



Shram Sadhana Bombay Trust's  
**COLLEGE OF ENGINEERING & TECHNOLOGY**  
BAMBHORI, POST BOX NO. 94, JALGAON- 425001. (M.S.)  
Included Under Section 2(f) & 12(B) of the UGC Act, 1956  
ISO 9001:2015 Certified



November 2021

# EFFECTIVE FUNCTIONING OF INSTITUTION

Phone: (0257) 2258393, 94, 95 Fax: (0257) 2258392  
Website- [www.sscoetjalgaon.ac.in](http://www.sscoetjalgaon.ac.in) Email: [sscoetjal@gmail.com](mailto:sscoetjal@gmail.com)

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6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Describe the Organogram of the Institution within a maximum 500 words

**Response:**

**Shrama Sadhana Bombay Trust:-** The institute is run by Shrama Sadhana Bombay Trust registered under Bombay Public Trust Act, 1950 and its registration No. is E-6942 & was formed on 12/10/1978.

**Governing Body (GB):-** GB of the institute is constituted as recommended by AICTE's Approval Process Handbook. Its Chairman is nominated by the Trust. GB is collectively responsible for overseeing the institution's activities and determining its future direction and fostering an environment in which the institutional vision & mission is achieved.

**College Development Committee (CDC):**

College Development Committee is constituted as per section 97(1) of Maharashtra Public University Act, 2016. The CDC shall be responsible for Preparation of overall comprehensive development plan of the institute regarding academic, administrative and Infrastructural growth.

**Principal:**

The Principal is a Head of Institute. He acts as the Member Secretary of Governing Body and College Development Committee.

**The Major responsibilities of Principal are as follows:**

- (a) Academic growth of the institute.
- (b) Participation in the teaching work, research, and training programmes of the institute.
- (c) Assisting in planning and implementation of academic programmes.
- (d) Any other work relating to the institute as may be assigned to him by the Competent Authority from time to time.

**Vice Principal**

Major Duties & Responsibilities of Vice Principal are as under:

- 1) To maintain and update the academic excellence of the institute.
- 2) To enhance and improve the activities such as
  - (i) R & D, Consultancy Activities
  - (ii) NIRF Ranking
  - (iii) Training & Placement

- 3) To monitor the implementation of various policies/activities of AICTE/UGC/KBCNMU etc. assigned to the concerned staff.

#### **Director of Administration**

The nature of the duties of Director of Administration is to control & regulate administration activities of teaching & non teaching staff and to improve the overall ambience of institute in its totality.

#### **Director of Academic Development**

The nature of the duties of Director- Academic Development is to regulate and control the day to day academic activities and improve the academics.

#### **Director of Research & Development**

The nature of the duties of Director-R & D is to enhance the research and development activities of the institute.

#### **Director of Technical Development**

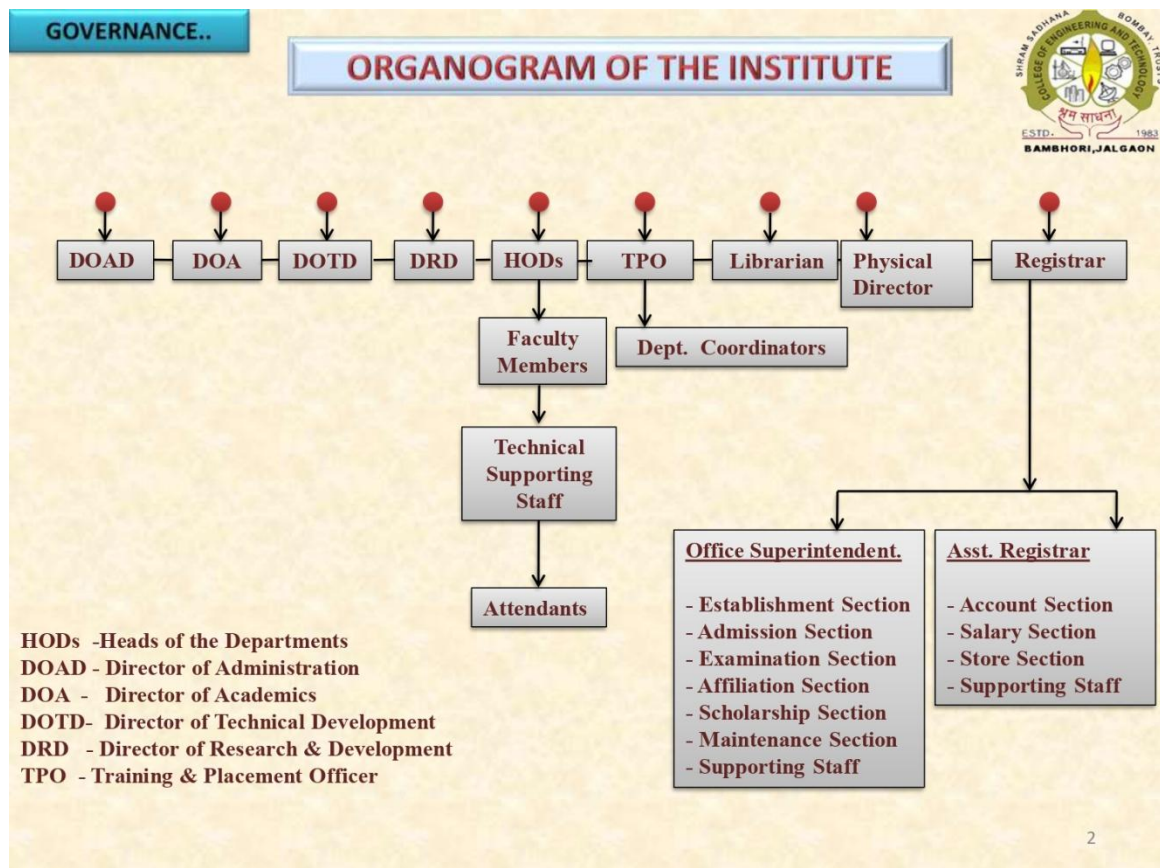
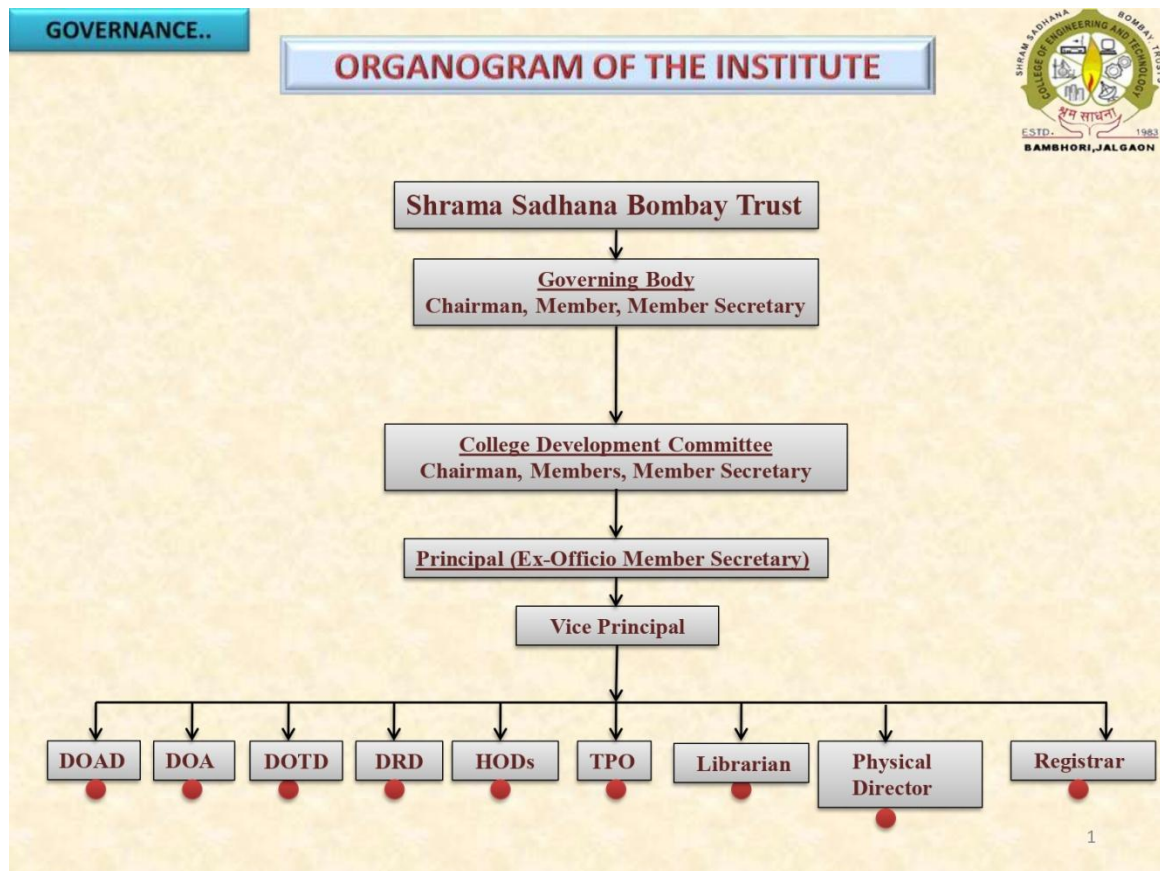
The nature of the duties of Director- Technical Development is to oversee all aspects of IT operations including Networking and Systems Infrastructure, ERP Maintenance and Support, overall management of website and intranet.

#### **HODs (Head of Departments)**

Major Responsibilities of HODs are as under:

- (a) Academic growth of the Department.
- (b) Participation in the teaching work, research, and training programmes of the department.
- (c) Assisting in planning and implementation of academic programmes such as orientation courses, seminars, and other training programmes organized by the department for academic competence of the Faculty Members.
- (d) Any other work related to the University/Department/College as may be assigned to by the Competent Authority from time to time.

## 2] Organogram





### 3] Appointment Orders (Vice Principal)



*Shram Sadhana Bombay Trust's*  
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Email: [sscoetjal@gmail.com](mailto:sscoetjal@gmail.com)  
Principal: Dr. K.S.Wani-  
M. Tech., DBM, Ph.D.

Phone No. (0257) 2258393  
Fax No. (0257) 2258392

Ref. No. COET/Vice Principal/1144-1/08/19

Date: 22/08/2019

#### Appointment Order

To,  
Dr. S. P. Shekhawat,  
Professor, Mechanical Engg., Dept.

As per the decision taken in the College Development Committee meeting held on 22/08/2019, the Management is pleased to appoint you as a Vice Principal with immediate effect. Your appointment is to excel the College academics, R&D activities etc. & for all round development of College, Students & Staff.

Your duties and responsibilities are as follows:

#### Duties & Responsibilities

- 1) To maintain and update the academic excellence of the college.
- 2) To enhance and improve the activities such as
  - (i) Research & Development & Consultancy Activities
  - (ii) NIRF Ranking
  - (iii) Training & Placement
  - (iv) Training of teaching and non-teaching staff
  - (v) Shram Sadhana Innovation & Entrepreneurship Development Centre
  - (vi) Co-curricular & Extra-curricular activities etc.with the help of concerned teaching and non-teaching staff.
- 3) To monitor the implementation of various policies/activities of AICTE/UGC/KBCNMU/Govt. of Maharashtra, Govt. of India etc. assigned to the concerned staff.
- 4) To guide NAAC & NBA Coordinators in the process of Accreditation.
- 5) To monitor (i) Admission Section (Activities) (ii) Hostels (iii) Sports department for their effective working.
- 6) To interact and guide Teaching & Non-teaching staff for any difficulty in their day to day working or any other.
- 7) To guide and counsel students with the help of teaching staff.
- 8) To assist Principal in planning and development of the college & in implementing the policy decisions of the management.
- 9) To look after the routine duties of Principal in his absence.
- 10) Any other work entrusted by the Superiors.

Received  
22/8/19

Copy to:- 1) Chairman, College Development Committee  
2) Principal office  
3) Personal File



Principal  
**PRINCIPAL**  
SSBT's College of Engg. & Technology  
Bambhori, Jalgaon-425001(M.S.)

UG Programs - Engineering: Bio-Technology, Chemical, Civil, Computer, Electrical, Electronics & Telecommunication, Information Technology, Mechanical  
PG Programs - Engineering: Computer, Electrical  
- Management: MBA

D:\College New Letter Heads\New college letters 14-2-2019

## Appointment Orders (HOD)

000 36

SSBT's COLLEGE OF ENGG. & TECH., BAMBHORI, JALGAON

Ref. No.:-COET/Est/1119/06/13

Date:-21/06/2013

### OFFICE ORDER

To

Dr.Girish Kumar Patnaik,  
Professor,  
Computer Engg. Department

As per the decision taken in LMC meeting held on 20.06.2013, you are hereby appointed as the Head of Computer Engg. Department with immediate effect.

You shall be responsible for:

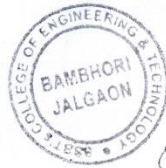
- (a) Academic growth of the Department.
- (b) Participation in the teaching work, research, and training programmes of Department.
- (c) Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organized by the Department for academic competence of the Faculty Members.
- (d) Maintenance of discipline of the Department.
- (e) Administration and Supervision of curricular, co-curricular, extra curricular or extra mural activities, and welfare of the Department and maintenance of records.
- (f) Observance of the Act, Statutes, Ordinance, Regulations, Rules and Other orders issued thereunder from time to time.
- (g) Assessing reports of the teachers.
- (h) Any other work related to the University/Department/College as may be assigned to you by the competent Authority from time to time.
- (i) Assessing reports of members of non-teaching staff and looking after the general welfare of non-teaching staff.

Recval.  
22/6/13



000 35

- (j) Safe-guard the interest of teachers/non-teaching staff members and the Management.
- (k) Timely submission of information/returns of different authorities viz. Government/University/University Grant Commission/Management etc.



*K*  
21.6.13  
Principal  
PRINCIPAL  
SSBT's College of Engg. & Technology  
Bambhori, Jalgaon-425001(M.S.)

- Copy to: - 1) DOA  
2) All HODs  
3) Shri K.P. Adhiya, with remark to hand over the charge of HOD Computer Engg. Dept.  
4) Dy. Reg. /Asst. Reg.  
5) O.S.  
6) Salary Clerk  
7) Esst. Section

E:/Esst/Appointment



## Appointment Order (Director of Academic Development)



*Shram Sadhana Bombay Trust's*  
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Email: [sscoetjal@gmail.com](mailto:sscoetjal@gmail.com)

Principal: Dr. K.S.Wani

M. Tech., DBM, Ph.D.

Phone No. (0257) 2258393

Fax No. (0257) 2258392

Ref. No.COET/ *ESTH/604/10/20*

Date: 15/10/2020

To,  
Dr. G.K. Patnaik  
Professor,  
Computer Engg. Dept.

Subject: Appointment as Director, Academic Development.

With reference to above this is to inform you that, you are appointed as a Director, Academic Development for the period of two years w.e.f. 13/10/2020 to 12/10/2022. The nature of your duties will be to regulate and control the day to day academic activities and keep the record of performance of teachers specially coverage of course contents in the theory and practical classes by each members of the teaching staff, to collect the feedback from the students and also to keep the record of day to day activities of each department in proper format for assessment and approval by CDC & G.B. from time to time.

*K.S.*  
*15-10-2020*  
(Dr. K.S. Wani)

Principal  
PRINCIPAL

SSBT's College of Engineering & Technology  
Bambhori, Jalgaon-425001 (M.S.)

- Copy to:-
1. Principal office
  2. Vice Principal office
  3. Registrar
  4. Est. Section
  5. O.S.

*Rup*  
*17/10/2020*

UG Programs- Engineering: Iso-Technology, Chemical, Civil, Computer, Electrical, Electronics & Telecommunication, Information Technology, Mechanical  
PG Programs - Engineering: Computer, Electrical  
- Management: MBA

## Appointment Order (Director of Administration)



*Shram Sadhana Bombay Trust's*  
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Principal: Dr. K.S. Wani

M. Tech., DBM, Ph.D.

Phone No. (0257) 2258393

Fax No. (0257) 2258392

Ref. No. COET/Estt/605/10 /20

Date: 15/10/2020


To,  
Dr. S.B. Pawar  
Professor,  
Civil Engg. Dept.

Subject :- Appointment as Director of Administration.

With reference to above and looking to your long and rich experience in the field of teaching and administration, the Management of the College has decided to appoint you as the Director of Administration for the period of two years with effect 13/10/2020 to 12/10/2022.

The nature of your duties will be to control and regulate administration activities of teaching and non teaching staff, such as attendance and discharge of duties, recruitment of staff and staff grievances, overall monitoring of university examinations, to constitute and monitor the functioning of various institute level committees, to finalize the service providers, upkeep of the premises and buildings, overall security arrangements, to take appropriate action for monitoring discipline in the premises, and to improve the overall ambience of College in its totality.


While discharging your duties you will take the co-operation of the Principal, HODs and Office staff and submit the report of your observations and recommendations to CDC & G.B. for approval.

  
15.10.2020  
(Dr. K.S. Wani)

Principal  
PRINCIPAL

SSBT's College of Engineering & Technology  
Bambhori, Jalgaon-425001 (M.S.)

- Copy to:-
1. Principal office
  2. Vice Principal office
  3. Registrar
  4. Est. Section
  5. O.S.

  
15/10/2020

UG Programs- Engineering: Bio-Technology, Chemical, Civil, Computer, Electrical, Electronics & Telecommunication, Information Technology, Mechanical  
PG Programs - Engineering: Computer, Electrical  
- Management: MBA

## Appointment Order (Director of Research & Development)



*Shram Sadhana Bombay Trust's*  
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Principal: Dr. K.S.Wani

M. Tech., DBM, Ph.D.

Phone No. (0257) 2258393

Fax No. (0257) 2258392

Ref. No. COET/ESH/602/10 /20

Date: 15/10/2020

To,  
Dr. M. Husain  
HOD,  
Civil Engg. Dept.


Subject :- Appointment as Director, Research & Development.

With reference to above and looking to your long and rich experience in the field of research and teaching, the management of the college has decided to appoint you as the Director, Research & Development for the period of two years w.e.f. 13/10/2020 to 12/10/2022.

The nature of your duties will be as follows

- 1) To take all initiatives to enhance research activities in the college.
- 2) To coordinate the ongoing research activities in the college.
- 3) To coordinate the research proposals being submitted by the faculty.
- 4) To supervise the quality of ongoing UG/PG projects in the college.
- 5) To track the various research funding schemes of funding authorities and to update HODs in this regard.
- 6) To take initiatives to enhance utilities of journals and libraries and equipments and laboratories.
- 7) To extend supervisory assistance for organizing conferences, STTPs, workshops etc. in the college.
- 8) To organize workshop for faculty / students regarding how to formulate, conduct, present research work etc.
- 9) Any other activity related with R&D.

- Copy to:-
1. Principal office
  2. Vice Principal office
  3. Registrar
  4. Est. Section
  5. O.S.

  
15.10.2020  
(Dr. K.S. Wani)  
Principal

**PRINCIPAL**  
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Bambhori, Jalgaon-425001 (M.S.)

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PG Programs - Engineering: Computer, Electrical  
- Management: MBA

## Appointment Order (Director of Technical Development)



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Email: [sscotjal@gmail.com](mailto:sscotjal@gmail.com)  
Principal: Dr. K.S.Wani  
M. Tech., DBM, Ph.D.

Phone No. (0257) 2258393  
Fax No. (0257) 2258392

Ref. No. COET/Estt/603/110/20

Date: 15/10/2020

To,  
Dr. K.P. Adhiya  
Professor,  
Computer Engg. Dept.

Subject :- Appointment as Director, Technical Development.

With reference to above and looking to your long and rich experience in the field of technical and teaching, the management of the college has decided to appoint you as the Director of Technical Development for the period of two years w.e.f. 13/10/2020 to 12/10/2022.

The nature of your duties will be to oversee all aspects of IT operations including Networking and Systems Infrastructure, ERP Maintenance and Support, overall management of website and intranet, to coordinate competitive examinations, online work of AICTE, DTE, University etc. to make MOUs / Agreements with institutes and organizations, to liaison with Microsoft and conduct Microsoft courses and motivate the students for doing such courses and to advise Principal in I.T./Computer relates activities.

You will submit the report of activities conducted to College Development Committee & Governing Body from time to time.

*K.S.Wani*  
15-10-2020

(Dr. K.S. Wani)

Principal  
PRINCIPAL

SSBT's College of Engineering & Technology  
Bambhori, Jalgaon-425001(M.S.)

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  5. O.S.

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- Management: MBA



## 4] Service Rules

*College of Engineering  
and Technology, Jalgaon*

1

Shrama Sadhana Bombay Trust's  
COLLEGE OF ENGINEERING & TECHNOLOGY, BAMBHORI, JALGAON.  
"SERVICE RULES"

**A) PRELIMINARY :-**

- 1) These rules shall be called the Shrama Sadhana Bombay Trust's, College of Engineering & Technology, Bambhori, Jalgaon. "Service Conditions and Employment Rules".
- 2) These rules shall apply to all the teaching and non-teaching employees of the college.
- 3) Amended rules shall come into force with effect from 1-4-04.
- 4) (a) A copy of these rules shall always be kept in the office of the college and shall be made available to any employee on request. However the employee will not be allowed to take it outside the college office.  
(b) A copy of these rules shall be made available to any employee on demand on payment of price for Rs. 10/-.

**B) DEFINITIONS :-**

- 5) In these rules unless there is anything repugnant to the subject or context .
  - a) The "Rules" mean the, Shrama Sadhana Bombay Trust's College of Engg. & Technology Bambhori, Jalgaon's, "Service Conditions and Employment Rules"
  - b) The "Managing Committee" Means The Board of Trustees/Governing Body/ the Local Managing Committee constituted by the Shrama Sadhana Bombay Trust's for the college of Engg. & Technology, Jalgaon at Bambhori .
  - c) "The Chairman" means the Chairman of Board of Trustee/ Governing Body/the Local Managing Committee of the Shrama Sadhana Bombay Trust's College of Engg. & Technology Jalgaon at Bambhori.
  - d) The "Principal" means the Principal Shrama Sadhana Bombay Trust's College of Engg. & Technology, Bambhori, Jalgaon.
  - e) "Competent Authority" Means Board of Trustee/Governing Body/the Local Managing Committee constituted by Shrama Sadhana Bombay Trust's or the authority to whom the power is delegated by this Governing Body/Local Managing committee.
  - f) "Contract" means an agreement entered into in writing between the "Competent Authority" and an "Employee".
  - g) "Employee" means a person appointed by the competent authority and employed in this institution.
  - h) "Department" means a department of the institution and so declared by the Chairman of Governing Body/the Managing Committee/Principal, as the case may be.
  - i) "Head of the Department" means any person for the time being appointed and so declared by the Chairman of the Governing Body/L.M.C. or Principal, as the case may be.
  - j) "Academic Year" means year of 12 months, starting from 1st July of calendar year and ending on 30th June of the following calendar year.

**C) CLASSIFICATION OF EMPLOYEES :-**

- 6) The employees shall be classified as -
  - i) Permanent employees.
  - ii) Probationary employees.
  - iii) Officiating employees.
  - iv) Temporary Employees.
  - v) Casual employees.
  - vi) Apprentice employees.

- i) "Permanent Employee" means an employee who is appointed by the competent authority and who is in the exclusive employment of the institution and has been confirmed by an order in writing, or who has been engaged on permanent basis.
- ii) "Probationary Employee" means an employee who is appointed in a clear vacancy by competent authority on probation period which will in general be not more than two years. This probationary period may be extended by the competent authority by a further period up to one year and during probationary period the services of an employee can be terminated without notice and without assigning any reason. The employee, from the date of expiry of his probation period, if no decision is taken by / the Managing Committee or the Chairman within three months even after the submission of such report by the Principal to L.M.C.

If a permanent employee is employed as a probationer in a new post, he may, at any time during the probationary period, be reverted to his substantive post.

- iii) "Officiating Employee" means an employee officiating on a post where the employee performs duties of the post on which another employee has a lien or which is temporarily vacant.
  - iv) "Temporary Employee" means an employee who has been engaged on temporary basis or engaged by contract in writing for a specific period or specific work. The competent authority may appoint him on permanent basis after the expiry of specific period or contract as per rule.
  - v) "Casual Employee" means an employee, whose employment is purely or a temporary nature, engaged on the basis of a muster roll and includes work-charged employees.
  - vi) "Apprentice Employee" means an employee who is a learner and who may or may not be paid stipend during the period of his training.
- 7) Every employee as defined above shall be employed through an order in writing by competent authority. If the competent authority fails to mention any terms or conditions of service in appointment order, then these rules shall be deemed to be service & conditions of employment.
  - 8) All Appointments will be made by the Competent Authority and will be subject to the terms and conditions as below.
  - 9) However, under special circumstances and to meet specific requirements of the institution the Chairman or the authority, to whom so ever such power are delegated by the Chairman, shall have the power to appoint an employee with special terms and condition. However, for all other purpose these rules will be applicable.

#### D) RECRUITMENT, CATEGORISATION & PROMOTIONS.

- 10) Nothing hereinafter contained shall in any way be deemed or construed to prejudice the generality of the powers of Trustee/ Governing Body/the managing committee and in particular to determine the suitability of the persons for posts of officers as mentioned hereafter.
- 11) No person shall be employed in the institution if:
  - a) He has been dismissed for misconduct from institution or statutory body.
  - b) He has been dismissed for misconduct from Government service.
  - c) He has been convicted of an offence which in the opinion of competent Authority involves moral turpitude.



- 12) A Candidate selected for appointment shall furnish on demand satisfactory evidence regarding the following :
- Age .
  - Good Character.
  - B.C./S.C./S.T./D.T./S.N.T., etc. (if applicable)
  - Prescribed qualification for the post applied.
  - Good health.

#### CLASSIFICATION OF STAFF

- 13) a) The staff of the college in general is classified into the following categories.
- Teaching Staff :- Principal, Vice Principal, HOD's, Professors, Asstt. Professors, Lecturers, Workshop superintendent & Training & Placement Officer
  - Non-Teaching Staff :- Registrar, Rector, Office Supdt., Physical Director, Librarian, Asstt. Librarian, Library Asstt. P.A., Steno, Typist, Clerical staff, Accountant, Cashier, Store Keeper, Draughtsman, Electrician, Lab. Asstts., Mistries, Wireman, etc.
  - Peons, Sweepers, and Watchman, Helpers, Lab. Attendants, Workshop Attendants, etc.
- b) The competent Authority may employ staff on temporary basis in any of the above categories and also employ casual & apprentice employee or employees on contract.
- c) The qualification prescribed for various categories of post shall be applicable to the new entrants.

#### VACATIONAL AND NON-VACATIONAL STAFF

- All Professors, Asstt. Professors and Lecturers will be treated as vacational staff.
  - Principal, Vice Principal, HOD's, Workshop supdt. , Instructors and T&P officer & Physical Director through failing in the category of Teaching staff, will be non-vacational.
  - All other staff of the college will be non-vacational.
- However , the granting authority (Principal) shall have the discretion to allow or refuse the vacation to any staff member if the exigencies of the work in the institution so demand.

#### PROCEDURE OF APPOINTMENTS

##### THE PRINCIPAL

The selection committee for appointment of the Principal shall be of .

- Chairman of Governing Body/L.M.C. or his/her nominee (Chairman).
- Secretary of Shrama Sadhana Trust's Bombay (Member).
- Nominees of the vice-chancellor of University .
- Nominees of the Govt. of Maharashtra.

The qualification and experience for the post shall be as laid down by the North Maharashtra University Govt. of Maharashtra/A.I.C.T.E./UG.C.

The Chairman or his/her nominee has the powers to appoint the Principal on an adhoc basis.

The Principal shall be the Executive and Academic head of the college.

Subject to the general control of Governing Body/the L.M.C. the Principal shall be responsible for.

- i) Receipt, expenditure and maintenance of the accounts.
- ii) Management of the college Library, Laboratories, workshop, Sport, T & P. Hostel, etc.
- iii) Correspondence of the college.
- iv) General administration and supervision of the college as an institution affiliated to the University/Govt. of Maharashtra./AICTE
- v) Acting as Ex-officio secretary to and maintaining the minutes of the proceedings of :-
  - a) Governing Body
  - b) The Local Managing Committee/ Finance Committee
  - c) College purchase committee.
  - d) Building Committee.
  - e) Another, as specified by the L. M. C./ Governing Body.
- vi) College hostels, with the assistance of Rector/Rectors Disciplinary action taken by the Principal against any student shall be final and shall not be liable to be revised by any body except chairman.
- vii) Academic growth of the College.
- viii) Participating in teaching work, research & training programme of the College.
- ix) Assisting to planning and implementation of academic programme such as orientation courses, seminars & other training programmes organized by the college for academic competence of the Faculty Members.
- x) Correspondence with the University, DTE, AICTE, government & other offices relating to the administration of the College.
- xi) Administration and Supervision of Curricular, Co Curricular/ Extra Curricular or Extra Mural activities and welfare of the college & maintenance of records.
- xii) Observance of the Act, Statutes, Ordinances, Regulation, Rules and other orders issued there under from time to time.
- xiii) Assessing reports of teachers & maintenance of service books.

#### TEACHING STAFF-PROFESSORS, ASSTT. PROFESSOR & LECTURERS.

The selection committee shall consist of :

- i) Chairman of the Trust's or his/her Nominee (chairman)
- ii) Nominated members from L.M.C.
- iii) Principal of the College.
- iv) Nominee of the Vice-Chancellor.
- v) Nominee of the Government
- vi) Nominee of the University, appointed as subject Expert.
- vii) Head of the Department of the subject concerned.

#### ALL OTHER STAFF

The Selection committee shall consist of .

- i) The chairman of the Trust or his/her Nominee (Chairman)
- ii) Principal of the College.



Late attendance/early leaving or temporary absence during time, upto one hour may, however, be condoned by the Principal, if an employee obtains prior permission or sends a pre- intimation to that effect in writing.

If the employee attends office late after one hour but before the break for recess, he shall be deemed to have availed half day's casual leave.

If he comes late even after the time fixed for recess it shall be the discretion of the section officer/Head of the department concerned either to allow him to work on such conditions as he may deem fit or not to allow him to do work, and mark him absent.

Not with standing any thing here in before contained, it shall be within the discretion of the Principal to stop a particular employee from work in case of late coming as said above and treat his absence as leave without pay.

Not with standing the duty hours fixed, no employee who has to give charge of his duty to other employee, on expiry of such duty hours shall leave his place of duty until such time the other employee arrives and take over from him.

#### OVER TIME

Over time allowance will not be given to employees for working after the notified hours in emergency. The Principal at his discretion, may consider this aspect for late coming on an occasion.

#### COMMENCEMENT OF SERVICE

The service of an employee shall commence from the date on which he reports for service and he shall be entitled, to salary from that day if he reports on duty before 1-30 P.M. or from the next day if reports to duty after 1-30 P.M.

#### SENIORITY

- i) Employees shall rank for seniority, appointed in the same grade, according to the dates of their joining the service from the date of continue service.
- ii) When the post is filled by open competition, seniority of the candidates selected at the same interview shall be in the order in which they are ranked by the selection committee, irrespective of their dates of joining.
- iii) When a holder of any post in a grade is reduced to a lower grade he shall be placed at the top of the latter, unless the authority ordering such reduction directs that he shall rank in such lower grade next below any specified number there-of.

#### PROMOTIONS

All departmental promotions shall be made on the basis of seniority – cum – merit and performance.

All departmental candidates selected for higher post shall be deemed to be promoted to higher post and shall be treated as on probation for a period of one year, to be extended to two years if required, and shall be liable to be reverted during the period of probation to their original post so decided by the appointing authority.

#### FIXATION OF PAY

Persons selected shall ordinarily start on the minimum of time scale. Provided, however, it shall be competent for the appointing authorities to fix the starting pay of any deserving candidate at a subsequent stage in the time-scale as specified by U.G.C. /A.I.C.T.E. & Govt. of Maharashtra for teaching & non-teaching. However, the Management is empowered to appoint persons on fixed salary if needed.

In appointment to a higher grade, the basic pay of an employee shall be fixed at the minimum of the scale or at the stage in the new scale which is next above his basic pay in the old scale.

If an employee has previously held the same post or similar post, then the initial pay shall not be less than the pay which he drew on the last such occasion.

#### INCREMENTS

An increment shall be given as a matter of course unless it is withheld. An increment may be withheld by the appropriate authority if the conduct of the employee has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have effect of postponing future increments.

When an efficiency bar is prescribed in a time-scale the increment next above the Bar shall not be given to an employee without the specific sanction of the Local Managing committee.

Leave, other than leave without pay, shall count for increment in the time-scale of the post in which the employee has been working.

Service rendered in a post carrying lower time-scale will not count for increment in the higher post without specific sanction of the Local Managing Committee in each case.

Service rendered in a time-scale post during the period of probation shall count as service towards increments.

#### LEAVE

1. Every employee in the college shall be governed by leave rules mentioned below. A leave account in prescribed form shall be maintained by the Principal, in his office, for each employee in terms of all leave granted.

2. Leave is earned by duty only. Leave can not be claimed as a matter of right. When exigencies of the college service so require discretion to refuse or revoke leave of any description is reserved with the authority empowered to grant the leave.

3. No employee shall remain absent without previous permission and order in writing from the competent authority and if he does so he may liable for disciplinary action for misconduct. In case of emergency, however, it is essential that an employee should intimate in writing about his absence to the Principal at the earliest.

4. It shall be the duty of the employee to give his permanent postal address before proceeding on leave. Not giving such an address shall amount to misconduct and he may be liable for disciplinary action.



5. No employee of the college should leave station either on leave or during holidays or vacations without prior approval from the competent authority for the same. Violation of this rule shall be considered as misconduct.

#### LEAVE RULES

##### 1. Casual Leave :-

i) The amount of Casual leave allowed to a college employee shall be 12 days in a calendar year subject to a maximum of 7 days at a time. In exceptional circumstances leave upto 10 days at a time may be granted.

ii) An employee may avail of half day's casual leave under unforeseen or unavoidable circumstances only as specified under "ATTENDANCE & LATE COMING/EARLY LEAVING". It should not be a regular feature.

iii) Sundays and/or holidays may be prefixed and/or suffixed to casual leave..

iv) Any new employee shall be allowed to avail of casual leave in such proportion of 12 days commensurate with the period of duty rendered by him during 1st July to 30<sup>th</sup> June.

v) Any Casual leave not availed by an employee during the year shall lapse after 30th June in each year.

vi) All applications for casual leave shall be, as far as possible, submitted before the date on which casual leave is required along with work arrangement in the absence of the applicant. The applicant should proceed on leave only after ensuring that the same has been granted.

Note:- If there is a tendency to misuse casual leave, authorities may refuse casual leave if it is believed that it is without adequate ground and/or treatment of absence as leave without pay when an employee has remained absent without prior permission except emergency.

##### 2. Special casual leave for family planning operations :-

College employees undergoing family planning operations under family welfare programme shall be allowed to avail six days special casual leave on producing necessary certificate required therefore.

##### 3. Duty Leave :-

A college employee may be granted Duty Leave not extending 15 days in a academic year for performing such duties on behalf of the college Management as the authorities may direct. In case of the Principal, this limit will not be applicable.

##### 4. Earned Leave :-

a) Except vocational, temporary and work charged Establishment every employee of the college shall be entitled to earned leave of 30 days for each completed year of service. However, no staff member will be eligible for "Earned Leave" during the probationary period.

b) In case a vocational staff members, who is eligible for earned leave, is detained during vacation by the college authorities for some work he will be entitled to the earned leave as per the following formula;

$$\text{Earned leave (in days)} = \frac{\text{Period of detention} \times 30}{\text{Total period of vacation during one year.}}$$

c) The maximum earned leave that can be allowed to be accumulated by an employee is 240 days.

d) Earned leave for less than 6 days will not be sanctioned. Earned leave to a college employee will be granted subject to the condition that (1) application for the same was received well in advance i. e. at least seven days. Such a restriction of giving notice is necessary to curb the tendency of employees in misusing this concession.

c) Earned leave will not ordinarily be granted in combination with or in continuation of any other kind of leave. However, the Management has the right to accept such request in special cases.

5. **Medical Leave :-**

- (a) The college employee shall earn Medical Leave at 10 days for each completed year of service (including period of earned leave (if any).
- (b) The Medical Leave shall be subject to (i) Production of medical certificate from such Medical Officer as the Managing Committee may prescribe (ii) for a period of sickness of atleast five days.
- (c) The Medical Leave can not be encashed.
- (d) It can be combined with earned leave or other types of leave except casual leave.

6. **Special Disability Leave :-**

Special disability leave shall be permissible to an employee who is disabled by an injury caused in or in-consequence of the discharge of his official duties or in consequence of official position, at the discretion of the Managing Committee which would decide each case on its own merit. This kind of leave shall be treated as on duty and will be debited to the leave account.

7. **Special Leave :-**

Special Leave on full pay not exceeding 20 days in a calendar year may be granted to a college employee in permanent service for participating in academic, cultural and sports activities of national level approved by the Managing.

8. **Maternity Leave :-**

Women employees in the services of college shall be eligible for maternity leave on full pay for a period not exceeding 90 days from the date of its commencement or to the end of 45 days from the date of confinement, whichever is earlier, provided that (i) She has completed her probationary period successfully (ii) Such leave shall not be granted more than twice during the entire service.

9. **Leave Sanctioning Authority :-**

The sanctioning authority for different kind of leaves to teacher shall be as under :

Type of Leave	Sanctioning Authority
(i) Duty leave & Casual leave to Principal/ Head of the recognized institution	Chairman, Governing Body/ L.M.C.
(ii) Study leave & Deputation leave	Governing Body/L.M.C.

**ALLOWANCES**

Every employee of the college shall be entitled to the following allowances:

**Education concession to sons & Daughters of Employees :-**

A fee concession as decided by L.M.C. may be provided to Sons/Daughters of the college employees taking education in this college .

**Other Benefits :-**

The Management or the college for efficient working may provide some other incentives to selected employees such as entertainment allowance, Free Accommodation, Conveyance allowance, Additional Duty Allowance etc on specified conditions. The additional duty allowance may be withdrawn as soon as the employee is relieved of additional work for which he/she was given such allowance. However, such allowances can not be claimed as a matter of right unless they are specified in service conditions of employment.



Contributory Provident Fund :- Applicable as per rules.

Loan Facility :-

The Loan to the extent of P. F. Commissioner Nashik as per CPF rules of the contribution made by an employee can given with specific sanction of the Management.

**SERVICE BOOK**

(a) Service Book shall be maintained for every employee with the establishment of the college, except casual employee, & apprentice employees, immediately on his/her joining the service of the college.

(b) In the service book every step in the college employee's official life, including temporary and official promotions of all kinds, increments and leave of absence taken, earned leave, commuted leave to his credit etc. should be regularly and concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills, and leave statements and attested by such officer as may be empowered by the managing committee. The date of birth should be verified with reference to documentary evidence and a certificate recorded to that effect stating the nature of document relied on.

(c) The competent Authority may correct errors in the Service Book, which are either obviously clerical or errors in which correctness of original entry is questioned on other grounds.

The service books should be kept in the custody of the Principal or any other officer duly authorized by him.

The custodian officer will allow a perusal by the college employee of his service book to ensure that it is properly maintained, upto-dated and that all erasures in it are attested.

The service book should be taken for verification in June of each year by such officer as may be empowered by the Management or the Principal who, after satisfying himself that the services of the college employee concerned are correctly recorded in his service book in conformity with the above instructions, should record there in a certificate that services have been verified upto-dated from pay bills, & acquaintance rolls & other records duly signed by him.

The service book may be given to an employee after he retires or resigns or is discharged from service without fault, an entry being first made therein to this effect, or in case of death of an employee to his successors on application.

In case of termination of service of college employee by removal or dismissal his service book should be retained for a period of five years. In case of legal proceedings, if any, the service book should be retained till the case is finally settled or disposed off by the last court exercising appellate or re-visional jurisdiction.

Every care must be taken by the Principal or the officer duly authorized by him to see that the service books are not tampered with as kept in the office or during inspection by the employee.

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#### **PERSONAL FILE**

A personal file shall be opened for every employee immediately on his appointment in the college service. In personal file all orders passed for and against the employee shall be documented.

#### **CONFIDENTIAL FILE**

The confidential file of the Principal shall be maintained by the chairman L.M.C. or a L.M.C. Member authorized by him/her.

The confidential files of remaining staff shall be maintained by the principal.

#### **CONDUCT & DISCIPLINE**

The whole time of an employee shall be at the disposal of the college and he/she shall serve the college in its business in such capacity and at such place as may be directed from time to time unless it be expressly provided for.

Every employee of the college shall conform to and abide by these rules and shall observe, comply with and obey all orders and directions, which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.

No employee shall take part in any act or movement calculated in the judgment of the Governing Body/Local managing committee to bring the college into disrepute.

It shall be the duty of every employee to preserve confidence reposed in him by the authorities and not to divulge directly or indirectly information obtained by him in course of his duties which would harm the interest of the college.

No staff member is allowed to involve in private tuitions to our own college students or to students of other institutions or engage himself in any other part time coaching work organized by any other body. Any violation of this rule will be considered as misconduct.

However, the staff members will be duly encouraged to engage extra classes in this college premises to help needy and weak students, if they so desire and a request to this effect is received from a sizable number of students, and an entry to this effect will be duly made in their confidential report.

No employee shall take an active part in politics or in any violent demonstration.

Member of Teaching Staff & Officers are not allowed to become members of any union, a forum, an association or a council without prior approval from the management to do so. Also, they will not form any such body of their own without prior approval of the management. Such requests, if any will be considered by the Management on merit and the latter will have exclusive rights to deny such request if it is considered against the interest of the college, students or general academic atmosphere.

No employee shall be permitted to accept solicit or seek any outside employment or office without the previous sanction of the competent authority. If permitted & selected he shall have to give notice as specified in his appointment order.



No employee shall use a threatening or abusive language against students, his own colleagues or superiors. Any gesture of intruding upon the privacy of any girl student or lady staff member will amount to misconduct. Disputes, if any, should be settled through reference to the competent higher authorities.

A temporary employee may apply for an outside post, provided that he shall have to give clear one month's notice in case of his selection therefore. A contractual employee will be governed by the terms and conditions of his contractual appointment order.

An employee shall not ask for or accept any gift or any other consideration from any subordinate employee, or from any other persons including students, for a work to be done in connection with the business of the college.

No employee shall contribute to the press any matter in connection with the college or the management without obtaining the prior sanction of the competent authority.

#### REMOVAL, DISMISSAL, TERMINATION

The following acts or omissions shall constitute misconduct :-

- a) In-subordination or disobedience whether alone or in combination with others of any order of superior, or any circular, instructions or notice issued or given or as may be issued or given from time to time.
- b) Theft, fraud, misappropriation or misuse temporary or otherwise of any property or business of the college.
- c) Damage to any property or article of the college.
- d) Taking or giving bribes or any illegal gratification in whatsoever form.
- e) Habitual absence without prior permission or without grant of leave in writing from competent authority.
- f) Habitual late-coming.
- g) Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the college.
- h) Neglect of work or negligence in discharging any duty or negligence in discharging his duty in relation to any property.
- i) Violence or inciting violence.
- j) Stopping work either single or with other employees or inciting any one else not to work.

- k) Disclosing any secret or confidential information in regard to any matter relating to the working, which will be detrimental to the interest of the college.
- l) Theft of property of another employee within the premises of the college.
- m) Gambling in any form in the college premises.
- n) Allowing any person or persons whose entry is prohibited.
- o) Sleeping, loitering or whiling away time or early leaving or disappearing from place of work during working hours.
- p) Refusal to accept any communication or charge-sheet issued by the college authorities.
- q) Falsification or tampering with any paper or record of the college.
- r) Sheltering or trying to shelter any offender or any one who commits any act of misconduct or any employee helping any one or any such employee failing to report to the Head of the Department any illegal activity or act of misconduct which takes place in his presence.
- s) Making any false or exaggerated allegations against any officer, superior, or co-employee.
- t) Not forwarding applications for posts outside the college through proper channel.
- u) Committing nuisance during the working hours by being found intoxicated or otherwise.
- v) Carrying on any other business without the previous specific permission of the competent authority.
- w) Committing any act involving moral turpitude.
- x) Making any false declaration, announcement or representation.
- y) Conviction by competent court for any criminal offence.
- z) Any other act or omission which, in the opinion of the Head of the Institution, constitutes an act of misconduct, consistent with those stated herein before but not specifically mentioned.

Note:- No act of misconduct which is committed on not less than three occasions shall be treated as habitual.

#### **PUNISHMENT FOR MISCONDUCT.**

- Punishment to be given to an employee by the competent authority shall be as under
- i) Censure
  - ii) Withholding of increments or promotions
  - iii) Reduction to a lower post or time scale or to a lower stage in time scale



- iv) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or by breach of orders.
- v) Removal from service
- vi) Fine to be deducted from salary

Full-fledged and elaborated departmental enquiry will not be necessary for inflicting punishments such as withholding of increments or character roll warnings. In these cases, the employee shall be given the intimation of the act of mis-conduct committed by him and he will be given an opportunity to give explanation before the punishment is inflicted.

In other cases full fledged and elaborate departmental enquiry will be conducted by the officer or committee appointed for the purpose by the competent authority.

For the purposes of the departmental enquiry the enquiring authority or the officer entrusted with the enquiry shall be the Principal or the Chairman or their nominee or nominees or the committee appointed by the LMC. The Principal or the Chairman Or any nominee appointed by them shall personally investigate the complaint and submit the enquiry report to the Principal. If the LMC demands the report should be forwarded to the LMC for decision.

#### PROCEDURE OF CONDUCTING DEPARTMENTAL ENQUIRY

Any employee against whom action is proposed to be taken shall be provided with the copy of charge or charges as well as the statement of allegations that have been made against him and over which disciplinary proceedings are being held by the competent authority or the officer entrusted with the enquiry. The employee shall then submit the explanation in writing and obtained acknowledgement thereof.

If the explanation contains information leading to inference of admission, an order of punishment may be passed forthwith, provided that authority passing an order records its findings on each items constituting the misconduct. Merely saying that employee admits allegations and charges will not be sufficient for the purpose of awarding punishment.

If, however, there is no admission, the officer so entrusted with the enquiry shall hold enquiry and give the employee concerned adequate opportunity to defend himself by cross examining the witnesses and giving his own evidence in defence.

It shall not be open for an employee, to claim to examine any one as a witness except those who are in the employment of the college. However, he may produce other witness at his own cost and risk at the place and time specified by the enquiry officer. The enquiry officer shall have the power to disallow any witness or witnesses whose evidence in his opinion is not material or relevant to the enquiry.

Procedure for the enquiry, stated above need not be followed in the following circumstances

- i) When the person charged admits the charges in writing
- ii) When the order of the punishment is to be based on facts which have led to the conviction of person charged in criminal court.
- iii) When the person charge has absented or when for other reasons it is impracticable to communicate with him.

In awarding punishment competent authority concerned shall take into account the gravity of misconduct and the previous record if any, of the employee or any other extenuating circumstances or aggravating circumstance that may exist.

#### REVERSION

The authority which orders demotion of a college employee as a penalty from higher to lower grade or post may allow him to draw any pay not exceeding the maximum of the lower grade or post.

If an employee on account of misconduct or inefficient it reduced to a lower grade or post or to a lower stage in his pay scale, the authority ordering such reduction shall state the period for which it shall be effective and also state the period for which his future increments are postponed.

The period for which reduction has been ordered will be exclusive of any interval spent on leave before that period has been completed.

#### SUSPENSION

If the competent authority finds that the nature of act of misconduct alleged is so serious as not to allow the employee to continue his work an order of suspending him may be passed and the person shall be continued to remain under suspension till a decision of the Departmental Enquiry or till such period as the competent authority deems fit. During the period of suspension, the employee will be entitled to a subsistence allowance i. e. an amount equal to leave salary on half pay & dearness allowance based on the rate of subsistence allowance.

If as a result of enquiry the employee is not found guilty of misconduct then the employee may be reinstated and he shall be entitled to his normal pay & allowance for the period of suspension, subject to adjustment of the subsistence allowance paid to him during period of suspension. If how ever, the employee is found guilty fully or partially, but retained in service, the period of suspension and his pay & allowances may be decided by the competent authority in each and every case.

Leave shall not be granted to an employee under suspension.

#### TERMINATION

The employment of a permanent employee may be terminated by the appointing authority by one calendar month's notice or on payment of one month's wages including all allowance in lieu of notice.

Temporary employees and casual or apprentice employees who are engaged for specific periods or specified work will cease to be in service on the expiry of the specified period.

In case of other temporary employees or probationer, the employment shall be terminated by one month's notice or on payment of one month's wages including allowances in lieu of notice.



Reasons of termination of employment shall be recorded in writing and be communicated to the employee concerned. The reasons shall not be communicated, if they are detrimental to the interest of the college or if in the opinion of the terminating authority are likely to involve any person in civil or criminal proceedings at the instance of the employee.

The employee while leaving the college for good, shall be paid his dues only after he obtains a No Dues certificate from all concerned showing that he has returned in good condition all books, furniture and other articles or things which were under his control, custody or charge for use in connection with his work or otherwise. If he occupies the college accommodation he will also have to handover the same before he can claim his dues from the college. If the employee fails to do so, the college shall recover the amount due from him on account of all items from salary & other amount due to him.

The services of an employee shall be liable to be terminated, if he is found to be suffering from any contagious or venereal or lethsome or other serious disease or such a disability as makes him incapable of discharging his duties efficiently or faithfully. The opinion of the medical officer of the college shall be final & binding in such cases.

#### APPEALS

An appeal should be made to the GB/ L. M. C. , if the employee so desires, against the penalty or dismissal order passed by the principal, within 15 days from the date of communication of the order.

If the order is passed by the authority subordinate to the Principal, appeal in similar circumstance and within a week shall lie to the Principal.

If the order is passed by the G.B./L. M. C. the appeal shall lie in similar circumstances to the chairman. Whose decision shall be final and binding.

Every appeal shall comply with the following requirements :

- i) It shall be written in English or Marathi or Hindi.
- ii) It shall be couched in polite & respectful language & shall be free from statements, allegations or insinuations not strictly relevant to the matter.
- iii) It shall contain all material, statements, explanation and argument and it shall be complete in itself.
- iv) It shall specify the relief desired.
- v) It shall be submitted through the proper channel.
- vi) It shall be accompanied by a copy of the order challenged.

Decision on the appeal will be communicated to the employee as early as possible but not later than three months from the date of submission.

#### REDRESS OF GRIEVANCES

Any employee desirous of a redress of grievance arising out of his employment or relating to unfair treatment or wrongful action on the part of superior shall submit a complaint to the principal or any officer appointed by him in this behalf. In case of the superior being Principal, the complaint be addressed to the chairman, G.B./L. M. C. and be submitted through proper channel.

#### DESERTER

Any employee if he absents from duty without permission for a period of more than 30 days shall be deemed to be a deserter and his services shall stand terminated automatically on the expiry of the period of 30 days. Efforts should, however, be made to recover outstanding articles, if any, against him/her, and the matter should be reported to L. M. C. /GB

#### RETIREMENT

An employee, after confirmation, unless appointed on a contract for a period stated in the appointment order shall continue to be in service upto the age of 62 years.

Provided, however, it shall be competent for the managing committee to retain him in service after the date of retirement as stated above by offering a fresh appointment to him on contract basis, if it is necessary to do so in the interest of the college.

#### RESIGNATION

A permanent employee shall not leave or resign or discontinue his service in the college without giving prior notice in writing to the principal or the chairman (as the case may be) of his intention to leave or discontinue the service. The period of notice shall be one calendar month. The period of notice may be waived at the discretion of the appointing authority.

In case of breach by an employee of the provision of this sub-clause, he shall be liable to pay to the college a penalty a sum equal to his wages including allowances for the period of notice required to be given by him. The amount may be deducted from the money due to him.

#### POWER TO CHANGE RULES

These rules will be applicable to all existing staff member from the date of their joining the duties in this college. These rules may be modified, added to or amended, by the Local Managing Committee at any time in future. The power to interpret these rules vests in the chairman who may issue such administrative instructions as may be necessary to give effect to or carry out the purpose of these rules and otherwise secure effective control over the staff.

Approved



PRINCIPAL

COLLEGE OF ENGINEERING & TECHNOLOGY,  
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