

Policy Book



**Sipna College of Engineering & Technology
Amravati
(2019 – Version 2.0)**

**(Approved by: L.M.C & C.D.C.)
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Contents:

Introduction

Definitions

Student Conduct

Vision & Mission

Admissions

Administrative Structure

Leave Rules

Institute Employees Conduct Rules

Code of Conduct

1.0 Introduction :

College provides a vehicle for cross-disciplinary collaboration to address complex problems, conduct research, educate students, and serve the needs of the State, the Nation, and the Society. It strengthens and enriches efforts to fulfil the Vision, Mission, Goals and Quality policies that

- provide support to faculty, staff, and students from different disciplines in research, instructional, and/or public service endeavours that benefit from co-ordination across multiple perspectives.
- ensure the professional environment of scientific, scholarly, natural, or cultural ethos.
- result in strengthening and enriching programs in research, teaching, by enhancing opportunities for faculty, staff, students.

2.0 Definitions

‘Society’ means the trust by the name of Sipna Shikshan Prasarak Mandal (SSPM) managing the Sipna College of Engineering and Technology, Amravati.

‘EC’ means the Executive Committee of the SSPM, Amravati

‘Institute’ means the Sipna College of Engineering and Technology, Amravati.

‘Govt.’ means Government of Maharashtra

‘LMC’ means the Local Management Committee of the Institute.

‘Chairman’ means the Chairman of the Society

‘Secretary’ means the Secretary of the Society

‘Principal’ means the Principal of the Institute

‘Rules’ means the rules of Sipna College of Engineering and Technology, Amravati.

‘University’ means the Sant Gadge Baba Amravati University, Amravati to which the College is affiliated.

3.0 Student Conduct:

3.1 General Rules -

The rules and the code of conduct are framed to facilitate and support learning environment for the students. Violating the rules may lead to inconvenience and initiation of strict disciplinary action. Everybody associated is supposed to adhere to the rules framed to build work friendly environment.

3.2 Attendance -

Attendance of the students for theory and practical classes as mentioned by the affiliating University should be minimum of 75%. However, incompleteness of the term work and poor attendance may lead to detention.

A detailed set of guidelines would be available to every student on the web portal.

3.3 Identity Card –

An identity card issued at the time of admission is mandatory for the students to carry while in campus.

3.4 Ragging -

Ragging is strictly prohibited as per the **Maharashtra Prohibition of Ragging Act 1999**. Those involved shall be penalized accordingly. Contents of the Ragging act and provision for penalty are displayed in the department buildings and cafeteria.

3.5 Dress code –

A separate decent dress code is implemented for Girls and Boys students while on campus. However Wednesday is exempted in lieu of washing and maintenance. Non-teaching members also adhere to the prescribed uniform.

4 Vision & Mission, Goals

4.1 Vision

To provide quality profession education and conducive environment to student to emerge as a model proficient institute.

4.2 Mission

- To create scholarly and vibrant environment for professional excellence.
- To contribute to advancement of knowledge in basic & applied areas of engineering and technology.
- To be an institute of choice in the region by developing, managing and transferring contemporary technologies.
- To build mutually valuable terms with industry, society and alumni.

4.3 Short term goals

- To achieve 90 % result in University Examination.
- To aim towards more than 90% placement by imparting various skills catering to the needs of industries and encourage the students for higher studies.
- To encourage the faculty & supporting staff for qualification improvement and participating in faculty development programs for coping up with contemporary technical education.
- To set up industry – institute collaboration.
- To inculcate sense of social responsibilities amongst students.

Long term goals

- To achieve 100 % result in University Examinations.
- To make available the job opportunities to the students for 100% placement in organizations of rich repute.
- To foster academic and research collaboration with foreign institutions of repute.
- To evolve as an autonomous and then a model deemed institution.

5.0 Admissions:

5.1 Undergraduate Engineering Courses and MBA Course

- a) 80% seats of the sanctioned intake are filled-in through centralize admission process (CAP) carried out by the State Government of Maharashtra. Rules regarding admission process are available in the information broacher of the Directorate of Technical Education M.S., Mumbai and Institute's prospectus as well.
- b) Remaining 20% seats are filled-in at institute level as per inter-se-merit. Rules regarding admission process are available in the information broacher of the Directorate of Technical Education M.S., Mumbai and Institute's prospectus as well.

5.2 Postgraduate Engineering Courses

- a) Post graduate Engineering admissions are done as per the rules made available in Institute's prospectus and website, as per the directives prescribed by the Directorate of Technical Education, M.S. Admitted valid GATE score candidates are also eligible for the prescribed AICTE scholarship.

6.0 Administrative Structure

The Executive Committee is the supreme body, comprising of board of Directors headed by the Chairman of the society. The Executive Committee resolves decisions related to required infrastructure, introduction of additional courses, variation in intake capacity in the existing institution, major financial provisions, etc.

Local Management Committee LMC is constituted at this Institute as a sanctioning and regulatory authority. Sanction to budgetary provisions, appointment of staff, faculty promotions, revenue earning programs, etc is obtained in its meeting.

Principal is the administrative head and responsible for smooth administration and academic activities at the day to day level in the Institute. The Heads of various Departments report the Principal of all the matters of their respective Departments, viz, administrative, academic, laboratories, session budget, etc. The Training and placement Cell gets prior sanction of the plans pertaining to company visits, placement and training activities for students and staff. The existing Teacher Guardian Scheme facilitates the counselling programs for the students and staff.

For the smooth conduct of Academic & Administrative activities with Principal & Executive Committee, the Organizational Structure has been formed comprising of Dean Student activity, Dean Academics, Dean Development & Planning, Dean Infrastructure, Dean IIICR, Degree Program Coordinator for BE, ME, MBA, Ph.D., HODs, Librarian, Publicity Officer, IQAC coordinator, I/C Women Grievance Cell & I/C ERP.

The Registrar looks after the overall administrative activities for smooth functioning of the institute.

7.0 Service Rules

7.1 General

The service rules apply to all employees without exception performing whatsoever function assigned to him/her, in service in the Institute and subject to change if any without any prior intimation with due sanction from the Executive Committee and the Governing body.

7.2 Recruitment & Promotions:

Recruitment of faculty is made as per the rules framed by the affiliating University and as per the terms and conditions of qualification and experience for recruitment laid down by the AICTE (M. E. in relevant Branch for the post of Assistant Professor, M. E. with Ph. D. and total 05 years of experience as Assistant Professor for the post of Associate Professor and M. E, Ph. D. with ten years experience or three years experience as Associate Professor for the post of Professor). The experienced and skilled staff is recruited at this institute by constituting selection committee from University.

The candidates with M.E./ M.Tech. 1st class are eligible for appointment as Assistant Professor in the Dept. of Engineering subjects. M.Sc./ M.A. candidates with 1st class are appointed as Assistant Professor in the Science / Humanities Dept. by constituting selection committee at college level on initial probation period of two years; extendable taking into consideration his/her performance. Initially the faculty is appointed on consolidated salary/regular pay depending upon their qualification and experience; those on consolidated pay, after evaluating their performance, and fulfilling requisite norms of VI pay they are brought to the regular establishment pay scale and suitable candidates may be considered for appointment by constituted selection committee at this college from University for approval. Resume / relevant documents of the candidates selected / appointed are only preserved.

Depending upon need and taking into consideration suitable higher qualification the regular staff members are offered higher scale on higher posts by obtaining approval from Local Management Committee LMC.

The service books are prepared of the faculty members who are brought to the regular establishment scale since 2005. Taking into consideration the experience and qualification, the faculty is promoted to higher posts by obtaining due consent from the Governing Body/Local Management Committee.

The staff members are liable to get benefits like Gratuity, Group Insurance, Provident Fund claim etc. after retirement. The retirement age is as per the norms of the Competent Authority.

- All employees who are coming under the purview of the Employees Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- The College shall contribute 12% of the pay subject to the ceiling of Rs.1800/- per person, towards the Employers contribution to the EPF Scheme.
- The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/ her contribution to the Employers contribution to the EPF Scheme.
- The College shall remit both the contributions as stated above to the EPF Scheme Authorities.
- The College shall pass on the Annual Statements pertaining to the Employee, as release by the EPF Authorities, to the concern Employees.
- The College shall endeavour to correspond with the EPF Scheme Authorities to obtain the accumulations with interest from the EPF Organization and present the payment to the employee at the time of his/ her retirement.
- The College shall also pay to the Employee, the following benefits at the time of his/her retirement :
 - a. Gratuity payable under the Payment of Gratuity Legislation
 - b. Group Insurance Amount
 - c. Arrears of Salary, if any, payable.

A member of the staff can only leave his/ her employment by giving three months' notice of his/ her resignation, whereas, in certain circumstances one month notice or pay in lieu thereof. No member of the staff shall be allowed to leave during the academic session. In case a member leaves, he/ she will be required to deposit his/ her salary for the remaining period of the academic session.

The appointing authority may place any member of the staff under suspension for any disciplinary action or any criminal offence registered against him/ her.

A member of the staff under suspension is entitled to a subsistence grant amounting to one-fourth of his/ her pay during the period of suspension and during that period he/ she shall not undertake any other employment or business activity.

When an employee of the Institute, who has been placed under suspension, is reinstated, the appointing authority, competent to order the re-instatement, shall consider and make a specific order:-

- a) regarding the pay and allowance to be paid to the employee for the period of his/ her absence from duty, and
- b) whether or not the said period shall be treated as period spent on duty.

When an employee of the Institute, who has been placed under suspension, is reinstated and the appointing authority is of the opinion that the employee has been fully exonerated, the employee shall be given the full pay allowances to which he would have been entitled otherwise.

Further, in such a case the absence from duty shall be treated as a period spent on duty for all purposes.

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

- a) Withholding salary in abeyance
- b) Withholding of increment or promotion
- c) Reduction in rank
- d) Removal from service

It shall not be necessary to follow the procedure mentioned above in the following cases:

- a) Where an employee is dismissed or removed from service on the ground of conduct which has led to his/ her conviction on a criminal charge.
- b) The authority is empowered to dismiss the person when it is not reasonably practicable to give to that person an opportunity of showing cause for, the activity due for severe action, is committed.

7.3 Salary, Incentives:

Salary is paid as per Sixth Pay Commission norms in addition to the following:

1. Group Insurance for Faculty and Staff Members (Accidental Insurance Policy).
2. Paper presentation in International Conferences (Abroad) – 50% of actual expenses including registration fee or Rs. 20,000/- whichever less is paid.
3. Paper presentation in International Conferences (India) -50% of TA & Registration fee is provided.
4. Paper presentation in National Conferences-50% of TA & Registration fee is provided.
5. Text books – The faculty who have written the text books (and also published) are rewarded by Rs. 5,000/-.
6. Partial Financial Assistance for Registration fee, contribution for membership in one Professional Society.
7. Salary advance, bank loans for health & education.

7.4 Pay-scale:

The staff members get the pay scale as recommended by the VI pay commission with admissible AGP and other allowances

- Principal: Rs. 37400-67000 + 12000 AGP + DA + HRA + admissible allowances + special allowance
- Professor: Rs. 37400-67000 + 10000 AGP + DA + HRA + admissible allowances
- Associate Professor 1: Rs. 37400-67000 + Rs. 9000 AGP + DA + HRA + admissible allowances (Having 03 years experience as Associate Professor)
- Associate Professor 2: Rs. 37400-67000 + Rs. 8000 AGP + DA + HRA + admissible allowances (For first three year from the date of joining or promotion as Associate Professor)
- Assistant Professor 1: Rs. 15600-39100 + Rs. 6000 AGP + DA + HRA + admissible allowances

8.0 Leave Rules

8.1 GENERAL GUIDELINES:

1. Leave cannot be claimed as a matter of right.

2. The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/ internal adjustments among the faculty members of his/ her any other department to keep the students engaged.
3. The leave sanctioning authority may refuse or revoke leave of any kind. Leave of one kind taken earlier may be converted into leave of a different kind at a later date within 15 days if the leave was due to his credit at the time of taking Leave. However, this cannot be claimed as a matter of right by the official.
4. An official on leave should not take up any service of employment elsewhere without obtaining prior sanction of the competent authority.
5. Overstay of leave without proper sanction, will be debited against credit Leave account of the employee if sanctioning authority desires.
6. Absence from duty after the expiry of leave renders an employee liable to disciplinary action.
7. It shall be duty of employee to give his/her permanent postal address with telephone numbers before proceeding on leave and not giving such an address shall amount to be misconduct.
8. Late Marks: 3 (three) late marks correspond to 1 (one) CL/ 1 LWP. And three such LWP shall lead to barring of increments.
9. If the leave application is for less than 3 days, then it is to be seen as causal leave and same is debited from Causal leave. In case of no balance in leave account, availed leave period is treated as without pay leave.

8.2 CASUAL LEAVE

1. An official on casual leave is not treated as absent from duty and his pay is not intermitted. The total number of casual leave that can be granted to teacher/non teaching employee shall **not exceed 12 days** in one calendar year.
2. In case of official joining in the middle of a year, the limit may be proportionately reduced at the discretion of the competent authority. It cannot be carried over to the next calendar year.
3. Casual leave is essentially intended for short periods. It should not normally be granted for more than 3 days at any one time, except under special circumstances which should not be more than five days.
4. Sundays and Holidays can be prefixed or suffixed to Causal leave. Sundays and Holidays falling during a period of Casual leave are counted as part of Casual Leave.
5. Causal Leave can be taken for half day.

8.3 EARNED LEAVE

1. In case of non-vacational staff credit will be afforded at a uniform rate of 30 days on the 1st of January every year.
2. Earn leave admissible shall be 1/3rd of the period, if any during which he/she is required to perform duty during vacation subject to condition that in one calendar year total Earned leave credited shall not exceed 30 days.
3. Earned leave can be accumulated up to 300 days.
4. Earned leave can be availed up to 60 days at a time.
5. Earn leave can not be en-cashed.
6. Any Overtime Allowance or TA/DA/Remuneration is paid by university/ Institute/Govt. agency etc on detained days/period as well as Availed leave period (if any) during detention period will not be considered for calculating earned leave.
7. Minimum balance of 10 days Earn leave to be maintained at one's Credit.
8. **Earned leave should be availed for minimum of 3 days & must be sanctioned by competent Authority before Availing.**

8.4 MATERNITY LEAVE (Granted to female employees):-

1. 90 days – Admissible only to employees with less than two surviving children. i.e. It can take maximum two times with a difference of 3 year period. Application to be supported by a certificate from a registered medical practitioner.
2. Maternity leave may be combined with earned / medical leave in continuation with maternity leave may be granted if request is supported by a medical certificate.
3. Sundays and Holidays falling during a period of maternity leave are counted as part of medical Leave.
4. Sundays and Holidays can be prefixed or suffixed to maternity leave to be counted depending application date/date of fitness/date of joining.

8.5 PATERNITY LEAVE (Granted to male employees):-

1. A male employee with **less than two surviving children** may be granted Paternity Leave for a period of **5 days** during the confinement of his wife.
2. Paternity Leave shall not be debited against the leave account and may not be combined with other kind of leaves.

8.6 MEDICAL LEAVE

1. Medical leave credit will be afforded at uniform rate of **5 days** on the 1st of January and 1st of July every year.
2. Medical leave can be accumulated up to 240 days during entire service.
3. Sundays and Holidays falling during a period of medical leave are counted as part of medical Leave.
4. Sundays and Holidays can be prefixed or suffixed to medical leave to be counted depending application date/date of fitness.
5. Medical leave can also be taken as a Half pay leave where one full pay leave corresponds to 2 Half pay leaves.
6. **Medical leave should be availed for minimum of 3 days.**
7. Minimum balance of 05 days of Medical leave to be maintained at one's Credit.
8. An employee who is on Medical leave, he/ she will be permitted to return to duty, only on producing a medical fitness certificate.

8.7 DUTY LEAVE

1. Duty leave may be granted to a permanent/Adhoc staff for Attending conferences, Symposia, seminars. STTP, Presenting paper etc. on behalf of the university/Institute, delivering lectures in institutions and universities at the invitation of such institutions or universities approved by the competent authority.
2. Working in another Indian/Foreign University, Institution or organization or international agency when so deputed by the Institute/University or for performing any other duty for the University/Institute.
3. Working on a delegation or Committee appointed by the State or Central Government, any other Academic or Autonomous Bodies.
4. Working as University examiner.
5. Any other official work assigned by competent authority.

8.8 SABBATICAL / STUDY / SPECIAL CAUSAL /EXTRA ORDINARY / HALF PAY LEAVE / LIEN

These types of leaves application is subject to approval form Management /Competent authority when no other leave is admissible.

Note: 1. For staff members on consolidated salary Casual leave may be proportionally credited and may be availed with prior permission.

2.Management/Principal reserves the rights to change these rules time to time for their Administrative Purpose.

8.9 Holidays

The Institute shall follow the same calendar of holidays as is being observed by the University to which the Institute is affiliated.

9.0

INSTITUTE EMPLOYEES' CONDUCT RULES

These rules will govern the conduct of all the employees of the Institute:

GENERAL

- Every employee shall at all times maintain absolute integrity and devotion to duty and also be strict, honest and impartial in his/her official dealings.
- An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.
- Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.
- An employee shall be required to observe the schedule hours of work, during which he/she is present at the place of his/her duty.
- Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.
- No employee shall leave headquarters except with the prior permission of the competent authority even during leave or vacation.
- Whenever leaving the station, an employee shall inform the Head of the Department to which, he/she is attached, or the Principal if he/she himself/herself is the Head of the Department, the address where he/she should be available during the period of his/her absence from the station.

Equal treatment for all.

Every employee shall accord equal treatment to people irrespective of their cast, creed, sect. or religion.

Taking part in Politics & Elections

No employee shall be a member of or be otherwise associated with any political party or any organization, which takes part in politics. No employee shall canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority, provided that:

- a) An employee qualified to vote at such election may exercise his/her right to vote.
- b) An employee may assist in the conduct of an election in due performance of a duty imposed upon him/her by or under any law for the time being in force.

Demonstrations and Strikes

No employee shall engage oneself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.

Criticism of the Institute

No employee shall anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement opinion:

- a) which has the effect of any adverse criticism of any decision of his/her superior officers, or of any current or recent policy or action of the Institute
- b) which is capable of embarrassing the relations between the Institute and any other Institution, University, Organization, State or Central Governments, or any member of public.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in due performance of the duties assigned to him/her.

Evidence before a committee or any other authority

No employee shall, except with the previous sanction of the competent authority give evidence in connection with any inquiry by any person, committee or authority.

When any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute.

Nothing of this rule shall apply to:-

- a) evidence given at any inquiry before an authority appointed by the Institute, by the Central Government, by the State Legislature, or by Parliament, or
- b) evidence given in an judicial inquiry.

Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

Private Trade or Employment

No employee shall, engage directly or indirectly, in any trade or business or undertake any employment. Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer and that he/she informs the Principal within one month of his/her undertaking such a work, but he/she shall undertake or discontinue such work if so directed by the competent authority.

Criminal Proceedings.

An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he/she released on bail or not. An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority of the Institute.

Vindication of Acts and Character of employees

No employee shall, except with the prior sanction of the competent authority, have recourse to any court or go to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in private capacity.

Litigation on Service matters.

No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redress.

Canvassing of Non-official or other outside Influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.

Proper use of Amenities

No employee shall misuse, or carelessly use, amenities provided to him/her by the Institute to facilitate the Discharge of his/her duties.

Representations

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she shall forward his/her case through proper channel and shall not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief or disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

10.0 Code of Conduct

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute and shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Principal shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

Every Employee Shall:

- a. be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Principal/ Head of Department.
- b. abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
- c. on every working day sign the staff attendance register, and register attendance on the bio matrix machine at the time of arrival and leaving the Institute
- d. be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute and its students, employees may be, from time to time, allotted such duties to maintain discipline and orderliness at the Institute.
- f. be responsible for the proper care, operation and maintenance of all equipments and machinery, learning aids, furniture and fixtures and sports equipments etc. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
- g. Encourage students for utilization of the Library facilities.
- h. ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind and by any means.

11.0 Students Centric Policies & Utilization

Students Centric Policies

- Book-bank facility for every student
- Accidental Insurance of all the students by the college
- Sipna College Scholarship for meritorious students
- Travelling allowance & registration charges to Winners for participation in various technical events & activities in other institutes
- Registration charges for the students for participating in sports & cultural events (Youth festival organized by the University)
- Free Transport facilities for the students for participating in sports & cultural events
- Transport facilities for the students for industrial visit
- Sponsorship of research project
- Financial assistance for development of various students clubs & their activities
- Financial assistance for sports kits and gymkhana equipment
- Subsidized Hostel & mess Facility in Girls hostel
- Health Facilities (Doctor & nursing staff in Campus and Ambulance).