



**" TSSM'S "**

**PADAMBHOOSHAN VASANTDADA  
PATIL INSTITUTE OF  
TECHONOLOGY**

Approved By AICTE and Affiliated To SPPU Pune DTE Code : 6122



**Institutional Policy**

**Internal Quality Assurance  
Cell (IQAC)  
Policy Manual**

## **Internal Quality Assurance Cell (IQAC) Policy Document**

The Internal Quality Assurance Cell (IQAC) Policy document is prepared to make all faculty members working at Padambhooshan Vasantdada Patil Institute of Technology, Pune aware of rules and regulations of the institute. The policy is effective from June, 2023. It is expected that faculty members strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

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**PADAMBHOOSHAN VASANTDADA PATIL  
INSTITUTE OF TECHNOLOGY**

**(Approved By AICTE and Affiliated To SPPU Pune DTE Code : 6122)**

**A. VISION AND MISSION OF THE INSTITUTION**

**Vision:**

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

**Mission:**

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



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## **INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY MANUAL**

### **VISION OF IQAC**

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

### **MISSION OF IQAC**

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

### **IQAC Quality Policy:**

PVPIT shall make every possible effort to observe global standards of excellence in all activities of teaching, research, consultancy, training, placements and ongoing education through processes of self-evaluation and continuous improvement, to achieve total satisfaction of the society, implores, parents and students.

### **Objectives:**

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institution alizarin of best practices.

### **IQAC committee:**

*The quality policy and program shall be implemented through the following IQAC Committees. IQAC has been constituted under the Chairmanship of the Principal with heads of the departments, administrative members, experienced faculty, few distinguished educationalist and Stakeholders. The membership of such nominated members shall be for*



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*a period of two years. The IQAC should meet at least once in a quarter. The agenda, minutes and Action Taken Reports are documented periodically.*

### **The functions and responsibilities of IQAC are as follows:**

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organisation of workshops, seminars on quality related themes and promotions of quality circles.
- Documents of the various programers / activities leading to quality improvement.
- Acting as a nodal agency of the institution for quality-related activities.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.



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## VARIOUS ROLES AND RESPONSIBILITIES

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

### 1. Principal

*The Principal of PVPIT, Bavdhan holds a position of significant responsibility, serving as the chief academic and administrative officer. Their role encompasses various duties aimed at ensuring the smooth functioning and overall development of the institution. The Principal as an administrative and academic head of the college shall be responsible to:*

- Set quality policies and objectives for Institute.
- Delegates responsibilities of various positions in the organization.
- Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities.
- Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution DIN'S.
- Plans and provide necessary facilities/equipment for development.
- Develop confidence and devotion in every member of the College.
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, CDC and the Governing Council.
- Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
- Conducts periodic meeting of various bodies such as Governing Body, College development committee, and Grievances Redressal Committees, etc.
- Monitoring the liaison of activities with departments within the college and most importantly with the top management.
- Looks after the overall development of the Institute.



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## 2. Dean Academics

*The Dean of Academics of PVPIT Institute collaborates with faculty members to develop and update the engineering curriculum to ensure it remains relevant, up-to-date, and aligned with industry standards. Ensuring the quality of education is a key responsibility, the Dean of Academics may establish mechanisms for continuous evaluation and improvement of teaching methods, course content, and assessment processes. Following are the key responsibilities:*

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

## 3. Dean Admin

*The Dean of Administration in PVPIT, Bavdhan supervises various non-academic functions essential for the smooth operation of the institution. While the specific duties may vary depending on the college's structure and needs, here are some common responsibilities associated with this role:*

- Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- Assists the Principal in administering and leading the college within the policy framework developed by the College Development Committee (CDC).





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- Supervises at the direction of the principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
- Maintaining all records pertaining to students, faculty and staff.
- Assists the Principal in administrative activities.
- Preparing information to be disseminated to parents, students, other stakeholders and the public.
- Verification of payments of expenses with receipts.
- Preparation of Annual College Budget
  - Budget Allocation to various Programs after approval from management.
  - Preparation of Balance Sheets.
  - Preparation of Audited Statements.
  - Preparation of statement to AICTE, DTE, SPPU, AISHE, etc.
  - Hostel activities.

## 4. Dean Research and Development

*The Dean of Research and Development in an engineering college is responsible for fostering a culture of innovation, driving research initiatives, and promoting scholarly activities among faculty and students. Developing and implementing a strategic plan for research and development activities in alignment with the college's mission and goals. This involves identifying research priorities, setting objectives, and allocating resources to support research initiatives.*

- Develop and establish a policy to promote research culture in the college.
- Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, and follow up with the funding agencies, for securing sanction of projects.
- Identify R&D projects to be taken up with college funding.



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

## 5. Role of Faculty

### Introduction:

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

### Responsibilities of Faculty:

Faculty members carry special and varying responsibilities with respect to the creation and maintenance of high quality curricula, scholarship, nurture of students in the educational process, and overall governance of the institution. Faculty members enjoy academic



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freedom the right to teach, study, and engage in research toward the end of transmitting, evaluating and extending knowledge, under conditions permitting independence of thought and expression.

## 1. Teaching:

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

- a. Clearly stated course objectives;
- b. Adherence to professional standards in the development and delivery of subject matter, approach, and evocation methods;
- c. The creation of an engaging learning environment responsive to student needs and developments in the field;
- d. Implementation of multiple, mutually independent mechanisms of evaluation,
- e. Completing syllabus within the stipulated time.

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

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



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- The effective operation and development of the college significantly relies on the service contributions of the faculty. Performance expectations in service, as in teaching include the faculty member's adherence to professional standards.
- Faculty members are expected to perform service activities within the university and

to the profession. Internal faculty service responsibilities may include administrative duties, committee work, advising student organizations, and involvement in other roles that contribute to the unit, college and university.

- Professional service activities include participation in professional organizations, seminars and colloquia relevant to the individual's academic interests or to the education process.
- Faculty members also serve by contributing their disciplinary knowledge to the general community. As with the other categories above, expectation of service contributions varies based on the faculty member's position, the unit's needs and workload policies, specifics of the faculty members term of appointment, and relative weight and productivity expectations of other performance duties.

## **6. Recruitment Policy and Procedure**

### **Recruitment Policy**

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



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recruitment procedure is in line with University requirements.

## Procedure

- Recruitment is normally done twice in a year during May and November. Advertisement inviting applications are given in the prominent newspapers.
- A number of vacancies both teaching and non-teaching are notified by Principal/ HOD/

Designated Authority based on student strength/resignations or separations of staff members, to the management for approval/information.

- Screening of applications received is done by the respective Department. Short listed candidates are informed through call letters /over telephones from the office.
- At times, Walk-in interviews are also conducted for immediate postings.
- Interview panel for faculty consists of the Principal, Subject Expert, Heads from the Institute and a Management representative.
- The candidate finally selected is briefed about the policies and rules of the institution.
- Documents to be submitted after recruitment.
- The faculty, who wish to join the institute, has to visit Administration Section to complete joining formalities.

## Documents to be submitted after Recruitment:

- Original/copies of Certificate of SSC/HSC/Graduation / Post-Graduation /PhD.
- Original mark sheets
- Experience letters
- PAN/Adhar Card copy
- Medical fitness certificate
- Previous approval letters



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## **Approval of Qualification:**

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

## **Probation Period**

- Probation: Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. With the exception of certain employees, all regular employees serve a minimum of the first year of employment on probation.
- Temporary appointment. It means appointment made purely on temporary basis either for a permanent post or in tenure post or against a temporary post. With the exception of certain employees, all regular employees serve the first twelve months of employment on a probation basis.
- Evaluation in Probation Period: Probation period allows the employee's department head



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

### **Service Conditions for the Staff**

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- There shall only three designations in the respect of teachers in PVPIT, Bavdhan Pune namely Assistant Professor, Associate Professor, and Professor.
- Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
- Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Founder Secretary or his nominee.
- A member of the staff shall have his/her service separated by giving one month notice or one-month basic salary in lieu thereof, in the case of temporary appointment or during the probationary period. In the case of permanent service, three months' notice or three month's salary must be given. But during the close of the academic year, one-month notice is sufficient for separation from service of view for permanent staff. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester. However, the management reserves the right to





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waive the notice period or the compensation thereof.

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

## Promotion Policies

- All promotions shall be considered on the basis of merit-cum-seniority basis or as decided by the management from time to time.
- The Founder Secretary shall appoint a committee for promotion, in which he shall be the Founder Secretary, with administrator, principal, and experts in the respective area.
- The Committee shall consider the promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- The staff shall be considered for promotion to the next higher level position, subject, however, he/she had completed the three years of service after probation in the present position and should have obtained AICTE prescribed qualification.
- Special preference to the faculty who is undergoing PhD and completing the course work and comprehensive viva voce for PhD and on publication of 5 International Journal papers, being in the author's area of specialization for the promotion to the post of Associate professor with Minimum of 5 Yrs. experience in teaching/research/ industry or (Equivalence for Ph.D. is based on the publication of 5 International Journal papers being in the authors" area of specialization) and subjected to a condition that, they fulfil the AICTE requirement within four years from the date of promotion.
- Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor and possess a Ph.D. degree in the relevant discipline or Minimum of 13 years' experience in teaching and/or Research and/or





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Industry with PhD shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE.

- No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor.

The following information is required in the CV for reappointment and promotion of candidates:

- ✓ Educational background
- ✓ Academic and another relevant employment history
- ✓ Awards and appreciation if any
- ✓ Research and/or creative works, publications journal, conference proceeding, text book publications etc.
- ✓ Teaching accomplishments: List classes taught with results, List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list etc.

Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

- All decisions on promotions shall be taken up for the month of April / October every year.
- All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.

### **Retirement from Service**

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



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

### **Separation of Services of an Employee**

Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Founder Secretary and shall remain under suspension until further orders.

In a case where any member of the teaching or non-teaching staff commits any misconduct in the discharge of his/her duties, the Founder Secretary has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Founder Secretary.

The Founder Secretary shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:

- ❖ Serious misconduct and negligence of duty
- ❖ Gross insubordination;
- ❖ Physical or mental unfitness; and
- ❖ Participation in any criminal offense involving moral turpitude. The services of a



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temporary employee are liable to terminate at any time without assigning any reasons whatsoever.

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

## **Transfer Policy**

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

## **7. Work Days, Institute Timings & Attendance System**

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

- Teaching Staff Working days are from Monday to Friday and Saturday (Even).
- Saturday (Odd) and Sunday weekly off.
- Non-Teaching Staff: Working days are from Monday to Friday and Saturday (Even). Saturday (Odd) and Sunday = weekly off.

### **The work timings of the College:**

- For Teaching staff And Lab Assistant: 08.00 am to 05.30 p.m.



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- For Non-Teaching Staff: 08:30 am to 04:30 p.m.
- Sweeper: 08:00 am to 05:30pm
- Gardner 08:00 am to 05:30pm

### **Security Department:**

- Morning Shift: 07.00 am to 03.00 pm
- Afternoon shift: 03:00 pm to 10:00 pm
- Night Shift: 10.00 pm to 07.00 am

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

- Office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department
- Department specific time as per the institute need may differ which shall be to the concerned Employees separately.

### **Lunch Break**

- Applicability: Employees who are present in the Institute for teaching and Non-teaching, staff. Lunch break is for 35 Minutes.  
Grace Time, half day & late coming Grace Time
- Upto 10 minutes grace time is available for employees reaching late to their respective work place after their official in-time.

### **Late Coming**

- Any employee coming after grace time shall be considered as late.
- Three (3) late marks shall attract deduction of a full day's leaves.
- Employee must inform his/her Reporting Authority if he/she is coming late.
- Employee must inform his/her Reporting Authority if he/she won't be coming to work



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due to any reason or emergency (immediately he/she is coming to know about his emergency).

### Half day

- Half day shall be defined as 4 hours of work excluding the lunch.
- Employees may require working on weekly off, Holidays and on non-working days as per the decision of Management. (In an event employees are required to attend college

on Institutional holidays for duties related to your appointment i.e. staff developmental programmes/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., employee shall attend duties without fail and no extra remuneration will be payable for the same.).

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

### Attendance System

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

b. For modernization and digital world, TSSM's PVPIT initiated biometric attendance of faculty members as we well as non-teaching staff.

## 8. Leave Policy

### General

- Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
- The leave application shall be submitted well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate



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arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged.

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



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## Kinds of Leave: -

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

**Table 8.1 Kinds of Leave**

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

## Casual Leave (CL)

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



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## **Leave With-out Pay (LWP)**

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

## **Duty Leave (DL)**

An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.

Duty leave may be granted for one or more of the following purposes:

- To deliver academic lecture.





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- To work on behalf of the College or to attend technical workshops/ symposium of National/International level.
- To read/present a research paper in a Conference/Symposium of National/International level.
- To attend selection committee or other such like corporate meetings provide they are convened by a statutory body/university recognized by the Government.
- To inspect academic institutions attached to a statutory body or a University recognized by the Government.
- The duty leave will be restricted to a maximum of 15 days during a Academic year subject to the following conditions:-
- There exists a written request from the competent authority.
- The paper has been accepted for presentation and a communication to this effect received in writing/email.

### **Out-Station Duty (OD)**

- OD will be granted when staff members are required to go out on official duties as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than Savitribai Phule Pune University, OD will not be granted.
- The number of days on OD is limited to 10 days for a year at the rate of 5 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the designated Authority. This limit is applicable to conduct of University Practical Examination, Theory Examination, and paper evaluation, Viva voce, Synopsis submission & DC meeting. However, this limit is not applicable to centralized evaluation camp.



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- Head of the Department has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
- Staff members are permitted to go on "On Duty" for academic works of the colleges such as Board of Studies, Academic Council, Staff Selection Committee, and Accreditation Committee, Resource person for other colleges and other Committee / Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal.
- Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing D.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.
- In all the cases, prior written permission has to be obtained from the Principal through HOD.
- The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

### **Compensation Duty Leave**

- It is the policy of JSPM that staffs are expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However, under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he/she is directed to do so by the authorities Le. Founder Secretary, Principal, administrator and H.O.D concerned of the college. Such approval of CDL rests solely at the discretion of the Principal/Designated Authority.
- Approved CDL can also be combined with C.L.
- This leave must be availed within three months from the day of the duty carried out.



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- C.D.L. can be availed as full day only.

## Study Leave

- JSPM appreciates and encourages faculty development by acquiring higher qualifications such as Ph.D. Study leave of up to 2 years will be granted to faculty who wish to pursue full-time Ph.D.
- Faculty should have completed a minimum of 5 years of service at JSPM to avail the above facility.
- Faculty those who wish to avail study leave for full-time Ph.D. shall give an undertaking to the effect that after the completion of the Ph.D., they shall rejoin JSPM and shall serve a minimum period of one year or shall pay liquidated damages accordingly. Faculty while rejoining JSPM after the successful completion of Ph.D. will be eligible for 3 increments.
- To pursue Ph.D. under part-time/part-time external schemes, faculty will be permitted under the following conditions.
- Faculty shall give an undertaking to the effect that they will be continuing with JSPM P after completion of their Ph.D. for a minimum period one year.
- Faculty should have completed a minimum period of 3 years of service at JSPM before applying for Ph.D. under part-time.
- The number of faculties availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
- Permission to avail this facility will be given by the management based on the



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recommendation of the HOD/ Principal and consider the overall performance and seniority of the faculty.

- Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
- It is important that the faculty doing Ph.D. under part-time scheme to pursue their research work without affecting their duties and responsibilities at JSPM.
- An employee will not be entitled to draw the salary during study leave.

### **Maternity Leave**

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

### **Vacation Leave**

- The total number of VL days for members of permanent staff (vacation staff) is limited to 60 (Sixty) days, for a continuous service of 24 months in the institution. These 60 days includes the declared 30 days' vacation during winter and summer respectively.
- If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, Compensation duty leave shall be considered. Such compensation can be availed within the same academic year.
- A staff member becomes eligible for full VL only after rendering a continuous service



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of two full academic years as on 30th June. ie. From 1st July of an Academic year to 30th June of the following academic year. In such cases, staff members are required to serve the institution for a further period of six months or one semester. If he/she joins on service on a later date, they can avail proportionate VL.

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

## **Medical Leave**

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



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- Sundays & Holidays can be prefixed/suffixed to medical leave, however, intervening holiday.

## **9. Performance Appraisal of Employees & Increments**

Staff Members are eligible to the increments prescribed at the end of 12 months in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of JUNE.

Additional increments shall be given to staff members based on their contribution and results achieved at the discretion of the Management.

Annual Staff Performance Appraisal Systems consists of:

- Appraisal by Students
- Appraisal by Head of Department
- Appraisal by Peer group
- Appraisal by Management

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Principal, and Administrator will discuss results of the appraisal with each employee. The sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non-performance will be suitably dealt with. the attainment of any two of the following as mandatory for every faculty for each academic year for increments.

- Paper publication -Journal/conference,
- Patent-Apply/sanction,
- Project-Apply/sanction



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- Testing/consultancy
- Conduct/coordinate-Conference/Seminar/FDP/Workshop/any similar event.

## 10. Consultancy, R&D and Teaching

### Introduction

- The College encourages its teachers to take consultancy and in-house H&D assignments. The teacher shall undertake such assignments When the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In e her case, the teacher shall take up the assignment by obtaining the approval of the Principal/Founder Secretary/administrator in writing.
- A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
  - Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).



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- In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

## **Incentives for Publishing Papers**

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





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- The maximum amount that can be claimed by a staff member in this regard is restricted to Rs25000/- per year.
- To prepare the manuscripts of text books, the author may claim an advance amount of Rs 10000 for which shall be returned to the college within 12 months.

## Reimbursement Policy

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

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

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



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## 11. Work Place Employment Policy

### Equal Employment Opportunity

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

### Harassment

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

### Verbal or Written Harassment

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

### Physical Harassment

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

### Sexual Harassment



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Unwelcome sexual conduct, whether verbal or physical, including sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual nature, whether or not it was designed or intended to promote an intimate relationship. It is not considered harassment for supervisors and other members of management to enforce job performance and standards of conduct in a fair and consistent manner.

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

#### **Political Activities**

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

## **12. Examination Policy**

Examination policies are based on the rules and regulations of the Savitribai Phule Pune University, Pune (SPPU). All the work in Examination section is governed by SPPU & monitored by the Head of the College (Principal). Following are the policies related to various activities of the examination.

### **1. Eligibility:**

Admissions to first year Engineering –UG and PG are completely based on rules and regulations of the CET Cell- Directorate of Technical Education. After confirmation of admission, students are instructed to fill eligibility forms as and when notification is received from SPPU. The students have to fill university eligibility form & submit it to exam section along with required documents. The University then approves the eligibility and allots 11 digits Eligibility Number to every registered student, which is necessary for filling all online forms of the University.



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## **2. Examination Form Process: -**

There are two types of Programmes as Undergraduate and Post Graduates Courses. To appear for examination, every registered student has to fill the examination form. Examination form filling process of SPPU is online. The college informs students as and when the process starts.

### **a) Form Filling Schedule: -**

Examination section prepares notice and circulates it to all students through all departments. The Guardian faculty member (GFM) guides students to fill the required information in exam forms. The GFM verifies it and if there are any problems in form filling, they inform the same to examination section immediately and examination section forwards the problems to university by mail to exam support, which then solves the problems and informs to exam section regarding status of problem. The examination section then informs concerned students to complete his/her examination form filling.

### **b) Payment of Examination Form Fees: -**

Exam form fees are to be paid manually. Accountant cross verifies the payments and generates reports. If any problem occurs in examination form payment system, then it is solved by accountant by contacting SPPU.

### **c) Collection and Approval of Examination Forms:**

Online filled exam form and fees receipts of a class are collected by class coordinator. They verify the form in all respects. The GFM then hands over the collected examination forms along with fee receipts to the examination section, with lists of students. The exam section once again cross checks the submitted forms and uploads the same to university portal using college Id and password. This process is completely online. The backlog students submit their examination form directly to the examination section. The examination section once again informs students to submit their examination forms through HODs for the students those who have not submitted till last date.

### **d) Examination Forms after Late Fees: -**



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The students who fail to fill examination form before last date of late fees, have to report to the university for examination form filling (occurs rarely). Such students can fill the examination form only if university allows him/her with super late & fine fees. The institute provides reference letter to student regarding this request.

## **2. Summary & Time Table: -**

The university sends Hall tickets. / Name Lists and Summary of Examination, which is then generated through online examination portal (<http://exam.unipune.ac.in/Pages/collegelogin.html>). Hall tickets are distributed through departments.

## **3. Internal Examination:**

An internal examination (Pre In sem and Pre End sem) of all departments for each term is conducted at college level. The internal examiners appointed by departments to conduct internal examination. Each subject teacher prepares two sets of question paper for his/her subject according to standard format decided by examination department.

**4. Practical/ Oral Examination:** - SPPU declares schedule for conduction of practical/oral Examinations.

### **a. Appointment of Internal/External Examiner: -**

There is provision on university portal - (int marks) for appointing HODs through Institute login. The HODs then appoint internal examiners for practical/oral process examination. The externals are appointed by the respective subject chairman (appointed by SPPU). This process is also online.

### **b. Online Marks Entry for Practical/Oral/In Sem.: -**

Every internal & external examiner has their university registered user ID & password. After conduction of practical/oral/ exam, marks are filled and confirmed online by the examiners using the link <http://intlmarks.unipune.ac.in/>. If any problem arises in examiner



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appointment or mark entry, departmental examination coordinators inform the same to examination section. The problem is then communicated to the examination support/coordination/internal marks entry section of SPPU and solved accordingly. After completing marks entry online, print out of mark list is signed by examiners and submitted to exam section. After due date of online marks entry, university informs pending mark entry (if any) status to respective institutes. Accordingly, pending marks status is then informed to the respective departments and then it is completed accordingly. The grievances of the students are resolved by communicating with the university.

### **c. Term Work Authorization: -**

Online mark entry of the subjects having term work marks is completed by the authorization of marks entry through College login. These entries are confirmed through College login after filling and signing up term work authorization forms for respective subjects from the examiners.

## **5. CEO, Senior Supervisor and Junior Supervisor Appointments and CAP work (In SEM Exam):**

### **a) College Examination Officer: -**

SPPU approves College Examination Officer (CEO), which is appointed by the Principal of College for minimum period of three years. The appointment of CEO is on the basis of seniority, teaching experience and university approval. CEO looks after the most valuable and confidential work in examination process.

Senior Supervisor for In Sem. & End Sem. Examination: -

Internal senior supervisor for In Semester Exams and End Semester Exams are appointed by principal before exam schedule. Internal senior supervisor is senior staff member. Depending on duration of examination and number of students appearing, additional internal senior supervisor may be appointed by principal.

### **a) External Senior Supervisor: -**

External senior supervisor is appointed by SPPU for end semester examination. The appointment of External senior supervisor is informed to college few days prior to



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commencement of theory examination. The Examination section confirms his/her consent accordingly. Due to unavoidable circumstances, if external senior supervisor is not available in the allotted slot, examination section then contacts to co-ordination section of SPPU for another staff member as an external senior supervisor.

### **b) Junior Supervisor: -**

The junior supervisors are appointed, for In-Sem and End-sem exam are faculty members of the department. A meeting before the start of examination is conducted under the guidance of the Principal, CEO and internal senior supervisors to give necessary instructions to junior supervisors for smooth conduction of examination.

### **c) Staff Members for CAP (Insem Exam): -**

The list of all eligible faculty members is sent by every department is sent to In sem - CAP (Centralized Assessment Programme) for completing paper assessment activity in allotted time.

### **d) Internal Squad: -**

To ensure that all candidates are under active surveillance during examination period HODs and senior faculties of the college are appointed as an internal squad.

## **7. University Theory (End Semester) Examination Process:**

End semester theory examination is conducted at the end of every semester for all the courses.

### **a. Stationary Requirement: -**

Depending on the strength of students to be appeared for University theory examination, the stationary requirement is uploaded on university portal: <http://examinward.unipune.ac.in/Godown/>. Accordingly, university provides stationary, bar-codes before commencement of theory examination in each semester.

### **b. Junior Supervisor and Peon Requirement: -**





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After receiving summary of theory examination session, exam section sends requirement of junior supervisors to all departments (considering 30 to 35 students to be allotted in single block). Once list of junior supervisors is received from the departments, day wise list of junior supervisors is prepared and they are also informed to attend their duties in time by sending the Invigilation orders. Similarly, requirement of peons is sent along with junior supervisor's requirement to departments.

### **c. Seating Arrangement Plan: -**

Exam section prepares session wise seating plan & block location chart and displays it on notice board before the start of examination. Seating plan (Block Slip) for each individual block is displayed outside the block in which seat numbers are assigned to desks. Apart from this class,

Subject, pattern, time duration of the exam to be conducted in the block is displayed in block slip. One copy of the block slip is also made available to the respective junior supervisor, so that junior supervisor can have better understanding of the seating plan, subject, pattern, class allotted to his/her block. Junior supervisor is also given the bunch of bar-codes showing the details of appearing subject for exam in the allotted block along with junior supervisor report. Hologram are also provided to the junior supervisor, which are to be pasted on the part of answer sheet containing important information of the student such as seat number of student, subject name, date, etc. so that identity of the student is not disclosed.

### **d. Allotment of Peon: -**

Before the start of examination, meeting of peons is arranged under the guidance of CEO and Examination section in charge. Peons are informed about their duties. At the start of the examination, peons are allotted to blocks. Peons are assigned the works as block cleaning, desk arrangement, providing supplements and material required by junior supervisor during examination hours. 2-3 peons are reserved for the Control room arrangement.

### **e. Allotment of Junior Supervisor: -**

In compiled list of the junior supervisors, blocks are allotted. Blocks are allotted in such a manner that junior supervisor of some branch will not be allotted to the students appearing for





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examination of same branch. The blocks are allotted before one hour of commencement of examination. The junior supervisors need to sign in reporting register before starting their duties.

### **f. Question Paper Downloading and Printing: -**

The question papers are downloaded online in confidential room (strong Room) through university's highly secured and confidential question paper distribution (qpd portal in the presence of senior supervisors. One-time password for question paper downloading is sent to principal and CEO's mobile by SPPU, generally 30 minutes before the commencement of examination. CEO downloads the question papers from qpd portal, verifies the pattern code, class and subject name and gives master copy to assistant to Xerox machine operators to print expected number of copies according to the day wise prepared summary. Approximately, 10-15 copies of each paper are printed extra (some copies are required to be sent with answer sheet bundles to the respective CAP and one copy in library). All these activities are under CCTV camera. The Principal is monitoring the activities in the confidential room.

### **g. Distribution of Question Papers in Blocks: -**

After finishing the printing of question papers, senior supervisors count exact number of the question papers as per the number of students allotted to the block for different subjects of particular branch as per the pattern and distributes the packets to different blocks with the help of examination section in charge.

### **h. Queries/Corrections in the Question Paper: -**

CEO has to check any queries/corrections related to question paper on qpd query portal. If any query is there, which is either available on qpd portal or forwarded on Principal, CEO mobile then corrections in the question papers as received from the university (qpd portal) are circulated through senior supervisors to the concerned students appeared for examination.

### **i. Block Wise Answer Paper Collection to Examination**

**Control Room: -** After conclusion of examination, junior supervisor counts and confirms the number of answer sheets collected in the block and then submits answer papers



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of his/her block to control room. In control room, senior supervisor counts and verifies the answer papers and all further details as per junior supervisor report. All the answer paper bundles are then packed and sealed according to class/branch/pattern and sent to respective CAP centre's with submission report (senior supervisor report) in highly secured manner.

### **j. Policy for Dispatch of Answer Sheets to Various CAP Centers Designated by Savitribai Phule Pune University:**

Dispatch of answer sheets to various CAP centres is carried out as follows:

- i. Answer-books should be placed in a cloth bag and packed bundles are handed over to the dispatch clerk.
- ii. The sealed bags should be dispatched to CAP centre through the vehicle provided by the institute.

### **k. Unfair Means: -**

Unfair means cases caught by flying squad/Senior supervisor are reported to the university within three days of the incident with student's original answer book, copy material and students undertaking. The covering letter of college is sent to university through registered post of all such cases that are caught by the university unfair means committee. The intimation is sent to the student and the Institute regarding date and venue of unfair means committee hearing. The student faces committee and he/she will abide by the decision of the committee and after hearing within one month, his/her result is declared.

### **8. Result Analysis/Institute Toppers: -**

PDF file of results is sent to college log in ID by SPPU. These results are forwarded by exam section to individual departments. The result analysis is carried out at departmental level, which includes number of students appeared for the examination, number of students passed, number of students secured distinction, first class, higher second class, second class, ATKT, etc. The result analysis is carried out for each subject of different classes. It is then forwarded to the administrative office (Principal office). The list of first 3 toppers who secures distinction is prepared for every class of each branch and this list is verified from the respective departments. The statement of marks of students is



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received from SPPU generally, after 30 days of declaration of results and then it is distributed to students.

## **9. Photocopy and Revaluation: -**

After declaration of university results, if students are unsatisfied with their results, then student can apply for photocopy and revaluation of answer book of respective subject. Schedule of photocopy and revaluation is informed to students as and when declared by SPPU. This process is again

The students use their registered user ID and password to apply for photocopy and revaluation. Currently, photocopy and revaluation fees are paid to university directly. After applying for photocopy/revaluation & paying fees, university sends photocopy of answer book to students registered email. Once this process is completed and if students photocopy and subsequent revaluation result is positive then student has to submit his/her earlier original statement of marks to the examination section. Examination section then submits the same to university along with document showing change in result. The University then replaces student's statement of marks and give new mark statement to exam section, which is then given to concerned student.

## **10. Grievances Redressal System: -**

The Grievance redressal system is there in examination section to solve queries related to result, photocopy, exam form filling, etc. There are two types of grievances related with examination:

- a. The Grievances that can be addressed by direct communication with University through Web Mail, which includes exam form, photocopy form, and revaluation form related grievances.
- b. The Grievances that can be addressed by submitting documentary evidences along with student's application to University, which includes results reserved due to backlog/eligibility, subject absentee and name correction related grievances.

## **11. Convocation: -**

Applying for Degree Certificate (Convocation) is necessary for students after declaration of final year result. After convocation at university level, university sends notification regarding conduction of the convocation ceremony at Institute level with degree certificates and lists of students who applied for convocation. The message is sent by SPPU and examination section to all the students who applied for convocation regarding details of convocation ceremony at Institute level. The

students are also contacted through the individual departments and informed to attend convocation



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ceremony. The institute conducts convocation ceremony as per guidelines of SPPU, Pune. The institute has to inform the chief guest name, date and convocation venue to the university. During the convocation, degree certificates are issued to the passed out students by the hands of chief guest. The examination section then submits attendance of students who attended convocation ceremony and obtained their degree certificates. The remaining degree certificates with attendance, challan and covering letter are submitted to university. The University has provided online portal for convocation process (<http://convocation.unipunesac.in/Home/CollegeLogin>). All process of convocation is completed through this portal.



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