

**“Quality Assurance &  
Standard Operating Procedure Manual”**



**AISSMS  
COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE 411001**



**PRINCIPAL**  
ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE-411 001

## PREFACE

The quality policy of the institute states that “We commit ourselves to provide quality education & enhance our students’ quality through continuous improvement in our teaching and learning processes.”

For the pursuit of higher levels of achievement and quality in the institute, for action planning and continuous improvement, Quality Assurance is used as an efficient tool for impartial, expert-based examination, evaluation and self-evaluation of how effectively the institute is working.


Quality is defined as excellence, reliability and consistency, fitness for purpose, conformance to specifications, meeting objectives, meeting stakeholders’ needs and requirements. Quality enhancement is the act of taking planned steps to bring about continuous improvement in the effectiveness and efficiency of the teaching -learning process.

Quality assurance is based on the principle that every aspect of the work of the faculty/department/institute can be improved continuously. The evaluation and self- evaluation (both internal and external) are ongoing processes that serve to improve the quality. Quality assurance is constructive and formative, is evaluative as well as descriptive, and is evidence-based and data-driven, with evidence drawn from a wide range of referenced sources.

Quality assurance is a collaborative exercise, and one of its benefits is a consensus on goals, objectives and intended outcomes, such that there is a common benchmark set of criteria for planning and evaluating the work of the faculty/department/institute. In working towards consensus, staffs are involved in examining best practice in their own and others work. The institute through this Quality Assurance Manual will ensure that the assembly of all planned and systematic actions necessary to provide Standard Operating Procedures to the faculty/department/institute to satisfy the Vision and Mission of the institute as per given quality requirements. The Manual will help the institute evolve towards a culture of quality.

**Dr. D. S. Bormane**  
**Principal**



  
**PRINCIPAL**  
ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE-411 001



# AISSMS

## COLLEGE OF ENGINEERING

ज्ञानम् सकलजनहिताय  
Accredited by NAAC with "A+" Grade



## \* Institute's Vision and Mission \*

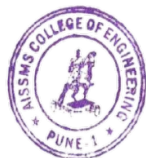
### Vision:


- Service to society through quality education

### Mission:

- Generation of national wealth through education and research
- Imparting quality technical education at the cost affordable to all strata of the society
- Enhancing the quality of life through sustainable development
- Carrying out high quality intellectual work
- Achieving the distinction of highest preferred engineering college in the eyes of the stakeholders

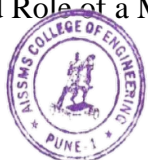
\*\*\*\*\*



  
PRINCIPAL  
ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE-411 001

# INDEX

<b>1. Introduction</b>	<b>1</b>
1.1 About All India Shri Shivaji Memorial Society (AISSMS) .....	1
1.2 About All India Shri Shivaji Memorial Society's College of Engineering .....	5
1.3 The college conducts U.G and P.G Courses. ....	6
1.4 Vision and Mission .....	7
<b>2. Organization and Governance</b>	<b>8</b>
2.1 Organization Structure/Chart .....	11
2.2 The Society office bearers .....	12
2.2.1 Procedure.....	15
2.2.2 Evaluation .....	15
2.3 Roles and Responsibilities .....	16
2.3.1 Academic roles and responsibility .....	16
2.3.2 Administration roles and responsibility.....	16
2.4 Team Building.....	17
2.5 Functions of Committees .....	17
2.6 Department level committees.....	45
<b>3. Academic Factors</b>	<b>48</b>
3.1 Infrastructure .....	48
3.1.1 Academic Infrastructure: Buildings .....	48
3.1.2 Non-Academic Infrastructure: Buildings .....	49
3.1.3 Academic Infrastructure: Equipment .....	50
3.1.4 Procedure for maintaining equipment and furniture.....	51
3.2 <b>Academic Planning</b> .....	<b>52</b>
3.2.1 Academic Development and Monitoring Committee (ADMC).....	53
3.2.2 Role of Institute Academic Co-ordinator (IAC).....	56
3.2.3 Role of Department Academic Co-ordinator (DAC).....	57
3.2.4 Role of a Guardian Faculty Member.....	57
3.2.5 Role of a Subject Teacher .....	58
3.2.6 Objectives and Role of a Mentor Coordinator.....	58



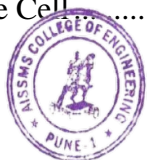
PRINCIPAL  
ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE-411 001


3.2.7	Role of a Mentor Coordinator .....	59
3.2.8	Role of a Laboratory Incharge .....	59
<b>3.3</b>	<b>Process of Effective Circular Implementation .....</b>	<b>61</b>
3.3.1	Preparation of Teaching Plan .....	62
3.3.2	Curriculum Delivery .....	62
3.3.3	Academic Monitoring Process .....	63
3.3.4	Process to identify Slow Learners .....	64
3.3.5	Encouragement to Active Learners .....	65
3.3.6	Feedback Process .....	67
3.3.7	Evaluation Process .....	69
3.3.8	Input for Curriculum Development.....	70
<b>3.4</b>	<b>Service Activities .....</b>	<b>70</b>
3.4.1	Centre for Information, Training and Placement .....	71
3.4.2	Counselling for Higher Education .....	72
3.4.3	Co-curricular and Extra-curricular activities Institute .....	72

#### **4. Students Section**

**73**

4.1	Admissions and Registration .....	73
4.2	Teaching, Learning and Academic Guidance .....	73
4.3	Learning Resources and Learning Environment .....	73
4.4	Counseling services.....	74
4.5	Health, safety & security .....	75
4.6	Personality Development Initiatives.....	75
4.7	Admission Procedure .....	75
4.8	Rules of discipline and Code of Conduct .....	75
4.8.1	General Rules.....	75
4.8.2	Code of Conduct For Student.....	76
4.9	Hostel Discipline Rules.....	77
4.9.1	Rules for General Discipline .....	77
4.9.2	Applicable punishments .....	78
4.10	Discipline Control .....	78
4.11	Student's Council.....	78
4.12	Student Welfare Cell.....	79



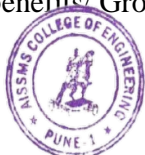
  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

4.12.1 Purpose.....	79
4.12.2 Initiative taken by AISSMS COE.....	79
4.12.3 Procedure:.....	80
4.13 Administrative support .....	80
4.13.1 Purpose .....	80
4.14 Schemes of financial support.....	81
4.15 Grievance Redressal.....	82
4.15.1 Grievances committees .....	82
4.15.2 Features .....	82
4.15.3 Procedure.....	82
4.16 Central Library Facility.....	83

**5. Service Rules**

**88**

5.1 RECORDS OF SERVICE.....	88
5.2 SERVICE CONDITIONS FOR THE STAFF .....	89
5.3 TERMINATION OF SERVICE .....	91
5.4 CODE OF CONDUCT FOR STAFF .....	91
5.5 Faculty Rights and Obligations.....	92
5.5.1 Code of Professional Ethics.....	93
5.5.2 Duties .....	96
5.6 Recruitment.....	97
5.6.1 Recruitment Procedures .....	97
5.7 Performance Based Appraisal System(PBAS) .....	101
5.7.1 Procedure.....	101
5.8 APPEALS AND REVIEW .....	102
5.9 Training, Research promotion, Opportunities for qualification improvement.....	102
5.9.1 Procedure.....	103
5.9.2 Financial Support for attending seminars, STTPs, Workshops and Conference....	103
5.9.3 Approval Criteria.....	103
5.9.4 Application Procedure .....	104
5.9.5 Submission of Report .....	104
5.10 Gratuity/retirement benefits/ Group Insurance .....	104



**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

5.10.1 Procedure .....	104
5.11 Leave Rules.....	105
5.11.1 Procedure .....	105
5.11.2 Casual Leave.....	105
5.11.3 Common terms and condition for sanctioning Casual Leave to Teaching and Non-Teaching employees .....	106
5.11.4 Compensatory Off.....	106
5.11.5 Earned Leave.....	107
5.11.6 Common terms and condition for sanctioning Earned Leave to Teaching and Non-Teaching employees .....	107
5.11.7 Leave Without Pay .....	108
5.11.8 Maternity Leave.....	108
5.11.9 Study Leave .....	109
5.11.10 Vacation (Only for Teaching Employees) .....	110
5.11.11 Other general instructions about sanctioning of leave .....	110
5.12 Pay and allowances.....	112
5.12.1 Objectives of a salary policy.....	112
5.13 Providing infrastructure for day to day working .....	112
5.13.1 Definitions .....	112
5.13.2 Responsibilities.....	112
5.13.3 Property and Equipment Procedures.....	113

## **6. Roles and Responsibilities of Employees**

**115**

6.1 Roles and Responsibilities of various sections in Administration Offices .....	115
6.1.1 Establishment Section.....	115
6.1.2 Accounts Section .....	116
6.1.3 Purchase & Stores Section.....	116
6.1.4 Student Section .....	117
6.1.5 Examination Section.....	118
6.1.6 Scholarship Section.....	119
6.1.7 Inward Outward Section .....	119
6.2 Roles and Responsibilities of staff in Administration Office .....	119
6.2.1 Principal.....	119
6.2.2 Registrar/Office Superintendent (Head of all non-teaching Staff) .....	121



**PRINCIPAL**  
ALL INDIA SHRI SHRI MEMORIAL SOCIETY'S  
COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE-411 001

6.2.3	Senior Clerk.....	122
6.2.4	Accountant.....	123
6.2.5	Junior Clerk and Equivalent Cadres .....	124
6.2.6	Inward-Outward Clerk.....	124
6.2.7	Librarian .....	125
6.2.8	Physical Director .....	126
6.2.9	Controller of Examination .....	126
6.3	Roles and Responsibilities of Staff in Department .....	127
6.3.1	Head of Department.....	127
6.3.2	Guardian Faculty Member (Class Teacher).....	128
6.3.3	Teacher .....	130
6.3.4	Laboratory In-charge .....	133
6.3.5	Project Coordinator.....	134
6.3.6	Seminar Coordinator.....	135
6.3.7	Students Association In charge.....	135
6.3.8	Departmental Library In charge.....	135
6.3.9	Wall Magazine In-charge .....	136
6.3.10	Industrial Visits In-charge .....	136
6.3.11	University Practical /Oral Exam In-charge.....	136
6.3.12	Laboratory Assistant .....	137
6.3.13	Laboratory Attendant / Peon.....	138
6.4	Role and Responsibilities of Workshop Staff .....	139
6.4.1	Workshop Superintendent .....	139
6.4.2	Foreman .....	139


**7. Research and Development (R&D) 141**

7.1	Functions.....	142
7.2	Objectives for promotion of Research in Institute .....	142

**8. Training and Placement 144**

8.1	Role and responsibility.....	144
8.2	Infrastructure availability.....	144
8.3	Policy .....	145



  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001



8.4 Instructions to be followed by Students ..... 146

8.5 Placement Procedure ..... 146


**9. Industry Institute Interaction 148**

9.1 Objectives of Industry Institute Interaction Committee ..... 148

9.2 General Guidelines to the Department ..... 148

**10. ENTREPRENEURSHIP AND SKILL DEVELOPMENT 150**



  
**PRINCIPAL**  
ALL INDIA SHRI SHRI MEMORIAL SOCIETY'S  
COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE-411 001

## Chapter 5 Service Rules

### 5.1 RECORDS OF SERVICE

1. A service book for keeping the record of service of staff shall be maintained by Establishment Department in respect of each regular employee of the College.
2. All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the Principal.
3. The Principal shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

The college maintains the following records in accordance with the policy of University, AICTE and Maharashtra civil services rules.


- **Personal file:**

The personal file of every employee is maintained for filing the documents relating to his Service in the Institute.

The personal file contains the following documents.

1. Application for job along with all attested copies of essential academic qualification for the post being held & 04 passport size photos, Adhaar Card Pan Card, Pass Book documents etc.
2. Previous experience certificate, copy of appointment, relieving order, clearance/no dues certificate, Medical fitness certificate. In case of teaching previous approval of University, if any, and experience certificate etc.
3. Appointment order & joining report, Deed of contract, if any (as per statute no.415-A University)
4. Caste Certificate, Cast Validity Certificate, Non Creamy Layer in case selected against reserved post & appropriate certificate for physically handicapped if applicable.
5. Copies of orders issued for additional responsibilities.
6. Form of Personal details as required for Mandatory disclosure, AICTE.
7. Application made for attending seminars, conferences, workshop, S.T.T.P.,
8. and similar value added programs duly endorsed by the Principal and accordingly copies of certificates.
9. Promotions/ Reversion orders, Awards/Rewards etc.
10. Copies of Memo, warning, notice issued time to time, record of discipline action taken, if any.
11. University approval

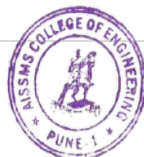



  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

12. Record/certificate of additional duties such as University exam & accordingly attendance certificate etc.
13. Record of sponsorship for higher studies.
  - **Service book:-** As per Maharashtra Civil Services rules and statute no.418 of University.
  - **Leave Records:-** Leave record annual as well as permanent for the tenure of service as per M.C.S.R. and Savitribai Phule Pune University status.
  - **Salary slips:-** Year wise.
  - **Record of gratuity:-** Staff gratuity scheme through LIC Gratuity Scheme.
  - **Record of P.F.:-** Government Employees Provident Fund Scheme applied to all teaching and non-teaching staff as per EPF Act.

## 5.2 SERVICE CONDITIONS FOR THE STAFF:

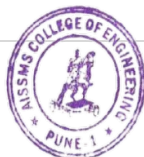
1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority and AISSMS, Society.
2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/ Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Society Management and Principal.
4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
5. Any staff member, on appointment, except on contract, shall be on probation for a period of two years.
6. All the teaching staff shall be paid AICTE scale of pay and other allowances as per Society norms. In addition, contribution shall be made by the management towards the employee's provident fund,




  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

at a rate fixed by the Government of Maharashtra, on the salary. Gratuity as per the Government of Maharashtra rules will be given to all teaching and nonteaching staff who have completed 5 years of continuous service in the institution. This will be paid to the staff only at the time of retirement / resignation. However, in case of death, minimum five years of continuous service is not required, as per the Government norms.

7. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.
8. Staff should be available in the college premises during the entire period of office hours, on all working days.
9. If a staff member is on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.
10. No member of the staff shall apply, during the period of his / her service in this institution, for any kind of appointment outside or send an application for study, training or course etc. except with the prior permission of the management and such application should be routed through the Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college or the service of staff is required by the college during the said period.
11. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of breach of rules /misconduct as per the statute of University/MCSR and Society rules.
12. In a case wherein a member of the teaching or non-teaching staff commits any breach of service rules/misconduct in discharge of his / her duties, the Secretary has got discretion to award punishment such as warning, censure, withholding of increment with or without conducting an enquiry, if the misconduct is of serious nature then an enquiry by a committee constituted by the Secretary as per the rules and regulations set by society from time to time.
13. For the development and progress of the college/department, all members of the staff should work as at emend they should also maintain a cordial relationship with other departments.
14. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
15. Staff members should get prior permission from Management / Principal/ Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.



  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVALJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

16. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 10 days from the date of withdrawal of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted against his salary.
17. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
18. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.


### 5.3 TERMINATION OF SERVICE

1. A member of the staff shall have his / her service terminated by giving one-month notice or one-month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months' notice or three months' basic salary must be given.
2. The Secretary shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
  - (a) Serious misconduct and willful negligence of duty;
  - (b) Gross insubordination;
  - (c) Physical or mental unfitness; and
  - (d) Participation in any criminal offence involving moral turpitude. In such termination cases, the above rule (point no 1) will not be applicable and the staff member will not be eligible for any terminal benefit.
3. In case of break of higher education sponsorship bond he has to pay the amount of Rs 3 Lakhs and reimbursement of study leave / fees at the rate of 12 percent interest per annum for the remaining period of bond.

### 5.4 CODE OF CONDUCT FOR STAFF

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
4. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.



  
**PRINCIPAL**  
 ALL INDIA SHRI SHRI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

5. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
6. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
7. **Obligation to maintain secrecy:** Every employee shall maintain the strictest secrecy regarding the Colleges affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the Colleges staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
8. An employee of the College shall not, without the prior permission of the Secretary, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
9. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Secretary.

## 5.5 Faculty Rights and Obligations

### 1. Expression

Employees have the right to express themselves within their work areas as long as the Expression does not disrupt the vision, mission and objectives of the Institute.

### 2. Professional development

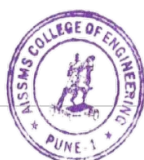
Employees have the right to seek training and additional work-related skills. The college will pursue training and staff development strategies within its resources.


### 3. Problem Resolution

Employees have access to problem resolution in procedures. Procedures for such disputes are contained in various appropriate policy documents available.

### 4. Safety

Employees have the right to a safe and healthy workplace and to be informed of any hazardous working conditions.



  
**PRINCIPAL**  
 ALL INDIA SHRI SHRI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

**5. Civility**

Employees have the right to be treated with civility by all authorities, colleagues and subordinates. The College will pursue available strategies within its resources for reducing tensions that may cause incivility.

**6. Freedom from violence**

Employees have the right to be protected from violent behavior. Violent behavior toward faculty, staff, students, or visitors to the College is neither condoned nor acceptable. Such behavior may provide immediate grounds for dismissal for cause and legal action.

**7. Freedom from sexual harassment**

The employee has the right to work without sexual harassment. The College has a responsibility to educate its staff about the procedures used to protect accused and accuser.

**8. Freedom from discrimination**

The employee has the right to be treated without bias. The College has the responsibility to treat with equal concern and fairness all persons without regard to their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by central, state or local laws.

**5.5.1 Code of Professional Ethics****TEACHERS AND THEIR RESPONSIBILITIES**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

- **Teachers should**

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and



profession through them.

6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community service.

- **TEACHERS AND THE STUDENTS**

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals and imbibe ethics, human values and sense of social responsibilities among students.
10. Refrain from inciting students against other student, colleagues or administration.

- **TEACHERS AND COLLEGE**

1. Teachers should treat other members of the profession in the same manner as they themselves wish to be treated.
2. Teachers should speak respectfully of other teachers and render assistance for professional





betterment.

3. Teacher should refrain from lodging unsubstantiated allegations against colleagues to higher authorities and
4. Teacher should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

- **TEACHERS AND NON-TEACHING STAFF**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

- **TEACHERS AND GUARDIANS**

Teacher should try to see through teacher's bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

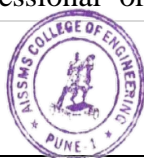
- **TEACHERS AND SOCIETY**

1. Teacher should recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Teacher should work to improve education in the community and strengthen the community's moral and intellectual life.
3. Teacher should be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Teacher should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Teacher should refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

- **TEACHERS AND AUTHORITIES**

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating their steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental of the



professional interest.


2. Refrain from undertaking and other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Should adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.

### 5.5.2 Duties

Each faculty member's duties are determined annually by the principal, Head of the department in consultation with the faculty member.

1. Faculty members are expected to conduct classes in appropriate manner as required by the course assigned.
2. They should inform students of course objectives, requirements, and schedules and deal with student papers and examinations in a timely manner.
3. Faculty members are expected to hold office hours for consultation on course work and advising students.
4. A faculty member who need to be absent from a class due to illness or other due cause should try to make arrangements for alternative instruction or inform the head of the department to arrange for timely notification of students.
5. Faculty members are expected to take up other responsibilities as required.
6. Faculty members are expected to participate in the decision-making, curriculum development, and assessment processes of the department and the college.
7. Although faculty members have a primary responsibility to their own department, they are also members of a larger collegian community and should make every effort to work cooperatively with members of other departments and with the administrators of the college respecting appropriate deadlines established by various committee in-charges.



  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

In order to assist faculty members in the performance of their duties, the college provides the facilities and services listed below.

1. Office space, Teaching aids (OHP, LCD etc)
2. Computer services
3. Identification cards
4. Official stationery
5. Postage for official correspondence
6. Library- BCL, ARAI, JAYKAR
7. Timing flexibility for PG & research work.

## 5.6 Recruitment

### 5.6.1 Recruitment procedures

- **Recruitment through committee constituted by university selection committee, Activities for recruitment through committee constituted by university selection committee**
  1. Collecting Teaching staff requirement from Heads of the Departments.
  2. Validation of staff requirement submitted by Head of the department.
  3. Seeking management's approval for appointment of staff as per the requirements and norms.
  4. Preparation of roster for recruitment for the approval of University.
  5. Securing approval from university for advertising posts.
  6. Govt. of Maharashtra approval.
  7. Putting advertisement in state and national level leading newspapers and Institutes Web site.
  8. Demanding selection committee from University.
  9. Fixing dates of interview and venue for interviews.
  10. Registrar/ Office Superintendent shall form a committee, in consultation with the principal for smooth conduct of interviews. (Members one lecturer from each department, two clerks, one attendant.)
  11. The Registrar/ Office Superintendent shall contact University and other offices which provide the list of candidates who have enrolled with them for employment.
  12. Entering received applications from candidates in Inward Register till the last day for receiving applications.
  13. Department wise segregation of applications and handing over to respective departments for eligibility check.
  14. Departments shall arrange for data entry of applications received from eligible candidates.
  15. Departments shall forward the soft copy of entered data to Registrar/ Office Superintendent



16. The Registrar/ Office Superintendent shall append the lists using the list of reserved category candidates received from University and other competent agencies.
17. The Registrar/ Office Superintendent shall arrange for dispatch of call letters for Interviews minimum fifteen days prior to the date of interview.
18. A Demo lecture may be arranged if deemed fit.
19. The Registrar/ Office Superintendent shall brief the society, through a letter about the proposed interview schedule and invite the management member to accompany the selection committee.
20. The Registrar/ Office Superintendent shall generate documents required for Interviews, (Requisite number of copies for the use of interview committee members, attendance sheets for candidates appearing for interview.
21. The interview committee shall make all arrangements for conducting interviews. (Arrangement of furniture in the chosen halls for conducting inter- views, seating arrangement for candidates, providing documents to inter- view committee members, verification of original documents of candidates appearing for interview, maintaining attendance records of candidates, arrangement for transport and arrangements to see off the external members of interview committee, preparation of selection reports duly signed by all the members of selection committee.)
22. The Registrar/ Office Superintendent shall prepare appointment orders based on selection committee's recommendations and as per the directives of Principal.
23. The candidates selected for appointment shall be informed telephonic and through Email, to contact the Principal to confirm their joining the institute and to know about terms of appointment.
24. The appointment orders shall be delivered to the persons who agree with the terms of their appointment orders.
25. The Registrar/ Office Superintendent shall forward an extract of appointment orders, issued to selected candidates, to the concerned Heads of the Departments. (Format: Information of appointments.)
26. Candidates shall forward their Joining reports through the respective Heads of the departments to the Principal.
27. The Registrar/ Office Superintendent shall instruct the accounts section to include the incumbents name in salary documents.
28. The Registrar/ Office Superintendent shall arrange to provide Identity Card to the incumbent.
29. The Registrar/ Office Superintendent shall forward requisite documents for securing final approval to the appointments made.
30. The documents received from university about the approval, conditional approval or disapproval shall be filed for further records.



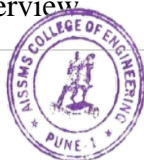
31. A copy of this communication from the university shall be given to concerned employees under their acknowledgment.


- **Recruitment through a committee constituted by Management**

1. If the procedure of recruitment through University selection committee is likely to cause delays in appointment of teaching faculty, or
2. To fill up the vacancies created on account of resignations tendered by existing staff, termination, or death of staff.

- **Activities for recruitment through committee constituted by Management**

1. Collecting Teaching staff requirement from Heads of the Departments.
2. Validation of staff requirement submitted by Heads of the Departments.
3. Seeking management's approval for necessary staff.
4. Putting advertisement on Institutes Web site.
5. Fixing dates of interview in consultation with the Hon. Secretary.
6. Informing chairman and other members of staff selection committee of the society about the interview.
7. Registrar/ Office Superintendent shall form a committee, in consultation with the Principal for smooth conduct of interviews. (Members one lecturer from each department, two clerks, one attendant.)
8. Entering received applications from candidates in inward Register till the last day for receiving applications.
9. Department wise segregation of applications and handing over to respective departments for eligibility check.
10. Departments shall arrange for data entry of applications received from eligible candidates.
11. Departments shall forward the soft copy of entered data to Registrar/ Office Superintendent.
12. The Registrar/ Office Superintendent shall append the lists using the resume of candidates who have approached earlier seeking appointment.
13. The Registrar/ Office Superintendent shall arrange for dispatch of call letters for Interviews, minimum fifteen days prior to the date of interview.
14. A Demo. Lecture may be arranged, if deemed fit.
15. The Registrar/ Office Superintendent shall generate documents required for Interviews, (Requisite number of copies for the use of interview committee members, attendance sheets for candidates appearing for interview)



  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001


16. The interview committee shall make all arrangements for conducting interviews. (Arrangement of furniture in the chosen halls for conducting interviews, seating arrangement for candidates, providing documents to interview committee members, verification of original documents of candidates appearing for interview, maintaining attendance records of candidates, arrangement for transport and arrangements to see off the external members of interview committee, preparation of selection reports duly signed by all the members of selection committee.)
17. The Registrar/ Office Superintendent shall prepare appointment orders based on selection committee's recommendations and as per the directives of Principal.
18. The candidates selected for appointment shall be informed telephonic and through Email, to contact the Principal to confirm their joining the institute and to know about terms of appointment.
19. The appointment orders shall be delivered to the persons who agree with the terms of their appointment orders.
20. The Registrar/ Office Superintendent shall forward an extract of appointment orders, issued to selected candidates, to the concerned Heads of the Departments. (format New appointments)
21. Candidates shall forward their Joining reports through the respective Heads of the departments to the Registrar/ Office Superintendent.
22. The Registrar/ Office Superintendent shall instruct the accounts section to include the incumbents name in salary documents.
23. The Registrar/ Office Superintendent shall arrange to provide Identity card to the incumbent. The Registrar/ Office Superintendent shall forward requisite documents for securing final approval to the appointments made.

In case, where an exceptionally good candidate approaches seeking appointment, or if a vacancy needs be urgently filled, to avoid academic loses, the Principal and the concerned Head of the Department may conduct interviews with permission of the Hon. Secretary. The Principal shall forward the proposal for appointment to the management, along with selection report and with justification for such appointment.

- **Procedure for dealing with vacancies which persist even after completing the recruitment procedure**

1. With reference to the information, received about new appointments, the Heads of the Departments shall inform to the principal about non reporting of candidates on expected date of joining, agreed by the candidate who have been offered appointment.
2. The Principal, after consultation with management shall arrange for substitute appointments, preferably through the waiting list, if available.



  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

## 5.7 Performance Based Appraisal System (PBAS)

The goals of performance appraisal are:

1. To sensitize them with what they are and what further expectation the students have from them.
2. To improve the academic standards in the classroom to shape the student's capabilities completely on correct lines.
3. To weed out some bad practices.
4. To inculcate a spirit of responsibility, and commitment to the teaching profession among the teachers.
5. To provide an opportunity to teachers to know their strengths, weaknesses and to appraise themselves on their own.
6. To get the feedback of the students on the subjects taught by them.
7. To have appraisal of his/her HOD/Principal about his/her performance
8. To appreciate and encourage teachers for their good work.

### 5.7.1 Procedure

Scientifically designed faculty evaluation scheme is implemented at AISSMS COE, the appraisal system constitutes the following:

- **Self-appraisal**

The faculty concerned will assess himself/herself on all the points mentioned as per PBAS form. The points in the PBAS form deals with the teaching learning process, quality of tests and assignments, student feedback, results of previous three year, participation in professional body activities, staff and student development programs, academic achievements during that year, presentation and publication of papers in the national and international journals, participation of organization in co/extra-curricular activities, help extended to college administration, recognition, rewards received, research and consultation activity, interpersonal skills, mentor activity, loyalty and respect to the college etc.

- **Student's feedback**

The students are asked to give their honest and objective assessment of the teachers on certain factors. This helps teacher to understand student's perception on him /her and in what areas he/she made a mark and in what factors he/she is yet to improve and what are the expectations of the students. Student's feedback deals with coverage of syllabus, subject depth and presentation, effective use of black board, OHP, LCD, models, maps, charts etc. and discipline in the class, punctuality, enthusiasm in





teaching, eye contact, voice modulation, mannerisms, audibility, interaction ability, quality of internal tests, impartiality in awarding marks, discussion on previous question papers etc. The teacher is rated on these factors numerical number like 5,4, 3,2,1. This process is implemented with proper care.

- **Examination Results**

The examination results of the paper taught by the teacher will also help the authorities and students to have an insight and estimate of the teacher. The data of these four systems is analyzed and the feedback is communicated to the faculty. He/she should be extended all possible help to make improvement in their weak areas by providing expert guidance by senior teachers for technical skills and organize courses on communication skills for better presentation so that in a given time, he/she definitely shapes himself /herself as a good teacher to enthuse and inspire the students.

- **HOD/Principal appraisal**

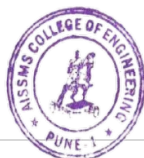
The PBAS form is verified by HOD and Principal on certain agreed factors. The people who administer and evaluate the process are supposed to be neutral and confidentiality is maintained in the process. The Head of the Institution shall write confidential report for all staff and submit to the Secretary for approval. The teaching staff is awarded as best teacher whose score is maximum in performance based appraisal.


## 5.8 APPEALS AND REVIEW

The staff members of the College are welcome to submit their appeals or grievances if any to the Principal / Secretary for review and redress.

## 5.9 Training, Research promotion, Opportunities for qualification improvement

At AISSMS COE, the teachers are encouraged to upgrade themselves continuously by undergoing various training programs in keeping with the prevalent trends. The quality of education depends largely on the qualifications and competencies of the faculty. In view of the teacher's vital role in influencing education outcomes, teacher must upgrade their qualifications continuously. At AISSMS COE faculty development has always been considered as a priority concern. The teachers invest in creating a pool of experts in our academic institutions. This critical mass will then be capable to train and equip students for significant and promising careers in the global market.



  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001



### 5.9.1 Procedure

In the first instance, recommendation for any training, higher studies, course must be given by the HOD of the applicant. Recommendation will be based on the following criteria:

1. The contents of the particular course/ training, and how they relate to the applicant's responsibility in the college.
2. The applicant will actively participate by completing the training/course within stipulated time.
3. The applicant does not adversely jeopardize college stipulation.
4. The applicant satisfies the University and AICTE norms.
5. It enhances the competence and academic growth of the employee.

### 5.9.2 Financial Support for attending Seminars, STTP's, Workshops and Conferences

AISSMS COE actively promotes and financially supports the professional development of its faculty members. Recognizing the need for faculty to keep up-to-date with current trends in their academic and professional areas of study and for the purpose of continuing personal development this policy supports applications to attend relevant conferences and seminars.

This policy applies to all AISSMS COE faculty members to provide equal opportunities for professional and personal growth.

### 5.9.3 Approval Criteria

In the first instance, approval for attendance at any conference/ seminar/workshop must be given by the HOD of the applicant. Approval will be based on the following criteria:

1. The contents of the particular conference/symposiums/ seminar/workshop/STTP, enhance faculty knowledge and how they relate to the applicant's responsibility in the college.
2. They are relevant to and in line with the mission and objective of the college & department.
3. Meet quality research measures (originality, consistency, referencing, and methodology in research work presented).
4. The application has been supported by the applicant's HOD.
5. The applicant must demonstrate that the paper will be published in the conference proceedings or in a journal after the conference and clearly target the journal beforehand.
6. Presentation of research paper in State/ National/ International conferences, symposiums organized by IITs/NITs/RECs/Govt. Engineering Colleges.
7. Participation in seminar/workshop/STTP organized by IITs/NITs/RECs/Govt. Engineering Colleges.
8. The applicant does not adversely put at risk college reputation.



9. The principal reserves the right of Approval depending upon the requirement of service of the employees in the institution.

#### 5.9.4 Application Procedure

1. Individuals are responsible for obtaining information about any event that they wish to attend, including obtaining any necessary registration forms
2. To obtain approval for participation and to obtain the financial assistance required, the applicants should discuss the content of the conference with their HOD and seek their permission.
3. Applicants must forward the letter for attending the Seminars, STTP's, Work- shops and Conferences to the Principal through the HOD for approval with his/her recommendations.
4. Applicants must complete any external registration forms and attach these securely to the letter.
5. The Principal office will submit the completed course Approval Form to the Society office and for further administrative actions.
6. It is the responsibility of the applicants to ensure that their application forms are submitted in time to enable registration with the organization hosting the relevant conference.
7. If the account Department is given insufficient notification to enable invoices or cheques to be processed (i.e. less than 15 working days prior to the course/ conference registration closing date), applicants will be responsible for paying any registration fee and subsequently for claiming reimbursement.
8. Applicants will be liable to pay any penalties or costs incurred due to late registration of their application.

#### 5.9.5 Submission of report

On returning from the conference, workshop or seminar, it is the responsibility of the applicant to ensure that information and learning are shared with concerned colleagues. This may be done by way of a summary of the outcomes, either in a written report or preferably as a presentation. All the material received during the course of conference, work shop or seminar should be submitted to department library.


#### 5.10 Gratuity/retirement benefits/ Group Insurance

AISSMS COE is committed to providing an efficient, effective and secure benefits service that meets the need of its entire employee.

##### 5.10.1 Procedure

AISSMS COE fulfills this expectation through payment of Employees Provident Fund, Group Insurance and Gratuity.



  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

## 5.11 Leave Rules

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extraordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Savitribai Phule Pune University as mention in statute No.424 for teaching staff and for Non-teaching staff as per Maharashtra Civil Services Rules.


### 5.11.1 Procedure

1. Applicants must fill the AISSMS COE Leave Application Form and get it recommended by their HOD.
2. Leave forms are reviewed and evaluated by the HOD. If approved, the HOD office will submit the recommended leave Form to the Principal for final authorization and further administrative actions.
3. Leave application should be submitted well before proceeding on leave except under emergency reasons.
4. Only three late entries are allowed per month and third such entry will be considered as a half leave for a day. Late mark is allowed between 8.00am to 8.10am and entry after that will be treated as half C.L. If there are four late marks, one C.L. will be considered. Up to six late mark one and half C.L., up to eight two C.L. and so on.

### 5.11.2 Causal Leave

- Teaching Employee in vacation Dept.
  1. Maximum 12 days' Casual leave will be admissible during one academic year.
  2. Proportionate casual leave will be admissible if period of service is less than one academic year.
  3. Causal Leave account shall be closed at the end of each academic year Balance leave if any, at the end shall not be allowed in next academic year and shall stand lapsed.
- Non -Teaching Employees
  1. Maximum 8 days' casual leave will be admissible during one calendar year.
  2. Proportionate casual leave will be admissible if period of service is less than one calendar year.
  3. Casual leave account shall be closed at the end of each calendar year. Balance leave if any, shall not be allowed to carry forward in next calendar year and shall stand lapsed.



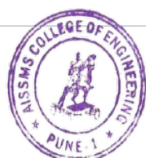
  
**PRINCIPAL**  
 ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF ENGINEERING  
 KENNEDY ROAD, PUNE-411 001

### 5.11.3 Common terms and condition for sanctioning Casual Leave to Teaching and Non-Teaching employees

1. Casual leave shall not be admissible during first 3 months of service.
2. Casual Leave must be availed with prior sanction. If prior sanction is not possible due to some unavoidable reasons, intimation of the leave on same day shall be given to the respective authority.
3. Casual Leave can be sanctioned for Maximum period of three days at a time.
4. Any holiday or Sunday can be prefixed to the casual leave.
5. Casual Leave cannot be taken in conjunction with any other kind of leave, except Compensatory off in a special case.
6. Any Sunday or holiday during the casual leave period shall be counted as casual leave
7. When casual leave is taken with prefixing/suffixing holidays, the total period of absence from duty shall not exceed 5 days.
8. Application for casual leave must be submitted in the prescribed form.
9. Half day casual leave can be sanctioned either for 1st half of the day or second half of the day.
10. Casual leave can be refused if tendency to enjoy casual leave without proper reason is noticed.
11. Casual leave record register for each employee is to be maintained by the administration section of the institute.
12. Casual leave record of the employee is to be preserved for 1 calendar year.

### 5.11.4 Compensatory Off

1. Compensatory off would be admissible only when Head of Department/Institute has asked the concerned employee in writing to attend the official work on Sunday/Holidays.
2. Compensatory off shall not be admissible to the employees who work on holidays/Sundays to clear pending work.
3. Compensatory off shall not be admissible to the employees who work on holidays/Sundays for examinations or other work for which they are compensated by the concerned authorities.
4. Number of Compensatory off should be equal to the number of Sundays/Public Holidays on which employee has been called upon to work and actually so worked.
5. Compensatory off must be availed with prior sanction from the respective leave sanctioning authority.
6. Application for Compensatory off/leave must be submitted in the prescribed form.
7. Compensatory off shall be availed in the same academic year.
8. Balance Compensatory off at the end of academic year shall not be carried forward in the next year and shall stand lapsed.
9. Compensatory off can be availed in conjunction with Sundays/. Public Holidays and casual leave



by prefixing and/or suffixing them as special case.

10. Compensatory off can be sanctioned in conjunction with Earned Leave, half pay leave, commuted leave or leave without pay.
11. Record of such Compensatory off shall be maintained by the administration Office.
12. Record of Compensatory off enjoyed by the employees during the calendar year, shall be preserved by the concerned clerk.

#### **5.11.5 Earned Leave**

- **Teaching/Vacation Employees**

1. Earned leave is not admissible, if employee avails full vacation.
2. Proportional Earned leave admissible for the period of work actually performed during vacation, on the basis of certificate issued by the Head of Institute
3. Earned leave cannot be availed in continuation with vacation or vacation cannot be taken in continuation of earned leave.
4. Maximum limit of accumulation of earned leave for vacation employees shall be 80

- **Non-Teaching/Non vacation Employees**

1. Each employee is entitled to 30 days earned leave during the calendar year.
2. Proportional Earned leave for broken period of the year at 1 day for 12 days of the work/completed service will be credited to the leave account.

#### **5.11.6 Common terms and conditions for sanctioning Earned leave to Teaching and Non-Teaching Employees**

1. Earned leave earned over and above the maximum limit of accumulation shall stand lapsed automatically.
2. Earned leave shall not be sanctioned during the first year of service. However, leave earned during first year shall be credited to the leave account of the employee in the next year.
3. Earned leave can be sanctioned for minimum period of three days.
4. Maximum limit of 4 days Earned leave can be sanctioned at a time.
5. Earned leave can be availed maximum three times in one year.
6. Earned leave shall always be sanctioned in full days, and cannot be sanctioned in fraction of day.
7. Application for Earned leave shall be submitted to the respective leave sanctioning authority at least one week in advance.
8. Request for grant of Earned leave for medical grounds can be considered and such leave can be sanctioned to the employee, provided that request is supported by Medical Certificate from



registered Medical Practitioner.

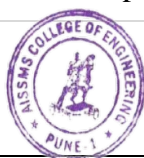
9. Earned leave can be sanctioned in combination with Commuted leave or Half Pay Leave.

#### **5.11.7 Leave without Pay**

1. Leave without pay is not regular kind of leave.
2. Leave without pay can be sanctioned if no leave is at the credit of the employee or when he applies for Leave without Pay
3. Period of absence from duty can be regularized by sanctioning leave without pay for that period.
4. Period of Leave without pay whether on medical ground or not, will extend the period of probation tenure and will affect gratuity.
5. No Pay and allowances shall be admissible to the employee for the period of leave without pay.
6. Leave without Pay for half day or fraction of day shall not be admissible. If any employee requests for sanction Half Day leave without Pay, same would be rejected and it shall be treated as leave without pay for entire one day.
7. If leave without pay is granted on medical ground, supported by medical certificate from registered Medical Practitioner, then it will not effect on the date of increment of the employee.
8. Leave without pay can be availed in combination with Earned/Commuted/Half Pay Leave.
9. Leave without pay will not be admissible in combination with casual leave. If such occasion arises, then entire period of leave (Casual leave plus Leave without pay) shall be treated as leave without pay.
10. Date of increment shall be advanced by the period of leave without pay, if it is not sanctioned on medical grounds.
11. In case of employee who completes tenure before the normal date of increment (i.e. on 1st July) and enjoy leave without pay after completion of tenure but before the date of due increment (normally 1st July or otherwise), then his date of immediate increment shall be advanced by the period of equal to the leave without pay enjoyed by him.
12. Effect of advancement of increment date due to leave without pay shall remain for that particular year only. Next date of increment shall be on first July, as per normal rule provided employee does not avail any leave without pay during further period.
13. When leave without pay is taken with prefixing/suffixing holiday or Sunday, the total period of absence is treated as leave without pay.

#### **5.11.8 Maternity Leave**

1. Maternity leave of 180 days shall be sanctioned to female employee having not more than two living children (Limit of maternity leave has been enhanced w.e.f. 01-09-2010 onwards.)
2. Female employee who has put in two years & more continuous service, leave salary shall be paid

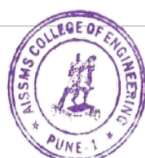


equal to the pay drawn immediately before proceeding on leave.

3. Female employee who has put in continuous service for a period more than one year but less than two years, leave salary shall be paid equal to half the amount of pay drawn immediately before proceeding on leave. No commutation of this leave shall be admissible.
4. In case of female employee who has not put in continuous service for a period of one year, leave without pay on medical ground as maternity leave shall be sanctioned. Question of payment of salary & allowance for such leave period will not arise.
5. Maternity leave sanctioned as leave without pay shall be treated as leave without pay on medical grounds.
6. Maximum 60 days leave with due & admissible without producing medical certificate can be sanctioned in continuation with maternity leave.
7. Maternity leave application must be supported by medical certificate from registered medical practitioner indicating the probable date of confinement. Certificate indicating date of delivery should also be submitted in due course of time.
8. Benefit of maternity leave shall be restricted up to 2 children only.
9. Period of service on consolidated salary if any, & regular pay scale shall be counted as continuous service for counting continuous length of service for the purpose of maternity leave.

#### **5.11.9 Study Leave**

1. Study leave can be granted to the employee who has been continuing in the service until further orders.
2. Employee has to make request in writing form grant of study leave to the Secretary through the Head of the Institute where employee is working.
3. Application for study leave shall be preferred at least 1 month before proposed date of its commencement.
4. Employee proceeding on study leave for more than 3 months has to furnish bond (in the format prescribed under circular number) on stamp paper of rupees 100/- dully filled in all respect along with signatures of two sureties of at least equal level before proceeding on study leave.
5. Employee on study leaves for less than 3 months if wants to extend leave beyond 3 months, he will have to submit such bond. Extension of study leave shall not be granted to him unless Bond duly completed in all respect is submitted.
6. Employee shall have to serve AISSMS COE at least for five years after return from study leave, as per condition in the Bond.
7. If employee fails to rejoin the duty after expiry of Study leave or could not complete successfully the course, then amount spent by the society for the substitute arrangement made in





his place during period of his leave and other expenses incurred by the Society as decided by the Society along with interest thereon, as per prevailing bank rates, shall be recovered from him or from the sureties as the case may be.

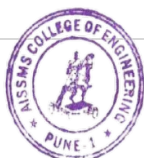
8. The Bond submitted by the employee in original shall be preserved in the safe custody of the respective Principal till Employee completes the Bond as per agreement on his return to the duty.

#### **5.11.10 Vacation (Only for Teaching Employee)**

1. Vacation shall normally be admissible to the regularly appointed Teaching employees as per rules and regulations of the University/State Government.
2. Teachers who have not completed one-year service shall not be eligible for vacation.
3. Vacation shall not be admissible to part-time / visiting faculty members.
4. Library staff is not entitled for vacation.
5. Leave of any kind (C.L, E.L, or L.W.P.) except on medical grounds shall not be sanctioned in combination with the vacation; either prefix or suffix.
6. If employee on leave resumes duty a week before vacation or proceeds on leave immediately after expiry of vacation, (just to avail benefit of vacation) he will not be eligible for pay of the vacation period.
7. Teachers enjoying vacation shall have to remain present on duty on last working day before vacation and first working day after vacation.
8. If a teacher resigns, he will have to give a notice period of three months or basic salary for three months (permanent teacher) and one months' notice or one-month basic salary (ad-hoc) teacher, in lieu of the notice period.
9. Staff should submit his vacation slot, leave address, duty adjustment and contact number before proceeding on vacation.

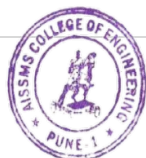
#### **5.11.11 Other general instructions about sanctioning of leave**

1. Leave cannot be asked as a matter of right.
2. Leave can be refused in-case of demand of the management /institute.
3. Sanctioning of leave shall depend on the genuineness of the reasons mentioned in the leave application.
4. Sanctioning of leave do not permit employee to leave head quarter automatically.
5. Employee desiring to go out of head quarter during leave period, should obtain specific permission of leave sanctioning authority, for leaving head quarter during leave period.





6. Prior approval shall be essential for planned leave.
7. Leave application for planned leave shall be submitted to the respective leave sanctioning authority at least 15 working days in advance
8. In case of emergency, intimation shall be given to the concern authority on telephone immediately and leave application shall be submitted immediately after joining the duties
9. If leave is enjoyed without prior sanction /intimation or absence from duty without proper reasons entire period of absence shall be treated as leave without pay. Such cases shall be decided by the Principal or authority on merits.
10. Calculation of leave shall be done with reference to concerned rule and leave account of every employee shall be updated from time to time and recorded in their service books.
11. A copy of application for maternity leave for 180 days shall be forwarded to the Society office for approval and after due sanctioning shall be forwarded to the Personnel department for records.
12. Copy of sanctioned extension of leave up to 2 months in continuation with maternity leave of 180 days shall be forwarded to the society office for approval and after due sanctioning shall be forwarded to the Personnel department for records.
13. Cases where period of leave (Earned leave, half pay leave, commuted leave or leave without pay) exceed 1 month, shall be submitted to the Society office (as the case may be) at least 8 working days in advance.
14. Request for study leave shall not be decided at the institute/college level. Such request from staff members along with comments/recommendations shall be forwarded to the society office at least 30 working days in advance.
15. Entries of sanction earned/half pay/commuted and leave without pay shall be taken in the service books of the concerned employee and his leave account shall be updated at least after every 1st January and 1st July of the year.
16. Entry of leave without pay in the service book shall be taken in red ink.
17. Employee must resume duties on the first working days after expiry of the sanctioned leave. Request for extension to the sanction leave if any must reach the Principal office before expiry of the sanction leave.
18. Ad-hoc employees shall be entitled to enjoy casual leave only. No other kind of leave shall be admissible to them.
19. If benefit of prefixing and / or suffixing holidays to leave is sanction to the employee, and he remain absent from duty before or beyond actual dates of his sanction leave, then he will have to forgo benefit of prefix and / or suffixing holidays. In such cases entire period of absents (including holidays in between) shall be treated and counted as leave without pay.



## 5.12 Pay and allowances

It is the policy of the AISSMS COE to pay employees by direct deposit on a regular monthly basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations of Government of Maharashtra, AICTE and University. This policy applies to all AISSMS COE employees (Teaching and non-teaching).

### 5.12.1 Objectives of a salary policy

- To attract the best qualified manpower available to achieve the organization's mission & objective.
- To provide equitable and consistent remuneration to employees in accordance with their assigned cadre, post, duties and responsibilities.
- To motivate and stimulate employees to achieve a high level of performance.
- To encourage the retention and productivity of qualified personnel.

## 5.13 Providing infrastructure for day to day working

- College personnel must exercise reasonable care to protect AISSMS COE's property and equipment.
- This policy applies to all college property and equipment, regardless of the source of funds from which these items were acquired. Property and equipment donated to the college are included under this policy.

### 5.13.1 Definitions

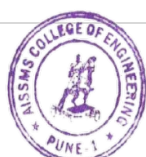
- **Property and Equipment:**

Generally, this includes assets with useful lives greater than one year that are necessary to conduct the business of the college, such as: audiovisual devices, computers, furniture, tools, machinery, laboratory equipment's, devices, buildings and land. For purposes of this policy, the term refers to all such items owned or leased by the college or items on loan to the University. These items are referred to as "college property" throughout this policy.

This policy applies to all the property and equipment's in the possession of college.

### 5.13.2 Responsibilities

- Registrar/ Office Superintendent The person is responsible for the custody and care of property in the college's possession and has been designated as property custodian.
- The Principal has designated the Registrar/ Office Superintendent as the college's property custodian. In this capacity, he or she is responsible for:
  1. Coordinating with the General Accounting Office to assure accuracy of the property records, in accordance with generally accepted accounting principles.



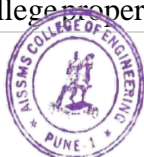
2. Conducting appropriate inventories and reviews of college property.
  3. Arranging transfers of property to facilitate utilization;
  4. Maintaining appropriate management systems for property control.
  5. Facilitating the best possible management of college property.
  6. Assisting department heads in establishing departmental systems for property and equipment management.
  7. Reviewing departmental requests for the finance of college property and equipment for official use.
  8. Evaluating and recommending finance requests for the use of college property and equipment by non-profit organizations.
- Department heads are responsible for the daily care, maintenance, and safe-guarding of property and equipment. They are responsible for:
    1. Maintaining a departmental property accounting system that enables prompt location of any item assigned to their account.
    2. Timely notifying to the Registrar/ Office Superintendent of transfers and deletions of property and equipment in their possession.
    3. Conducting and completing an accurate annual property and equipment inventory within the time frames specified by the Principal.

### 5.13.3 Property and Equipment Procedures

- Department Head Change When a department head changes, the new department head should request an inventory listing of college property in their span of control from the outgoing Head. The new department head should conduct an inventory and report his or her findings to the Principal. This procedure will prevent the new department head from being held accountable and possibly liable for property not located during the annual inventory.
- Suspected and Actual Losses The department head must report suspected or actual losses or theft of property first to the Principal, immediately upon discovery of its disappearance. If the lost or stolen property contains or includes digital media that might contain sensitive or confidential information (such as the theft of a computer, a cell phone), he will immediately notify Security of the incident.

Procedures for documenting such losses are:

1. The department head gives in a “Missing or Stolen Property Report” to the Principal. The department head is expected to make every reasonable effort to learn the circumstances behind the loss or theft of college property assigned to his or her account.



PRINCIPAL  
ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
COLLEGE OF ENGINEERING  
KENNEDY ROAD, PUNE-411 001

2. The department head, and Registrar/ Office Superintendent will review the circumstances surrounding the disappearance of the property. HOD/Principal is responsible for conducting a criminal investigation, as needed. If the department head or the Registrar/ Office Superintendent determine that there has been negligence on the part of a college employee or student which caused the loss of or damage to college property, they will report their findings to the management, who will determine if the concerned employee/ student will be subject to financial liability for the loss.



  
**PRINCIPAL**  
ALL INDIA SHRI SHRI MEMORIAL SOCIETY'S  
COLLEGE OF ENGINEERING  
KENMEDY ROAD, PUNE-411 001