



Chapter 1: About the Institute

Shri Siddheshwar Women's Polytechnic was established in the year 2009. Our institute offers a three-year full time diploma courses since 2009. Ours is Linguistic Minority (Kannada) Institute. The institute is approved by All India Council of Technical Education (AICTE) New Delhi & Government of Maharashtra. The institute is affiliated to Maharashtra State Board of Technical Education (MSBTE) Mumbai.

Chapter 2: Rules and Regulations of Employment

Working Hours

Working hours should be strictly followed by all the staff members. They should adhere to the timings prescribed by MSBTE and decided by institute.

Employment policy of the Institute

A: For Teaching staff on regular basis

The institution will recruit the faculty and staff members as norms, standards and procedures prescribed /recommended by AICTE/DTE/MSBTE/GOVT.OF.MAHARSHTRA

B: For Teaching Staff on Ad-hoc basis

1. The institution will recruit the faculty and staff members as per qualification norms of AICTE
2. The initial appointment of the teaching staff will be done on ad-hoc basis for 4 years subject to the fulfillment of all the terms and experience as per norms.
3. During the ad-hoc period the employee will be given a consolidated salary as per the structure approved by the management
4. During the ad-hoc period performance of the person will be monitored and evaluated by the authorities and will be recommended for DTE Interview as per the rules and regularization of AICTE/DTE/MSBTE subject to the satisfactory performance of employee.
5. Finally the new appointment and promotion of staff will be at the discretion of the authority of the Institute.

C: For Non-Teaching Staff

1. The Institute will recruit the staff members as per highest qualification norms, standers of DTE/ GOVT.OF.MAHARASHTRA.
2. The initial appointment of the Non-Teaching staff will be done on ad-hoc basis for 5 years subject to the fulfillment of all the terms and condition pertaining educational and experience as per norms.
3. During the ad-hoc period of the employee will be given a salary as per the structured approved by the management.



4. During the ad-hoc period performance of the person will be monitored and evaluated by the authorities and subject to the satisfactory performance of employee, will be promoted on probation after 2 years of ad-hoc service, which will be purely based on performance.

5. During the 1st year of probation the employee will be given as 6th pay scale after successful completion of 2 years' probation the employee will be considered as regular staff and will be entitled for leave and benefits as per the norms of the Institute.

6. The Interview for the regularization of appointment will be conducted by the selection committee appointed to evaluate performance by the principle of the institute.

7. The selection committee will be constituted by the principle and constituted committee

Members consist of internal members both teaching and administrative department.

8. The proposals for the promotion of non-teaching staff need to be recommended by

- Respective HOD's after successful completion of minimum years of service as per the
- Rules and regulation of Govt. of. Maharashtra/DTE excluding ad-hoc period which needs to evaluate and verify by the selection committee appointed for the same.

9. Subject to the selection committee's recommendation and approval of head of institute, final approval is of CEO.

10. The same term and condition will be applicable class IV & technical staff of the institute where the staff will be eligible for senior scale and not for promotion unless the employee fulfill minimum required educational qualification and experience.

11. Finally the new appointment and promotion of non-teaching staff will be at the discretion of the authority of the institute.

2.3) Rules pertaining to Leave

Leave Rules

(Not to be considered as a matter of right)

2.3.1 Teaching Staff and lab Assistant:-

1) On ad-hoc:-

- 8 days leave on pro-rata basis.
- Pro-rata basis indicates first leave will be earned which will be accumulated in their leave account and the same can be availed by the employee.
- On working for 45 days, employee will be getting one day leave on pro-rata basis.
- Other than pro-rata leave, employee will not be eligible for any type of leave.



2) During & after Probation

Nature of leave	1st Year Probation	2nd Year Probation	Completion of 2nd year probation
Casual Leave (CL)	8 days	8 days	8 days
Half pay leave (HPL) OR Medical leave	20 days 10 days	20 days 10 days	20 days 10 days
Vacation Leave	As per institute guidelines		
Study leave	As per sponsorship Guidelines	As per sponsorship Guidelines	As per sponsorship Guidelines
Maternity leave	90 days	90 days	90 days

2.3.2 Non-Teaching staff/IV Class employee:-

1) On ad-hoc:-

- 8 days leave on pro-rata basis
- Pro-rata basis indicates first leave will be earned which will be accumulated in their leave account and the same can be availed by the employee.
- On working for 45 days, employee will be getting one day leave on pro-rata basis.
- Other than pro-rata leave, employee will not be eligible for any type of leave.

2) During & after probation

Nature of Leave	1st Year Probation	2nd Year Probation	Completion of 2nd year probation
Casual Leave (CL)	8 days	8 days	8 days
Half pay leave (HPL) OR Medical leave	20 days 10 days	20 days 10 days	20 days 10 days
Eared Leave	30 days	30 days	30 days
Maternity leave	90 days	90 days	90 days



2.3.3 Duty Leave & Compensatory Off:

It will be at the discretion of principal with prior approval.

Chapter 3: Staff Welfare Scheme

3.1) Employees Provident Fund

For New Entrants:

- Enrolment: An employee is eligible for membership from the day he joins the covered establishment.
- If the employee's emoluments exceed Rs. 6,500/- per month, he has option to join the Scheme(s) with the consent of employer.
- Declare previous employment details, if any, in Form No. 11 to the employer.
- On becoming a member of the Schemes file details in Form No. 2 (family particulars/ nominations) through the employer.
- Rate of contribution payable by a member shall be @ 12% of his emoluments.

3.2) Insurance

3.2.1 Accidental Insurance

All staff members and students are covered under accidental insurance policy, the premium of which is paid by the institute.

3.3) Sponsorship scheme for faculty.

3.3.1 SPONSORSHIP HIGHER STUDENTS FACULTIES

I. Scope

Under Career Advancement Scheme (CAS), institute can provide an opportunity to the Deserving faculty members to upgrade their qualification by acquiring P.G / M. Phil. /Ph.D.

II. NEED

- Faculty members(s) will improve their qualification.
- Make the faculty members(s) eligible for higher cadre which may improve institute cadre ratio.
- Moreover, higher education.
- Improves the knowledge.
- Brings academic maturity.
- Faculty will become more stable provided enough growth opportunity.
- Requirement (as a part and partial) of approval / affiliation / NBA accreditation DTE grading.

III. ELIGIBILITY

- Faculty member should be full-time employee either on probation or completed probation of the institute and not on ad-hoc.

IV. SPONSORSHIP

- **Terms and conditions: Sponsorship with no load and with half salary or half load with full salary.**
- Minimum service More than 3 and less than 6 years (In our institute)



- **Others**
- **No other sponsorship** will be given during the period of the course.
- **Selection** will be as per **order of merit**

Other benefits will be at the discretion of the institute and applicable for all three categories.

V. IMPORTANT NOTE

Faculty member should note the following points before applying for sponsorship.

- Course duration will be specified by University/Deemed University/Autonomous Institution.
- Eligible faculty must submit the request to the principal through HOD for sponsorship well in advance.
- No. of faculty members to be sponsored shall not exceed 10% of the total faculty members in concerned department. If member exceeds 10% then the decision of the management will be final.
- At most 10% (rounded to lower integer) of the total faculty in the department will be sponsored.
- Candidate will be sponsored only in the relevant area.
- Sponsorship will be only to UGC approved university/deemed university, national institutes and the AICTE approved autonomous institution offering PG/M.Phil/Ph.D. programs.
- Second sponsorship will be considered only after completing 10 years or 8 years of continuous service in the institute or at the discretion of the management.

These additional terms and conditions will be applicable to all above mentioned three categories.

VI. SELECTION CRITERIA

- Selection of the faculty will be on the basis of **order of merit** of the eligible faculty members.
- Order of merit will be prepared on the basis of appraisal, number of years of service in the institution and the earlier valid experiences along with their academics.
- Order of merit need to be approved by CEO.

VII. BUDGET PROVISION

- Amount equivalent to annual salary 10% of faculty member per department which will vary from faculty to faculty as per their seniority and cadre in institute.

VIII. COMMITMENT

- Should guide the students for diploma projects (in house).
- Should help the institute to compile subject modules and the laboratory manuals.
- Should participate in examination work actively.

3.3.2) SPONCERSHIP FOR ATTENDING TRAINING / SEMINAR / WORKSHOP / CONFERENCE



I. SCOPE

- This is the part of continuing education program.(CEP)

II. NEED

- To update knowledge so that lecture delivery in class can be made more effective.
- Group activities for the students which is missing at present can be initiated.
- To enhance networking with the industry and other organization.
- Faculty members can prepare themselves to organize such programs.
- Requirement of ISO/NBA accreditation /AICTE approval.

III. ELIGIBILITY

- Sponsorship will be given to all staff members(s).

IV. CATEGORIES: TWO CATEGORIES

Category – I: Registration Fee

- **Minimum Services**
 - More than **one year**, but less than **three years(In our institute)**
- **Term and conditions:**
 - Faculty member will be eligible for 50% of registration fee or Rs. 500/- whichever is less.
 - TA/DA will not be paid.
 - Faculty need to submit the report (Prescribed ISO format) immediately after coming back from the program.
 - Need to give a presentation within a one week or schedule decided by HOD
- **Others:**
 - Only maximum two program per semester.
 - Selection will be as per **order of merit from the respective dept.**

Category-II: Full Registration Fee for MSBTE Programs.

- **Term and Condition:**
 - All Staff Member all eligible for 100% Registration fee
 - TA/DA will not be paid.
 - Faculty need to submit the report(Prescribed format) immediately after coming back from the program
 - Need to give the presentation within one week or the schedule decided by HOD.
- **Others:**
 - Only **one program** per semester per staff
 - Selection will be as per **order of merit** from HOD.

Any Additional benefits will be at the discretion of the management and applicable for the both categories

V.IMPORTANT NOTE

Faculty members should note the following points before applying for sponsorship.



- Eligible faculty must submit the request to the principal through HOD for sponsorship well in advance.
- HOD should ensure that all the deserving faculty members should be covered under the scheme.
- As far as possible, faculty member should be sponsored at the end of the semester so that work or instructions during the semester will not get affected /should do proper adjustment for workload.
- Candidate will be sponsored only in the relevant area.

VI. Selection Criteria

Selection of the faculty members will be on the basis of

- Order of merit need to be prepared by HOD in consultation with principal
- Order of merit will be prepared on the basis of appraisal score, service in the institute and total relevant experience along with their academics
- Order of merit need to be approved by trustee in-charge.
- Order of merit will be prepared all eligible faculty members at the end of the every academic year or the start of the academic year.

3.3.3) SPONSORSHIP FOR NATIONAL/INTERNATIONAL CONFERENCE

I. PAPER PRESENTATION AND PUBLICATION IN JOURNAL/PROCEEDING SCOPE

To promote Research activity in the Institute

II.NEED

- R&D activities for any institute in very important if we look at the perspective of institutional growth /branding/accreditation.
- Keeps the faculty updated with knowledge in the area of interests.
- Initiation of project development.
- Requirement of NBA accreditation.

III. Eligibility

- Faculty member on probation or complete probation are eligible for sponsorship.
- Faculty on ad-hoc will not be covered under sponsorship scheme .However, if they are willing to participate in such activities, may be eligible to get duty leave.

IV. CATEGORIES: Three Categories

Category I: Presentation by single author.

- **Minimum Service:**
 - Less Than five years(In our Institute)
- **Terms and Conditions:**
 - Faculty member may be reimbursed full registration fee upto rupees 2000/- or the actual registration fee whichever is less.
 - TA/DA will not be paid.
 - Paper must include college address and department name.



Shri Siddheshwar Devasthan Trust's

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- **Others:**
 - Only one program per semester.
 - Selection will be as per order of merit.

Category II: Presentation by multiple author (Not more than 3 authors).

- **Minimum Service**
 - Less Than five years(In our Institute)
- **Terms and conditions**
 - Faculty member may be reimbursed full registration fee upto rupees 2000/- or the actual registration fee whichever is less.
 - TA/DA will not be paid.
 - Paper must include college address and department name.
- **Others**
 - Only one program per semester.
 - Selection will be as per order of merit.

Category- III: Presentation by single/Multiple author (not more than three others)

- **Minimum service**
 - More than five years (in our institute)
- **Term and condition**
 - Faculty member may be reimbursed **100% of registration** fee or Rs.5000/- whichever is less.
 - TA/DA will not be paid.
 - Paper must include college address and department name.
- **Others**
 - Only **one program** per semester.
 - Selection will be as per **order of merit.**

Additional benefits will be at the discretion of the management and applicable for all three categories.

V. PAPER PUBLICATION JOURNAL / PROCEEDING.

Same categories (i.e. Category I - III) as mentioned above for paper publication in conference proceeding and journals (wherever print charges are applicable). In case of journal one reprint need to be submitted to the institute for record. Journal paper must include department and institute name.

TA/DA not applicable in this case.

Additional benefits will be at the discretion of the management.

VI. IMPORTANT NOTES:

Faculty members should not the following points before applying for sponsorship.

- Eligible faculty must submit the request to the principal through HOD for sponsorship will advance.



- HOD should ensure that all the deserving faculty members should be covered under the scheme.
- As far as possible, faculty member should be sponsored at the end of the semester so that instruction during the semester not get effected.
- Candidate will be sponsored only in the relevant area.

VII. SELECTION CRITERIA:

Selection of the faculty member will be on the basis of

- Order of merit need to period by principal in consultation with HOD.
- Order of merit will be prepared on the basis on appraisal, score, service in the institute and total academic experience along with their academics.
- Order of merit will be prepared at the end of every academic year.

VIII. BUDGET PROVISION:

- At most two persons per department will be sponsored per semester.
- Maximum budgetary provision need to be RS. 20000/year.

3.4) Sponsorship scheme for staff

A. SPONSORSHIP HIGHER STUDIES

I. SCOPE

Institute can provide an opportunity to the deserving staff. (Admin / Lab assistant /Attendant/ supporting staff) member to upgrade their qualification.

II. NEED

- Staff members will improve their qualification.
- Make the staff members eligible for higher cadre.
- Moreover higher education.
 - Improve the knowledge.
 - Brings Academic maturity.
 - Staff will become more stable provided enough growth opportunity.
- Requirement (as a part and partial) of approval / Affiliation /NBA Accreditation /DTE Grading.

III. ELIGIBILITY

- Staff members should be **full time regular employee** either on probation or completed probation of the institute and not on Ad-doc.
- Ad-hoc period of services in the institute will not be counted for sponsorship.

B.SPONSORSHIP FOR ATTENDING TRAINING/SEMINAR/WOKSHOP

Category-I: Registration Fee

- **Minimum Service**
 - More than one year, but less than three years(In out Institute)
- **Term and Condition**
 - Staff member will be eligible for 50% of registration fee o Rs.500/-whichever is less.
 - TA/DA will not be paid.
 - Staff need to submit the report (prescribed ISO format) immediately after coming back from the program.
 - Needs to give the presentation within one week or the schedule decided by HOD.
- **Others**



- Only maximum two program per semester.
- Selection will be as per order of merit from the respective dept.

Category-II: Full Registration Fee for MSBTE Programs.

• Term and condition

- All staff member are eligible for 100% of registration fee.
- TA/DA will not be paid.
- Staff need to submit the report (prescribed format) immediately after coming back from the program.
- Need to give the presentation within one week or the schedule decided by HOD.

• Others

- Only one program per semester per staff.
- Selection will be as per order of merit from HOD.

Others benefits will be at the discretion of the institute and applicable for all three categories.

V IMPORTANT NOTE

Staff member should note the following points before applying for sponsorship.

- Course will be specified by board/university/deemed university/Autonomous institution.
- Eligible staff must submit the request to the principal through HOD/concerned head for sponsorship well in advance.
- No. of staff members to be sponsored shall not exceed 10% of the total staff members in concerned department .If members exceeds 10% then the decision of management will be final.
- At most 10% (rounded to lower integer) of the total staffs in the department will be sponsored.
- Candidate will be sponsored only in the relevant area.
- Second sponsorship will be considered only after completing 10 years for 8 years of continuous service in the institute or at the discretion of the management.

These additional terms and conditions will be applicable to all above mentioned three categories.

VI SELECTION CRITERIA

- Selection of the staff will be on the basis of **order of merit** of the eligible faculty of member.
- Order of merit will be prepared on the basis of appraisal, number of years of service in the institution and the earlier valid experiences along with their academics.
- Validity period of merit will be for one academic year.

VII BUDGET PROVISION

- Amount equivalent to annual salary 10% of total staff member per department which will vary from staff to staff as per their seniority and cadre in the institute.(NA)
- Percentage matches with AICTE requirement.

VIII COMMITMENT

- Staff must serve the institute for the bond period.



- Should participate in examination work actively.

3.5) Incentive and reward policy (motivation)

During each academic year, to motivate the staff members for enhancing their performance best employee award is given. It is further divided in to four categories.

3.5.1) Best Teaching Faculty: Best Teaching faculty is decided on the basis of Self-appraisal, Peer appraisal, Student's feedback, higher authority appraisal by the PRINCIPAL in consultation with the HOD's.

3.5.2) Best Non-Teaching Faculty: Best Non-Teaching faculty is decided on the basis of the performance of the Lab Assistant by the PRINCIPAL in consultation with the HOD's.

3.5.3) Best Administrative Staff: Best Administrative Staff is decided on the basis of the performance appraisal of the Administrative Staff by the PRINCIPAL in consultation with the Office Superintendent.

Chapter 4: Consultancy Policy (Resource generation & utilization)

4.1 Purpose

SSWP encourages staff to consultancy to support the achievement of SSWP objective, including the advancement of the professional expertise of staff.

4.2 Procedure

- Consultancy is to be contracted with the external party through the Institute.
- Consultancy will be deemed to be approved between the staff member and the Institute has been executed.
- Consultancy contracts between the Institute and external parties will include provisions with respect to performance management, quality control and cost. Such provisions will be jointly negotiated with, the Institute and staff member(s) concerned.

4.3 Determination of Disputes

In the event of any dispute between the Institute and a staff member relating to Consultancy, such dispute is to refer to and finally determined by a Principal.



Chapter 5: Disciplinary Regulations

5.1 Disciplinary Regulations: All Staff members are supposed to follow the disciplinary regulations laid down by the Institute.

A. Principal

1. To work as academic and administrative in-charge of the institute.
2. To exercise top-level administration and management within the institution with respective planning, organization, directing & coordinating activities & external to the institute.
3. Resourcing necessary manpower required for institution as & when required.
4. To have overall control on international communication within polytechnic, Training and Placement activities, Industrial visits, Labs, Practical's etc.
5. To promote Industry Institute interaction, Industrial orientated research & development, organizing & coordinating consultancy services.
6. To participate in policy & system planning at state, Region & national level for development of technical education.
7. To co-ordinate with the AICTE, DTE, MSBTE activities and official Correspondence.
8. To maintain academic atmosphere in the polytechnic and control students.
9. To maintain public relations and interaction with community.

B. Management Representative (MR)

1. To exercise administrative and managerial control on departmental & Institutional activities of the polytechnic and reporting to chairman pertaining to development of Quality Manual in the polytechnic
2. To exercise control to implement & establish Quality Management System in the institution and to promote awareness among students and staff.
3. To look after day to day academic and teaching activities and assist the institution staff in overall academic activities.
4. To monitor and judge the performance of students in academic field and to implement quality improvement program with intimation to Chairman.
5. Co-ordinate with all the academic activities such as academic planning administration, industrial training and industrial visit.
6. To exercise administrative control on Dept. lecturers, Non-teaching Staff & Co-ordinate with other department and administrative office pertaining to academic and other activities of the polytechnic,.
7. Design & development of laboratory instructions.
8. Participation in the Co-curricular & Extracurricular activities.
9. Student guidance, counseling and helping their character development.



10. Innovation in technical education and evaluation.
11. Providing testing/repair Services.
12. Development, administration and management of institutional facilities.
13. Providing academic and administrative leadership.
14. Monitoring and evaluation of academic activities in the institution.
15. Promotion of entrepreneurship and job creation.
16. Technical support to relevant projects.

C.HOD (all Branches)

1. To conduct the classes as per timetable & teaching load in their dept.
2. To maintain the record of the all-educational & extracurricular activities.
3. To maintain disciplined atmosphere in the classes, labs & departments.
4. To conduct the seminar in department.
5. To maintain good relation with staff & management.
6. To report to the management, principle for any academic changes.
7. To exercise academic and administrative control on students & staff.
8. To assign individual load to all teaching staff, supporting staff & control on teaching plans.
9. Organizing industry oriented projects.
10. To exercise students guidance, counseling & helping their character development .

D. Lecturer

1. To exercise academic control over students of the polytechnic in terms of conducting lectures, laboratory and tutorials.
2. Student's assessment and evaluation including examination work of the MSBTE and internal unit test and exams.
3. Planning and implementation of instruction in laboratory and developing resources, material and curriculum.
4. Assisting in institute/department administration, planning and its implementation.
5. Public relations and interactions with the student's community and contribution to other academic social activities.

E. Lab Assistant

1. To maintain record of all the equipment's in laboratory.
2. To work & conduct practical's of the students as per instruction of lecturer.
3. To calibrate the equipment due for calibration & servicing.
4. To maintain clean atmosphere in laboratory.

G. Office superintendent.

1. To assist office administration in day to day routine work.
2. To prepare and make day to day correspondence.
3. To administrate the work of internal examination, MSBTE Examination
4. Recovery of fees.
5. To follow & execute the work as per instruction from **Chairman/Principal**.
6. To coordinate between students, institute and MSBTE.
7. To handle MSBTE correspondence in consolation of **chairman/principal**.
8. To contact and communicate with the MSBTE for Examination, question papers, results preparation etc.



9. To settle amount with MSBTE pertaining to paper checking, student fees, examination fees.
10. To streamline all the work related to MSBTE.
11. To receive and deliver MSBTE document like students mark sheet, circular etc. to students, institute etc.
12. To solve problem related to MSBTE.

H. Accountant

1. To maintain Admission fee record register.
2. To maintain cash and cheque book account register.
3. To maintain dead stock register, voucher file.
4. To keep updated account and help auditor.
5. To check outstanding bills and clear them.
6. Collections of fees.
7. To update petty cash register on daily basis.
8. To help the office administrative staff.

I. Librarian

1. To maintain disciplined atmosphere in library.
2. To maintain books in good condition & record of the same.
3. To issue books to student, staff & maintain record to the same.
4. To maintain sections in the library updated for references.
5. To make easy accesses for staff and students for issue and return of books.
6. To maintain a record of the books and the magazines in stock register.
7. To carry out stock checking once in year.

J. Non-Teaching Staff

1. To do job as per instructions of principal/HOD/Lecturer.
2. Housekeeping.
3. To assist the staff to do academic job.
4. To do in process day-to-day academic inspection in general.

K. Training & placement Officer

1. To conduct seminars for students to improve necessary skills.
 2. To visit the corporate companies & other Pvt. Ltd. Companies.
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3. To conduct campus interviews for the students.
4. To train the students to face interviews panel.
5. To maintain the list of the companies & their HRD Heads.
6. To maintain record of the companies visited.
7. To maintain the record of the student recruited in companies.
8. To display on notice board the advertisements of leading newspapers for vacancies
9. To maintain good relation in corporate world and companies.
10. To see that maximum number of students will be recruited from the institute.

L. Computer Operator

1. To assist Administration in day-to-day Work.
2. To type day-to-day Correspondence.
3. To assist the work concerning to department and office.
4. Collection of fees and issuing fees receipts to students.
5. To follow and execute the work as per instruction from Chairman.
6. All necessary typing, information, data feeding work.

M. Office Boy

1. To work as per the instructions of the Principle, HOD, Lectures and other Staff members.
 2. To maintain good relation with staff members and students.
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