Faculty Handbook

Rules, Policies and Procedures
The long cherished ambition of Dr. (Adv.) Annasaheb D. Chavan to have an institution of higher learning in technical education for Rural Western South Maharashtra was fulfilled through the establishment of Sant Gajanan Maharaj Rural Polytechnic, Mahagaon in July, 2008 which is recognized by AICTE, New Delhi, DTE, Mumbai, Government of Maharashtra and affiliated to Maharashtra State Board of Technical Education, Mumbai.

The SGM Inter-disciplinary Campus is functioning in a large 50 acre unified academic complex of Polytechnic, Pharmacy and Engineering with 100 Mbps Lease Line Internet, Wi-Fi, having state of art infrastructure at Site Chinchewadi, Mahagaon, 07 km from Gadhinglaj Tehsil of Kolhapur District in Maharashtra State. Our college marked Very Good grading from MSBTE, Mumbai for academic performance which offers three years Engineering Diploma in Civil, Mechanical, Electrical, Electronics & Telecommunication and Computer Engg. The present intake is 360 students per year.

The college has 10 buses along with MSRTC and KSRTC Buses for the conveyance of the 600 staff members and all around 4000 students. Separate Hostels for boys and girls, staff quarters in addition to co-operative store, canteen and recreational facilities. The college has an active training placement cell for campus recruitment of 2200 students through Pool campus drive of 33 MNC’s till date. There is also a Teacher Guardian cell keen in the overall development of the student.
Forums, Clubs and associations functioning in the college, like Sports and Health club, Guidance and student Counseling cell, Cultural Centres, International/National symposiums (Anuttara), Alumni association to promote the co-curricular and extra-curricular talents of students.

Effective utilization of linkage between the academic complex and MoU’s for industrial visits, In-plant Training, distinguished personalities for expert lectures. Hands on vocational trainings help the students to develop hands-on skill and entrepreneurial potentiality. Skill development activities uplift the dropout students for the recruitments.

MCED, DIC and DST funded short term programs encourage for entrepreneurship development as an entrepreneur. Last academic year Institute is recognized as Top-10 Best Polytechnic Institute of the year listed by Knowledge Review Magazine (Maharashtra Special). Institute has setup BDS Pvt. Ltd. Mumbai as BPO/KPO in the campus to inculcate the industry culture and become self-sustained institute at rural sector which is benefitted for needy students to “Earn while Learn.” AICTE, New Delhi and confederation of Indian industry (CII) survey has graded Silver ranking for industry linked technical institute for 2019. It is a remarkable start towards our journey Rural to Global.

Finally, we are very thankful to all stakeholders, staff, HR Managers, MoU’s linked organizations, Alumni, parents, students and all well-wishers for their support and cooperation.

The Institute provides a conducive learning environment for students to enhance their creative skills, utilize their potential in becoming competent engineer.

**Institute Vision:**
To mold the students into capable engineers with aptitude for research and leadership to contribute effectively in contemporary technology development at global level with focus on rural community.

**Institute Mission:**
1. Inculcating best engineering skills, professional ethics and practices.
2. Providing strong foundations by adopting effective teaching learning methods.
3. To inculcate best laboratory skills by promoting in house development activities.
4. Developing leadership qualities, effective soft skills, critical thinking and attitude of lifelong learning by organizing student centric activities.
## Rules, Policies & Procedures

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1. Institute Summary

- **Name and Address of the Institution:**
  
  Sant Gajanan Maharaj Rural Polytechnic, Mahagaon
  
  Site – Chinchewadi, Mahagaon, Tal - Gadhinglaj,Dist – Kolhapur – 416503(MH)- India.

- **Year of Establishment:** 2008

- **Affiliating Board:** Maharashtra State Board of Technical Education, Mumbai.

- **Approved by:** Directorate of Technical Education, Mumbai of Govt. of Maharashtra and AICTE, New Delhi of Govt. of India.

- **Ownership Status:** Trust

- **Registration Details of Sant Gajanan Maharaj Rural Hospital and Research Centre, Mahagaon:**
  
  - Public Trust Number: F-7911-KOLHAPUR
  - Society Registration number: MAHA- 8022-KOLHAPUR.
  - Year of establishment: 1992

- **Type of Courses Being Run by Institute:** Three Years Diploma Engineering.

- **Details of all the programs being offered by the Institute for A. Y. 2019-20**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Programme Name</th>
<th>Year of Commencement</th>
<th>Intake Capacity</th>
<th>AICTE Approval</th>
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<tbody>
<tr>
<td>01</td>
<td>Diploma in Computer Engineering</td>
<td>2008</td>
<td>60</td>
<td>Yes</td>
</tr>
<tr>
<td>02</td>
<td>Diploma in Electronics and Telecommunication</td>
<td>2008</td>
<td>60</td>
<td>Yes</td>
</tr>
<tr>
<td>03</td>
<td>Diploma in Mechanical Engineering</td>
<td>2009</td>
<td>120</td>
<td>Yes</td>
</tr>
<tr>
<td>04</td>
<td>Diploma in Electrical Engineering</td>
<td>2009</td>
<td>60</td>
<td>Yes</td>
</tr>
<tr>
<td>05</td>
<td>Diploma in Civil Engineering</td>
<td>2012</td>
<td>60</td>
<td>Yes</td>
</tr>
</tbody>
</table>
2. Institutional Management

Fig.1: Institutional Management
3. Governing Board

**Functions and Responsibilities of Staff working committees in the Institute**

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees are expected to hand over all the relevant documents/files to the new Conveners /In-charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

- a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD) they approve the same in consultation with the Principal. In case of any tie or any mismatch, the team reassigns the staff member.
- b) However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees with the approval of the Principal.

1. **Institute Advisory Board**

**Constitution of Institute Advisory Board**

The governing body of an Institution has equal representation from the Society/Trust on the one hand and the Government, Council and Affiliating Body on the other hand. The Principal of the Institute shall be the Member-Secretary of the Governing body. The constitution is so prescribed that the collective wisdom of the members of the Society, Government officials, officials of the affiliating body and the expert members is available for smooth running of the Institution. The Governing Body constitutes of 13 members including the Chairman and Member Secretary. The registered Society/Trust shall nominate 6 members including the chairman and the member secretary and the 7 members shall be nominated from Government and Professional body.

**Responsibilities**

- a) To approve the budget estimates- recurring and non- recurring for the financial year in advance.
- b) To scrutinize and accept the audited statement of account for each year.
- c) To estimate the workload, approve the staffing pattern and create posts-teaching and non-teaching (technical and administrative) for the Institution.
- d) To consider and approve the proposals for creation of infrastructure such as building, equipment, library and staff on a continuous basis.
e) To consider and make provisions for meeting the general and specific conditions laid by the Council (AICTE), the State Government and Affiliating Body and monitor the progress in fulfilling the conditions.

f) To consider the report of the Principal on status of admission.

g) To consider the report of the Principal on the academic performance of the students.

h) To supervise the observance of service conditions of the staff as prescribed by the Affiliating Body/Government.

i) To consider the proposals of the Principal for improvement in academic performance of the staff.

j) To consider any other matter in so far as it enhances the academic atmosphere in the institution.

k) To consider any proposal for expansion of educational activities to be made to the Council/Government/Affiliating Body.

- **Frequency of meeting:** Governing body meets once in a year.

2. **Institute Level Curriculum Implementation Unit (ICIU)**

**Objective**

a) Institution Curriculum Implementation Unit (ICIU) has been set-up in Institute. This unit will be responsible for institutional planning and monitoring of curriculum implementation and to maintain the records.

b) External Academic Monitoring Committee (EAMC) - In order to ensure proper implementation of the curriculum, EAMC committee is formed by MSBTE. The members of the committee are appointed from other institutions by MSBTE. This committee visit institute once in a year for inspection. After assessment committee gives remarks viz. Excellent/Very Good/Good/Poor.

**Responsibilities**

a) Study Curriculum development process and prepare curriculum implementation plan at Institute Level.

b) Identify the resource gaps at institute level and develop plan to make up the deficiencies.

c) Plan for Academic Calendar of the institute taking into consideration the calendar from MSBTE

d) Guide the departments regarding the philosophy of curriculum design and its implementation.

e) Ensure uniform implementation of MSBTE norms for student assessment

f) Analyse the reports of internal and external monitoring committees and take remedial actions

g) Maintain the record of all activities in the prescribed proforma.

h) Assist and monitor the NBA and Academic work of departmental advisory board.
3. Department Advisory Board and IAMC

Internal Academic Monitoring Committee (IAMC) - The ex-officio members of the ICIU forms the committee for internal monitoring. This committee is expected to follow the guidelines provided by Academic Committee through MSBTE and ensure its implementation for all the departments in the Institute.

Department Advisory Committee (DAC) has been formed for each Department. Department Advisory Committee has external members from Industry & Academic Institutions and senior faculty members from the department.

Responsibilities

a) To finalize all academic decisions of the department.
b) Interact and liaison with key stakeholders.
c) Develop and recommend new or revised objectives and outcomes of the program.
d) Review and analyze the gap in the curriculum and give necessary feedback.
e) Receive report of Program Assessment Committee (PAC) and monitor the progress of the program.
f) Give guidelines related to following areas:
g) Program Educational Objectives and Program Outcomes
h) Academic plans preparation by faculty members for their respective courses allotted by the Department.
i) Thrust areas to conduct Co-Curricular activities.
j) Topics beyond the syllabus and additional experiments to meet PEOs and POs.
k) Value added training courses.

4. Examination Committee

The Examination Committee is an apex body of the Institute which is headed by Examination In-charge EI), and is facilitated by three sections: Examination, Record Maintenance and Administration.

Objective

To ensure the smooth conduction of examinations in the institute as per guidelines issued by the MSBTE Mumbai.

Responsibilities

a) To carry out examinations, publish results and award certificates (Provided by the MSBTE Board and Institute) to the students who pass the final examinations.
b) Keeping record of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.
5. Unfair means, Discipline & Anti Ragging Committee

**Objective**
To ensure honesty and fairness during examinations, to assist the college authorities in promoting and maintaining discipline in the institute and prevent anti ragging, in any form.

**Responsibilities**

a) It shall be the responsibility of Exam Supervisors (MSBTE Board Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Officer Incharge. The Officer Incharge in turn shall hand over the matter to the Committee.

b) To promote and maintain discipline in the institute by pro-actively assisting the college authorities, HODs, Principal and Principal by involvement and giving suggestions.

c) To prevent anti-ragging by students in the institute by pro-actively involving, giving wide publicity to prevent ragging, taking rounds and such taking preventive measures.

6. R&D and Incubation centre Committee

**Objective**
To oversee and supervise Research and Development activities in the Institute and to ensure performance, by proper monitoring of research projects and engagement in all the research thrust areas, with the management.

**Responsibilities**

a) Exploring possibilities of research collaborations, nationally and internationally for long term development.

b) Final assignment of work and fixing linkages and establishing monitoring frame work.

c) Reviewing and monitoring research and development activities in all the four thrust areas so that quality research can be encouraged and slippages can be reduced through pre-established schedules given at the time of allotment of projects.

d) Arranging lectures and seminars periodically to providing academic support and guidance to researchers on the basis of recommendation from Empowered Counseling Committee members.

e) Monitoring quality of dissertations, micro-projects and thesis topics and reports.

f) Giving feedback to researchers and management periodically (half yearly).
7. ED-Cell Committee

**Objective**
To develop entrepreneurial zeal among the students on a continuous basis and prepare them to undertake independent technology development or self-employment during the course of their work life.

**Scope**
Develop necessary knowledge for an entrepreneurial career, assimilate adequate skills in the total project management area of an enterprise and acquire a drive or motivation to pursue self-employment inspired by self-actualization in spite of the elements of the hardship and risk involved in it.

**Responsibilities:**
ED-Cell will be responsible for conducting various interventions and academic programs to impart knowledge, skill and attributes which will help in innovation, problem solving, technology development, project management, entrepreneurial motivation. It will also provide supporting systems including laboratories, innovation kits etc.

**Work Environment**
Work environment include the innovative micro projects and final year practical assignments undertaken by students, and independent creative projects undertaken by the motivated group of students in their respective technology areas or projects of multidisciplinary nature. Organizations like National R&D Labs, Defense research Labs, Industry, Dept of Science and Technology, Technology Organizations etc

**The Process**
The students who are interested and also have an aptitude for entrepreneurship and self-employment are selected and admitted for internship in the ED-cell. Two to Three modules of ED/Skill based inputs are given to them during the final year by qualified internal faculty and external experts.

8. Website and Networking Committee:-

**Objective**
To ensure that the college website is regularly updated, improved and well maintained.

**Responsibilities**

a) Regularly update the information and maintenance of Network for website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.

b) Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.
c) Update all communications, notices, announcements etc on a regular basis.
d) Strive to make improvement in the website with respect to design, preventability etc. on a continuous basis.

9. Library Committee

Objective
To function as a channel between the library and its users.

Responsibilities
a) To assist the Librarian in formulating Library policy.
b) To look after general maintenance of the library in terms of reading material and infrastructure.
c) To effectively involve in fostering the reading habit of staff and students.
d) To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
e) To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.

10. Training & Placement Committee and C2C Club

Objective
To help the Training and Placement Office in conducting and coordinating campus placement process as well as training programs in the college.

Responsibilities
a) Supervision in the labs during the aptitude conducted by the recruiting companies.
b) Maintain discipline and decorum in the Seminar Hall where students are assembled during placement.
c) Assist in setting up labs along with the Lab Assistants during on-line tests.
d) Updating TPO data on the college website from time to time.
e) Coordinate for quizzes and competitions organized by different companies.

11. Cultural Club:

Objective
To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Responsibilities
a) The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
b) To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the
institute.) by delegating various tasks.

c) To the procedure to organize cultural events
d) To communicate about various festivals and events to be celebrated in the college and give a wide publicity.
e) Arranging events/programs for staff and students in coordination with ‘Students Cultural Committee’.

12. Social Responsibility Club

Objective
To inculcate and develop social sensitivity, moral values and professional ethics in SFIT students along with their academic formation so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the Institute.

Responsibilities
a) To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.
b) To organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities.

13. Sports Club

Objective
To provide healthy leisure time for every SGMRPian

Responsibilities
a) Coordinate with the Student Sports Secretary by
   - Keeping stock of previous and current years’ sports goods,
   - Ordering sports goods in consultation with the Principal
   - Arranging the venues for sports events in consultation with the Principal
   - Drawing lots for various sports.

b) Coordination with the Principal for,
   - Permission to hold sports events in the college campus
   - To recommend students for permission to participate in the intra-or inter- college events
   - To recommend sanction for Entry/Registration Fees to participate in various sports events
   - To recommend attendance to students who have taken part in sports events as per rules
   - Sort out any issues taking place during matches (team selections, objections, quarrels etc).
• Maintaining discipline in all events happening in and outside the college.
• Holding sports events for staff members.
• Maintaining records of sports events attended by students outside the college, within the MSBTE Board and outside.
• Finalize the schedule of events for the whole academic year in advance in consultation with the Students’ Sports Committee.

14. Alumni Committee

Objectives
a) To significantly increase alumni interaction with the institution.
b) Fostering and keeping alive loyalty to the institution and creating concern for its welfare.
c) Inculcate exchange of ideas among alumni and between alumni and students
d) To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.

Responsibilities
a) To maintain an up-to-date and detailed database of the alumni
b) To highlight the success of alumni to improve the credibility and reputation of the MSBTE Board.
c) Plan and promote a platform for interaction between all stakeholders of SFIT.
d) Promote the interests and welfare of alumni association
e) Maintain healthy relationship with the alumni body
f) Assist management in creating an environment in the college which is enables students to have far-lasting memories

15. Grievance Redressal Committee:

Objective
a) To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
b) To comply with the AICTE Regulations to provide for establishment of Grievance Redressal Committee in each Institute approved by AICTE.

Responsibilities
a) Committee members meet twice in years or as and when required to discuss and resolve the grievances, if any received in writing from the concerned students.
b) To maintain the minutes of the meetings and submit the copy of the same to the Principal and Principal.
c) To convey the decision of the committee to the aggrieved students in writing by the Chairman of the Committee
16. Women Development Cell / Internal Complaints Committee

Objectives

a) To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
b) To address issues faced by women at workplace and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
c) The Women Redressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE / MSBTE Board of Mumbai

Responsibilities

To organize workshops affecting women in general and especially in the following areas:
- Sensitization and gender equality on campuses
- Issues of women arising from societal concerns
- Any other theme based activities and events concerning significant issues of women

17. Special Cell Standing Committee for SC/ST

Objectives

a) To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.
b) To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.
c) To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of1989, dated 11/09/1989)

Responsibilities

a) To look into the complaints if any received from the concerned staff and students belonging to SC / ST.

18. Student Council

Objectives

To assist Head - Student Council in creating and maintaining a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual developments of students in a holistic way.

Responsibilities

To assist the Head – Student Council in performing his responsibilities in the following areas:
- Co-Curricular Activities/Overall development of the Student
- Personal development of the Student
- Channel between Management, Staff and Student Community

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Rules, Policies & Procedures, SGMRP, Mahagaon.
19. Speaker, Talent Acquisition Club and Expressive Arts Club

**Objectives**

To develop and encourage multi facet skills.

**Responsibilities**

a) To conduct competitions for Technical, soft skill and professional activities like conferences, quiz, paper, poster, elocutions and so on within the college.
b) To display notices regarding inter and intra events.
c) To publish newsletter.

To encourage students to attend similar events outside college.

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### 4. Administrative Rules and Regulations

**4.1 Norms and Rules**

The polytechnic abides by the norms and rules laid from by All India Conical of Technical Education (AICTE)

**4.2 Pay Scales and Service Conditions and Qualifications for the Teachers and other academic staff**

As per All India Council for Technical Education Pay Scales and Service Conditions and Qualifications for the Teachers and other academic staff in Technical Institutions (Diploma) Regulation 2010. *(Ref. Annexure 1)*
5. Admission Rules and Regulations

5.1 Eligibility Criterion

Passed 10\textsuperscript{th} Std. / SSC examination. Obtained at least 35\% marks at the qualifying examination.

5.2 Admission Procedure

The students are admitted in the institute as per the provisions of Maharashatra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015. The Centralized Admission Process (CAP) will be conducted by Competent Authority appointed by the Government of Maharashtra. Government of Maharashtra State Common Entrance Test Cell. (Ref. Annexure 4).

Website: [http://www.dtemaharashtra.gov.in](http://www.dtemaharashtra.gov.in)

5.3 Curriculum and examination rules

The institute implements the Curriculum for all the disciplines as provided by the Maharashtra State Board of technical education, Mumbai. The pattern and rules for the examination conducted at the institute are also as per those laid down by the Maharashtra State Board of technical education, Mumbai. (Ref. Annexure 5).

6. Recruitment of Teachers and other Academic Staff

The rules and policies regarding recruitment and promotion are as per AICTE and SGMRH&RC, Mahagaon.

Eligibility Criterion

As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff (January 22, 2010)]. Faculty Members are recruited based on the qualifications prescribed by AICTE and DTE, Mumbai for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37- 3/Legal/2010 dated January 22, 2010.

6.1 Manpower Planning

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Management during the semester.
The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement:

6.2 Recruitment Procedure

Mode 1: is through the MSBTE, Mumbai selection procedure.

1. Approval: Approval for filling the post in line with roaster from competent authority is obtained.

2. Advertisement: In leading News Papers requesting the eligible candidates as per AICTE norms to apply within a given time

3. Applications: The applications along with the Resume and supporting documents will be collected at the Central office of SGM Polytechnic, Mahagaon.

4. Listing: After the applications are received, a list will be prepared highlighting the eligibility, qualification and experience.

5. Merit List: List will be prepared as per the requirements of the individual department.

6. Expert Body: An expert panel consisting of Secretary, MSBTE and DTE Nominee, B.C. Nominee. Principal, subject expert and a Board nominee will be provided by MSBTE, Mumbai for Approval.

7. Call Letters: Eligible Candidates will be called for interview.

8. Interview: Discussions with the candidates to know their potentials, strengths, teaching skills etc. will be conducted.


10. Service book will be maintained. (Refer Annexure 6)

Mode 2: Permanent appointment at Institute level through local Management selection committee.

The Procedure followed is as below:

1. Advertisement in leading Newspapers.

2. Fixing of schedule for conduct of interview.

3. Intimation to candidates about the date and time of interview.

4. Reporting of candidate and verification of certificates.

5. Interview by local selection committee.

6. Service book will be maintained. (Refer Annexure 6)

Issue offer of appointment letter to the selected candidate till MSBTE Approval.
Mode 3: Ad-hoc appointment at Institute level through local staff selection committee.

The Procedure followed is as below:

1. Advertisement in leading Newspapers.
2. Fixing of schedule for conduct of interview.
3. Intimation to candidates about the date and time of interview.
4. Reporting of candidate and verification of certificates.
5. Interview by local selection committee.
6. Issue offer of appointment letter to the selected candidate.

7. Code of Conduct

All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.
7.1 Policy for Physically Handicapped People

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

7.2 Drug and Alcohol Free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute’s policy. All employees as a condition of employment: Abide by the institute's policy on prohibited substances; and inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

7.3 Equal Employment Opportunity

It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

7.4 Sexual Harassment

Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken.

All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

7.5 Attendance

Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department.

A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.
7.6 Conflicts of Interest

An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

7.7 Safety

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department immediately. A doctor is available in college premises. First Aid Box is made available to all the employees and students.

7.8 Confidential Information

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

7.9 Gratuities

Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

7.10 Disruptive Behavior

While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

7.11 Outside Employment

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict.
of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

7.12 Malpractices

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute.

7.13 Revelations

Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters. Employees and superiors should contact the Registrar immediately if assistance is needed related to these policies.

7.14 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 Institute 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 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.
8. Student Discipline and Conduct

1. Every student will maintain discipline and decorous behavior both inside and outside the campus with faculty and their friends and will not involve in any activity, which shall tend to bring down the prestige of the Institute.

2. Any act of indiscipline of a student reported to the Authorities, shall be discussed in meeting. The Committee shall enquire into the charges and recommend necessary action if the charges are substantiated.

3. During the conduct of lectures / practical / term work student should not loiter in and around the Institute premises.

4. Every student must attend all lectures, practical, term work and examinations conducted by the Polytechnic.

5. Every pre-final year student should complete six week industry in-plant training during summer vacation and submit report otherwise his/her fifth semester will not be granted.

6. Students should not organize on their own picnic, excursion etc. without prior written permission of the Principal.

7. If a student while studying in the institute is found indulging in anti-national activities contrary to provisions of acts and laws enforced by Government s/he is liable to expulsion from the institute without notice.

8. If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra Anti-ragging act 1999.

9. The students should not involve in any activity such as "common off". If they are found to be involved in "common off", are liable to disciplinary action as decided from time to time.

10. Student should be in proper uniform decided by the institute.

11. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at Institute. The valid ID card must be presented for identification purpose as and when demanded by authorities. Refusal shall be subjected to disciplinary action

12. Mobile phones are strictly banned during academic hours. Mobile phones must be switched off before entering classrooms or laboratories. If any student is found using mobile phones during academic hours, s/he will be liable to necessary action.

13. All students must handle Laboratory Equipment, Machines and Computers in the institute with proper safety and care.
14. All students must use all internet facilities ethically.
15. The library facilities shall be properly used. All students must adhere to the rules and regulations of Library.
16. Every student should take utmost care of the Institute property and try to keep the Institute and its premises neat, clean and tidy. Any Intentional damage done to the Institute building, furniture, equipments by the students shall be treated as breach of discipline and the students will be severely punished.

9. Working Hours and Workload

9.1 Muster

A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

9.2 The Standard Workweek

Since the requirements of the various operations of the Institute are Diverse, different work schedules are adopted to meet different needs. However, the standard workweek of the employees is Monday to Saturday. The timing is 08:45 am to 4:30 pm for Administrative Staff and Faculty. All days have a Thirty minutes break for lunch and 15 minutes of tea break.

9.3 Change of Workweek

Any change of workweek / breaks / work timings etc. should be with the prior approval of the Management. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the Management. The Management may intervene when a deviation that is not suitable to the HR policies of the institute is noticed. All employees will be informed from time to time of any changes made by the Management in this matter. It is the responsibility of each employee, however, to ensure that the Management is made aware of the change in workweek or timings etc. that he / she have been assigned.

9.4 Overtime

No overtime charges are provided to any employee. Only the administration and Supporting staff however are entitled to a Compensatory Off (H) if they work on public holidays and Weekend days. The workweek may be made different for the staff by the
various Head of the Department in-order to facilitate the students' access to additional lectures, trainings, library, Internet center, and workshop or admission procedures.

9.5 Leave Rules

9.5.1 Casual Leave
1. All the employees are entitled for 12 days of casual leaves in a year in an academic year
2. Faculty and staff who have not completed one year of service can avail CLs only on Pro-rata basis.
3. Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
4. Casual Leave can either be prefixed or suffixed with vacation.
5. Casual leave not availed in an academic year will lapse.
6. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
7. Saturdays (if not a working day), Sundays/public holidays/restricted holidays/weekly offs can be prefixed and/or suffixed to casual leave.
8. Casual leave can be availed by individuals only on prior sanction. It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The Head of Department will monitor and take suitable steps to see that no class is unattended.
9. The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

9.5.2 Vacation Leave
1. Faculties who are in regular service are eligible for a vacation leave as per the norms of SGMRH&RC. Mahagaon.

9.5.3 Earned Leave
All the office employees are entitled for 15 days of earned leave per year.

9.5.4 Medical Leave
1. All the employees are entitled for Ten Medical Leaves (ML) in an academic year
2. In case of Medical Leave, a medical certificate from Registered Medical Practitioner should be produced.
3. In case of emergency, a special leave may be granted subject to the approval.
from Secretary, SGMRH&RC, Mahagaon.

4. In case of emergency / Medical Leave, the employee should inform to the concerned Head of the Department/Principal.

**9.5.5 Maternity Leave**

1. All the lady employees are entitled for 90 days Maternity Leave (twice in the entire career) as per the prevailing norms prescribed by the authorities from time to time.

**9.5.6 Permissions/Movements**

Depending on urgency of the mater faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority. Such permission can be given two times per month only.

Competent Authority:

- For all teaching faculty- Principal
- For all other staff - Respective Head of Department / Office Suptd.

**9.6 Other Policies**

**9.6.1 Security and Vigilance on campus**

Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. Institute has also installed cameras at important locations as outdoor security monitoring.

**9.6.2 Biometric Attendance facility**

Every staff member of this Institute is required to register the finger print in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave. Registration is available with office staff.

**9.6.3 Examination Duties**

All teaching staff is allotted Examination duties for MSBTE Board and departmental examination.

**9.6.4 Private Coaching / Outside Employment Policy**

No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken such staff members.

**9.6.5 Internet Facility policy**

Staff must use the internet facility provided by Institute only for office and academic purpose. Staff must not be involved in sending unsolicited mails through internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not
waste the internet resources.

**9.6.6 Non smoking, non alcohol and no-tobacco chewing policy**

At Institute no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.

**9.6.7 Keys deposition Policy**

Institute main office keys are deposited in the security office. Department classroom, labs, staff room, Library and workshop keys are deposited in the Institute office keyboard. Proper staff members are authorized to close and lock the rooms.

**9.6.8 Vehicle parking policy**

All the staff members are required to park preferably at the designated parking lots for proper management. Students are required to park vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus. Faculty/Staff shall not park the vehicle continually for days without prior permission; else action will be taken against it.

**9.7 Faculty Development and Welfare Measures**

**9.7.1 Faculty Development**

**9.7.1.1 Deputations for Post Graduate Studies**

Staff members having Graduate qualification are encouraged to pursue Post Graduate (PG) qualification. Staff members who have put in at least three years of continuous service and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions. The grant of such request is considered depending upon merit of the case as judged by Head of the Department, Principal. In case the Management decides, the staff member is required to sign a legal bond, before starting of PG course. Head of the Department extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the PG course and it is expected that staff member completes the PG in this tenure only.

**9.7.1.2 Deputation for Ph.D. Work**

Staff members having Postgraduate qualification are encouraged to pursue PhD qualification. Staff members who have put in at least three years of continuous service and whose performance is satisfactory, can request management to depute them for completing PhD from recognized institutions. Such request is granted considering merit of the case as judged by Head of the Department, Principal. Such member is required to sign a legal bond before the start of PhD. They also have to submit the progress report to Institute (through Head of the Department) at every interval of six months. For self
sponsored staff members doing PhD at IITs, the entire expenses towards completion of PhD are borne by staff member.

**9.7.1.3 Seminars / Workshops / Conferences**

Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as “ON DUTY”. The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as “ON DUTY” during the period of attending the courses.

**9.7.1.4 Promotion of Research Activities**

The Institute aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels. The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations. Travel grants can be sanctioned to faculty to present research papers at or to attend National Conferences.

**9.7.1.5 Staff Development and Training**

1. All Staff members are encouraged to take up various AICTE, DTE, MSBTE, DST and other agency approved short-term training programs or attend reputed conferences/seminars/workshops etc. during vacation period. Staff members who have put in more than one year of continuous service are eligible for such deputations. Head of the Department shall decide the usefulness of such programs and recommend the name of staff members for attending the programs to Principal for approval. After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the department. In addition, the staff is required to make a presentation on the conference or training program attended to the department.

**9.7.2 Welfare scheme for Faculty and Staff:**

1. Free medical checkup facility is provided for the faculty and staff.
2. MD Group Insurance assistance is provided to the faculty and staff.
3. Financial Assistance to faculty and staff through Federal Bank for Housing and personal needs.
4. EPF for Faculty and Staff.
10. Job Responsibilities

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability, The Institute follows a well decentralized pattern of working with each staff member being held accountable for the assigned responsibilities.

10.1 Functions of Key Administrative Positions:

**Principal: Academic and Administration of the Institution.**

1. Provide effective leadership to the Polytechnic
2. Liaison with Management, AICTE, NBA, DTE, MSBTE, Industries, Parents, Students, Alumni and other stakeholders
3. Implement and monitor policies of management, decisions taken in Governing Body. Guide various committees and cells for effective functioning.
4. Approve Academic calendar, hold Head of Department and faculty meetings, monitor admission, academic and exam related activities. Monitor faculty performance, resolve issues (if any) to create conducive atmosphere.
5. Ensure safety and security measures of Institutional infrastructure and the resources.
6. Evolve future plan and prepare for progress, development and sustainability.

**Vice-Principal: Academic and Administration of the Institution.**

1. To discharge routine duty of Principal during absence of Principal.
2. Oversee the Institute bus service.
3. Housekeeping.
4. Prepare and execute academic calendar.
5. Oversee the teaching-learning process.
6. Carry out result analysis and submit corrective measures to Principal.
7. Conduct Co-curricular activities.

**Head of the Departments: Academic and Administration of the department**

1. Planning, Implementation, Supervision and General Departmental control over academic activities, class time-tables, etc.
2. Evaluate performance of Faculties and staff, their academic duties such as lectures, demonstrations, assessments, guidance to research, tutorials, workshops, etc.
3. Arrange discussions with Class representatives, mentors and seek suggestions for development of department, meetings with parents / guardians regarding attendance, performance of their wards, academic progress and keep records of the same and report to Principal.

4. Entrust Lab Incharge to maintain the Departmental Dead Stock, Consumable Stock Registers and prepare annual requirement of the consumables and seek approval of Principal.

5. Prepare annual budget required for department and forward the same to Principal for consent.

6. Maintain constant vigil on engagement of classes regularly, punctuality in imparting lesson as per syllabus and timetable.

7. Conduct weekly meeting with staff and check whether the syllabus has been completed as decided and maintained in the academic diary.

8. The Head of the Department is responsible for the smooth functioning of the department as per the academic calendar.

9. Conduct academic co-curricular, extracurricular activities of the students of the departments.


11. Assign various responsibilities such as Guardian Faculty Member, Mentors, Co-curricular coordinators, Academic coordinators, Lab In-charges etc. to Faculties and Laboratory Staff.

**Lecturer**

1. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and Academic Booklet in appropriate format.

2. To use innovative teaching aids and adopt innovative teaching–learning methodologies.

3. To counsel students and conduct extra lectures/ revision lectures for students requiring help.

4. To organize/ coordinate/ attend various seminars/ workshops/ CUP/ training programs.

5. To participate proactively in any research and development activities conducted in the department.
6. To perform other academic/administrative duties assigned by Head of the Department.

7. To follow all rules and regulations as laid down by the Institute which includes working time in the Institute, signing of the muster, Institute uniform, leaves updating, submission of tax documents etc.

**Workshop Superintendent**

1. Smooth running of Institute workshop.

2. Preparing Material Requirement.

3. Oversee the workshop routine work.

4. Proposing annual budget for workshop.

**Administrative and Registrar Co-ordinator cum Accountant**

1. Liaisoning with AICTE, DTE and MSBTE.

2. Maintain Service Books of Faculty and Staff.

3. Faculty personal files

4. Maintain minutes of meeting (all)

5. New proposals

6. Co – ordinate day to day activities of office

7. Purchase process

8. Annual Institute budget

9. Fee Regulating Authority requirements

**Training and Placement Officer**

1. Liaison with Industry.

2. Facilitate career guidance to students.


4. Arrange campus interviews.

5. Proposing annual T & P budget.

6. To maintain complete information regarding student appearing for placement activities.

7. To conduct placement activities smoothly

8. To update and maintain the contact details of companies interested in recruitment activities.
9. To send invitation to industry and company for campus recruitment and notify the students about the events and take necessary action.
10. To take necessary actions for pre-placements.
11. To arrange Training and Soft skills as per requirements of Companies / Industries.

**Librarian**

1. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD’s, audio cassettes, e books, online resources etc. and renewal of books / magazines.
2. To display all technical articles, literature and new arrivals.
3. Co-ordinate day to day activities of Library
4. Plan and propose expansion and development.
5. Maintain library discipline and culture.
6. Prepare annual budget for library.

**I/C Examination Section**

1. MSBTE Enrolment of newly admitted students.
2. Smooth conduct of all Internal and External Exams.
3. Examination related guidelines are forwarded to concerned staff and students from time to time.
4. Record Keeping and Safety of Exam stationary and other related Inventory.
5. Exam form filling of Regular and Ex-students.
7. Conduct Examination as per MSBTE Norm in free and fair environment.
8. Support to Officer In-Charge EC – 0965 during board theory exam and Officer In-charge RAC 0965 during assessment work.

**Sport Co-ordinator**

1. Ensure smooth conduct of sports.
2. Ensure proper use of gymkhana.
3. Purchasing of sport items.
4. Arrange Zonal and Inter zonal Tournaments organized by IEDSSA.
5. Encourage students to participate in Inter Departmental Sports as well as Zonal and Inter Zonal Events.

**I/C Alumni Association**

1. Ensure alumni registration.
2. Arrange meet.
3. Proposing annual budget.
I/C Student Council Activities
1. Organize events through students’ professional societies / chapters.
2. Organize Technical Paper, Project, Quiz etc. contests.
3. Encourage student participation.
5. Record of student participation and achievements in Co-curricular and Extra-curricular activities.
6. Maintain record of such events.

In charge: Network Administrator
1. To update and maintain institute website with institute data.
2. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
3. To initiate purchasing of equipments.
4. To provide support for various software servers.
5. To ensure continuous internet during assigned hours.
6. To give support to On-line exam, Seminar, Workshop, technical training program.

Laboratory/ Technical Assistant:
1. To prepare the laboratories for smooth conduction of laboratory session.
2. To assist faculty and students during laboratory sessions.
3. To maintain Dead stock register, Instrument Issue register and maintenance register.
4. To conduct installation of new equipments and maintenance of existing equipments.
5. To maintain and update the approved supplier list for equipments.

10.2 Performance Appraisal

Preamble
The SGMRP has committed to move on the path of excellence with a clear vision for quality of education for rural students for supervisory roles. Image of any academic institution is determined by the quality of its faculty, their research and academic achievements. The SGMRP must provide full freedom to the faculty members in performing academic work of their choice within a framework of MSBTE. So, it is necessary to periodically review the faculty performance to ensure the following.

1. The work done by faculty is in tune with the MSBTE and modern engineering practices.
2. The teachers continuously benchmark against the best in the region and set high standards of teaching and learning.

3. SGMRP rewards high performers and motivates under performers.

Faculty Appraisal and Development System (FADS) should focus on the delivery by quality faculty in different activities they undertake. Faculty at any SGMRP is expected:

a) To teach in the Academic Programmes including PDP / FDP / Training Programmes of similar type.
b) To teach and guide students in the diploma in Engineering Programmes.
c) To carry out research, publish papers in scholarly journals and to arrange different student oriented activities from government, national and international agencies.
d) To organize national / international workshops / seminars / conferences / conventions / conclaves /summit.
e) To undertake consultancy assignments.
f) To undertake institution building activities.

It is in relation to each of these activities that a faculty member's contribution needs to be measured and a suitable mechanism needs to be evolved.

10.2.1 Work Norms (Expected Minimum Work Output)

Minimum performance expected from a SGMRP faculty in an academic year is six courses (of 20 credits TH/PR) or equivalent units. It is expected that faculty member require devoting 36 weeks to teach a Theory and practical of 12-20 credits for odd and even semesters which include plans of TH/PR, teaching, preparations, assignments / practical / projects/ term work/ question paper setting and evaluation etc. Hence, they would be required to devote 720 working hours in any academic year. Therefore, the SGMRP follows the semester system it turns out to be 14-22 hours teaching load in a week as per AICTE norms.

For other academic activities (Ind. visits, guest lectures, practical, research, training, publication, academic administration etc.) faculty members' contribution needs to be measured with appropriate “teaching unit” equivalence. These equivalence needs to be work out based on output rather than input and a suitable mechanism needs to be evolved.

To facilitate the process, the academic calendar should begin from june-12 of an academic year to may 20 of the next year as per direction received from MSBTE, Mumbai.

10.2.2 Quality Assurance

For emphasizing quality in all endeavors, the following broad criteria should be used for different activities.

1. Academic Programmes
   a) Remedial teaching
   b) Development of teaching aids, course material
   c) Students’ feedback
2. PDP, Any Other Training Programme
   a) middle management Level programs (EDP, IIPC, soft skill)
   b) Participants’ feedback
   c) New Programmes floated according to clientele needs
3. Research Publications
   a) National / International (conference/Journals)
   b) Books / Book Chapters in reputed Publishinghouse
4. Workshops / Seminars / Conferences
   a) Coordinator of the Programme
   b) Members of the Programme

5. Institution building activities
   a) Chairmanship of Various Committees of the SGMRP
   b) Membership of Various Committees of the SGMRP
   c) Membership of other Statutory Bodies of the SGMRP

10.2.3 Faculty Performance Review

The process of appraisal will consider, in addition to quantitative evaluation on the basis of faculty work norms, evaluation on qualitative performance which is reflected through the positive contribution of an individual faculty in overall development of the SGMRP and the subject area of specialization, feedback of the academic activities like teaching in academic programme, PDP or training programmes of similar type. Hence, the feedback for teaching, training and research shall be an integral part of the faculty performance appraisal (Course Evaluation Feedback Performa Attached at Appendix I).

The process for the performance appraisal system would be as follows.

(i) Maximum workload
(ii) PDP (or any other training programme of similar type) Load + Quality
(iii) Academic programs Load + Quality
(iv) Research and publications (Quantity + Quality)
(v) Workshops / seminars / conferences
(vi) Institution building activities

Principal/Heads will administer the feedback questionnaire to students for academic programmes and also for PDPs and any other training programme of similar type. This information will be shared by the concerned Principal with the Management. Consolidated feedback will be shared with the individual faculty members. No individual faculty will take feedback on their own cases from Students / Trainees.

Faculty members shall receive the soft copy of the Performa for the academic plan and work performed from the office (Annexure A & B by May 15 every year). They shall submit the same completed in every respect by May 30 or June 20 as the case may be to their respective Principal.

However, the course allocation meeting in the respective faculty area should also take place by first week of July every year. Principal along with faculty member heads and academic coordinator should discuss the academic calendar of the academic year. Office shall compile these data along with the feedback for teaching, training and research. This will be followed by a meeting of the individual faculty member with the Principal to complete the process of appraisal. The Appraisal Report of the faculty members will be the basis for writing their Annual confidential report.

Faculty Appraisal and Development System Committee (FADS-C) will be constituted periodically to undertake a comprehensive evaluation of the faculty members. The period could be 3 years and shall also include past performances data. In addition to the students’ feedback / PDP or any other training programme of similar type, participants’ feedback would be taken. Comprehensive evaluation would involve obtaining assessment of research outputs from internal / external experts. The committee will recommend for appropriate action for the high performing and poor performing faculty members. Recommendation of the committee may be input to the selection committee at the time of selection of the faculty to higher positions or academic incentives.
10.2.4 Incentives for the Faculty Members

The following are the suggested incentives/ rewards.

1. Longer duration placements in institutions of excellence through faculty exchange programme

2. Flexible norms for attending national and international seminars / conferences and MSBTE training may be introduced (faculty members may be permitted to attend two national conferences every year and one international conference once in 3 years). This may be made more flexible in case of high performers as proposed
   a) Lecturers/Heads scoring more than 16 unit points and Assistant Professors scoring more than 15 points, the reward would be attending one additional international conference in 2 years in addition to the existing norms of international travel.
   b) Lecturers/Heads scoring 18 units and above and Assistant Professors scoring 17 points and above, the reward would be attending one additional international conference in 1 year in addition to the existing norms of international travel grant or payment of Rs. 50,000 cash.

3. Grants for procurement of books, journals, memberships of professional society, procurement of software and hardware etc., would be Rs 5000 on reimbursable basis.

4. Best Researcher and Trainer award be constituted annually. Modalities of such award should be worked out.

Above measures will promote a “performance centric academic culture at any SGMRP” and shall provide academic freedom to the faculty members to plan their teaching, research and training agendas as per their specialization. Faculty Appraisal and Development System (FADS) can be reviewed from time to time to make it effective and relevant to the context.

10.2.5 Process for the development of work norms

Faculty members being the centrifugal force of any academic institution require performing many academic and other academic related administrative activities. Measurement of these activities, mostly intangible in nature, requires dynamic approach. The most suitable approach for such type of situation is to develop work norms rather than job quantifications. These norms act as guidelines to the faculty members to select basket of academic activities by themselves keeping in mind the MSBTE CIAAN norms.

BROAD GOALS FOR FACULTY WORK NORMS

   a) Optimum utilization of faculty resources
   b) Creating the right blend of academic activities based on ability and challenges in the field.
   c) Balancing the work between activities which are non-remunerative and those for which faculty receives additional compensation.
   d) It can be used as a mechanism for faculty development.
   e) It can be used as faculty performance measurement by incorporating the qualitative performance of the faculty members.
ACTIVITY LIST

Faculty members require performing different types of academic activities. The lists of activities are:

a) Academic Programmes teaching
b) Open / sponsored / in-company PDP (or any other training programme of similar type) / On campus PDP or MSBTE Training (fee which no honorarium is paid)
c) Academic Administrative Service (secretary ship, Chairmanships, Committee memberships, etc.)
d) Professional Service (Organizing conferences / seminars / editing journal / membership of board / other external committee etc.)
e) Publications (and presentations at National / International conferences)

10.2.6 FINAL ASSESSMENT OF FACULTY

GENERAL OBSERVATIONS

The above norms are means to facilitate individual faculty members to plan and regulate their own activities and also assess their performance in quantitative terms. The intent of these norms is not to control any faculty members but to help and guide activities of individuals as well as those of the SGMRP in a manner so that work goes on smoothly through a balanced and coordinated participation of every member.

The units have been assigned on the basis of expected time required to be devoted for the performance of the academic activities and also to avoid double accounting for the same / similar academic activities. It is expected that every care must be taken in the guidelines contained in this document so as to achieve the synergy.

The final faculty appraisal shall be on the basis of following procedure:

The conversion table for unit earned in Academic Activity Plan (Self-Appraisal) to marks shall be on the basis of 8 units equivalent to 60 marks and 16 and above equivalent to 100 marks.

(As per the work norms for the faculty members each member must earn minimum of 8 units.)

The table for the conversion is as follows:

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<thead>
<tr>
<th>Units</th>
<th>Marks</th>
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<td>8</td>
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<td>16 and above</td>
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</tr>
</tbody>
</table>
2. The feedback of the students, after taking the average of all the courses out of 50 should be converted to 100 marks.

3. Principal's Assessment shall be made out of 50 marks which will be converted to 100 marks.

Overall appraisal of the faculty would be done on the following basis:

   a) 60% of Self-Appraisal
   b) (moderated and evaluated by the Principal/Vice Chancellor in presence of the faculty members as the case may be)
   c) 25% of the students' feedback
   d) 15% of the Principal's assessment

   (Overall appraisal = 0.6 * Self-appraisal + 0.25 * Students' feedback + 0.15 * Principal's)

These marks shall be further mapped using the following scale

   (a)  80 and above = Outstanding
   (b)  70 – 79 = Very Good
   (c)  60 – 69 = Good
   (d)  55 -59 = satisfactory
   (e)  Less than 55 = Unsatisfactory

Note:
The Faculty Appraisal and Development System (FADS) document may be subject to review after every three years.
Annexure

- **Annexure 1:** AICTE Six Pay Scales & Norms Regulations.
- **Annexure 3:** The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.
- **Annexure 4:** State Common Entrance Cell Information Brochure
  - [http://www.dtemaharashtra.gov.in](http://www.dtemaharashtra.gov.in)
- **Annexure 5:** MSBTE Examination Regulations.
- **Annexure 6:** File Index for service book and Training Index

### File Index for service book and Training Index

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Subject of Training</th>
<th>Date From / Date to</th>
<th>Duration in weeks or days</th>
<th>Sponsored / organized by</th>
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Rules, Policies & Procedures, SGMRP, Mahagaon.
## Our Other SGM Institutes and Organizations

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Institute</th>
<th>Estd. Year</th>
<th>Type of Education</th>
<th>Approving Body</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Sant Gajanan Maharaj Rural Hospital</td>
<td>1993</td>
<td>100 Beded Multi specialty Hospital</td>
<td>Bombay Nursing Act</td>
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<tr>
<td>2</td>
<td>Rural College of Paramedical Education, Mahagaon</td>
<td>1997</td>
<td>+2 Course MCVC</td>
<td>Govt. of Maharashtra</td>
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<td>3</td>
<td>Institute of Para-Medical Science, Mahagaon</td>
<td>2003</td>
<td>Certificate</td>
<td>Govt. of Maharashtra</td>
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<td>4</td>
<td>P.G. Institute of Medical laboratory Tech &amp; Dietetics, Mahagaon</td>
<td>2004</td>
<td>P.G.</td>
<td>Govt. of Maharashtra</td>
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<tr>
<td>5</td>
<td>Sant Gajanan Maharaj Rural Pharmacy College, Mahagaon</td>
<td>2006</td>
<td>Diploma Pharmacy</td>
<td>AICTE, New Delhi &amp; PCI</td>
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<td>6</td>
<td>Institute of BMLT &amp; DOTA Mahagaon</td>
<td>2005</td>
<td>Degree</td>
<td>Govt. of Maharashtra</td>
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<tr>
<td>7</td>
<td>Florence School of Nursing Mahagaon</td>
<td>2005</td>
<td>Diploma ANM</td>
<td>Govt. of Maharashtra</td>
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<td>8</td>
<td>Sant Gajanan Maharaj College Of Pharmacy</td>
<td>2010</td>
<td>B. Pharm</td>
<td>Govt. of Maharashtra</td>
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<td>9</td>
<td>Sant Gajanan Maharaj School Of Nursing</td>
<td>2011</td>
<td>GNM</td>
<td>Govt. of Maharashtra</td>
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<td>10</td>
<td>VK chavan Patil D Ed College</td>
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<td>Govt. of Maharashtra</td>
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<td>Sant Gajanan Maharaj College of Engineering Chinchewadi.</td>
<td>2012</td>
<td>B. Engg</td>
<td>Govt. of Maharashtra</td>
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<tr>
<td>12</td>
<td>Anandrao Patil-Chuyekar English Med. School</td>
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<td>School</td>
<td>Govt. of Maharashtra</td>
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<tr>
<td>13</td>
<td>Sant Gajanan Maharaj Ayurved Medical College</td>
<td>2018</td>
<td>BAMS</td>
<td>Ayush, Ccim, Govt Of Maha</td>
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<td>14</td>
<td>SGM Nature Cure &amp; Home Stay, AMBOLI.</td>
<td>2016</td>
<td>Naturopathy centre</td>
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