

SERVICE RULES, POLICIES, PROCEDURES

&

***DECENTRALIZATION IN WORKING AND GRIEVANCE REDRESSAL
MECHANISM***



Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Technology, Pune-37
(An Autonomous Institute Affiliated with Savitribai Phule Pune University)

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Decentralization In Working and Grievance Redressal Mechanism

Index

Sr. No.	Contents	Page No
01	SERVICE RULES	01
02	Recruitment Policies	02
	a) General Recruitment Policies	02
	b) Recruitment of Teaching Staff	03
	c) Recruitment of Ad-hoc Teaching Staff	04
	d) Recruitment of Adjunct or Visiting Staff	04
	e) Recruitment of Administrative and Technical Staff	04
03	Procedure for Maintaining Teaching and Non-Teaching Staff Service Records	05
04	Basic Leave Rules	07
	a) Casual leave	07
	b) Earned leave	08
	c) Commuted leave /half pay leave	09
	d) Maternity leave	09
05	Promotional policy	10
06	RETIREMENT POLICY	11
07	RESIGNATION POLICY	12
08	FACULTY TRAINING POLICY	13
09	FACILITIES FOR EMPLOYEES	14
10	<i>Decentralization In Working and Grievance Redressal Mechanism</i>	15

1. SERVICE RULES:

- a) Working hours for Teaching and Non-Teaching staff will be 40 Hrs. Per Week.
- b) Timings of Teaching and Non-Teaching staff 10 a.m. to 6.00 p.m. from Monday to Friday and all Laboratory Attendants and Class IV should come a half hour earlier and should go a half hour later of Regular Timings.
- c) Payment as per VI^T Pay recommendations to eligible staff members. Other allowances as per State Government norms.
- d) Gratuity as per Group Gratuity Scheme between Institute and LIC and Provident Fund as per State Government Rules of Maharashtra.
- e) Increment as per State Government G.R.
- f) Bio-Metric Attendance System as per Government policy.
- g) Medclaim, Accident, and Term Insurance Policy to eligible staff members.

2.0 Recruitment Policies

a) General Recruitment Policies:

The Institute recruit's faculty and staff members as per the norms and standards prescribed/recommended by the All-India Council for Technical Education / The Directorate of Technical Education / Savitribai Phule Pune University. The Institute will deploy additional professors on a full-time/part-time/contract basis for promoting its innovative programs aligned to the vision of the Institute. The recruitment is carried out as per the following reservation policy laid down by the Government of Maharashtra.

SC – 13%, ST – 7%, VJ (A) – 3%, NT(B) – 3.5%, NT(C) – 3.5%, NT(D) – 2%, OBC – 19%, SBC – 2%, Open – 48% = Total – 100%.

After the roster approval from the University, B.C. Cell, Divisional Commissioner Office, Pune, Selection Committee is nominated by the Chairman of the Board of Management / Governing Body, as per the guidelines given by the Government of Maharashtra for recruitment of faculty for autonomous institutes in the state constituted for Professor – Associate Professor – Assistant Professor – Lecturers, etc.

The posts are advertised in the leading newspapers across the country and applications are invited after the selection process on the recommendation of the committee, candidates are appointed to the respective positions.

b. Recruitment of Teaching Staff:

After getting Autonomy by University Grant Commission in 2008, the following procedure for recruitment of teaching non-teaching staff was adopted as per the Government Resolution. 1st March 2008.

The appointment of senior faculty/staff members at an Institution shall be made by its BOG, as often as required, by following an open and transparent selection procedure, including:

- 1) Calculate staff requirements and prepare workload as per SPPU and AICTE norms and get approval from the Academic Section of SPPU, Pune.
- 2) Roster verification from Competent Authority such as – Savitribai Phule Pune University, Pune, and B.C. Cell, Divisional Commissioner office (**मावक**)
- 3) The lists of eligible reserved category candidates are to be taken from various Employments Exchange and Reservation Cell
- 4) Adherence to State's Reservation Policy for weaker sections of society
- 5) Issue of attractive advertisement for the posts at National / State-levels.

- 6) Issue of rolling announcement of vacancies on the Institute's as well as University website
- 7) Setting up Screening Committees to identify candidates to be interviewed
- 8) Setting up Selection Committees to interview the identified candidates
- 9) Placing the Selection Committee Reports before the BOG for approval
- 10) Issue of Appointment Letters by Director to selected candidates

c. Recruitment of Ad-hoc Teaching Staff:

It is necessary to appoint faculty on an ad-hoc basis in case of the second shift, faculty resigns in between the semester for a year, in such cases, and following procedure is followed:

Out of the applications received the eligible candidates undergo the selection process at the department level.

- The process includes written tests and technical interviews, and demo lectures.
- Following are the Selection Committee Members
 - a) Chairperson of Board of Management / or His Nominee
 - b) Director
 - c) Head of the Department
 - d) Two (2) Subject Experts
 - e) Dean Academics
 - f) Dean Administration
 - g) Nominee of Reservation Cell
- The shortlisted candidates appear for a final personal interview in front of the 3 members committee comprising of the Director and a Chairman. The head of the Department is a Member Secretary and a Dean-Administration and Registrar as a member.
- The committee recommends the candidate along with the proposed salary temporarily for a one academic year on approval of the chairman.
- The candidate is appointed for one academic year.

Recruitment of Adjunct or Visiting Staff:

The Institute offers various elective courses of the following type

- a. General Proficiency Courses – where courses like music, photography, and other courses on health and hobby are taught.
- b. Professional Development Courses – Where industry professionals teach the courses.
- c. International Languages like Germany, Japanese, and French are taught.
- d. For MTech. / Ph.D. and Final Year Electives

The Institute appoints visiting faculty or adjunct faculty who are experts in the above areas.

d. Recruitment of Administrative and Technical Staff:

Similarly, the appointment of other staff members at an institution shall be made by the Director, who shall ensure openness and transparency in all the steps taken, in letter and spirit.

The procedure for selection of all other administrative staff and technical staff will be as follows:

- 1) Director to constitute suitable committees from among the faculty and officers of the institute to evolve essential and desired qualification and experience requirements for each post.
- 2) Releasing open advertisements in the local newspapers, website.
- 3) Director to constitute suitable screening committees.
- 4) Candidates are to be called for the interviews with a notice of at least 15 days.
- 5) Director to constitute selection committee for each post which should include Deputy Director/Dean as the Chairman, Head of the Department/Section as a member.
- 6) Selection committee to make the recommendations to the Director with a panel of names in order of merit.
- 7) Director to approve the recommendation of the Selection committee observing that all norms are taken care of.
- 8) Registrar to send the offer letters.

3. Procedure for Maintaining Teaching and Non-Teaching Staff Service Records:

- 1) Joining activity will start when a new employee reports to Establishment Section.
- 2) The new staff member, who joins the Institute, will fill up the staff information sheet and Joining Report & submit it to the Establishment Section through HOD.
- 2) The HOD returns the same, after the signature, to Establishment Section. The Establishment Section submits both documents to the Registrar for signature.
- 4) On receipt of the joining report, duly signed by the registrar Employee Code Number (generated with continuous incremental type) is allotted to the staff member.
- 5) Prepare a personal file (as per the contents list), that contains an application of the selected candidate along with copies of Qualification certificates and testimonials, office order, joining report and, staff information sheet.
- 5) Personal file of a newly joined employee will be identified by a label that consists of the following information viz
 - a) Employee Name
 - b) Designation
 - c) Employee code Number
 - d) Department
- 6) Service Book will be prepared, in duplicate. One will be marked as original in red which remains in Establishment Section and the second will be marked as duplicate in blue which remains with staff. The service book in respect of teaching and non-teaching employees will be prepared on the following conditions.
 - a) For Non-Teaching Staff: When the staff member is given an applicable scale.
 - b) For teaching staff: At the time of faculty approved by the competent authority along with Those who are working on an ad hoc basis and completed 4 years of continuous service on scale.
- 7) The staff members will receive the increment as per VI pay guidelines institution norms.
- 8) Individual staff members will be provided with Id-cards within 15 days after the receipt of application with two photographs from an employee.
- 9) The Establishment section will check bio-metric attendance records every month for all Staff members.
- 10) The Establishment section will prepare a Consolidated Monthly Attendance Report based on the Attendance Report from various departments at the end of every month for salary.

- 11) A Consolidated Monthly attendance report duly signed by the Administrative Officer will be handed over to Accounts Section for preparing a salary sheet in the first week of the next month.

- 12) In case of employee resigns, or his/her services are terminated, or his/her tenure is over or retired, relieving orders are to be issued by the signature of the Director only, both in case of teaching and non-teaching staff members. Relieving order will be issued only after receipt of the No Dues Certificate.

Basic Leave Rules:

➤ GENERAL PRINCIPALS:

All the Leaves should apply on VIERP only

1. Leave is not a matter of right.
2. Leave sanctioning authority may refuse or revoke the leave of any kind.
3. Absent on duty without intimation or permission of higher authority will be treated as an unauthorized absence.
4. In general, leaves are to be prior sanctioned.
5. These rules may change as per Govt. norms /as per Management decision.

a. CASUAL LEAVE:

- a) 8 days of Casual Leave applies to the regular employee in one academic year (i.e., from 1st July to 30th of June).
- b) Balance casuals leave beyond 30th June will be lapsed.
- c) Casual leave cannot be combined with any other type of leave or vacation
- d) Casual Leave should be avail proportionately. In an exceptional circumstance, an employee may avail not more than 5 days of casual leave at a time. The same can be prefixed or suffixed to Sundays or holidays provided that the total period of absence does not exceed 5 days at a time.
- e) Holidays & Sundays fall during a period of casual leave and are not counted as part of Casual leave. (i.e., from the date of joining to 30th June)
- f) Half-day Casual leave may be sanctioned for morning sessions afternoon sessions

EARNED LEAVE:

- a) Non-vocational staff working on a regular Pascale/banded is admissible for 30 days of earned leave per year. 15 days of earned leave will be credited to his/her account on 1st January and 1st July of every year.
- b) If an employee is put on pay scale in the middle of the year, proportionate earned leave up to the half year will be credited to his/her account.
- c) If an employee is going to retire or resign, proportionate earned leave i.e., up to the completed calendar month in that half year up to the date of retirement or resignation.
- d) Holidays & Sundays fall during the period of Earned leave; it will be treated as part of Earned Leave.
- e) Earned leave accumulated beyond 300 days will automatically lapse.
- f) The balance of Earned Leave can be encased at the time of retirement or

death of an employee.

- g) Earned leave is to be availed with the prior permission of the higher authorities.

(However, vide circular No. C-1/7, dated 18-05-2018, as per the directives of the Management, all faculty and non-teaching staff including office staff are considered as vocational staff as policy decision).

b. COMMUTED LEAVE /HALF PAY LEAVE:

- a) All teaching and non-teaching staff working on a regular pay salary eligible for 20 days of half pay leave per year.
- b) If an employee has put them on scale in the middle of a year, proportionate half pay leave will be credited to his/her account.
- c) In the case of vocational staff, 10 days of half pay leave will be credited to his/her account on 1st January and 1st July of every year.
- d) In the case of vocational non-teaching staff 20 days of half pay leave will be credited after completion of 1 year of service on the scale.
- e) In case of Permanent approved teaching staff 20 days of half pay leave will be credited after completion of 1 year of service on the scale.
- f) In case of Temporary or ad-hoc staff appointed on the scale and completed 3 years of service, 20 days of half pay leave per year will be credited to his account.
- g) Half pay leave may be commuted to full pay leave on medical grounds. When half pay leave is availed the on medical ground twice the number of days will be debited from his/her half pay leave account. (For e.g., if an employee avail 3 days of commuted leave 6 days of half pay leave will be debited from his/her account. And if an employee avail 3 days of half pay leave only 3 days will be debited from his account). While joining the duty after availing commuted leave fitness certificate with proper stamp and sign along with the application must be produced at Establishment section.
- h) Half pay leave can be availed without a medical certificate.
- i) Minimum 3 days of commuted leave can be availed. 1 or 2 days of commuted leave will not be sanctioned.
- j) Commuted leave/half pay leave can combine with Earned leave; Maternity leaves This type of leave can be combined with vacation

but with the rigor permission of the Director.

k) Commuted Leave cannot be encased.

c. MATERNITY LEAVE:

- a) An eligible female employee will be admissible for 180 days of Maternity leave. This type of leave is a special kind of leave and cannot be debited from any other leave account
- b) Female employee working on the regular pay scale and completed 2 years of continuous service is eligible for 180 days of maternity leave
- c) Application for maternity leave should be supported by Doctor's certificate
- d) Maternity leave can be combined with Earned Leave Commuted leave, or half pay leave
- e) At the time of joining after availing maternity leave, the employee must produce fitness certificate
- f) Earned Leave and Medical Leave can be combined with Maternity Leave

05 PROMOTIONAL POLICY:

- a. Promotion to the higher level of service shall be made as per the availability of the post and eligibility of the staff as per the norms and standards prescribed/ recommended by the All-India Council for Technical Education/ The Directorate of Technical Education/Savitribai Phule Pune University
- b. All promotions shall be considered based on merit and efficiency besides the commitment of the staff to the all-around development of the Institute.
- c. Eligible staff shall be considered for promotion to a suitable high-level position further, there has not been any disciplinary action taken against such candidate for promotion for any misconduct he/she has committed during the service.
- d. Those who are promoted shall be fixed in appropriate pay of scale applicable to that category.
- e. Certain senior faculty are also promoted to work as Deans, heads of Department, Section Heads, and Coordinators.

06 RETIREMENT POLICY:

- a) All teaching and non-teaching staff shall retire upon completing the age of superannuation as per the norms and standards prescribed by the State Government of Maharashtra / recommended by the All-India Council for Technical Education / The Directorate of Technical Education / Savitribai Phule Pune University.
- b) The Institute communicates in writing before 3 (three) months of retirement as a measure of assistance to the retiring employee.
- c) If the retiring employee has an accumulation of Earned Leave at his / her credit, the same can be availed in the period preceding his / her retirement upon recommendation by the Head of Department and approval from the Director.
- d) The age of superannuation as mentioned above shall not apply to the Professor Emeritus or special category appointment.

07 RESIGNATION POLICY:

- a) Any staff member of the Institute, who desires to resign shall give notice as mentioned in his / her appointment order, or the alternative, Hehe/she shall pay gross salary for the months as mentioned in his / her appointment order in lieu thereof.
- b) The resignation shall come into force from the date which the appointing authority accepts the resignation or the date of relieving, whichever is earlier.
- c) Normally teaching faculty members will not be relieved in the middle of the semester.
- d) The appointing authority reserves the right to waive the notice period of the Salary in lieu thereof.

08 . FACULTY TRAINING POLICY:

- a) The Institute recognizes the importance of professional training of faculty related to their area/expertise and teaching. Hence, all faculty members are encouraged to undergo the following part of training.
- b) In-house Training: To be identified and carried out by the Department
- c) Continuing Education Programs: Training provided by IITs, NITs, and Government Colleges under TEQIP, which are generally free of cost
- d) Short Term Training Programs with nominal registration charges
- e) Paid Training Programs with special permission. The faculty members attending training programs outside the Institute are provided economic class to and for fare expenses upon recommendation by HOD and approval by the Director

09. Facilities for Employees:

- **Staff Welfare Fund**
- **Fee Concession to wards –**
- **Festival Advance -**
- **Group Medclaim Insurance**
- **Group Accident Insurance**
- **Incentives to deserving faculty**
- **International Exposure**
- **Seed Money for Research**
- **Revenue sharing for Consultancy, Training Programs and IRG Initiatives – 70/30 %**
- **Financial Support for Research**
- **Deputation to STTP, Workshops, Conferences, Training Programs International universities**
- **Awards and Recognitions**
- **Medical assistance in Emergencies**
- **Credit Cooperative Society**
- **Job to Family Members in case of sad Demise**
- **Promotion to Non-Teaching Staff under CAS**
- **Promotion to deserving faculty**
- **Appointment of deserving faculty as Head, Dean.**
- **Deputation for Higher Studies under QIP with full Salary**
- **Study leaves and Special Leave**

10_ Decentralization In Working and Grievance Redressal Mechanism

To carry out smoothly functional administration following positions are created at Different levels.

1. The functioning of the institute is also in the matrix form where the Dean & coordinators looks after the various activities at the institute level

Sr. No	Position	Function
1.	Dean Administration	<ul style="list-style-type: none">○ Staff Recruitment, Promotions, Resignation, Retirement.○ Deputation policy for QIP○ Maintenance of faculty data base – Average experience, Industry experience, VIT experience, departmental cadre ratio, roster details, etc.○ Workload distribution of office staff.○ HR Management○ Inward and outward○ Issue of all circulars/notices/attendance records.○ Issue of notices, attendance, Minutes of meeting of all boards, Academic Board, Board of Management meeting, Local Management Committee Meeting, etc.○ Release of notices consistent with Academic calendar.○ Compilation and publication of newsletter at college level○ RTI and legal compliances.○ Work as contact point for all external agencies.○ Management of all activities of non-teaching staff.○ Folder management – study, scrutinize, pass appropriate remarks on incoming folders and ensure appropriate distribution of folders.

2.	Dean Finance	<p>Duties includes –Budget – planning, procedure, and approval</p> <ul style="list-style-type: none"> • Purchase – planning, procedure, and approval
3.	Dean Academics	<ul style="list-style-type: none"> • Organize schedules of Board of Studies and oversee the academic affairs regarding courses • of study, academic regulations, curricula, syllabi, and modifications thereof, instructional and • evaluation arrangements, methods, procedures relevant thereto etc. • Function as member secretary of Academic Board for reporting Board of Studies findings and • return the matter for reconsideration to the Board of Studies concerned, upon consolidation • of opinions of Academic Board members. • Present for consideration, various regulations regarding the admission of students to • different programmes of study in the college keeping in view the policy of the Government. • Recommend for consideration and approval to the Governing Body various resolutions of • Academic Board on a progressive basis. • 5. Advise the Governing Body on suggestions(s) pertaining to academic affairs.
4.	Dean R & I	<ul style="list-style-type: none"> • To define various research quality policy and implement them time to time as • per directives • To devise policies/ strategies and implement them for faculty for funded research • projects and consultancy from funding agencies. • To increase Industry Institute Interactions for meaningful collaborations in terms of • projects, faculty training, guest lectures, student projects, student internships, etc. • To inculcate research culture in the institute by organizing training programs, • seminars, workshops, conferences, etc. • Identification of thrust areas where faculty need training and implementation • PhD Program coordination and smooth conduction • 7. Member secretary of the research forum
5.	Dean SCCG	<p>Student carrier counselling Guidance</p> <ul style="list-style-type: none"> • Student Exchange – Policies and Audits, New avenues. • Global internship programs, new avenues.

		<ul style="list-style-type: none"> • International Career Counselling. • International Exposure by way of Guest lectures, online courses, training, internships, visits, summer courses, etc. • International language centre. • Collaborative research- labs, NSF • International student monitoring, counselling, grievances, events, Association – Schemes for Harmony and Commitment. • Alumni Association-meet, relations, invitations, and sponsorship, increase in outreach.
6.	Dean QA	<ul style="list-style-type: none"> • Audit Reports and corrective Actions based on Audits and feedbacks • Appraisals/feedback- analysis and training • Accreditations • Academic Monitoring Lecture/practical conduction and syllabus coverage, Monitoring of faculty loads • Conduction of Academic Board Meeting • Leadership Training • Faculty Appraisal and Awards • Reporting Member – Timetable Co-coordinator
7.	Dean Analytics	<ul style="list-style-type: none"> • Analysis of first year admitted students for further actions • Result analysis of various governing bodies like ARIIA, CII, NBA, NAAC, NIRF etc • Faculty and student Performance analysis for further improvement • Minimum 2 national level and per department 2 state level students'

		<ul style="list-style-type: none"> participation in technical competitions.
8.	Dean Examination	<ul style="list-style-type: none"> Smooth Conduction of all exams-procedures, deadlines, automation, Involvement of supporting staff, scheduling. Improvement in quality of question paper and assessment through training and Audits. Policies and new schemes to improve Examination quality. Results, grievances, re-exams. Registration and re-registration Liaison with University for examination related work Graduation ceremony Result Analysis Examination Remuneration
9.	Dean Industrial Relation	<ul style="list-style-type: none"> Training & Placements of students
10.	Dean Projects and consultancy	<ul style="list-style-type: none"> Projects & Consultancy
11.	Dean FD	<ul style="list-style-type: none"> Arranging Training to Faculties, Non-teaching staff Members
12.	Dean SA	<ul style="list-style-type: none"> Student Activity - Technical, social, sports, cultural-organization, sponsorship, expansion. Student career counselling and Guidance – Placement, Ph.D., Higher education, Defense, Civil services, Entrepreneurship Cell, recruitment, counselling, Grievance, etc. Students’ Co-curricular activities- Publication, projects, training, internship, deputation and leaves. Grievances, Development of students – Addressing student issues related with Stress, Physical fitness, Academics etc. Student Chapter activities. Best Outgoing student, Freshman student awards. Reporting Members – In-charge Cultural, In-charge Technical, In-charge Social, In-charge Sports, Training and Placement Officer.

13.	Registrar	<ul style="list-style-type: none"> • AICTE, UGC, DTE, SPPU compliance. • Student section
14.	Campus Manager	Overall, Campus Maintenance Management of : <ul style="list-style-type: none"> • Housekeeping • Security • Civil constructions/maintenance • Maintenance of Ergonomics and Aesthetics. • Canteen, fruit-stall, Bakery. • Garden, tree plantation.
15.	In charge of Mechanical Maintenance	Mechanical Maintenance
16.	In charge Electrical Maintenance	Electrical Maintenance
17.	In charge System Maintenance	System Maintenance

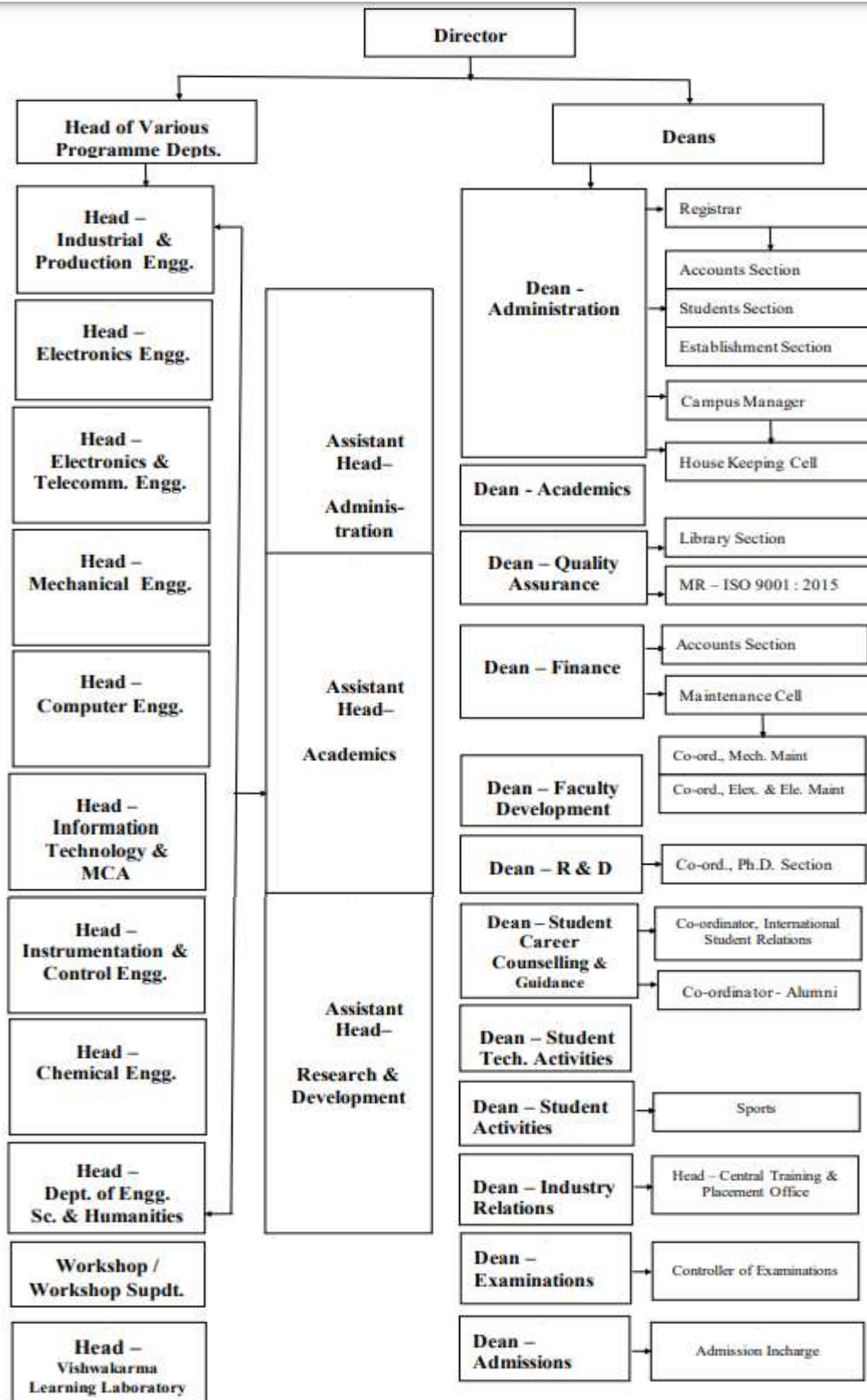
The organization is divided in 10 Departments. The Head of department looks after the routine activities of the Department like —

- i. Is the Chairman of Board of Studies.
- ii. Training need identification
- iii. Grant of the term of the students
- iv. Monitoring the teaching — learning process.
- v. Staff grievance and counselling
- vi. Monitoring of semester system
- vii. Department purchases — dead stock and consumable both.
- viii. Faculty recruitment and staff allotment
- ix. Laboratory Development.
- x. Student chapters

Sr. No	Position	Function
1	Head of Department	Overall departmental Activities
2	Asst Head Administration	Departmental Administrative activities

3	Asst head Academics	Departmental Academic activities
4	Asst Head Research	Departmental Research activities

Organizational Structure



Grievances Redressal Cell:

There exists the grievance redressal cell for staff and students where a student or a faculty is having any grievances, he/she contacts the Grievance Committee or Cell. After the grievance is registered with the member secretary, depending upon the nature of the grievances, a matter is taken up over in the next meeting or in the emergency an ad-hoc meeting is called to discuss the matter. The person has been asked to present the affecting grievance in front of the committee and after due deliberations hearing is given in the matter.