



Hon. Shri. Babanrao Pachpute Vichardhara Trust's

# Group of Institutions

Kashti, Tal - Shrigonda, Dist-Ahmednagar, Maharashtra - 414 701

## Faculty of Engineering

Approved by AICTE, MS (New-Int)-Engg./2009/09, Dt. 15/06/09, Affiliated to Savitribai Phule Pune University

### NAAC Criteria – VI

#### 6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

Sr. No.	Name of Document	Page No.
1	Organization Chart	1
2	Governing Body	2
3	College Development Committee	3
4	IQAC	4
5	NAAC Self Study Report Committee	5
6	List of Committees and Responsibilities	6
7	Recruitment Policy	8
8	Service Rules And Regulations Policy	13
9	Perspective Plan	21



*Wet*  
Principal  
HSBPV Trust's, GOI, Faculty of Engineering  
Kashti, Tal. Shrigonda, Dist. Ahmednagar





parikrama  
Revolution in Education

Hon. Shri. Babanrao Pachpute Vichardhara Trust's

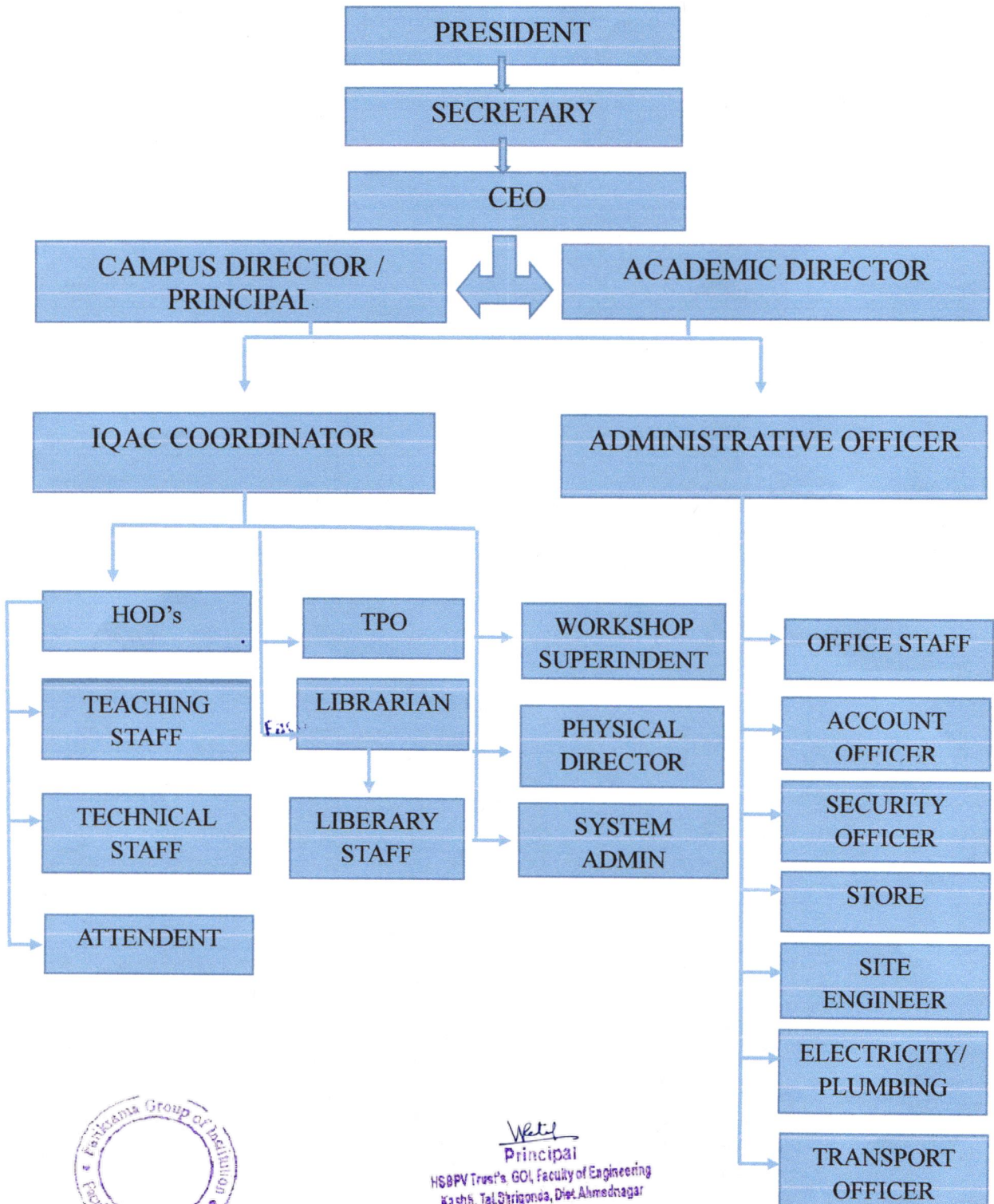
# Group of Institutions

Kashti, Tal - Shrigonda, Dist-Ahmednagar, Maharashtra - 414 701

## Faculty of Engineering

Approved by AICTE, MS (New-Int)-Engg./2009/09, Dt. 15/06/09, Affiliated to Savitribai Phule Pune University

### ORGANIZATION CHART



*Wetel*  
Principal  
HSBPV Trust's, GOI, Faculty of Engineering  
Kashti, Tal. Shrigonda, Dist. Ahmednagar





Hon. Shri. Babanrao Pachpute Vichardhara Trust's

# Group of Institutions

Kashti, Tal - Shrigonda, Dist-Ahmednagar, Maharashtra - 414 701

Faculty of Engineering

Approved by AICTE, MS (New-Int)-Engg./2009/09, Dt. 15/06/09, Affiliated to Savitribai Phule Pune University

Ref: Engg /2019-20/

Date: 08/8/2019.

## GOVERNING BODY

Details	Designation of the member	Name of the Member
Member to be nominated by trust	Chairman	Dr. Sau. Pratibha Babanrao Pachpute
Member to be nominated by trust	Secretary	Mr. Vikramsingh Babanrao Pachpute
Member to be nominated by trust	CEO	Mr. Adv.Pratapsingh Babanrao Pachpute
Principal/Director	Member Secretary	Dr. Patil V. N.
Educationist	Member	Dr. Giramkar S. A.
Industrialist	Member	Mr. Gadekar N. V.
Nominee of SPPU	Member	Nominee of the SPPU Pune.
Nominee of AICTE	Member	Nominee of the AICTE
Nominee of DTE	Member	Nominee of the state govt. (DTE)
Faculty	Representative	Prof. Mahadik S. N.
Non-Teaching	Representative	Mr. Bhoyte M. G.

PBP

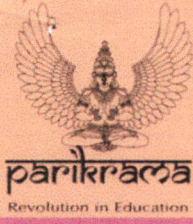
**President**

HSBPVT GOI COE, Kashti  
**PRESIDENT**

Hon. Shri Babanrao Pachpute  
Vichardhara Trust, Shrigonda,  
Tal Shrigonda, Dist. Ahmednagar

Email : the.parikrama@gmail.com, Ph : (+912487) 232120, 232122





Hon. Shri. Babanrao Pachpute Vichardhara Trust's

# ग्रुप ऑफ इंस्टीट्यूट्स

Kashti, Tal - Shrigonda, Dist-Ahmednagar, Maharashtra - 414 701

## Faculty of Engineering

Approved by AICTE, MS (New-Int)-Engg./2009/09, Dt. 15/06/09, Affiliated to Savitribai Phule Pune University

Ref.

Date : 30/04/2020.

महाविद्यालय विकास समिती २०२०-२०२१

विषय: महाविद्यालय विकास समिती स्थापन करण्याबाबत...

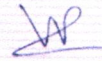
महोदय,

उपरोक्त विषयाला अनुसरून आपल्या महाविद्यालयामध्ये महाराष्ट्र पब्लिक ऍक्ट २०१६ नुसार महाविद्यालय विकास समिती स्थापन करण्यात येत आहे. समितीच्या नियुक्त्या खालील प्रमाणे,

अ.क्र.	सभासदाचे नाव	पद	कालावधी
१	डॉ.सौ.प्रतिभा बबनराव.पाचपुते	President	30/05/2021
२	श्री विक्रम बबनराव पाचपुते	Secretary	30/05/2021
३	श्री.गेहीदास तुकाराम यादाव	Local Members	30/05/2021
४	प्रोफ. खेडकर अमोल	Nominee of Secretary Management	30/05/2021
५	डॉ. व्ही. एन. पाटील	Nominee of Secretary Management	30/05/2021
६	प्रोफ. तांडकरी. व्ही. सी.	Teacher	30/05/2021
७	प्रोफ. दिवेकर एम. एन.	Teachers	30/05/2021
८	प्रोफ. गुनवरे पी. डी.	Teachers	30/05/2021
९	श्री. मालवदकर एम. व्ही.	Non-Teaching Employees	30/05/2021
१०	डॉ. व्ही. एन. पाटील	Principal	30/05/2021
११	प्रोफ. हिरणवळे एम. वी.	Teachers	30/05/2021

प्रत माहीतीसाठी:

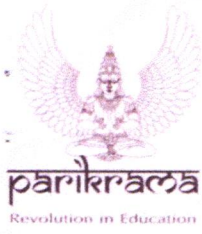
१. वरील सर्व पदाधिकारी

  
Principal

HSBPV Trust's, GOI, Faculty of Engineering  
Kashti, Tal. Shrigonda, Dist. Ahmednagar

Email : the.parikrama@gmail.com, Ph : (+912487) 232120, 232122





Hon. Shri. Babanrao Pachpute Vichardhara Trust's

# Group of Institutions

Kashti, Tal-Shrigonda Dist-Ahmednagar, Maharashtra - 414 701

## Faculty of Engineering


Approved by AICTE. MS(New-Int) Engg./2009/09.Dt.15/06/09, Affiliated to Savitribai Phule Pune University

Ref.

Date : 15/03/2021

### Internal Quality Assurance Committee (IQAC)

Sr No.	Name	Designation	IQAC Role
1	Dr. Patil V.N.	Principal	Chairman
2	Mrs. Date A.R.	Asst. Professor, E & TC	IQAC Coordinator
3	Mr. Dhagate M.D.	Academic Coordinator	Member
4	Mr. Pachpute P.B.	Management Representative	Member
5	Mr. Suryawanshi P.M.	NAAC, Coordinator	Member
6	Mr. Divekar S.N.	Head, E&TC	Member
7	Mr. Hirnawale S.B.	Head, Criteria 1	Member
8	Mrs. Date A.R.	Head, Criteria 2	Member
9	Dr. Mahadik S.N.	Head, Criteria 3	Member
10	Mr. Gunaware P.D.	Head, Criteria 4	Member
11	Mr. Pawar S.A.	Head, Criteria 5	Member
12	Mrs. bhosale S.S.	Head, Criteria 6	Member
13	Mr. Udamale S.R.	Head, Criteria 7	Member
14	Mr. Gunaware N.G.	T & PO	Member
15	Mr. Kawade V.	Local Society	Member
16	Miss. Garud Samruddhi S.	Student	Member
17	Mr. Rothe Nilesh	Project Manager, Maschio Gaspardo Ltd	Member
18	Mr. Mandar Sonawane	Industrialist Alumni	Member
19	Mr. Rahim Swaminath	Stakeholder	Member

  
Principal

Copy To: 1. Principal

2. All HOD for Information and necessary action
3. All above Committee Members

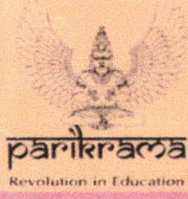
Principal  
HSBPVT's GOI  
Faculty of Engineering, Kashti.

Email : principal.parikramaengg@gmail.com

Ph : (+912487) 232120, 232122

DTE CODE : En5303 PUN CODE : CEGA017180 AISH CODE : C-41501 AICTE ID : 1-12614931





Hon. Shri. Babanrao Pachpute Vichardhara Trust's

# Group of Institutions

Kashti, Tal - Shrigonda, Dist-Ahmednagar, Maharashtra - 414 701

## Faculty of Engineering

Approved by AICTE, MS (New-Int)-Engg./2009/09, Dt. 15/06/09, Affiliated to Savitribai Phule Pune University

Ref:

Date: 17/07/2023

### NAAC Self Study Report (SSR) Committee

As per this order the following teaching and non-teaching staff members are assigned the responsibilities of SSR preparation, finalization, submission and conduction of visit for NAAC team.


Sr No.	Name	Criteria Name	Designation
1	Mr. Suryawanshi P.M.	NAAC , Coordinator	
2	Mr. Dhagate M.D.	IQAC Coordinator	
3	Mr. Divekar S.N.	Coordinator for preparation, finalization, uploading and submission of SSR.	
4	Mr. Himawale S.B.	Curricular Aspects	Head, Criteria 1
5	Mrs. Date A.R.	Teaching- Learning and Evaluation	Head, Criteria 2
6	Dr. Mahadik S.N.	Research, Innovations and Extension	Head, Criteria 3
7	Mr. Gunaware P.D.	Infrastructure and Learning Resources	Head, Criteria 4
8	Mrs. Patole S.S.	Student Support and Progression	Head, Criteria 5
9	Mr. Gholave G.K.	Governance, Leadership and Management	Head, Criteria 6
10	Mr. Udamale S.R.	Institutional Values and Best Practices	Head, Criteria 7

IQAC Coordinator

Principal

Copy for information and necessary action to:

1. All HOD
2. All above Committee Members
3. Office

  
Principal  
HSBPY Trust's, GOI, Faculty of Engineering  
Kashti, Tal. Shrigonda, Dist. Ahmednagar




## COLLEGE COMMITTEES

Sr. No	Name of Committee	Responsibility
1	Internal Complaints Committee (ICC)	<ul style="list-style-type: none"> <li>• The complaints received by ladies staff members or students will be forwarded to the above committee.</li> <li>• The said committee will look into the complaint and call the concerned complaint personally for hearing the grievance.</li> <li>• The chairman of the committee will forward their report in the sealed envelope to the Principal within one week from the date of receipt of complaint.</li> </ul>
2	Anti-Ragging Squad	<ul style="list-style-type: none"> <li>• The squad will continuously maintain vigil in the college campus and monitor the activities of the students.</li> <li>• If any activity of students is found Suspicious then immediate action is to be taken.</li> <li>• The squad will conduct patrolling of canteen Area, parking area, the College building and Ladies hostel. The patrolling of outside area near to college will be also done.</li> <li>• The students can contact Committee members on the above given mobile numbers at any time regarding any kind of problem faced by them from any students in the Campus or outside the campus.</li> </ul>
3	Library Advisory Committee	<ul style="list-style-type: none"> <li>• Facilitate the process of purchase of books and journals as per the demand from individual Faculty forwarded through HODs.</li> <li>• Help in getting recommendations for purchase of new books, journals and magazines for Updating the library collection.</li> <li>• Formulate rules, regulations and guidelines for purchase of books and journals.</li> </ul>
4	R&D Committee	<ul style="list-style-type: none"> <li>• To create awareness and opportunities in Research and Development among the faculty and students.</li> <li>• To motivate the faculty members of the group for R&amp;D activities in the area of their specialization.</li> <li>• To assist for applying and getting funds for conducting Seminar/Workshop/FDP from various available funding agencies.</li> </ul>



5	T & P Committee	<ul style="list-style-type: none"> <li>• Awareness in the students regarding future career options.</li> <li>• Providing resources and activities to facilitate the career planning process.</li> <li>• Organizing soft skill sessions to improve the soft skills of student.</li> <li>• Conducting campus placement drives.</li> </ul>
6	SC/ST Committee	<ul style="list-style-type: none"> <li>• The members of the committee shall regularly monitor the remedial classes in life skills personality development, writing assignments and presentations and also have to organize interactive sessions and informal meetings with students to attend their personal, social and academic problems.</li> <li>• The committee shall meet at least twice in a semester or based on any specific case, prepare and maintain the minutes of meeting</li> </ul>
7	NSS Committee	<ul style="list-style-type: none"> <li>• To acquire leadership qualities and democratic values.</li> <li>• To gain skills in mobilizing community participation.</li> <li>• To practice national integration and social harmony.</li> </ul>
8	College Grievance Redressal Committee	<ul style="list-style-type: none"> <li>• To create a harmonious and conductive atmosphere to everyone.</li> <li>• To conduct the meetings with the representatives of each class, staff, in order to identify the grievances and requirements of the students and staff.</li> <li>• Chairman and committee members are informed to do needful for proper execution of above functions.</li> <li>• However the responsibilities may extent in case if it is needed.</li> </ul>
9	Women Grievance Committee	<ul style="list-style-type: none"> <li>• The complaint received by Principal Office from any ladies staff member or student will be forward to the above committee.</li> <li>• The said committee will look into the complaint and call the concerned complaint personally for hearing the grievance.</li> <li>• The Chairman of the committee will forward their report in the sealed envelope to the Principal within one week from the date of Receipt of complaint.</li> </ul>



  
 Principal  
 HSBPV Trust's, GOI, Faculty of Engineering  
 Kashi, Tal. Shrigonda, Dist. Ahmednagar



## RECRUITMENT POLICY

### Recruitment Eligibility Criterion:

As per All India Council for Technical Education, New Delhi, Regulation, 2010 (vide Notification F.No.37-3/Legal/2010, dated 05.03.2010) on minimum qualifications for appointment of Teachers and other Academic Staff.

### Recruitment of Teaching Faculties

- There shall be only three designations in respect of teachers in namely, Assistant Professors, Associate Professors and Professors.
- No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- Faculty designated as Professors as on 05.03.2010 shall continue as Professors.
- The ratio of Professors to Associate Professors to Assistant Professors in a UG college shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professors in a PG college shall be in the ratio, ordinarily of 1:2.

### Engineering / Technology

Programme	Cadre	Qualifications	Experience
Engineering / Technology	Asstt. Professor	BE/BTech and ME/MTech in relevant branch with First Class or equivalent either in BE/BTech or ME/MTech	
	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly desirable	Minimum of 5 years' experience in teaching / research / industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. or Minimum of 13 years' experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books / research paper publications / IPR /

			<p>patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analysing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>
--	--	--	--

### Recruitment of Librarian

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



## **Recruitment of Administrative or non-teaching staff**

### **Selection Procedure:**

The Selection Committee, selection process and mode of appointment of principals and teachers shall be as per the guidelines, directions of the Savitribai Phule Pune University.

### **1) Appointment of Principal**

1. Principal of the College may be appointed from amongst the teachers of the College or by direct recruitment through selection, and this post shall be considered as non-vacation post.
2. The appointment of Principal of the College shall be made by the Competent Authority on the recommendations of the Selection Committee constituted by Savitribai Phule Pune University. The recommendation of the Selection Committee shall be subject to the approval of the Vice-Chancellor. If the Vice Chancellor does not approve the decision of the Selection Committee, he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration. After reconsideration, if the Selection Committee desires to pursue its original proposal, it shall refer the matter again to the Vice-Chancellor for his decision, which shall be final.
3. A) The Principal who desires to relinquish his post, for personal or other reasons, shall give six months' notice and in lieu thereof six months' total salary to the Competent Authority. If he so desires within first two years of his appointment, the period of notice shall be three months and in lieu thereof he shall pay three months' total salary. He shall ordinarily not give such notice terminating the notice period in the middle of the term. The Competent Authority may waive the notice period.  
B) The Principal who is selected from amongst the teachers or by direct recruitment and desires to relinquish the post within the first two years of his appointment as Principal, shall do so by giving three months' notice or three months' salary in lieu thereof and shall have an option to go back to post in the department which he represents. In case of the Principal who is appointed from amongst the teachers of the same college, ongoing back to his original post, his pay as a teacher shall be fixed in his original scale as if he had continued in the post. In the case of the Principal who was not a teacher of the college at the time of his appointment as Principal, his pay as a teacher shall be fixed in his previous scale as teacher as if he had continued in the post.
4. In the event of the vacancy of the post of Principal, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal, shall be assigned by the management of the College to the senior most teacher in the college in addition to his own duties as an alternate arrangement in respect of temporary vacancy, till the Principal resumes, and as an alternate arrangement in respect of permanent vacancy, till the post is filled in by, usual procedure.

### **2 Appointment of Teachers**

1. All posts of the teachers shall be widely advertised with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit their applications.
2. The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of fifteen days to each member and to the candidates. The particulars of each candidate called for interview; in consultation with the Head of the

- Department/Principal of the College, Head of the Recognized Institution, shall be supplied to each member, so as to reach him seven days before the date of the meeting
3. The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being an expert nominated by the University.
  4. The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.
  5. The Competent Authority, with the approval of the Vice-Chancellor, shall appoint from amongst the persons so recommended the number of persons required to fill in the posts. Provided that where the Appointing Authority proposes to make an appointment otherwise than in accordance with the order of merit arranged by the Selection Committee, it shall record its reasons in writing and refer back to the matter to the Selection Committee for reconsideration within fifteen days from the date of report. There after the decision of the Competent Authority, if approved by the Vice Chancellor, shall be final.

**Crucial steps in appointment are,**

- Approval of Teaching Posts by Savitribai Phule Pune University
- Advertisement for filling teaching positions in leading Newspapers.
- Scrutiny of applications received before last date mentioned in the advertisement
- Selection committee is constituted by the Savitribai Phule Pune University
- Fixing of schedule for conducting interview
- Intimation to candidates regarding date and time of interview
- Reporting of candidate and verification of certificates
- Interview conducted by Selection Committee constituted by Savitribai Phule Pune University
- Submission of selection committee recommendations to Savitribai Phule Pune University for approval
- Issue Appointment letter to the selected candidate
- Joining by selected candidate and inclusion of the candidate in regular muster roll

**Filling in of Temporary Vacancy (Adhoc Appointment at institute level through local selection committee)**

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the Appointing Authority on the recommendation of the Principal/ Head of the Constituent/Affiliated College/Recognized Institution shall fill in the temporary vacancy. If the vacancy exceeds a period of a term but does not exceed more than a year the vacancy will be filled in by the Appointing Authority on the recommendations of the Local Selection Committee. Crucial steps in appointment are,

- Advertisement of teaching positions in leading Newspapers
- Scrutiny of applications received before last date mentioned in the advertisement
- Fixing of schedule for conduct of interview
- Intimation to candidates regarding date and time of interview
- Reporting of candidate and verification of certificates
- Interview by local selection committee
- Submission of local selection committee recommendations to Savitribai Phule Pune University for approval (for one academic year)



- Issue appointment letter to the selected candidate.

### 3) Reservation of Posts:

The college shall reserve the posts out of the total number of posts to be filled in by selection, for the members of the reserved categories as Scheduled Castes, Scheduled Tribes, Denotified Tribe and Nomadic Tribes.



Wetel  
Principal  
HSBPV Trust's, GOI, Faculty of Engineering  
Kashib, Tal. Shrigonda, Dist. Ahmednagar

## SERVICE RULES AND REGULATIONS POLICY

- A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/adhoc).
- Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- The pay of Principal/Teaching Staff shall be as fixed by the Selection Committee in accordance with the scale of pay prescribed by AICTE or PCI as per 7th pay scale
- The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply.
- The Management may however make ad-hoc appointments in Specific cases or recruit by deputation. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

### **Probation policy:**

- The period of probation of the teacher shall be 5 years, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the Committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice.
- Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management in case of non-satisfactory performance.
- If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

### **Service Book:**

A service book shall be maintained by the Chief Administrative Officer or any other officer duly authorized by him/Principal/Head of Recognized Institution for the teacher of the institute and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature obtained.



### **Assessment of Teachers Work:**

In order to evaluate the work of the teacher, he should prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of a session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Head of the Department/Principal by the end of the year. In addition, the Assessment Report of the teachers shall be maintained by the Head of the Department/Principal for the following purposes,

- For evaluation of six monthly report during the period of probation.
- For confirmation in service.
- For Assessment at the time of crossing Assessment Bar in 2[pay scales.]
- For consideration at the time of interview for a higher post.
- Once every three years for determining whether the teacher continues to take his work seriously.

### **Increment:**

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

### **Promotion:**

- Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.
- Other things being equal, seniority will be the deciding criterion. Seniority of Teachers: Seniority of the teachers in the University/Affiliated Colleges/Recognized Institutions shall be determined as under:
- Seniority of the teacher in College/Recognized Institution shall be determined on the basis of the date of appointment and length of continuous service in the same College/Institution run by the same Management. Provided, however if the teacher accepts appointment in some other University/College/Recognized Institution keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the University/College/Institution in which he has kept lien.
- The Head of the University Department/Principal of the College/Head of the Recognized Institution shall be considered senior to other teachers only for the period during which he holds the said post.
- As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior irrespective of the length of service.
- The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.
- Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.

- Notwithstanding anything contained in the aforesaid clauses of the Statute, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to an Assistant Professor.

#### **Retirement Policy:**

- An Employee of the institution shall be retired on superannuation when he/she attain the age of 58 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of sixty (60) years for reasons of inefficiency, ill-health and the like.
- However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.

#### **Resignation Policy**

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

#### **Termination of Service of Employee:**

- The Management reserves the right to terminate the service of any employee whether probationer or regular giving 1/2/3 months' notice or in lieu thereof 1/2/3 months' pay.
- The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- The Management may terminate any faculty /staff whether temporary or permanent for the following causes such as incompetent or inefficient service, neglect of duty and physical or mental incapacity.
- In case of doubt or interpretation of rule, the decision of the President/Founder Secretary & Correspondent will be final.
- Not with standing said anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the management will be final.
- The management subject to ratification of the governing council is the authority for introducing, repealing or amending any service rule it deems necessary for day to day administration of college.



### **Code of Conduct:**

- An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
- No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
- Any faculty/staff members, who reports incidents of ragging will be given a certificate of appreciation, which will part of service record.
- No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before re-joining duty.
- Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

### **Disciplinary Proceedings:**

- No order imposing any punishment on a member shall be imposed except after.
- The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.
- No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an

enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

### **Job Responsibilities of Teacher:**

- The job responsibilities as a faculty consist of four components viz.
- Academic activities
- Research & Consultancy
- Administration and
- Extension Services
- A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components. Each of them is described below.

### **Academic Activities:**

- Class Room Instructions.
- Laboratory instructions.
- Curriculum development.
- Development of learning resources material & laboratory development.
- Student assessment & evaluation including examination work of university.
- Participation in co-curricular & extra-curricular activities.
- Student's guidance & counselling & helping their ethical, moral, and overall character development.
- Keeping track of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.
- Counting education activities.
- Self-development through upgrading qualification, experience and professional activities.

### **Research & Consultancy:**

- Carry out Research & Development Activities and Research Guidance
- Industry sponsored Projects 3) Provide Consultancy and Testing Services to industries in order to promote industry institution interaction and R & D.

### **Administration:**

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

**Extension Services:**

- Interaction with Industry and Society.
- Participation in Community Services.
- Providing R&D Support and consultancy services to industry and other User agencies,
- Providing non-formal modes of education for the benefit of the Community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Providing technical support in areas of social relevance.
- Any other relevant work assigned by the Head of the Institution

**Work Load:**

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

- Principal: 4 hours/week
- Professor: 8 - 10 hours/week.
- Associate Professor: 12 - 14 hours/week.
- Assistant Professor: 16 - 18 hours/week.

**Teaching Days:**

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

**LEAVE POLICY****Casual Leave:**

- The teacher shall be entitled to 8 days casual leave in an academic year.
- The application for casual leave shall ordinarily be sent before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained.
- The teacher shall not be entitled for more than seven days casual leave at a time together with prefix and suffix Saturday, Sundays or holidays. It could be extended to 10 days at a time only in exceptional circumstances. Holidays or Saturday, Sundays falling between the periods of casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.

**Special Leave:**

1. The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.
2. The teacher attending such business of other University/Central or State Government Bodies/Other Statutory Bodies in India/College/Institution shall be entitled to special leave not exceeding 15 days in a year.



3. The teacher attending the examination work of the University shall be treated to be on special leave.

4. The teacher who is deputed/sponsored by the University/College/Institution for any special training/teaching/academic visit to other places of country /countries, or is to be away from his place of duty for work on behalf of UNESCO or similar other organisation or under Colombo Plan or Cultural Exchange Scheme or Collaboration Schemes or under similar schemes of the University Grants Commission or of Government of India or of the State Government or of similar other bodies, or has to attend national or inter-national conference, symposium or seminar on invitations from organizers of conference etc. shall be treated on special leave for the period of his absence from duty.

#### **Earned Leave:**

· The teacher shall be entitled to earned leave at the rate of one third of the period spent on duty subject to his accumulating maximum of 180 days of leave.

#### **Medical Leave:**

All the employees are entitled for 9 Medical Leaves (ML) in an academic year (1st June to 31st May). 1. In case of Medical Leave, a medical certificate from Registered Medical Practitioner should be produced.

2. In case of emergency, a special leave may be granted subject to the approval from CEO.

3. In case of emergency / Medical Leave, the employee should inform to the Principal.

#### **Study Leave:**

1. The permanent whole-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave, together with leave due and admissible up to 24 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution. If the teacher with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave.

2. The teacher shall not be entitled for another study leave unless he has spent more than five years of duty since his return from study leave granted to him.

3. The teacher may alter substantively the course of study or the programme of research only with the prior permission of the Competent Authority.

4. In case the teacher completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority, avail of earned leave to his account to extra-ordinary leave.

5. The teacher who is granted study leave shall avail the same within six months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.

6. The teacher availing the study leave shall undertake that he shall serve the University/College/Institution continuously for double the period of study leave subject to a minimum of three years from the date of his resuming duty after expiry of the study leave.

After the leave has been sanctioned, the teacher shall, before availing the same, execute the bond in favour of the University/College/Institution in the prescribed form.

7. The teacher who has been sanctioned study leave for his Doctorate, shall submit to the Registrar/Principal/Head of the Institution, six monthly reports of his progress in his studies through his supervisor/Head of the Institution. In case of others, teacher shall send the report of the work done by him directly to the Registrar/Principal/Head of Institution. The report shall reach the Registrar/Principal/Head of the Institution within one month of expiry of every six months of the study leave. If the report does not reach the Registrar/ /Principal /Head of the Institution within the time specified, payment of study leave salary may be deferred till receipt of such report.

**Vacation Leave:**

Faculties who are in regular service are eligible for a vacation leave as per the norms of trust. Permission/Movements:

Depending on urgency of the matter Principal/faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.

**Competent Authority:**

For Principal- Campus Director

For all teaching faculty/Non-Teaching Staff- Principal/ Senior Faculty (in absence of principal).



Wet  
Principal  
HSBPV Trust's GOI, Faculty of Engineering  
Kashb, Tal. Shrigonda, Dist. Ahmednagar





Hon. Shri. Babanrao Pachpute Vichardhara Trust's

**ग्रुप ऑफ़ इंस्टिट्यूट्स**

Kashti, Tal - Shrigonda, Dist-Ahmednagar, Maharashtra - 414 701

**Faculty of Engineering**

Approved by AICTE, MS (New-Int)-Engg./2009/09, Dt. 15/06/09, Affiliated to Savitribai Phule Pune University

### **Perspective Plan 2023-2028**

#### **Academic Enhancement:**

Every year, placement will be improved.

To increase guidance for competitive exam for higher studies/Government services

To enhance number of entrepreneurs by organizing various activities like EAP, entrepreneurs Talks, Tie up with incubation center under EDC.

Orientation program/FDP for teaching & non-teaching staff related to newly introduced courses - as and when required will be arranged or faculty will be deputed.

Professional skill development of faculty and students - every semester, at-least one faculty member per department will be trained on one professional skill and further they will give training to the students.

Faculty exchange program and student mobility through MoUs with National and International Universities of high repute by 2028.

Introduction of new courses and increase in existing intake of courses by the year 2027.

#### **Administration:**

Develop and administer e-Governance for all the processes in the institute by the year 2028.

Institute to get accredited by NAAC by the year 2024.

Institute to get 50% of the programmes NBA accredited by the end of 2025 and 100% eligible programmes by the year 2026.

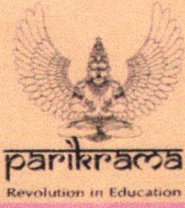
Acquire permanent affiliation of university by the year 2027.

Acquire autonomous status by the year 2028.

Improve the involvement in extension activities

Email : [the.parikrama@gmail.com](mailto:the.parikrama@gmail.com), Ph : (+912487) 232120, 232122





Hon. Shri. Babanrao Pachpute Vichardhara Trust's

**Group of Institutions**

Kashti, Tal - Shrigonda, Dist-Ahmednagar, Maharashtra - 414 701

**Faculty of Engineering**

Approved by AICTE, MS (New-Int)-Engg./2009/09, Dt. 15/06/09, Affiliated to Savitribai Phule Pune University

### Research and Development:

Every year at-least 10% of faculty members in each department will publish one research paper per semester in UGC listed journals and/or standard conferences.

Collaborative research and publications through MoUs with National and International universities.

Establish Product Innovation and Incubation center by 2027.

Establish Centre of Excellence in each department of various fields by 2028.

Enhance revenue generation through consultancy by faculty members of each department.

Publish e-Newsletter by all departments by 2024-25.

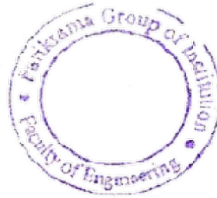
Organization of National Conference after every two year starting from 2025.


### Infrastructure:

Shift to 100% use of ICT for teaching-learning by 2025.

Enhancing green campus every year.

  
IQAC Co-Ordinator  
HSBPVT's GOI  
Faculty of Engineering, Kashti.



  
Principal  
HSBPVT Trust's GOI, Faculty of Engineering  
Kashti, Tal. Shrigonda, Dist. Ahmednagar

Email : the.parikrama@gmail.com, Ph : (+912487) 232120, 232122