



Samarth Samaj's

Shivajirao S. Jondhale College of Engineering  
Dombivli (E)

(Affiliated to University of Mumbai, Approved by AICTE)

# Handbook

## **Vision**

To impart quality technical education for creating competent and ethically strong professionals with capabilities of accepting new challenges.

## **Mission**

Our efforts are dedicated to impart quality technical education based on a balanced program of instructions and practical experiences.

Our strength is to provide value based technical education to develop core competencies and ethics for overall personality development.

Our endeavor is to impart in-depth knowledge and versatility to meet the global challenges.

# **Content**

1 Roles of faculty members

2 Service Rules

- a) Service Book
- b) Salary
- c) Provident Fund
- d) Gratuity
- e) Group Personal Accident Insurance
- f) Leave Rule
- g) Vacation
- h) Superannuation

3 Recruitment Policies

4 Promotional Policies

## **1.Roles of the Faculty Members**

Following are the responsibilities of teachers:

### **Academic Responsibilities**

- a) Class Room teaching
- b) Laboratory session
- c) Course Planning
- d) Developing learning resource material for classroom
- e) Administration and management of facilities available.
- f) Monitoring Academic and research activities.
- g) Participation in different workshops.
- h) Plan and implement staff development activities.
- i) Maintain accountability
- j) Conduct Performance Appraisal
- k) Plan and conduct research activity.

### **Extension services**

- a) Interaction with industry and society.
- b) Providing different modes of education for the benefit of the community
- c) Promotion of entrepreneurship and job creation
- d) Providing technical support in areas of social relevance

## **2.Service Rules**

### **a) Service Book**

Service Book is updated every year.

### **b) Salary**

Salary shall be paid as per Pay commission, Government of India adopted by statutory body (AICTE, New Delhi) and implemented by the state of Maharashtra & the same adopted by University of Mumbai, Mumbai time to time.

### **c) Provident Fund**

Provident Fund under Employees Provident Fund Act, 1952 shall be applicable to teaching and non-teaching staff members in the institute. The statutory deduction as per the act has been revised and implemented in Shivajirao S. Jondhale College of Engineering, Dombivli (E).

#### **d)Gratuity**

Teaching and Nonteaching staff members completing continuous service of minimum 5 years in the institute shall be eligible for Gratuity under 'The Gratuity Act, 1972'.

#### **e)Group Personal Accident Insurance**

A group Personal Accident Insurance facility of Tata AIG General Insurance Company Ltd. is provided to all Teaching and Nonteaching staff with a policy of Three Lakhs. This insurance covers charges of hospitalization and medicine expenses.

#### **f)Leave Rules**

##### **Applicability:**

The provisions contained in these rules shall apply to all employees of the College.

##### **Right to leave:**

- Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- Leave sanctioning authority cannot alter the kind of leave due and applied for.
- Leave will not be granted to staff under suspension.

##### **Application for leave:**

- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

**Teaching/ supporting Staff are entitled for following leave**

## **1. Casual Leave**

- a) Teaching and Non-Teaching staff is entitled to 12 days casual leave per year.
- b) Permission for casual leave shall ordinarily be obtained before the day on which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins, ex-post-facto sanction for casual leave shall be obtained by the employee.
- c) Mass casual leave shall not be treated as casual leave. It shall be treated as unauthorized absence and dealt with accordingly. The action to go on mass casual leave shall be treated as misconduct.

The employee shall be entitled to not more than 7 days casual leave at a time. The same may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed 7 days at a time. Any number of Sundays and / or Public holidays are permitted to be prefixed and / or suffixed so also a holiday or a series of holidays are permitted to interpose between the periods of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed seven days, save only in exceptional circumstances; it

- a) may be extended up to nine days.
- b) The casual leave cannot be combined with any other kind of leave except compensatory leave.
- c) Casual leave of half day can be granted to an employee.

## **2. Earned Leave**

- a) An employee who is not entitled to vacation shall be entitled to earned leave of 30 days in a year.
- b) Each employee's leave account shall be credited with earned leave in advance, in two installments of 15 days each on 1<sup>st</sup> January and 1<sup>st</sup> July of every calendar year.
- c) The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.
- d) Provided that where the earned leave at the credit of the Employee as on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July shall

instead of being credited in leave account be kept separately and first adjusted against the earned leave that the employee takes during that half year and balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.

e) The employee may not take more than 180 days earned leave at a time.

### **3. Leave on Half Pay**

An employee who is entitled to vacation shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limitation. The employee shall not be entitled to leave on half pay during the first year of his / her service. The leave on half pay due may be granted to the employee either on medical ground or for private reasons. The leave requested on medical grounds shall have to be supported with the certificate from the Medical Authority.

### **4. Maternity Leave**

- a) Maternity Leave may be granted to a female staff with less than two surviving children and who has put in at least two year of continuous service, for a period of upto 180 days from the date of its commencement.
- b) Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.
- c) Maternity Leave shall not be debited to the leave account.
- d) Maternity Leave may be combined with leave of any other kind except Casual Leave.
- e) Any leave (including commuted leave upto 60 days) may be taken without medical certificate up to one year in continuation of Maternity leave.
- f) During maternity leave, leave salary equal to last pay drawn is admissible.

### **6. Extra ordinary leave**

- a) Extra ordinary leave may be granted to an employee in special circumstances.
- b) This is applicable when no other leave is admissible.
- c) The period of extra ordinary leave other than on Medical ground shall not count for increment. The Extra ordinary leave on medical grounds

shall count for increment only with the permission from the Principal.

### **7. Compensatory Leave**

Employee asked to work on Holidays / Public Holidays by the competent authority in writing will be entitled to compensatory leave for the same. Compensatory leave can be prefixed or suffixed to any other leave i.e. Casual leave / Earned leave / Medical leave. At a time, compensatory leave cannot be accumulated for more than 3 days. Compensatory leave has to be availed within the same calendar year (exception granted to staff required to work on holidays during the month of June and cannot avail leave immediately due to extensive workload can avail compensatory leave by the end next academic year)

### **8. Half Pay to Earned Leave**

Half pay leave can be converted to Earned leave for vacation staff members subject to the following conditions:

- a) Converted earned leave can be availed only after the total earned leave to the credit of the employee is exhausted.
- b) Converted earned leave can be availed only after the total earned leave to the credit of the employee is exhausted.
- c) It can be sanctioned on the following grounds:
  1. On death of family member
  2. On marriage of close blood relation
  3. Board exams of son/daughter
  4. Any other reason found suitable by authorities
- d) The maximum limit of availing converted earned leave should be 15 days at a time subject to credit of it in their leave account.
- e) Sanction of above leave is at the discretion of the authorities.

### **9. Special Leave**

Special leave is sanctioned in some genuine cases.

### **g) Vacation**

Teachers and technical staff are entitled to vacation as per rules of University of Mumbai (presently 40 days during summer and 30 days during winter is admissible). Employee should be physically present either before proceeding on vacation or the day preceding the last day of vacation.



## **h)Superannuation**

The age of superannuation for Principal is Sixty-five years.

The age of superannuation for Teaching Staff, shall be sixty years.

The age of superannuation for Non-Teaching Staff, shall be fifty-eight years.

The age of superannuation for Registrar and Librarian, shall be sixty years.

## **3 Recruitment Policies**

1. The Teaching load of Department is calculated.
2. The number of faculties required as per AICTE norms and teaching load is evaluated.
3. The requirement of faculties is forwarded to the Principal.
4. The Roster is prepared and sent to special cell of University of Mumbai for approval.
5. To validate the roster, approval of Government of Maharashtra is taken.
6. Once the validated roster is received from the above governing office, then the draft of advertisement is send to CONCOL department of University of Mumbai for the approval.
7. The request letters for appointment of Vice chancellor nominee, list of subject expert is forwarded to University of Mumbai
8. The letters for DTE nominee and A.I.C.T.E nominee is forwarded to Director of technical education and WRO (Western Region Office) A.I.C.T.E Mumbai office respectively
9. Meanwhile the approved draft of advertisement received from University of Mumbai is published in National Level newspaper.
10. The applications are invited within 15 days of time span.
11. Once the last date is over the committee is appointed for scrutiny of received applications.
12. The applications forwarded by the special cell of University of Mumbai are also included for the reserved category.
13. The Scrutiny committee prepares the list of eligible candidate as per the post.
14. After sending the interview letters to the eligible candidate, the interviews are conducted in the presence of subject expert and other authorities mentioned above.

15. The recommendation of selection committee is forwarded in 3 page form to the University of Mumbai.
16. On the basis of recommendation of Selection Committee, the appointment orders are issued to the selected candidates.
17. The selected candidates are asked to join in stipulated period.

Since Roster takes a long time, nearly a year or more, therefore appointment is done by an Adhoc appointment policy. An advertisement is given in a Local newspaper. The applications are invited within 15 days of time span. Once the last date is over, a committee is appointed for scrutiny of received applications. The Scrutiny committee prepares the list of eligible candidate as per the post. The interviews are conducted by Local Selection Committee which consists of the Principal, a subject Expert, a Management person and the Registrar.

## **4 Promotional Policies**

### **Teaching Staff**

Promotion from Assistant Professor to Associate Professor is based on the eligibility of Qualification for the required post.

Letters are issued to the concerned staff for the same.

### **Non-teaching Staff**

The time bound promotions are given to supporting and non-teaching staff as follows:

- Junior clerk to Senior clerk
- Senior clerk to Assistant Registrar
- Assistant Registrar to Registrar
- Peons to Lab Attendant

Letters are issued to the concerned staff for the same.