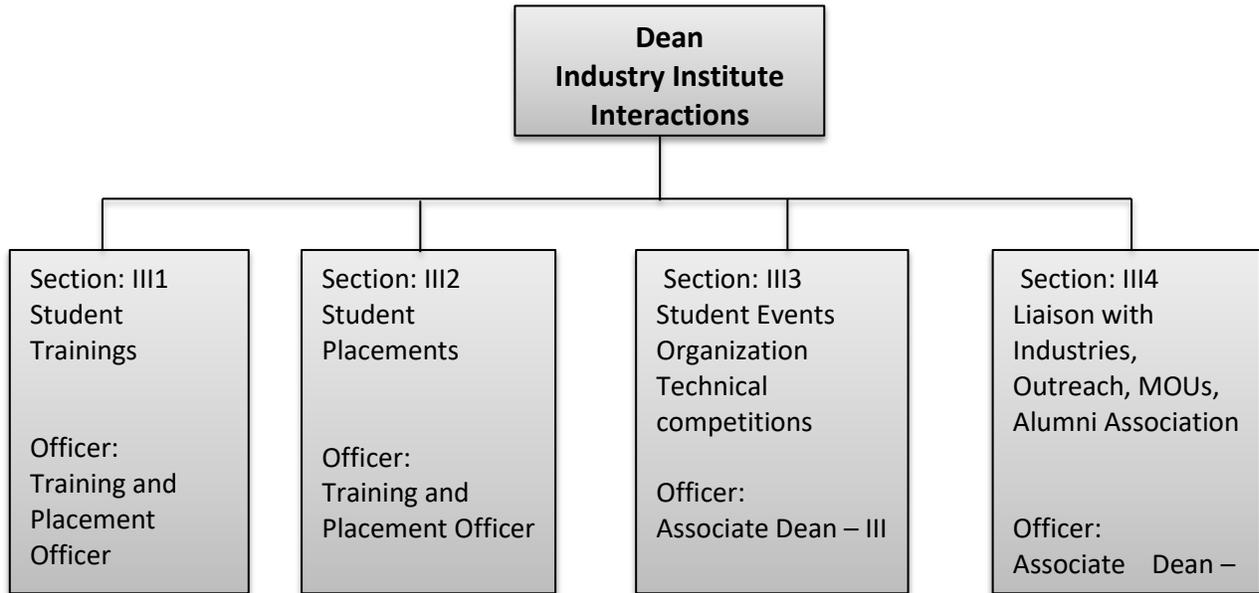
## II - Sections and Officers working under and reporting to Dean- Academic



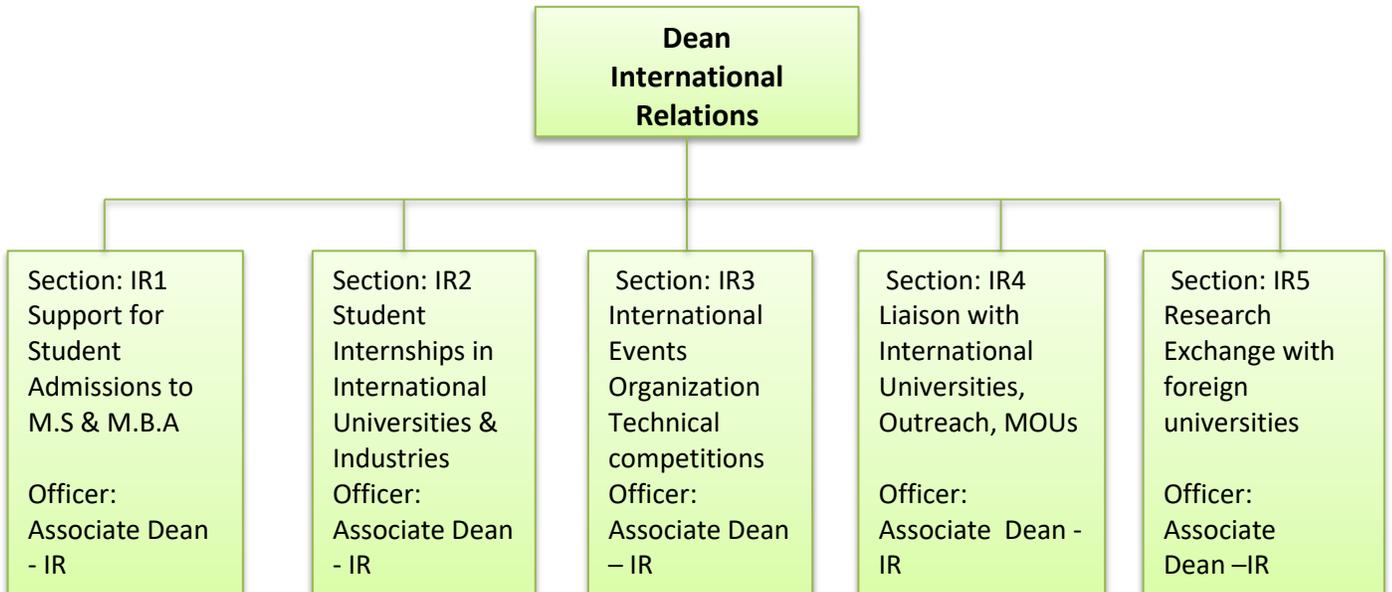
## III - Sections and Officers working under and reporting to Dean- Research and Development



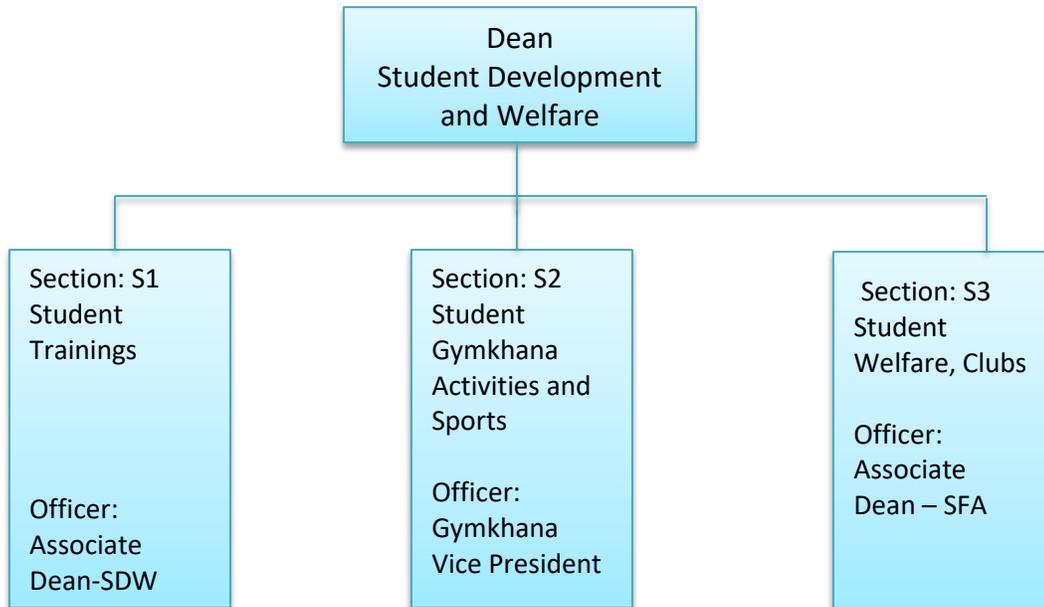
**IV - Sections and Officers working under and reporting to Dean- Corporate Relations**



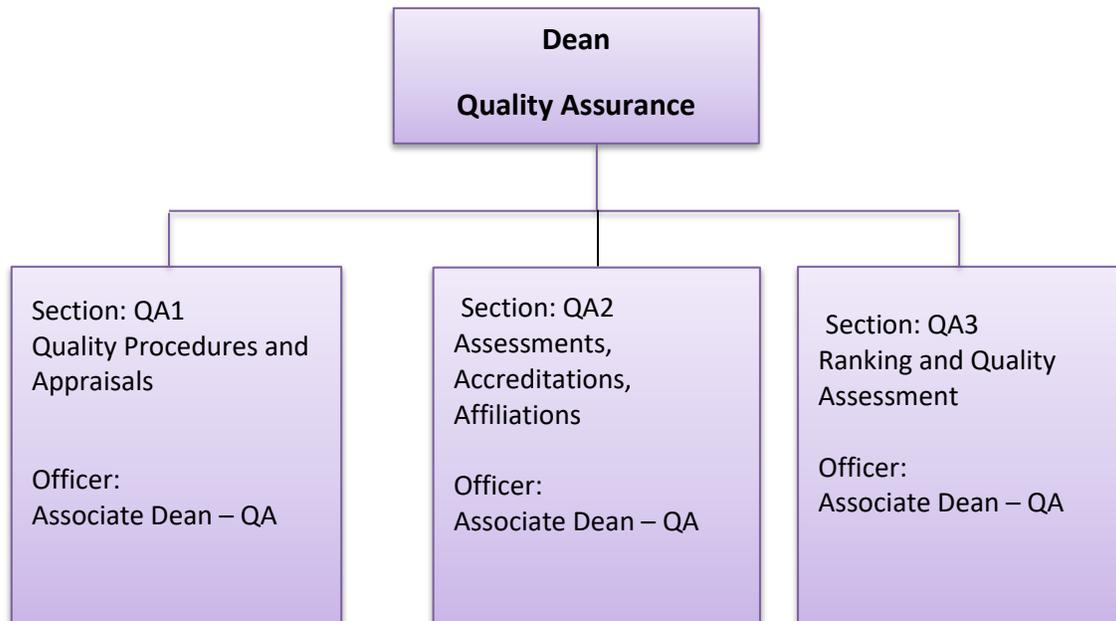
**V - Sections and Officers working under and reporting to Dean- International Relations**



**VI - Sections and Officers working under and reporting to Dean- Student Development and Welfare**



**VII - Sections and Officers working under and reporting to Dean- Quality Assurance**



## 5. Hierarchy of Reporting

Reporting by different staff members to higher authorities shall be according to the table below:

<b>Staff</b>	<b>Reporting Authority</b>
Deputy Director	Director
Dean	Director
Associate Dean	Dean
Head of Department	Director
Registrar	Deputy Director
CoE	Dean Academics
Librarian	Dean Academics
Physical Director	Dean SDW
Library Staff	Librarian
Teaching Staff	Head of Department
Non-Teaching Staff	Head of Department
Office Staff	Registrar
Central Computing Facility	Deputy Director
Campus In-charge	Deputy Director
Rector and Security	Campus In-charge

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

## 6. Duties & Responsibilities

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

### 6.1. Director

As the figure head of the institute, Director should have the vision and leadership ability to keep a college developing.

#### 6.1.1. Academic

- Providing direction for programs through institution's vision and mission
- Review of attainment of program outcomes by departments
- Approval of annual academic calendar at institution level
- Identifying, planning and monitoring of academic performance improvement initiatives
- Establishing an ecosystem conducive for academic excellence, research and entrepreneurial initiatives
- Monitoring and conducting academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments.
- Taking institute and faculty feedback and corrective actions.
- Taking necessary actions for improvement of college results and academics
- Promoting industry institution interaction and research & development activity.

#### 6.1.2. Administration

- Provision of input to Governing Body Meeting and implementation of improvement initiatives suggested by Governing Body
- Conducting periodical meeting of department activities through HOD meetings
- Approval of annual performance appraisal outcome
- Review of complaints and suggestions and monitoring corrective action implementation
- Providing direction for establishing strategic relationship with Industry, Academic Institutes of repute and Research Laboratories/Institutes.
- Identifying and implementation of staff welfare measures
- Single point of contact for Savitribai Phule Pune University, Pune, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission

- Review and approval of proposal of projects to various funding agencies
- Approval of human resources requirements for the institution
- Making employee and students aware of the rules and regulations
- Initiating recruitment of non-teaching staff & teaching staff as per rules laid down by Savitribai Phule Pune University, Pune.
- Approving vendors for resources as required in the institute.
- Sanction the leave of the staff as per the norms.
- Monitoring and update the institute website with complete information about the institute.
- Monitoring, managing and evaluate administration of the institution, organize meetings of Governing Body, Academic Council and College Development Committee and maintain minutes of the meeting.
- Execute any other work assigned by the management.

#### **6.1.3. Finance**

- Recommend allocation of budget for the departments as requested by the Head of Departments to Board of Governance.
- Authorizing for cash advances for urgent purchases required in the institute.
- Ensure all financial transactions are conducted as per the norms.

#### **6.1.4. Promotion of co -curricular and extracurricular activities**

- To monitor and promote technical and non-technical, co-curricular and extracurricular activities

## **6.2. Deans**

### **6.2.1. Deputy Director**

- Imparting vision and leader ship to the department
- Work in harmonious collaboration with peer departments and higher authority
- Active participation in building the Institute as a preferred and respected brand in the region
- All the functions and responsibilities enlisted below

#### **6.2.1.1. Office Administration**

- Preparation and implementation of general administration and operations manual of PCCOE.
- Maintenance, arrangement of all sorts of transportation facility, updating all licenses, insurances of all vehicles,

- Ensure smooth functioning of day to day office operations
- Monitor teaching and non-teaching attendance and performance
- Storage of stationary and supplies
- Issuing circulars from time to time
- Maintaining discipline in the office and the institute
- Management and supervision of all the institute-level events and functions
- Ensure protocols in all the events and functions of the institute
- Management and supervision of all the National events, days, functions, festivals celebrated at the institute level.

#### **6.2.1.2. Estate, Housekeeping and Maintenance**

- Maintenance and custodian of a copy of original records related to land and building pertaining to the institute, dead stock registers assets etc.
- Follow up and up to date record of all permissions related to campus and safety e.g. fire, accident, and structural audits etc.
- Maintenance implementation of transactions transformations, of all record of estate documents,
- Obtaining all Govt. permissions, licenses, and timely renewal of all
- Maintenance and housekeeping of all buildings of the institute,
- Expansion into a new campus, new land development and building construction,
- Beautification of campus, maintenance of utilities and services in all the buildings and of the institute
- Liaison with all Govt. agencies related to administrative matters
- Handling all legal matters related to buildings, administration
- Supervision and maintenance of all central laboratories and facilities such as auditorium, central computer facility etc.

#### **6.2.1.3. Finance and Accounts**

- Maintenance, implementation of records of all external as well as internal matters related to finance, accounts, taxes, all sorts of receipts, expenditure of the institute
- Preparation, presentation and publication of audited accounts to all relevant Govt. agencies
- Ensure sound financial health of the institute
- Authorizing staff salaries, advances, deductions

- Deducting income tax, profession tax and provident fund and maintenance of all these accounts

#### **6.2.1.4. Human Resources**

- Preparation, maintenance, implementation and updating Institute HR Policy
- Maintenance of up to date records of staff and faculty qualifications, experience, recruitment rules as per University, DTE, UGC and AICTE guidelines requirements
- All staff and faculty appointments and maintenance of their service records, service books
- Maintenance of record of deputation , leaves , vacations
- Liaison with all Govt. agencies related to all HR matters
- Coordinating with finance and accounts regarding pay, allowances, deductions etc.

#### **6.2.1.5. Resource Mobilization**

- Processing and sending proposals for raising of funds for the development of PCCOE. mobilizing donations from various organizations, CSR funding
- Receiving research proposals from Dean R&D and sending them to respective funding agencies such AICTE, DST, UGC, ISRO, DRDO etc.
- Maintaining a track and account of all such proposals at the institute level. monitoring financial progress of the funded projects
- Receiving funds and grants, authorizing disbursement of funds to respective department through received grant amount
- Coordination with funding agency , finance and accounts department and utilizing department in respect of grants sought

#### **6.2.1.6. All external Liaison**

- Maintaining a harmonious operation and administrative coordination among offices of all the deans and heads of the departments
- Enhancing visibility of PCCOE at National and International level through outreach and collaborations, signing of MOUs, be a custodian of original copy all MOUs at the institute level
- Extension of approval from government such as AICTE, University affiliation, application and follow-up of NIRF
- Branding and marketing of the institute, management and maintenance, periodically updating institute website

- Preparation, design, printing and publication of various brochures at the institute level e.g. T&P brochure, R&D brochure, admission brochure, gymkhana brochure

### **6.2.2. Dean Academic**

- Imparting vision and leadership to the department
- Work in harmonious collaboration with peer departments and higher authority
- Active participation in building the institute as a preferred and respected brand in the region
- All the functions and responsibilities enlisted below

#### **6.2.2.1. Examinations**

- Ensure and enforce, ethics, sanctity, and high quality in all the assessment processes of all the programs at the institute level
- Providing vision and leadership to the assessment process of students in PCCOE.
- Planning, scheduling and conduction of all examinations in respect of all the academic programs at the institute level
- Declaration of results in a stipulated period of time
- Maintenance and updating data base of internal as well as external examiners from time to time
- Receipt of exam related grievances from the students and staff address them through Dean Academics
- Implementation of exam system reforms

#### **6.2.2.2. Curriculum**

- Ensure and enforce, the ethics, sanctity, demonstrate vision and high quality in development of curriculum of all the programs at the institute level
- Undertaking a successive process of a high quality curriculum development of the institute
- Providing vision and leadership to the team of departmental academic coordinators
- Maintenance and updating data base of internal as well as external members of boards of studies from time to time
- Preparation, maintenance and publication of academic process manual at the institute level
- Edit, modify amend and update the academic process manual from time to time with a formal consent of the authority
- Ensure strict implementation as per academic process manual and Autonomy rules and regulations (RR)

- Preparation of academic calendar and ensure strict implementation of the same
- Planning, scheduling and conduction all meetings related to curriculum reforms at the institute level

#### **6.2.2.3. New Programs and Innovation**

- Work in a harmonious coordination's with other functionaries under Dean Academics
- Organizing workshops with faculty and industry for deciding new programs
- Design and implementation of curriculums of new courses and programs in line with the industry and society demands
- Design and implementation of exchange programs with the institutes at the national as well as International level
- Continuous improvement in the curriculum through innovative ideas
- All sorts of academic quality monitoring

#### **6.2.2.4. Collaborations Exchange programs, MOUs**

- Work in a harmonious coordination's with other functionaries under Dean Academics
- Frequent liaison with BOS members from industries and academic institutes
- Planning, scheduling and event management of all Academic Council meetings
- Establishing a good rapport with the academic institutions of repute at the National as well as International level
- Explore possibilities of academic collaboration with external agencies
- Converting prospective connections into active collaborations

#### **6.2.2.5. Central Library**

- Preparation of library policy, administration, operations and services manual
- Strict implementation of library manual
- Giving leadership and vision to PCCOE central library for its overall development
- Maintenance and enrichment of all sorts of library resources at the institute
- Encouraging effective utilization by extensive usage of all library resources by all stake holders
- Provision of high quality service to all stake holders up to their satisfaction
- Maintaining a good liaison and active collaboration with libraries of reputed organizations like IITs, NITs, NCL, NPL etc.

### **6.2.3. Dean Research and Development**

- Imparting vision and leadership to the department
- Work in harmonious collaboration with peer departments and higher authority
- Active participation in building the institute as a preferred and respected brand in the region
- All the functions and responsibilities enlisted below

#### **6.2.3. 1. R&D Policy and Projects**

- Preparation of comprehensive R&D Policy, and services manual development of research culture in the Institute
- Strict implementation of R&D manual
- Giving a short term (2 years) and long term (5 years ) leadership and vision for future R&D at PCCOE.
- Searching R&D funding agencies at the national and international level,
- Intimation of call of proposals to all
- Calling, receiving and processing research proposals from various departments and sending them to Dean Administration for further process
- Up to date maintenance of all sorts of R&D records
- Monitoring progress of all ongoing research and other technical projects in PCCOE

#### **6.2.3. 2. Higher Qualification and Trainings**

- Preparation and maintenance of data base of qualification of teachers
- Identify the need of number of teachers requiring higher education for PCCOE and searching opportunities for PCCOE teachers
- Calling applications from interested teachers for deputation to higher education, trainings, PDF, etc.
- Make recommendations of qualifying teachers to the management
- Maintenance of policies in the above process and suggest amendments in policy from time to time

#### **6.2.3. 3. Revenue Generation**

- Marketing of central computing facility, all departmental capabilities for prospective testing assignments, organizing Continuing Education Programs (CEP)

- Maintain account of revenue generation through consultancy and testing at the institute level, set new targets and plan for achieving the same
- Encourage PCCOE faculty to undertake as many consulting and testing assignments as possible relevant to the qualification and experience
- Identify opportunities of testing and consulting for the PCCOE faculty
- Providing guidance and assists to the faculty in following the procedural part of consultancy and testing in line with the R&D policy
- Evaluation of distribution amounts to concerned faculty and staff in all the cases of consulting and testing assignments and recommend disbursement to the finance and accounts

#### **6.2.3. 4. Faculty and Students Publication**

- Prepare and maintain a data base of faculty and students publications at the institute level
- Prepare a budget for publications, obtain a sanction to the same from the management
- Receive claims of incentives of publications from the faculty, verify the claims and recommend disbursement to finance and accounts
- Encourage PCCOE faculty to publish in Scopus indexed, high quality Journals and conferences
- Identify platforms for publications
- Providing facility and mobilize assistance to the faculty in planning research work leading to publication, preparation of manuscript and communication
- Encourage students to undertake in house, custom-made, experimental curriculum projects which may be converted into a good research publication

#### **6.2.3. 5. Events Organization and Outreach**

- Undertake training need analysis for faculty
- Proposing, planning and organization of faculty trainings, STTPs, CEPs, workshops, expert lectures
- Planning and organizing conferences
- Attending conferences , deputing faculty for industrial and other trainings outside
- Assessment of benefit of training
- Undertaking collaborative research with outside organizations, laboratories
- Mentoring to other institutes

- Searching a mentor institutes for different departments

### **6.2.3. 6. Innovation, Incubation and Entrepreneurship**

- Establishment and development of Tinker Laboratory at the institute level
- Motivate PCCOE faculty to undertake as many innovative assignments as possible relevant to the qualification and experience
- Identify opportunities of Entrepreneurship for the PCCOE faculty as well as students
- Providing guidance and assistance to the faculty and students in following the procedural part of incubation and entrepreneurship proposals
- Evaluation of incubation proposals and recommend the same to the management
- Encourage students to undertake in house, custom-made, experimental curriculum projects which may be converted into a small enterprise
- Establishment of Atal Innovation Center, Incubation center Entrepreneurship development center
- Writing proposals to seek grants from various funding agencies including Govt. of India and abroad

### **6.2.4. Dean- Industry Institute Interaction**

- Imparting vision and leader ship to the department
- Work in harmonious collaboration with peer departments and higher authority
- Active participation in building the institute as a preferred and respected brand in the region
- All the functions and responsibilities enlisted below

#### **6.2.4. 1. Training**

- Facilitation of students to seek industrial sponsors for internships of minimum 4 weeks or as per the need and expectations of the industry and student projects such as final year projects, students club.
- Identify suitable training providers to the students
- Conducting rigorous sessions to train and enhance employability of the prospective candidates (Assessment of Technical competence, soft skills improvement, etiquettes, personality development, resume writing, expression, presentation. interview technique etc. )

- Identification of weak links in the training as well as weak students. strengthen them with additional sessions of training
- Education of entering second and third year students about the approaching internship opportunities and making them well aware of the institute policy
- Communication with prospective internship providers regarding PCCOE policy and period over which interns will be available
- Commencement of internship selections , issuing letters of internship trainings to the concerned students
- Explore possibility of enhanced association with the internship providers during personal interaction in the form of event sponsorships, laboratory developments, consulting assignments, participation of recruiter into the formal academic process
- Update all stake holders about the progress of the training activity

#### **6.2.4.2. Placement**

- Assistance in the institute level student as well as faculty events in searching prospective industrial sponsor and subsequent coordination
- Education of students about the approaching placement season and making them well aware of the institute policy
- Collection and compilation of students data through resumes, undertaking to abide by the PCCOE policy from the student as well as parents
- Communication with prospective recruiters
- Receipt and record of response from the recruiters in terms of job duties, eligibility, package etc.
- Informing eligible candidates about the recruiters agreement to conduct placement process at PCCOE
- Calling registration of candidates desirous of appearing before the recruiter
- Sharing candidate's data with the recruiters prior to the commencement of placement process
- Confirmation of date/s of placement process by the recruiter, communication in respect of number of online tests/written tests, GD rounds, interviews etc. infrastructure and other requirement
- Planning for the placement process keeping the infrastructure updated, ready and sufficient.
- Planning for over all ambience and hospitality of the recruiters personnel

- Send students to pool campus drives in other institutes with relevant documents
- Explore possibility of enhanced association with the recruiter during personal interaction in the form of event sponsorships, laboratory developments, consulting assignments, participation of recruiter into the formal academic process
- Plan and attend meetings of faculty with the recruiter/s
- Receiving feedback from the recruiter as well as candidates
- Identify new recruiters, visit premises of the recruiters to learn their concerns personally
- Update all stake holders about the progress of the placement activity

#### **6.2.4. 4. Liaison with Industries, Outreach, MOUs**

- Work in harmonious collaboration with T&P officer
- Searching industries for enrichment of laboratories
- Coordination for expert lectures and co-teaching resource persons
- Signing of MOUs with industries on behalf of different departments
- Management of Alumni association
- Generation, maintenance, periodically updating Alumni data base
- Effective, active and fruitful liaison with Alumni
- Running Alumni office, maintaining accounts of Alumni office
- Calling active participation of Alumni in the institute development

#### **6.2.5. Dean- International Relations**

- Imparting vision and leadership to the department
- Work in harmonious collaboration with peer departments and higher authority
- Active participation in building the institute as a preferred and respected brand in the region
- All the functions and responsibilities enlisted below

##### **6.2.5.1 Support for Student Admissions to M.S & M.B.A**

- Preparation and maintenance of data base of interested students for M.S.
- Identify the need of number of students requiring M.S. and MBA opportunities. Searching opportunities for PCCOE students in associated International Universities.

- Identify the need of number of teachers requiring PhD and Post Doc opportunities. Searching opportunities for PCCOE teachers in associated International Universities.
- Calling applications from interested students and teachers for deputation to higher education, trainings, PDF, etc.
- Facilitate the students for Visa processing, University selection, admission process and travel abroad.
- Make recommendations of qualifying teachers to the management.
- Maintenance of policies in the above process and suggest amendments in policy from time to time

#### **6.2.5.2 Student Internships in International Universities & Industries**

- Facilitation of students to seek international internships.
- Identify suitable international internship providers.
- Communication with prospective internship providers regarding PCCOE policy and period over which interns will be available
- Education of entering second and third year students about the approaching internship opportunities and making them well aware of the institute policy
- Commencement of internship selections , issuing letters of internship trainings to the concerned students
- Explore possibility of enhanced association with the internship providers during personal interaction in the form of event sponsorships, laboratory developments, consulting assignments, participation of recruiter into the formal academic process
- Update the progress of the internship activity to the Director.

#### **6.2.5.3 International Events Organization, Technical competitions**

- Provide global competition opportunities to students.
- Proposing, planning and organization of faculty trainings, STTPs, CEPs, workshops, expert lectures in foreign universities under collaboration and other.
- Help the Planning and organizing international conferences.

- Organizing international research symposiums, workshops, expert talks etc.
- Build international linkages and look for possible outcomes for each department through international events.

#### **6.2.5.4 Liaison with International Universities, Outreach, MOUs**

- Searching International Universities and MNCs for enrichment of laboratories
- Coordination for expert lectures and co-teaching by international resource persons
- Signing of MOUs with international universities on behalf of different departments
- Effective, active and fruitful liaison with International Alumni
- Generation, maintenance, periodically updating International Alumni data base
- Calling active participation of International Alumni in the institute development

#### **6.2.5.5 Research Exchange with foreign universities**

- Undertaking collaborative research with international organizations, laboratories etc.
- Exploring the possibilities of joint research activities with foreign university professors like joint research paper publication, joint project guidance, funding proposal writing, Book writing etc.
- Coordination for expert lectures and co-teaching by international resource persons

#### **6.2.6. Dean Student Development and Welfare**

- Imparting vision and leadership to the department
- Work in harmonious collaboration with peer departments and higher authority
- Active participation in building the institute as a preferred and respected brand in the region
- All the functions and responsibilities enlisted below

##### **6.2.6. 1. Admissions**

- Planning, employing, follow-up of all the entry level admission processes as per the regulating authorities from time to time
- Undertaking admission/ cancellation processes of students at all levels, in all programs and courses
- Follow up and disbursement of all types of scholarships
- Fees collection in coordination with finance and accounts section

- Maintenance of data base of all admission related changes and transactions of student
- Preservation of admission and scholar ship records
- Creation of permanent registration of admitted students
- Student section related matters
- Processing and issuing all certificates needed for the students
- All types of student related communication to University, DTE, AICTE

#### **6.2.6. 2. Student Gymkhana Activities and Sports**

- Installation of students council by conducting elections
- Planning , organizing all cultural and sports events at the institute level
- Sending students to represent in sports and cultural competitions and events outside PCCOE
- Management of Ganesh festival, other seasonal festivals, annual social gathering
- Organizing students welcome and sendoff functions and responsibilities at the institute level
- Planning, compilation of material, design, editing and publishing of institute students magazine.
- Creation and maintenance of contact details of passing out students i.e. publication of link

#### **6.2.6. 3. Student Welfare and Clubs**

- Management and regulation of all student club activities
- Monitoring Student health care and hygiene and cleanliness facilities
- Management of various student clubs for professional development

#### **6.2.6. 4. Student's event organizations such as conferences workshops, Technical competitions**

- Work in a harmonious coordination's with training and placement officer under Dean III
- Organization of students paper publication competition
- Organization of students final year project competition

#### **6.2.7. Dean Quality Assurance**

- Imparting vision and leader ship to the department
- Work in harmonious collaboration with peer departments and higher authority
- Active participation in building the institute as a preferred and respected brand in the region

- All the functions and responsibilities enlisted below

#### **6.2.7. 1. Quality Procedures and Appraisals / IQAC**

- Preparation and implementation of quality vision document at the institute level
- Defining, setting up, monitoring and evaluation of various quality processes, procedures and systems of all academic and nonacademic operations, activities at the institute level
- Conduction of IQAC meeting and maintenance of MoM and action taken reports
- Implementation of faculty performance appraisals
- Recommendation to the management on appraisals
- Conducting quality awareness workshops and distribution of relevant material

#### **6.2.7. 2. Assessments, Accreditations, Affiliations**

- Collection, compilation, organization and presentation of institute level data in the required format to all assessment and accreditation agencies like NBA, NAAC, etc.
- Conducting all types of statutory and mandatory audits at the institute level
- Compliance of periodic reports to all accreditation agencies such as NBA compliance, IQAR
- Event management during all the inspection visitor's

#### **6.2.6. 3. Rankings**

- Collection, compilation, organization and presentation of institute level data in the required format to Rankings like NIRF and Surveys like Times Engineering Survey, Outlook Engineering Survey, India Today Engineering Survey, DataQuest Survey and The WEEK Survey
- Recommendation to the management on rankings

## **6.3. Heads of Departments (Heads of Academic Divisions)**

### **6.3. 1.Vision and Leadership**

- Providing vision and leadership to the academic departments
- Ensure and enforce, the ethics, sanctity, and high quality in all the practices and processes of all the programs of the departments
- Motivate student and faculty for their overall development by exemplary behavior and build a team of dedicated faculty

### **6.3.2. Administration**

- Day to day administration of the department
- Maintain discipline among students and faculty
- Ensure safe, secure, legitimate, effective and efficient operation of all systems processes, equipment in all the units of the departments
- Identify the human resource, infrastructure, laboratory requirements and send requirement proposals to Institute office.
- Prepare the budget of the department and sent to Institute office for approval and allocation.
- Timely renewal of all licenses, permissions
- Storekeeping of all consumables and non-consumables
- Housekeeping , preservation and preservation of an up to date record of all assets, data, dead stocks and registers
- Laboratory and estate cleanliness hygiene and maintenance

### **6.3. 3. Academic**

- Work in harmonious coordination with Dean Academic office
- Conduct Program Assessment Committee, Department Advisory Board and Board of Studies meeting as per the set frequency, maintain MoM and action taken reports.
- Planning, scheduling and conduction academics in respect of all the academic programs of the Division

### **6.3. 4. R & D**

- Motivating and facilitating faculty to undertake research, publish papers, attend conferences, organize expert lectures, experiment co teaching participate in consultancy and testing assignments

### **6.3. 5.Outreach**

- Endeavor professional development of students and their employability Explore, identify trends and inclination in the students. Encouragement and provision of facilities to them accordingly for entrepreneurs, higher studies, innovation, competitive examinations etc.
- Interaction with industry, alumni, parents and other stake holders.

## **6.4. Teaching Staff**

### **6.4.1. Teachers**

Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor. The duties and responsibilities are as follow:

- 100 % effective syllabus coverage.
- Achievement of result target as per NBA requirement.
- Content beyond curriculum, Add-on course and industry need base topics etc.
- Outcome based course file and own laboratory manual. (Laboratory manual with proper examples, assignment, case study and practical problems should be prepared)
- Continuous assessment sheet should be implement with proper assessment.
- Defaulter student's counseling.
- Remedial/Academically weak and bright student's classes showing results.
- Conduct lecture and practical's as per time table also Proper lecture/ practical adjust during leave.
- Term work completion leading to skill enhancement.
- Maintenance of academic progress record.
- Prepare students for campus placement.
- Industry- institute- interaction: Industry visit, Sponsored projects (Revenue Generation), students placement, collaboration etc.
- Research paper presentation and publication in peer reviewed journals
- Core understanding of NBA, NAAC etc.
- Visit to central library for at least 8 hours in a month
- Active involvement in all activities at departmental and central level
- Understand the quality management policy and quality objectives of institute

- Work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned; conduct of internal exams and to maintain the course file and personal file in appropriate format.
- Use innovative teaching aids and adopt innovative teaching –learning methodologies.
- Counsel students and conduct extra lectures/ revision lectures for students requiring help.
- Organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- Participate proactively in any research and development activities conducted in the department.
- Perform other academic/ administrative duties assigned by Head of the Department / Director.

#### **6.4.2. Librarian**

- To implement all library rules as defined by the management.
- To ensure the documented quality management system is followed at various stages of library processes.
- Responsible for overall functioning of the library.
- Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines .
- To display all technical articles, literature and new arrivals.
- To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- To execute any other work given by management.

### **6.5. Non-Teaching- Technical Staff**

#### **6.5.1. Laboratory/ Technical Assistant:**

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

#### **6.5.2. IT Administrator**

- To update and maintain institute website with institute data.

- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- To initiate purchasing of equipment's.
- To provide support for various software servers.
- To ensure continuous internet during assigned hours.
- To give support to on-line exam, seminar, workshop, technical training program.
- To maintain domain and mail server
- To monitor and maintain secured remote paper delivery-SRPD data
- To assist faculty, Class teachers, HoDs and Lab in-charges for works assigned time to time.

## **6.6. Non-Teaching- Non Technical Staff**

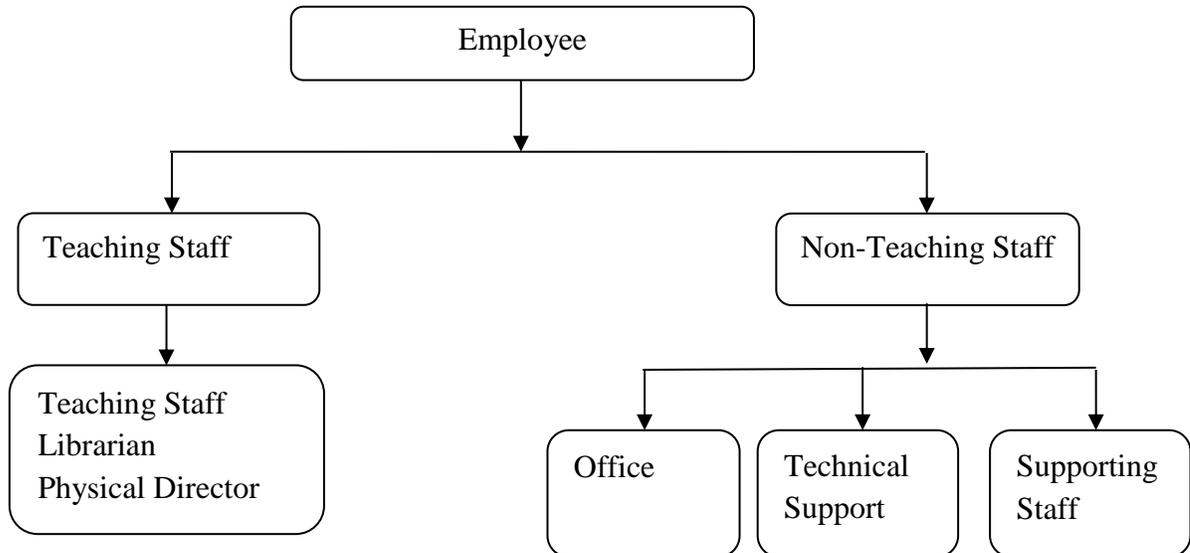
### **6.6.1. Office staff**

- Duties and responsibilities assigned to office staff as mentioned in the Standard Code 1984 of Maharashtra Government

## 7. Manpower Planning & Recruitment Procedure

### 7.1. Classification of Employees

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



#### 7.1.1. Teaching Staff

The teaching staff of the college shall be classified into following categories:

- Director
- Professor
- Associate Professor
- Assistant Professor

The Library staff of the college shall be classified into following categories:

- Librarian
- Deputy Librarian
- Assistant. Librarian

The physical education staff of the college shall be classified into following categories:

- Physical Director

### **7.1.2. Workload of the Teachers**

- Direct teaching-learning process hours per week should be as follows:  
Assistant Professor: 16 hours  
Associate Professor: 14 hours  
Professor: 12 hours  
Director: 4 hours
- A relaxation of two hours in the workload may, however, be given to Head of Department/Dean and to those who are working as supervisors to Ph.D. students of the University. In no case relaxation will be more than 4 hours. Provided that the workload of the teachers working in the college shall be as recommended by the University Grants Commission/AICTE/other Apex bodies and accepted by the Government and the University, from time to time.

### **7.2. Planning of Human Resources / Assessment of Manpower**

Planning of human resources is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is the concern of the Head of the Department. He will submit the requirement for his / her department to the Director during the semester. With his comments, Director will then submit this requirement to the Management. The Management of PCCOE may then decide the course of action. In normal circumstances Management will give preference to current employees in processing applications for new vacancy. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the Department to calculate the Human resource requirement: Consolidation of subject wise teaching load Calculation and Student – Teacher Ratio as applicable/suggested by regulating authority.

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### **7.3. Qualifications for various cadres of teachers**

The qualifications for the various categories of the teachers working in the institute shall be as recommended by the University Grants Commission, AICTE and Govt. of Maharashtra from time to time.

Candidates with PhD in relevant discipline will be highly preferred. If PhD candidates are not available for the post of Assistant Professor, PhD perusing M Tech candidates from IITs, NITs will be given preference.

### **7.4. UGC Recruitment Guidelines**

The qualifications for the various categories of the teachers working in the institute shall be as recommended by the University Grants Commission and AICTE and Govt. of Maharashtra from time to time.

### **7.5. University Approval to Posts**

After Load calculation, Director shall sent proposal to the University with a draft of an advertisement. Provided that the roster register shall be verified and certified by the concerned competent authority.

### **7.6. Advertisement for Post**

- The Director shall publish advertisements for approved positions on the Institute Website as well as in leading newspapers and media.
- The advertisement shall contain the essential and desirable qualification, as prescribed, the scale of pay and number of posts to be reserved for the members of backward classes, differently abled and women candidates and reasonable time, which shall not be less than twenty one days, within which the applicant may, in response to the advertisement, submit his application.
- Reservation norms should be followed strictly as per the government rules.
- It is also recommended that advertisement for the faculty recruitment should be put on the Institute web site.
- It is necessary to declare the date, time and venue of interview in such advertisement which shall not be within five days from the date of publication.

## 7.7. Scrutiny

There shall be a Scrutiny Committee to scrutinize the applications received for the post(s) of teacher(s) to be appointed in the College. The Scrutiny Committee shall consist of the following members, namely:-

- Director of the Institute/ Nominee
- Dean Administration/ Deputy Director/Nominee
- Head of the Department of the subject concerned

Following documents are mandatory while applying for the faculty positions.

- SSC Certificate
- HSC/Diploma certificate
- Graduation Certificate and Mark sheet
- Post-graduation Certificate and Mark sheet
- Ph. D Certificate
- Experience Certificate
- Last Salary Slip
- Cast Certificate & Cast Validity if applicable
- Latest resume
- NET/SET certificate if applicable
- Cover letter for the post applied
- One page statement on Research and future plans
- List of Research Publication

Mere application does not guarantee a call for interview as the method of screening will be applied for the posts of Assistant Professor, Associate Professor and Professor as per the Selection Criteria of the university or decided by the Institute from time to time.

### Screening Criteria

a) Assistant Professor

A Screening Committee will short-list top 30 applicants or 10 times the number of advertised posts for each category (General, SC, ST, OBC etc.), whichever is higher, from amongst the eligible candidates as per UGC/AICTE regulations or based on API score. Where the number of applicants is

less than 30, all shall be called for interview / discussion and demo lecture. Provision of conducting interview through online platform may also be done in case of outstation candidates.

b) Associate Professor

A candidate having minimum qualifications as per UGC/AICTE regulations shall be eligible for the post of Associate Professor. If the number of applicants having minimum qualifications exceed 30 or 10 times the number of advertised posts for each category (General, SC, ST, OBC etc.), whichever is higher, a Screening Committee will short-list top 30 applicants or 10 times the number of advertised posts for each category (General, SC, ST, OBC etc.), whichever is higher, from amongst these applicants in the merit list prepared on the basis of the API scores or other criteria decided by the screening committee. Where the number of applicants having minimum qualifications is less than 30, all applicants shall be called for interview / discussion and demo lecture.

c) Professor

There shall be no short listing of applicants for the post(s) of Professor.

All candidates having minimum qualifications as per UGC/AICTE regulations shall be eligible and shall be called for the interview/discussion-cum-seminar-presentation for the post of Professor.

The date of the meeting of the selection committee shall be so fixed as to allow the notice of 07 days to each members and candidates. Information to all concern should be sent by interview call letter / Email and SMS on the individual's mobile number.

The Selection committee should take the personal interview, technical interview and seminar /demo lecture demonstration of the short listed candidates.

### **7.8. Interview by Expert Panel by University**

There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor, Associate Professor and Professor in the College/Institution. The selection committee shall consist of the following members, namely:-

1. Board of Governors Chairman/Secretary or Nominee
2. Vice-Chancellor nominee
3. Reservation class nominee
4. Two Subject experts
5. Director of the Institute
6. Head of the Department

Following criteria should be considered during selection process.

- Domain knowledge and skills,
- Teaching/industrial experiences,
- Participation in outreach activities
- Research activities carried out by applicants such as consultancy, supervision of M.Phil and Ph.D. thesis, research publications etc.
- Patents / funds fetched from apex bodies, industries
- Demo lecture / presentation skills
- Personal appearance
- Attitude and behavior
- Leadership qualities
- Resume
- Personal interview
- Any other relevant criterion decided by the selection committee

### **7.9. Approval after Interview**

Vice-Chancellor nominee directly submits selection committee report to Savitribai Phule Pune University, Pune after the signature of all committee members. Affiliation section of Savitribai Phule Pune University, Pune verifies the recruitment process and accords approval to the selected candidates.

### **7.10. Appointment Letter**

- The Appointing Authority shall appoint the teacher(s), as required in number and status strictly, as recommended by the Selection Committee and approved by the University.
- The appointment order shall be issued only in the proforma as prescribed.
- The teacher appointed on a post shall produce a Discharge Certificate, Service Book and Last Pay Certificate from his/her previous employer, if any, before joining the post, in the proforma as prescribed.
- The teacher appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, the authentic proof of the date of his/her birth within three months after joining the post.

- The teacher appointed if belongs to reserved category, shall submit caste validity certificate within six months from the date of joining, otherwise necessary action shall be initiated as per Government directives.
- Appointment letter should be issued within 15 working days of the employee's joining date.
- The appointment letter will be made in duplicate, so that the one copy to be given to the employee and the other copy to be signed by the employee as token of acceptance of all the terms and conditions / rules and regulations of service.
- A photocopy of the same to be submitted to the accounts section for their records immediately as the same should reflect in the next pay cycle.

### **7.11. Joining Report and Medical Fitness Report**

Joining Report: At the time of joining, attested copies of the following documents should be submitted to the Office

- Educational Proofs: SSC, HSC/Diploma, Graduation, Post-Graduation Certificates
- Any other Educational Certificate (If applicable)i.e. NET, SET, GATE etc.
- Address Proof : Copy of Passport (If a passport holder) / Driving License / Light & Telephone bill
- Date of Birth Proof :Birth Certificate / Copy of Passport (If a passport holder) / Driving License
- Copy of Adhaar Card
- Copy of your PAN Card
- Color Passport Size Photographs-4
- Marriage Certificate for female employee (If Married)
- Employment Proofs: Copy of Resignation and Acceptance from Current Employer
- Relieving Letter or Service Certificates of all prior Employment(s)
- Form 16 (last financial year)
- Last 3 Months Salary Drawn Pay slips. (Mandatory).
- Scopus / Google Scholar / Research Gate registration
- The service of the teacher shall commence from the date on which he/she joins the duties before 12 noon, otherwise from the next date.

- Also a notarized letter stating that there is no police/legal case pending against you anywhere in the country. (Mandatory)
- Complete the training suggested by AICTE time to time for new organization joining.

**Medical Fitness Report:** Faculty member shall submit the Medical fitness report [Comprising of – Blood Group, Blood Sugar (Fasting, and PP), Blood Cholesterol / Serum Cholesterol, X-ray (chest), ECG, Urine, General physician’s check-up]

## **7.12. Induction Program**

On the day of joining, employee name is added in the attendance muster. All new employees are required to undergo orientation session. Orientation sessions provide information concerning the history, facilities and major policies of the Institute, staff responsibilities, benefits etc.

## **7.13. Personal File and Service Book**

### **7.13.1. Personal File:**

The office retains the Assessment Report and other reports of the teacher in a separate Personal File. Any letter of appreciation for good work or memo for misdemeanor, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such file. The Director shall be the Competent Authority for this purpose.

A personal file shall be opened for every employee on the same day of his/her appointment. The personal files of all the employees shall be maintained by the HR Department. The file shall contain the following:

- Photocopy of Address Proof (License/light or telephone bill/ Ration Card/Adhaar Card/ Passport)
- Photocopy of Date of Birth Proof (License/light or telephone bill/ Ration Card/Adhaar Card/ Pan Card/Passport) (In case of any discrepancies a written and signed undertaking from employee to be taken)
- Photocopy of PAN Card mandatory
- Photocopy of Adhaar Card mandatory
- Passport copies – Photocopies of first four and last two pages of the passport wherever applicable.
- All academic certificates (photo copy)

- Relieving letter from the last employer (photo copy) wherever applicable.
- Experience certificates from last and previous employers if applicable (photo copy).
- Salary certificate with a complete breakup of the salary wherever applicable.
- Photocopy of Marriage Certificate, if married.
- Personal Information Form ( Emergency Contact Number to be taken / Medically Fit undertaking form to be signed)
- Appointment letter
- Confirmation Letter
- Joining report
- Any communication related to the employment
- Letters of appreciation, up-gradation, if any.
- Memos, Warnings, if any.

The file would remain in sole custody of office and it is the office responsibility to update the same on regular basis.

#### **7.13.2. Service Book**

- The Service Book, as prescribed by the Government, shall be maintained by the Appointing Authority, for every teacher appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature.
- The Service Book shall contain the record of the service of each teacher covering all essential events in his official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment(s), (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted from time to time, (o) Refresher Courses and Orientation programme and additional qualifications, if any, (p) such other relevant entries as prescribed by the Government from time to time.
- The date of birth of the teacher shall be carefully recorded in the Service Book only at the time of joining the service in the college and shall be verified with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or Tehsildar or Village record.

However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.

- In case a teacher wishes to alter his date of birth, the teacher may apply in writing to the Appointing Authority. The Appointing Authority shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the Service Book and attest the correction thereof. However, such correction shall be made only within five years from the date of his first joining the service, and no correction shall be made thereafter under any circumstances.
- Whenever the teacher is reduced to a lower rank, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.
- The Appointing Authority shall keep the Service Book in safe custody and shall not allow it to remain with the teacher.
- The teacher may peruse the entries in his Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.
- A duplicate copy of the Service Book shall be supplied to the teacher and it should be updated annually by office, provided the teacher concerned submits the same in response to the notice issued by the office. The Appointing Authority may cause to verify periodically the Service Book of each teacher for correctness of entries.
- A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.
- The Service Book shall be retained in the office after the teacher ceases to be in service permanently.

#### **7.14. Probation and Confirmation Policy**

- The appointment to a permanent post by selection shall be on probation for a period of one year and shall be extendable by maximum period of one more year in case of unsatisfactory performance with reasons to be recorded and communicated to the teacher giving him/her adequate opportunity to defend. The confirmation at the end of one year shall be automatic,

unless extended by a specific order, before expiry of the first year. The competent authority shall serve the order of confirmation after satisfactory completion of probation period.

- The Director shall be the Assessing Authority under whom the teacher on probation is working. During the probation period the teacher shall submit Annual Self-Assessment for the performance based appraisal system (PBAS) or any other appraisal system made applicable from time to time to the Reviewing Authority every six months from the date of joining.
- Deficiencies, adverse remarks, remarks of appreciations, if any, mentioned in the PBAS shall be communicated in writing to the teacher for his/her guidance, improvement and receive his/her say, if any.
- The PBAS for the last six monthly period shall be submitted to the Reviewing Authority, at least two months prior to the expiry period of probation with specific recommendations of confirmation or otherwise.
- On receipt of the last PBAS, and consideration of all the reports, the Appointing authority may -
  - a) confirm the teacher on probation in the service from a specific date;

*OR*

b) terminate his/her service after giving him/her one month's notice in writing, provided that if will not be necessary to assign any reasons for terminating the services of a teacher on probation if it is held that he/she has not completed his/her probation satisfactorily. If the Appointing Authority does not inform the teacher as per (a) or (b) above, then, the teacher shall be deemed to have been confirmed in the service at the end of his/her probation period.

- If the teacher on probation avails any leave other than Casual Leave/Duty Leave, his/her period of probation shall be deemed to have been extended to that extent.
- The teacher appointed against substantive vacancy of approved permanent post shall be confirmed in the service by an order of the Appointing Authority.

### **7.15. Selection of Ad hoc faculty**

Where vacancy of a teacher is to be filled in temporarily basis the Executive Director/Director shall make an appointment of faculty on Ad hoc basis for one academic year after conducting interview at college level. The selection committee shall consist of the following members, namely Director, Head of the Department, Dean Academics, two senior faculty members as a subject expert.

## **8. Service Rules of Employee and Service Book**

### **8.1. Service Rules**

The service rules of employees shall be governed by the guidelines of Savitribai Phule Pune University, Pune, Government of Maharashtra and All India Council for Technical Education, New Delhi.

### **8.2. Service Book**

The service books of all the regular employees shall be maintained in duplicate.

## **9. Resignation, Termination and Retirement Policy**

### **9.1. Resignation**

- Faculty/Staff are expected to give an advance notice of 3 months as per their terms of reference of their appointment letters or 3 months' pay in lieu of notice period.
- Faculty members should refrain from leaving the job while the academic activities are in progress. The Institute reserves the right not to accept the resignation while the academics is in progress, if it seems to affect the academic activity of students.
- Faculty/Staff members, who wish to get relieved off their duties, are required to get the No Dues Form signed from the HODs and other authorities mentioned therein, before they are issued the Relieving Order.

### **9.2. Termination**

- Institute reserves the right to terminate the services of a faculty/staff member by giving notice of 3 months / 3 months' pay in lieu of notice if his performance / conduct is not satisfactory.

### **9.3. Retirement**

- The age of retirement for the teaching, technical and non-teaching staff is as per the Maharashtra Government norms.

## **10. Code of Conduct and Disciplinary Policy**

### **10.1. Time and Attendance Policy**

- All employees shall follow the set timings meticulously.
- Employees shall mark their daily attendance on the biometric machine installed at specific locations.
- The monthly salary shall be released based on the biometric records.
- Each employee is expected to be on time every day.
- An employee may come late for only 3 occasions in a month.
- Late mark for more than 3 occasions shall be debited by half day leave.
- In case of late coming the concerned employee shall keep the decision making authority / HoD /Director informed and sign on late muster.

### **10.2. Code of Conduct and Ethics**

All employees shall follow rules and regulations, and standards of courtesy, conduct, cooperation, ethics and etiquettes. Following are the actions, which are unacceptable and may result in disciplinary action:

- Insubordination
- Theft
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance institute
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Interfering with the work performance of another employee
- Willful damage to equipment or property of the Institute.
- Continued failure to perform assigned duties
- Failure to report absence

### **10.3.Disciplinary Actions**

It would be at the discretion of the disciplinary authority to furnish one or combination of the punishments based on the situation and gravity of the misconduct.

- Counselling
- Verbal Warning
- Written Warning
- Cutting off appropriate portion of salary
- Stopping of one or more increments
- Deduction of salary / compensation
- Disqualification/denial from a particular opportunity for a certain period
- Loss of seniority in service
- Termination from service

### **10.4.Disciplinary Authority**

- Trustees of PCETs
- Secretary
- Executive Director
- Director
- HODs

## **11. Leave & Vacation Rules**

Leave is a provision with prior approval from authorities (Director) to stay away from work for valid/genuine reason. Leave can be granted for some of the reasons but cannot be considered as right. Leaves and vacation are of different types and calculated based on calendar / academic year. The teacher on leave shall not engage himself/herself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.

### **11.1. Applicability**

Leaves are applicable to all regular employees of institute from date of joining.

### **11.2. Leave Approving Authority**

All employees must submit leave application well in advance to Admin section through concern HOD/Dean/Section Head. HOD/Dean/Section Head must sign the leave application with remark (Recommended/not recommended) before submitting the same to the HR and must ensure that the work of the applicant is suitably delegated. HR will verify the application and will submit for final approval from Director.

OR

All employees must submit leave application well in advance through ERP. HOD will approve it by ensuring that the work of the applicant is suitably delegated. Admin will verify and approve the application. After all approvals, final approval of director is required.

All leaves must be notified to Admin Section within 2 working days or it will be treated as Leave without Pay (LWP). It is also mandatory that the department assistant dealing with the upkeep of leave records at the department level should countersign the leave application as having checked the leave application with regards to date of submission and availability of leaves for the applicant and same is entered in attendance register (Muster) of employee, before putting up to the HOD/Dean.

### **11.3. Casual Leave (CL)**

- Total casual leave granted to an employee shall not exceed 12 days for non-teaching staff and 15 days for teaching staff in academic year. Casual Leave cannot be treated as right.
- Permission for casual leave shall be obtained at least two days prior. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins, ex-

post-facto sanction for casual leave shall be obtained by the employee. Casual leaves must be notified to HR within 2 working days or it will be treated as Leave without Pay (LWP).

- The staff member shall not be entitled for more than three days casual leave at a time together in normal case.
- Casual leave cannot be combined with any other kind of leave except duty leave, on duty leave, special casual leave. It may be combined with holidays including Sundays, but not more than 7 days. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- Employees shall make alternative arrangements for the academic/non-academic responsibility assigned to them and should be reflected in leave application.
- Casual leave not availed in an academic year will lapse.

#### **11.4. Duty Leave (DL)**

Duty leave may be granted for:

- Attending conferences, workshop, symposia, refresher courses, orientation programs, short term courses and seminars organized by recognized colleges/institutions/University on behalf of the institute.
- Delivering lectures in Institutions and universities at the invitations of such Institutions and universities received by the institute, and accepted by the Director.
- Working in other non-foreign university, any other agency, institution or Organization, when so deputed by the institute.
- Participating in delegation or working on a committee appointed by the Government of India, state Government, University Grants Commission, affiliating university or any other academic body.
- To attend all examination related duties of the parent University
- To attend election duties, if any, related to statutory bodies of University.
- To attend activities like viva voce as a referee or external examiner at parent and other Universities.
- For performing any other duty for the institute.

Duty leave may be combined with earned leave, half day leave.

### **11.5. Earned Leave (EL)**

- Non-vocational employees are entitled for 30 days earned leave in academic year. EL is confirmed to regular staff only.
- 1 day EL shall be credited per month to employee.
- The unused ELs shall be carried forward at the end of the academic year and can be accumulated up to a maximum of 300 days in the service period.
- EL can be availed for minimum 03 days and above at a time. Prefixed /and suffixed weekly off and/ holiday shall not be treated as earned leave.
- The employee who retires on superannuation, or who dies in service, or resign from service, shall not be entitled to the benefit of cash equivalent of unutilized earned leave standing to his / her credit, on the date of such retirement, death or resignation.

### **11.6. Compensatory Leave (CO)**

- Employee asked to work on Sundays / Public Holidays by the competent authority in writing will be entitled to compensatory off for the same.
- The entitlement of Compensatory off for the duties being performed on the aforesaid occasions is entirely on the discretion of the Management.
- Compensatory off can be prefixed or suffixed to any other leave i.e. Casual leave / Earned leave / Medical leave.
- At a time compensatory off cannot be accumulated for more than 3 days.

### **11.7. Medical Leave**

- All employees are entitled 10 day medical leave in academic year.
- Un-availed medical leaves can be carrying forward with no limit.
- Employee availing Medical Leave more than 1 days, should submit leave application supported with a medical certificate from Registered Medical Practitioner (MBBS and above qualification). In case of more than 2 days, employee should submit medical fitness certificate. In case of more than 10 days medical leave, employee should submit “Fitness to work” certificate from registered medical practitioner/medical officer.

### **11.8. Special/Extra Ordinary Leave**

Special/Extra Ordinary Leave not exceeding ten days in an academic year, may be granted to a teacher;

- To meet PhD guide, attend PhD review presentations, attend course work examination
- To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and
- To undertake the task assigned by competent/ statutory authority/apex bodies such as accreditation, academic audit, inspection of an autonomous institutions, approval to new colleges/ programs/ institutions not affiliated with the parent University a statutory board, organizations.

Special leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by sanctioning authority on each occasion.

### **11.9. Marriage Leave**

Employee can avail marriage leave for their own marriage maximum up to 07 days if no other leave is balance/ available. The eligibility of leave for own marriage will be after completion of one year service. This privilege will be granted only once during services with the institute.

### **11.10. Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

### **11.11. Maternity leave**

- Maternity Leave with full pay may be granted to a regular woman staff and teacher for a period not exceeding 180 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.
- Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

- Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per Government Resolution made from time to time rearing activities.

### **11.13. Vacation**

- Faculties (Teaching staff only) who are in regular service are eligible for a vacation as per the norms of affiliating university and institution.
- Granting vacation to eligible faculties is at the discretion of the Governing Council. In case of academic work or other work related to the Institute, vacation can be curtailed or cancelled.
- Total number of vacation days that may be granted is 70 per academic year of which 40 days in summer and 30 days in winter.
- Faculties completed continuous two years of service are eligible for full vacation. Faculties completed one year of service will get proportionate vacation.
- It is mandatory to spend 30 % of vacation for up gradation of knowledge in terms of industrial training or by attending workshops/seminars/ conferences. If faculty is unable to do, he/she need to spend that time in institute for development of laboratories/new course, research work etc.
- All examination duties, CAP work, institute/department duties will treat as mandatory during vacation.
- Vacation will not carry forward for next academic year.
- Institute director will be final authority to approve vacation with recommendation of HoD/Dean.

### **11.15. Leave without Pay (LWP)**

- Leave without pay (LWP) is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWP is a matter of supervisory discretion and may be limited by institute policy.
- Leave without pay can be availed by any of the employee through competent authority (Director) if any type of leave is not available/balance.

## 12. Performance evaluation, Recognition, Rewards & Promotion

### 12.1. Performance Evaluation

Performance evaluation for each employee (Teaching /non-teaching) will be done on yearly basis. The performance of faculty shall be evaluated through of Faculty Self-Appraisal System and for non-teaching staff through Self-Appraisal form. Each employee need to satisfy the performance for each academic year.

### 12.2. Academic/Annual Performance Indicators

The primary objectives of Faculty Self-Appraisal System are:

- Transparent & Automated Appraisal Process which is in favor of faculty and organization
- Evaluation based on Quality and Outcome
- Supporting the Strengths of individual in accordance with achieving the Institutional Goals
- Strengthening the Institutes profile for Accreditations of NBA , NAAC and NIRF rankings

The PCCoE faculty self-Appraisal System is mainly categorized into 5 parts as

Part A: Academic Involvement

Part B: Research and Development

Part C: Self Development

Part D: Portfolio – Institute Level and /or Departmental Level

Part E: Extra-ordinary Contribution

The part-wise maximum possible marks are given in the summary table of Self appraisal System

Table: Summary of self-Appraisal System

Part	Description of Self Appraisal System Part	Cadre Specific Maximum Marks		
		Professor	Associate Professor	Assistant Professor
A	Academic Involvement	300	360	440
B	Research and Development	370	300	210
C	Self-Development	160	170	180
D	Portfolio – Institute Level and /or Departmental Level	120	120	120
E	Extra-ordinary Contribution	50	50	50

AW	Administration Weightage	100 (for Dean/HoD) and 50 (for Associate Dean)		
<b>Total</b>		<b>1000</b>	<b>1000</b>	<b>1000</b>
X = A+B+C For Dean/ HoD/ Associate Dean X=A+B+C+AW		830	830	830

Part A: Academic Involvement:

- The marks to be considered by Faculty member as per the parameters mentioned in sr. no. 1 to sr. no. 8 of Table 'A'.
- All 8 parameters are essential in Academics part of Self appraisal
- In the table 'A' the parameter wise guidelines are mentioned or award of marks along with the Maximum Possible Marks per parameter.

Cadre	Professor	Associate Professor	Assistant Professor
Cadre wise maximum considerable marks of Academic Involvement	<b>300</b>	<b>360</b>	<b>440</b>
Obtained marks Calculated from Academic Involvement (as per Table 'A')	<b>X</b>	<b>Y</b>	<b>Z</b>
Actual Academic involvement Marks in Self appraisal	<b>X * 0.68</b>	<b>Y * 0.818</b>	<b>Z</b>

Table 'A': Academic Involvement

Sr. No.	Parameter(s)	Guidelines (Marks Computation)	Max. Marks
1	Average of Result analysis of Courses Taught in Semester - I and semester - II	$Marks = 10 * \{(No. of students with 60\% and above * 5 + No. of students with 50\% to 59\% * 4 + No. of students with 40\% to 49\% * 3) / (Total No. of students)\}$ OR $Marks = 10 * \{(5 * No. of students with CGPA 6.31 and above + 4 * No. of students with CGPA 5.26 to 6.3 + 3 * No. of students with CGPA 4.21 to 5.25) / (Total No. of students)\}$	50
2	Course Outcome of Courses Taught in Semester - I and semester - II	Timely submission and updation of Course Outcome of courses taught in academic year with Program NBA Team $Marks = 20^{\#} + (Average CO attainment of both semester in percentage * 30 / 100)$  $\#$ to be awarded for timely submission of CO attainment	50

3	Development of e-learning-contents	Development of e-learning-contents in form of Video/Notes/Handouts/ Slides based on Syllabus/ Content Beyond Syllabus/ Research/ Technology related and Uploading of the same on personal website in academic year (AY)  Marks=Number of instances of e-learning-content developed and uploaded on personal website in AY * 10	50
4	Completion of total number of lecture & practical as planned at the end of semester	Marks = Minimum[ 50, (Number of Theory Lectures and Practical Sessions conducted/ planned) * 50]	50
5	Theory / Practical Teaching Load	Marks = Minimum of {50, 50 * [(Average of Total Weekly Load per Semester+'E')/ Minimum Load as per Cadre]}  Minimum Load as per Cadre per week per Sem: <ul style="list-style-type: none"> <li>• Professor : 12 Hrs.</li> <li>• Asso. Professor : 14 Hrs</li> <li>• Asst. Professor : 16 Hrs</li> </ul> 'E'= 2 for taking admin responsibility listed as HoD/ Dean/ Asso. Dean 'E' = 2 to Ph.D. Supervisors having Scholars enrolled at PCCoE Research Centre  Max value of 'E' = 4	50
6	UG Project / PG Dissertations Guided	Marks = Minimum of [40, (Total number of UG projects + PG dissertation guided in academic year)*20]	40
7	Feedback of faculty by student	Marks=Average Percentage of feedback performance index of subjects taught in current academic year	100
8	Conduction of Guardian [PTG] Meetings	Proper conduction of PTG meetings in a semester (Minimum 6 meetings in a year)  Marks = [ (Total number of PTG meetings * 50) / 6 ]  (Marks=50 for Student Counseling efforts to be considered in case of Deans/ HoDs/	50

		PG Coordinators/ Ph. D. Coordinators)	
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**Part B. Research and Development:**

- The marks to be considered by Faculty member as per the parameters mentioned in sr. no. 1 to sr. no. 14 of Table ‘B’.
- Faculty Members based on their interest and strengths may earn the marks form any of these parameters mentioned in Table ‘B’
- In the table ‘B’ the parameter wise guidelines are mentioned or award of marks along with the Maximum Possible Marks per parameter.
- For few of the parameters the Maximum marks are not specified in table ‘B’ (mentioned as ‘-NA-’), indicating no upper limit of contributions for those parameters (subject to maximum marks to be considered for total part B of self appraisal System)

<b>Cadre</b>	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Cadre wise maximum considerable marks of Research and Development	370	300	210
Obtained marks Calculated from Research and Development (as per Table ‘B’)	X	Y	Z
Actual Research and Development Marks in Self appraisal	Minimum (370, X)	Minimum (300,Y)	Minimum (210,Z)

Table ‘B’: Research and Development

<b>Sr. No.</b>	<b>Description</b>	<b>Guidelines</b>	<b>Max Marks</b>
1	Number of Papers Published in Quality Journal	Marks=100 Per paper indexed in SCI/SCIE Journal (WoS) in academic year	-NA-
Marks= 50 Per paper indexed in ESCI Journal (WoS) in academic year			
Marks= 50 Per paper indexed in Scopus Journal in academic year			

		Marks= 10 Per paper indexed in UGC CARE listed Journal and not in SCI/ WoS/ Scopus in academic year	
		Marks= 5 Per paper indexed in none above mentioned indexing in academic year	
2	Paper Publication in International Conference	Marks= 30 Per paper indexed in Scopus / WoS in academic year	180
		Marks= 5 Per paper indexed in none above mentioned indexing in academic year	
3	Book Chapter Publication	Marks= 30 Per Book Chapter indexed in Scopus /WoS International Book in academic year	150
		Marks= 5 Per Book Chapter indexed in none above mentioned indexing in academic year	
4	Book Publication (as Author)	Marks= 100 Per Book Published with International Publisher as Author and indexed in Scopus/WoS in academic year	200
		Marks= 30 Per Book Published with International/National Publisher as Author in academic year (non indexed)	
		Marks= 10 Per Book Published with local Publisher as Author in academic year	
5	Last 3 Years Citations	Per 3 Citations in Web of Science 3 Marks	50
		Per 3 Citations in Scopus 3 Marks	
		Per 3 Citations in Google Scholar 1 Mark	
6	Indian Patent in Individual Name	Marks=20 Per Indian patent commercialized with individual name in academic year	20
		Marks=15 Per Indian patent granted with individual name in academic year	
		Marks=10 Per Indian patent published with individual name in academic year	
		Marks=5 Per Indian patent registered with individual name in academic year	
7	Indian Patent in the Name of College	Marks=200 Per Indian patent commercialized with in the Name of College in academic year , academic year m1, academic year m2	-NA-
		Marks=100 Per Indian patent granted with in the Name of College in academic year	
		Marks=30 Per Indian patent published in the Name of College in academic year	
		Marks=20 Per Indian patent registered in the Name of College in academic year	

8	Grants received for research projects	Marks =10 Per Two Lakh Rupees Received in academic year (to all investigators in project)	-NA-
	Revenue Generated <ul style="list-style-type: none"> <li>• Through Consultancy Work</li> <li>• through patent Commercialized with the Name of College</li> <li>• through Product Developed &amp; Commercialized with PCCoE Stake</li> <li>• by Startup</li> </ul>		
	Fund Received to Startup		
9	Revenue Generated through Training Programs like Corporate training/ FDPs/ STTP/ Workshops etc.	Marks=5 Per 10k Rupees Received in academic year (for all names from team in office order)	40
10	Non-research/ Non consultancy Grant	Marks=5 Per 10k Rupees Received in academic year (for all names from team in office order)	40
11	Product Developed with PCCoE-CIIL Stake (non start up)	Marks= 100 Per Product Developed & Commercialized in academic year with PCCOE-CIIL Stake (with sales profit above 50k in academic year )	100
		Marks=40 Per Product Developed in academic year with PCCOE-CIIL Stake	
		Marks= 10 Per POC (Proof of Concept) Developed in academic year with PCCOE-CIIL Stake	
12	Start Up with PCCoE-CIIL Stake	Marks= 100 for Revenue Generated by Startup Registered under PCCOE-CIIL in academic year (Profit in academic year above 50k)	-NA-
		Marks= 100 Received Funds from Government Body/ Industry/ Investors to Startup Registered under PCCOE-CIIL in academic year (Revenue in academic year above 5 Lakhs)	
		Marks= 40 Per Product Developed under Startup Registered under PCCOE-CIIL in academic year	

		Marks=10 Per POC (Proof of Concept) Developed under Startup Registered under PCCOE-CIIL in academic year	
		Marks= 5 per Start-up Registered under PCCOE-CIIL in academic year	
13	Award/ Fellowship Received (Only from Statutory Agencies/ Government Bodies/ Recognized Professional Societies)	Marks= 30 Per International Award Received in academic year	50
		Marks= 20 Per Government/ Government Recognized Bodies Award Received in academic year	
		Marks= 5 Per National Award Received in academic year	
		Marks= 50 Per International Fellowship Received in academic year	
		Marks= 30 Per National Fellowship Received in academic year	
14	Outcome through National/ International Industry/ University Interaction	Marks=10 Per MoU active in academic year for the faculty member involved in keeping the MoU active	-NA-
		Marks= 20 Lab development in collaboration with industry in academic year for the faculty member involved in collaboration	

### C. Self-Development:

- The marks to be considered by Faculty member as per the parameters mentioned in sr. no. 1 to sr. no. 4 of Table 'C'.
- Faculty Members based on their interest and strengths may earn the marks form any of these parameters mentioned in Table 'C'
- In the table 'C' the parameter wise guidelines are mentioned or award of marks along with the Maximum Possible Marks per parameter.
- For few of the parameters the Maximum marks are not specified in table 'C' (mentioned as '- NA-'), indicating no upper limit of contributions for those parameters (subject to maximum marks to be considered for total part C of self-appraisal System)

<b>Cadre</b>	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Cadre wise maximum considerable marks of Self Development	<b>160</b>	<b>170</b>	180
Obtained marks Calculated from Self Development (as per Table 'C')	<b>X</b>	<b>Y</b>	<b>Z</b>
Actual Self Development Marks in Self appraisal	<b>Minimum (160, X)</b>	<b>Minimum (170,Y)</b>	<b>Minimum (180,Z)</b>

Table 'C': Self Development

<b>Sr. No.</b>	<b>Description</b>	<b>Guidelines</b>	<b>Max Marks</b>
<b>1</b>	Qualification [ Professor/ Asso. Prof. ]	Marks= 20 PDF Completed	<b>20</b>
		Marks= 15 PDF Ongoing	
	Qualification [ Asst Prof. ]	Marks= 20 Ph.D. Degree Awarded / Thesis Submitted	<b>20</b>
<b>2</b>	Training Program Attended Faculty is encouraged to participate in Faculty development/ training activities/ STTPs program of 2- week	Marks= 20 Attended 2-week program	<b>40</b>
		Marks= 10 for each Attended 1-week program	
		Marks= 5 for each Attended 2 to 5 Day Program	
		Marks= 2 for each Attended 1 Day Program	
<b>3</b>	Training Program Organized Faculty is encouraged to organize/ participate as resource person in Faculty development program/training activities/STTPs program of 2-week	Marks= 40 for each Organized 2-week program (for all names from team in office order)	<b>80</b>
		Marks= 20 for each Organized 1-week program (for all names from team in office order)	
		Marks= 10 for each Organized 2 to 5 Day Program (for all names from team in office order)	
		Marks= 2 for each Organized 1 Day Program (for all names from team in office order)	
<b>4</b>	PhD Guided (Extra)	Marks= 50 Per PhD Degree Awarded to Scholar guided in academic year at PCCoE Research Centre	<b>-NA-</b>
		Marks= 25 Per PhD Thesis submitted by Scholar guided in academic year at PCCoE Research Centre	
		Marks= 10 Per PhD Scholar being guiding in academic year at PCCoE Research Centre	

**D: Portfolio – Departmental & Central**

- The marks to be considered by Faculty member for the involvement in portfolios at institute level and/or at Department level are given in table 'D' : Part I
- For Administrative portfolios like Dean/ HoD/ Associate Dean the portfolio involvement marks to be considered as Table' D': Part II

Table 'D': Portfolio – Departmental & Central: Part I

<b>Cadre</b>	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Maximum Marks for Portfolio Work	120	120	120
Self Awarded Marks (50 % of Max) for Handling the Institute Level or Department Level Portfolios	60	60	60
*Marks to be awarded by Dean (for central portfolio work) and /or HoD (for department portfolio work)	60	60	60

Faculty member may List the portfolios and responsibilities handled in those portfolios at Institute level/ department level and may award 50 % of maximum marks for portfolio work to self.

Remaining 50 % of Maximum portfolio work marks will be awarded by the Dean (for central portfolio work) and /or HoD (for department portfolio work)

\* Marks to be awarded by Dean (for central portfolio work) and /or HoD (for department portfolio work)

<b>Sr. No.</b>	<b>Professor / Associate Professor / Assistant Professor</b>	<b>If Involved in Both Institute level portfolio and department level portfolio</b>	<b>If Involved in Institute level portfolio only</b>	<b>If Involved in and department level portfolio only</b>
I	Marks to be awarded by Dean(s)	60	60	--
II	Marks to be awarded by HoD	60	--	60
*Total marks Considered as to be awarded by Dean /HoD		Average of 'Sr. No I' and 'Sr. No. II' of this Table	Sr. No I of this Table	Sr. No. II of this Table

Table' D': Portfolio – Departmental & Central : Part II (For Dean/ HoD/ Associate Dean)

<b>Cadre</b>	<b>Associate Dean</b>	<b>Dean/ HoD</b>
Maximum Marks for Portfolio Work	<b>120</b>	<b>120</b>
Self Awarded Marks (50 % of Max) for Handling the Administrative Position as Dean/ HoD/ Associate Dean	<b>60</b>	<b>60</b>
For 'Dean/HoD' Marks to be awarded by Director For Associate Dean (Marks to be awarded by Dean)	<b>60</b>	<b>60</b>

### **E. Extra-ordinary Contribution/ Any other contribution (non listed in parameters of A, B, C)**

The faculty member may list the Extra-ordinary Contribution/ Any other contribution (non listed in parameters of A, B, C) of academic year in bulleted form

<b>Cadre</b>	<b>Dean/ HoD/ Associate Dean/ Professor / Associate Professor / Assistant Professor /</b>
The maximum marks to be awarded by Faculty to self for the Extra-ordinary Contribution/ Any other contribution (non listed in parameters of A, B, C) of academic year	<b>50</b>

### **12.3. Recognition**

The outstanding performance by the faculty/staff evaluated through API during academic year will be recognized by offering appreciation letters, incentives, etc. for their achievement.

### **12.4. Rewards**

Employees performing excellence in teaching-learning, research, consultancy will be rewarded with incentive and certificates for their achievement.

### **12.5. Promotion**

Employees will be promoted based on their satisfactory API performance for last three years, experience, achievements, etc. through internal promotion committee. Employee need to apply for promotion and will be interviewed by internal promotion committee. The promotion will be given if the post is available/ vacant in respective department/section. The internal promotion committee will be decided and chaired by Director.

### **12.6 Career Advancement Scheme (CAS)**

Career Advancement scheme shall apply for advancement of careers of faculty of the institute subject to the approval of PCET trust. The scheme shall apply for career advancement of:

- Persons entering the teaching profession of this institute with designation of Assistant Professor in the Pay Band III of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000/- (Stage-1) subject to the API criteria based on Performance Based Appraisal System (PBAS) laid out in this scheme to move up to the AGP of Rs. 7000/- (Stage2). Assessment shall be through Assessment Committee who will verify API scores.

- Assistant Professor after completion of five years service at the AGP of Rs. 7,000/- shall be eligible subject to API requirements laid down in this scheme to move up to the AGP of Rs. 8,000/- (Stage-3). Assessment shall be through Assessment Committee who will verify API scores.
- Directly recruited Associate Professors shall be in the Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000/- (Stage-4).
- Incumbent teacher recruited in Pay Band III of Rs.15,600 – Rs. 39,100 with AGP of Rs. 8,000/- (Stage-3) shall move to the Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000/- (Stage- 4 ) and will be promoted through a duly constituted Selection Committee.
- Incumbent Assistant Professor (Selection Grade) who have completed three years in the current pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed in Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000/- and shall be redesignated as Associate Professor.
- Incumbent Assistant Professor (Selection Grade) / Associate Professor (appointed/promoted) who had not completed 03 years appointed/promoted in the pay scale of Rs.12,000 – Rs.18,300 on or after 1 January, 2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 8,000/- till he/she complete three years of service in the grade of Assistant Professor (Selection Grade)/Associate Professor and thereafter shall be placed in the higher Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs.9000/- and accordingly redesignated as Associate Professor.
- Assistant Professor completing three years of teaching in the Pay band Rs. 15600- 39100 with AGP of Rs. 8,000 shall be eligible subject to the qualifying conditions prescribed in this scheme move to the Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000/- and will be designated as Associate Professor (Stage- 4).
- Associate Professor completing three years of service in the pay band of Rs. 37400- 67000 AGP of Rs. 9,000/- (Stage-4) and possessing a Ph.D. Degree in the relevant/concern discipline shall be eligible to be appointed and designated as Professor subject to satisfying the required credit points as per API based on PBAS methodology stipulated in this scheme and assessment by a duly constituted Selection Committee as prescribed in the University Act for the direct recruitment of Professor. No teacher other than those with a Ph.D. shall be promoted or appointed as Professor. The Pay Band IV for the post of Professors shall be Rs. 37,400 – Rs. 67,000 with AGP of Rs. 10,000/- (Stage-5).

## 13. Grievances Policy & Redressal Forum

### 13.1. Grievance and Appeals Procedure

- The Institution recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institution and its employees.
- In addition, grievances may be filed alleging discrimination on the basis of race, colour, religion, sex, sexual orientation, national origin, age, disability, and status to the concerned committee.
- **Definition of Grievance:** Any complaint by an employee concerning any aspect of the employment relationship other than merit increases, performance evaluations and job reclassifications, unless such exceptions include an allegation of prohibited discrimination or other illegality.
- Employees who are adversely affected by reorganization, program modification or financial exigency, as approved or determined by the Head of Institution or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this handbook.
- Misunderstandings and difficulties sometimes occur in a work environment. While most of these situations can be handled in the department or unit, few require special attention. The procedures outlined apply to all employees of the Institution after the completion of one year of employment.

### 13.2. Procedure for Redressal of Grievances

- The aggrieved member/ complainant shall submit a written & signed petition/ complaint to the Secretary of the Grievance Committee with copy to the Chairman within 7 days after the commitment of grievance.
- The chairman through Secretary shall call the complainant for a meeting of Grievance Committee within 10 working days.
- The Committee shall study the petition and after looking into the relevant documents, discuss with those concerned and submit its recommendations and report to the Head of Institution as expeditiously as possible, but in any case within 45 working days after the receipt of petition.

- In case of any difficulties, the Grievance Committee shall have discussion with the Head of the Institution before a decision is being taken.
- The Head of the Institution, as far as possible, shall be guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the Institution.

### **13.3.Procedure, Periodicity and Attendance at Meetings**

- The Grievance Committee meets frequently at the instance of the Convener or at the request of the other members to discuss the various issues received.
- At least four members of the Grievance Committee shall be present in the meeting.
- If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- If the aggrieved person happens to be a member of the Grievance Committee, then they shall not participate in the deliberations as a member of the Committee when their representation is being considered.
- The recommendation of the members shall be forwarded to the Head of Institution for final decision. If the matter is not resolved to the satisfaction of the employee, he /she may file an application for review, in writing, to the Head of Institution through Dean, FSA within 20 calendar days following the written decision of the Head of Institution.
- This appeal shall state the decision complained of and the redress desired. The decision of the Head of the institution is final & mandatory to all in all such cases.

Co-operation in internal investigation: All employees of the Institute shall cooperate to the fullest extent possible in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate reporting authority or such other persons who have been given investigative authority by the Head of Institution. Failure to cooperate fully shall be grounds for adverse action, including possible termination of employment.

## **14. PF, Insurance, Gratuity and Nomination**

### **14.1. Provident Fund**

#### **14.1.1. Brief introduction to “Employees provident fund & miscellaneous provisions Act 1952.**

EPF is the main scheme under the Employees’ Provident Funds and Miscellaneous Provisions Act, 1952. The scheme is managed under the aegis of Employees' Provident Fund Organization (EPFO). It covers every establishment in which 20 or more persons are employed and certain organizations are covered, subject to certain conditions and exemptions even if they employ less than 20 persons each.

Under EPF scheme, an employee has to pay a certain contribution towards the scheme and an equal contribution is paid by the employer. The employee gets a lump sum amount including self and employer’s contribution with interest on both, on retirement.

Contents of full act are available at following links.

[https://www.epfindia.gov.in/site\\_docs/PDFs/Downloads\\_PDFs/EPFAct1952.pdf](https://www.epfindia.gov.in/site_docs/PDFs/Downloads_PDFs/EPFAct1952.pdf)

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#### **14.1.2. Contribution**

The contribution paid by the employer is 12% of basic wages plus dearness allowance plus retaining allowance. An equal contribution is payable by the employee also. In the case of establishments which employ less than 20 employees or meet certain other conditions, as per the EPFO rules, the contribution rate for both employee and the employer is limited to 10 percent.

#### **14.1.4. Withdrawal of PF**

According to the EPF Act, for claiming final PF settlement, one has to retire from service . The total EPF balance includes the employee’s contribution and that of the employer, along with the accrued interest. There is, however, a window to partially withdraw the amount for those nearing retirement.

### **14.2. Gratuity**

#### **14.2.1. Brief introduction to “The payment of gratuity Act 1972”**

Gratuity Act is applicable to an establishment in which 10 or more persons are employed or were employed on any day of the preceding twelve months. Employees completing uninterrupted service

of 5 years are eligible for Gratuity. As per the Payment of Gratuity Act 1972, interruption in service due to leave, sickness, accident, strike, cessation of work not due to any fault of employees, layoff, strike may be considered as uninterrupted service.

Gratuity may be payable to employees at the time of Retirement / Resignation or termination / VRS (as may be applicable) / Layoff / On death or disablement due to accident or disease.

#### **14.2.2. Eligibility**

Payment of Gratuity Act 1972 shall be applicable for the eligible full time employees of PCCOE, PUNE who meets following conditions.

- Employees who have put in 5 years or more of service shall be only eligible for Gratuity.

**Contents of full act are available at following links.**

<https://clc.gov.in/clc/sites/default/files/PaymentofGratuityAct.pdf>

#### **14.2.3. Calculation of Gratuity**

While calculating the amount of Gratuity, the years of service are rounded off to the nearest integer. It means, if an employee who has completed 8 years & 7 months in a service, the length of service would be considered as Nine years, however if it is 8 years & 5 months, the length of service would be treated as Eight years for gratuity purpose only. In case of death or permanent disablement of an employee his / her nominee or legal heir shall be eligible to receive Gratuity till the deceased age of retirement irrespective of the completed years of service.

Formula for calculating Gratuity amount :-

Gratuity = (Basic salary + DA) \* 15 \* number of years completed / 26. (Note: Basic Salary = Pay + Grade Pay)

#### **14.2.4. Payment of Gratuity**

Eligible employee resigned from the services may apply in writing and the employer shall pay the gratuity amount within 30 days from the date resignation, however, in case of employee retiring on superannuation, he/she shall be paid on the last day of their working, subject to clearance of dues & other formalities as per the policy.

In case of dismissal of an employee due to serious misconduct, the Gratuity amount may be forfeited wholly or partially depending upon the actual loss. Such serious misconduct by the employee may be considered when it is willful or negligent causing loss to the Management, or acts of violence against the Management, or other employees or riotous or disordering behavior in or around place of work.

The Gratuity may be forfeited in case of any act of employee constitutes an offence involving moral turpitude. Theft is an offence involving moral turpitude if the services of an employee had been terminated for committing theft in the course of his/her employment.

### **14.3. Group Life Insurance and Personal Accident**

All the regular full time teaching and non-teaching staff of is covered under this policy. The premium towards these policies shall be borne by the PCCOE - PUNE. The insurance amount shall be paid only in case of death. The deceased nominee/ heir shall be eligible shall be paid the insured amount. The Management review and renew the policy as and when required. The covered staff shall share all the required documents to the Establishment department. The institute shall process the claim on death of the staff and inform the heir accordingly. The institute shall seek the required approvals and maintain proper documentation of the same.

### **14.4. Nomination**

An employee after his/her confirmation in the service shall make a nomination and confirm one or more persons to receive the benefits under Employees Provident Funds or other legitimate dues in the event of his/her death while in service.

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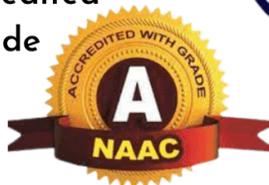
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